

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, DECEMBER 19, 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 DECEMBER 5, 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**

1. Tribute to Mayor Christopher Eveleth. State Representative Ben Frederick and Mayor Robert J. Teich, Jr. will present tributes to immediate past Mayor Christopher T. Eveleth for his years of service to the City.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

**CONSENT AGENDA**

1. Bid Award - Self Contained Breathing Apparatus (SCBA). Approve bid award and authorize contract with Municipal Emergency Services, Inc. for the purchase of 16 Self-Contained Breathing Apparatus units and related equipment for use in the Fire Department in the amount of \$150,300.00, utilizing previously approved American Rescue Plan Act Funds (ARPA), and further authorize payment to the contractor upon satisfactory delivery of the equipment.

2. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Mike Selleck*	Board of Review	12-31-2027
Debra Adams*	Owosso Historical Commission	12-30-2025
Janae Fear*	Local Development Finance Authority/ Brownfield Redevelopment Authority	11-21-2026
Robert J. Teich, Jr.*	Zoning Board of Appeals	11-21-2025
Lisa Gallinger	Downtown Historic District Commission	06-30-2025

\* Indicates reappointment

### **ITEMS OF BUSINESS**

1. New Year's Eve Fireworks Permit Request. Consider the request of Owosso Main Street/DDA for permission to hold a public fireworks display operated by Wolverine Fireworks Display, Inc. during the City's annual New Year's Eve event.
2. Amendment to Personnel Policy Manual. Consider proposed changes to the Personnel Policy Manual regarding workplace safety.

### **COMMUNICATIONS**

1. Center for Local, State, and Urban Policy. Michigan Public Policy Survey, December 2022.
2. Tanya S. Buckelew, Planning & Building Director. November 2022 Building Department Report.
3. Tanya S. Buckelew, Planning & Building Director. November 2022 Code Violations Report.
4. Tanya S. Buckelew, Planning & Building Director. November 2022 Inspections Report.
5. Tanya S. Buckelew, Planning & Building Director. November 2022 Certificates Issued Report.
6. Kevin D. Lenkart, Public Safety Director. November 2022 Fire Report.
7. Kevin D. Lenkart, Public Safety Director. November 2022 Police Report.
8. Downtown Development Authority/Main Street. Minutes of December 7, 2022.
9. Parks & Recreation Commission. Minutes of December 7, 2022.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Tuesday, January 03, 2023

### **BOARDS AND COMMISSIONS OPENINGS**

Brownfield Redevelopment Authority – term expires June 30, 2026  
Building Board of Appeals – Alternate - term expires June 30, 2024  
Building Board of Appeals – Alternate - term expires June 30, 2025  
Downtown Historic District Commission – term expires June 30, 2023  
Downtown Historic District Commission - term expires June 30, 2024  
Downtown Historic District Commission – term expires June 30, 2025  
Owosso Historical Commission – 2 terms expire December 31, 2022  
Owosso Historical Commission – term expires December 31, 2023  
SATA Board of Directors – term expires October 1, 2025

### **ADJOURNMENT**

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

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

The Owosso City Council will conduct an in-person meeting on December 19, 2022. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL  
Monday, December 19, 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/83608122026?pwd=L04xMTE1VkwwNzZ5bFNkWXgzSGVtZz09>
- **Meeting ID: 836 0812 2026**
- **Password: 867967**
- **One tap mobile**

+16465588656,,83608122026#,,,,\*867967# US (New York)

+16469313860,,83608122026#,,,,\*867967# US

**Dial by your location**

+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)

- **For video instructions visit:**
  - o Signing up and Downloading Zoom <https://youtu.be/qsy2Ph6kSf8>
  - o Joining a Zoom Meeting <https://youtu.be/hlkCmbvAHQQ>
  - o Joining and Configuring Audio and Video <https://youtu.be/-s76QHshQnY>
- **Helpful notes for participants:** [Helpful Hints](#)
- **Meeting packets are published on the City of Owosso website** <http://www.ci.owosso.mi.us>

Any person who wishes to contact members of the City Council to provide input or ask questions on any business coming before the Council on December 19, 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 DECEMBER 5, 2022  
7:30 P.M.  
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

**PRESIDING OFFICER:** MAYOR ROBERT J. TEICH, JR.

**OPENING PRAYER:** PASTOR DEB GRAZIER  
FIRST CONGREGATIONAL CHURCH OF OWOSSO

**PLEDGE OF ALLEGIANCE:** COUNCILMEMBER NICHOLAS L. PIDEK

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

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Councilmember Fear to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF ORGANIZATIONAL MEETING OF NOVEMBER 21, 2022**

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Organizational Meeting of November 21, 2022 as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 21, 2022**

Motion by Councilmember Pidek to approve the Minutes of the Regular Meeting of November 21, 2022 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

Mayor Robert J. Teich, Jr. addressed all those present on the need to treat each other with respect and civility, despite the emotional nature of the topic of the day. He went on to read aloud the Rules for Addressing City Council and the Rule of Civility and asked that people address him when speaking.

Dr. Gary Duehring, 5150 Hickory Hollow Lane, Commander of American Legion Post 57, spoke about showing respect to the flag, the republic, and military veterans by standing during the Pledge of Allegiance, and that not doing so was disrespectful to the people that fought for our freedoms. He said he would like some consideration for what the flag represents.

Mark Drayton, 1165 N. Ball Street, 13-year Marine and Army veteran, said he lost military brothers and sisters due to service and that sitting during the Pledge disrespects those that gave their lives. He suggested any Councilmember doing so should be recalled.

Stephen Schlaack, 926 N. Washington Street, said he wanted to correct some assumptions that were made at the last meeting regarding the religious affiliation of Owosso residents. He distributed census statistics for the county that showed less than 25% of residents consider themselves to be religious. He asked that Council work to represent everyone in the community, and that residents come together and share with others all the great things about Owosso.

Patrice Martin, 615 N. Park Street, said she appreciated the sentiment of the opening prayer, though she didn't participate in it. She said we need to look at the possibility of what exists in people of different though, embrace new ideas, and move forward.

Tom Manke, 2910 W. M-21, said the statistics distributed earlier are "BS" and the Owosso community doesn't have many Progressives but it has lots of mainstream Democrats and Republicans. He spoke about a secret group of Progressive women he believes are out to change things. He suggested they accept and work with the community instead.

Mike O'Leary, 901 Huntington Drive, two-time veteran, said it is detestable not to honor the flag and the only reason the person in question can sit is because of the flag.

Robert Hooper, 708 Fletcher Street, spoke about the origin of prayer at government meetings and the idea that ignoring God is detrimental to a community. He went on to say that the intent of the founding fathers was to figure out how to get along without fighting one another, that unity would be impossible without respecting others and their differences.

Stacey Jamison, 425 N. Water Street, said the online rhetoric has been disheartening and not representative of what we want to be as a community. She encouraged everyone to examine their own behavior and be an example for the next generation.

Greg Brodeur, Shiawassee County Commission Chairman, gave an update on County events including: bids for the rehabilitation of the Courthouse, the status of the new Veteran's facility, progress on replacing the County Coordinator, work on next year's budget, and the early success of the county land bank.

Rose Hooper, 708 Fletcher Street, asked that Ms. Olson respect the values of the community that she has now joined.

Isaiah Nash, Owosso resident, spoke emotionally about starting the school day with the Pledge and respecting those that fought for our freedoms, saying that the Pledge honors the sacrifice of all veterans.

Mayor Teich announced that the initial 30-minute time period for Citizen Comments had expired. He asked if there was anyone else that wished to comment. One person raised their hand.

Motion by Councilmember Law to extend the first session of Citizen Comments and Questions by a period of four minutes to allow Eddie Urban to speak.

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

Eddie Urban, 601 Glenwood Avenue, spoke about being wounded four times during his service in Cambodia and Vietnam, saying that at one point he was forced to attack the enemy with just a knife. He said he often wondered if anyone on the Council would give their life for the country if war came to the U.S. He encouraged everyone to try to get along and love one another. The audience responded with applause.

Councilmember Law pointed out that the statistics distributed by Mr. Schlaack were for the entire county, not just the City, and the City's numbers could be higher. He also spoke about earning respect, showing respect to others, and the need to listen when you want to be heard.

## **CONSENT AGENDA**

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

**First Reading & Set Public Hearing – Zoning Ordinance Amendment.** Conduct first reading and set a public hearing for **Tuesday, January 3, 2023** at 7:30 p.m. to receive citizen comment on the proposed amendments to Chapter 38, Zoning, of the Code of Ordinances, to allow drive-through window service at marihuana retail locations as follows:

### **RESOLUTION NO. 181-2022**

#### **SETTING A PUBLIC HEARING TO AMEND VARIOUS SECTIONS OF CHAPTER 38, ZONING, OF THE CODE OF ORDINANCES TO ALLOW DRIVE-THRU WINDOW SERVICE AT MARIHUANA RETAIL LOCATIONS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Planning Commission desires to amend the Zoning Ordinance to allow drive-thru window service at marihuana retail locations; and

WHEREAS, the Planning Commission held a public hearing on November 28, 2022, at its regularly scheduled meeting, regarding a request to amend various sections of Chapter 38, Zoning, to allow the purpose noted. Two citizens spoke, one in favor of the proposed amendments, the other, opposed; and

WHEREAS, the Planning Commission recommends approval of the proposed amendments to Chapter 38, Zoning; 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, THAT THE CITY OF OWOSSO ORDAINS THAT:

SECTION 1. AMENDMENT. That Subsection (11)a.2. of Sec. 38-197, Principal uses permitted, of Article IX, *B-1 Local Business District*, of Chapter 38, Zoning, shall be amended as follows:

#### **Sec. 38-197 (11)a.2.**

- (11) A marihuana provisioning center as authorized by the city's medical marihuana facilities licensing — police power ordinance, chapter 16.5.

a. Provisioning centers shall be subject to the following standards:

2. ~~Indoor activities. All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive-thru window service.~~

2. **Contactless or limited contact transactions.** A marihuana provisioning center may designate an area for contactless or limited contact transactions either by curbside service or a drive through window service. Contactless or limited contact transactions must be completed during normal business hours. Marihuana being transferred during a contactless or limited contact transaction must be in an opaque bag and the contents must not be visible to the general public upon pick up.

SECTION 2. AMENDMENT. That Subsection (4)a.2. of Sec. 38-217, Principal uses permitted, of Article X, *B-2 Planned Shopping Center Districts*, of Chapter 38, Zoning, shall be amended as follows:

**Sec. 38-217 (4)a.2.**

- (4) A marihuana provisioning center as authorized by the city's medical marihuana facilities licensing — police power authorizing ordinance.
  - a. Provisioning centers shall be subject to the following standards:
    2. ~~Indoor activities.~~ All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive thru window service.
    2. **Contactless or limited contact transactions.** A marihuana provisioning center may designate an area for contactless or limited contact transactions either by curbside service or a drive through window service. Contactless or limited contact transactions must be completed during normal business hours. Marihuana being transferred during a contactless or limited contact transaction must be in an opaque bag and the contents must not be visible to the general public upon pick up.

SECTION 3. AMENDMENT. That Subsection (9)a.2. of Sec. 38-242, Principal uses permitted, of Article XI, *B-3 Central Business District*, of Chapter 38, Zoning, shall be amended as follows:

**Sec. 38-242 (9)a.2.**

- (9) A marihuana provisioning center as authorized by the city's medical marihuana facilities licensing - police power authorizing ordinance.
  - a. Provisioning centers shall be subject to the following standards:
    2. ~~Indoor activities.~~ All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive thru window service.
    2. **Contactless or limited contact transactions.** A marihuana provisioning center may designate an area for contactless or limited contact transactions either by curbside service or a drive through window service. Contactless or limited contact transactions must be completed during normal business hours. Marihuana being transferred during a contactless or limited contact transaction must be in an opaque bag and the contents must not be visible to the general public upon pick up.

SECTION 4. AMENDMENT. That Subsection (10)a.2. of Sec. 38-267, Principal uses permitted, of Article XII, *B-4 General Business Districts*, of Chapter 38, Zoning, shall be amended as follows:

**Sec. 38-267 (10)a.2.**

- (9) A marihuana provisioning center as authorized by the city's medical marihuana facilities licensing - police power authorizing ordinance.

- a. Provisioning centers shall be subject to the following standards:
  2. ~~Indoor activities. All activities of a provisioning center, including all transfers of marihuana, shall be conducted within the structure and out of public view. A provisioning center shall not have a walk-up window or drive-thru window service.~~
  2. **Contactless or limited contact transactions. A marihuana provisioning center may designate an area for contactless or limited contact transactions either by curbside service or a drive through window service. Contactless or limited contact transactions must be completed during normal business hours. Marihuana being transferred during a contactless or limited contact transaction must be in an opaque bag and the contents must not be visible to the general public upon pick up.**

SECTION 5. 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 6. PUBLIC HEARING. A public hearing is set for Tuesday, January 3, 2023 at 7:30 p.m. in the City Hall Council Chambers for the purpose of hearing citizen comment regarding the proposed amendments to the Code of Ordinances.

SECTION 7. 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 8. EFFECTIVE DATE. This amendment shall become effective 20 days after passage.

Master Plan Implementation Goals: 1.17

**2023 Income Threshold Poverty Exemptions.** Adopt the 2023 Income Threshold Poverty Exemptions, as required by Public Act No. 390 of 1994 as follows:

#### **RESOLUTION NO. 182-2022**

#### **CITY OF OWOSSO POVERTY EXEMPTION GUIDELINES FOR 2023**

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

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

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

WHEREAS, pursuant to Public Act 253 of 2020, if a person qualifies, the Board of Review shall grant either a 100%, 50% or 25% reduction in taxable value for the applicable tax year, or any other percentage reduction approved by the state tax commission. However, the City of Owosso elects to give only 100% reduction to approved applicants; and

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

- Be the owner and occupy the principal residence of the property for which an exemption is applied.



- Submit an application on the form provided by the State of Michigan, available through the City Assessor's office. The application constitutes an appearance before the Board of Review for the purpose of preserving the applicant's right to appeal.
- Provide proof of residency for all residents in the home.
- Supply a copy of federal and state income tax returns filed in the current year for all adult residents if available, or immediately preceding year if current is unavailable, and/or a signed affidavit stating income tax returns are not required to be filed (Treasury Form 4988).
- Supply copies of six-months-worth of income evidence for the previous year (pay stubs, benefit statement, etc.) for all residents 18 years old and over. Additional stubs may be requested later.
- **If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.**

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Owosso City Council that the Board of Review shall follow the above stated policy and the below stated guidelines in granting or denying an exemption.

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

2023 Income Standards Poverty Threshold

Total number of persons residing in homestead	Annual allowable income
1 person	\$21,120
2 persons	\$24,160
3 persons	\$27,160
4 persons	\$30,160
5 persons	\$32,600
6 persons	\$37,190
7 persons	\$41,910
8 persons	\$46,630
Each additional person, add	\$4,720

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

- Assets (except the original homestead, essential household goods and the first \$8,000 of the market value of a motor vehicle), less what is owed on said vehicle, shall not exceed \$5,000 (five thousand dollars) for individual applicant and/or \$7,000 (seven thousand dollars) per household if more than one financial contributor.

**\*Grant Application Authorization – Michigan DNR Spark Grant.** Approve application for a Michigan DNR Spark Grant in the amount of \$752,500.00 for improvements to the existing James Miner River Trail and construction of the unimproved trail section between Washington Street and the Oakwood Bridge as follows:

**RESOLUTION NO. 183-2022**

**SEEKING A SPARK GRANT FOR THE  
JAMES MINER RIVER TRAIL IMPROVEMENT PROJECT**

WHEREAS, the City of Owosso wishes to submit an application to the Michigan Department of Natural Resources Spark Grant Program for improvements to a portion of the James Miner River Trail; and

WHEREAS, the location of the proposed project is within the jurisdiction of the City of Owosso; and

WHEREAS, the proposed project, if completed, will be a benefit to the community; and

WHEREAS, the City Council supports the James Miner River Trail Improvement Project and the corresponding application to the Spark Grant Program for trail improvements along the James Miner Trail; and

WHEREAS, with this resolution of support it is acknowledged that the City of Owosso is not committing to any obligations; financial or otherwise.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Owosso hereby supports the submission of a grant application for \$752,500 to the Michigan Department of Natural Resources Spark Grant Program.

Master Plan Implementation Goals: 4.5, 5.3, 5.34, 6.6

**\*Discharge of Rental Rehab Mortgage & Regulatory Agreement.** Authorize discharge of the Rental Rehab Deferred Payment Mortgage and the associated Regulatory Agreement for Restriction of Use and Occupancy Michigan Rental Rehab Program as it relates to the property at 114 N. Washington Street (Woodworth Properties, LLC & Curwood Storage, LLC)) and further authorize the Mayor and City Clerk to execute appropriate documents as follows:

#### **RESOLUTION NO. 184-2022**

#### **AUTHORIZING DISCHARGE OF MORTGAGE FOR THE PROPERTY AT 114 N. WASHINGTON STREET**

WHEREAS, on November 8, 2016 the City of Owosso, Shiawassee County, Michigan filed a lien on the property located at 114 N. Washington Street as a component of a Rental Rehabilitation Grant through the Michigan State Housing Development Authority; and

WHEREAS, the Rental Rehabilitation Program requires the owner to subsidize rent for a five (5) year period as a requirement of the grant program; and

WHEREAS, the five-year subsidized rent requirement expired on September 14, 2021.

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

FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to discharge its mortgage lien for the Rental Rehabilitation Grant for the property at 114 N. Washington Street.

SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached, Discharge of Mortgage.

**2023 Schedule of Meetings.** Adopt the 2023 Boards and Commissions Meeting Schedule as follows:

#### **CITY OF OWOSSO SCHEDULE OF REGULAR MEETINGS**

**FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2023**

**NOTICE IS HEREBY GIVEN**, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2023. The Board, dates, time and place of said regular meetings shall be as follows:

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

**\*Balancing Change Order - Water Tower and Standpipe Rehabilitation Project.** Approve Balancing Change Order No. 1 to the contract with L&T Painting Company Inc. for additional work and materials for

the Water Tower and Standpipe Rehabilitation Project, a 2022 DWSRF project, increasing the contract amount \$8,200.00, and further approve payment to the contractor upon satisfactory completion of project or portion thereof up to the amount of \$606,500.00 as follows:

**RESOLUTION NO. 185-2022**

**AUTHORIZING BALANCING CHANGE ORDER NO. 1  
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND  
L&T PAINTING COMPANY INC.  
FOR THE 2022 STANDPIPE AND ELEVATED TOWER REHAB PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with L&T Painting Company Inc., on March 21, 2022 for rehabbing both the water distribution system Standpipe and Elevated Tower during the 2022 construction season; and

WHEREAS, the project is now complete, and a balancing change order is necessary to reconcile contract work and supplies used.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve Balancing Change Order No. 1 to the 2022 Standpipe and Elevated Tower Rehabilitation Project contract with L&T Painting Company Inc., increasing the contract amount by \$8,200.00 to reflect actual work performed and supplies used.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Balancing Change Order No. 1 to the Contract for Services between the City of Owosso and L&T Painting Company Inc., increasing the total contract amount from \$598,300.00 to \$606,500.00.
- THIRD: the Accounts Payable department is authorized to pay L&T Painting Company Inc. for work satisfactorily completed up to the revised contract amount of \$606,500.00.
- FOURTH: The above expenses shall be paid from Water Fund Account # 591-901-972.200-DWRF745801

Master Plan Implementation Goals: 3.4

**Emergency Repair Authorization - Fire Department Engine 1.** Authorize payment to Front Line Services, Inc. for emergency repair and replacement of parts on Fire Department Engine 1 in the amount of \$14,376.12 as follows:

**RESOLUTION NO. 186-2022**

**AUTHORIZING PAYMENT TO  
FRONT LINE SERVICES, INC.  
FOR EMERGENCY REPAIR OF OWOSSO FIRE DEPARTMENT ENGINE 1**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a Fire Department vehicle Engine 1 that required emergency repairs; and

WHEREAS, the City directed Front Line Services, Inc., to proceed and make the necessary repairs, which subsequently totaled \$14,376.12; and

WHEREAS, the Public Safety Chief has reviewed the detailed billing from Front Line Services, Inc. for the cost of the repair and recommends payment in the amount of \$14,376.12 for the work that was satisfactorily completed.

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

- FIRST: it has heretofore determined that it was necessary and in the public interest to contract with Front Line Services, Inc. for emergency repairs to Owosso Fire Department vehicle Engine 1.
- SECOND: the Accounts Payable department is authorized to submit payment to Front Line Services Inc. in the amount of \$14,376.12 as authorized this 5th day of December, 2022.
- THIRD: the above expenses shall be paid from the Fire Department vehicle repair fund, 101-336-933-400.

**\*Flexible Spending Account Terms Adoption.** Authorize acceptance of the terms governing the Flexible Spending Accounts available to City employees, with an effective date of January 1, 2023 as follows:

#### **RESOLUTION NO. 187-2022**

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

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

WHEREAS, under the tax laws of the United States of America the City Council must adopt a resolution for the calendar year effective January 1, 2023 and subsequent years.

NOW THEREFORE, the City Council of the City of Owosso, Michigan (the employer) resolves:

- FIRST: that the form of Cafeteria Plan, including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective January 1, 2023 presented and attached, is approved and adopted and that the duly authorized agents of the city are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.
- SECOND: that the Administrator is instructed to take such actions that they deem necessary and proper to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.
- THIRD: that attached as Exhibit 1, is a true copy of the *City of Owosso Flexible Spending Plan* approved and adopted in this resolution.
- FOURTH: that all prior resolutions and documents for the City of Owosso Flexible Spending Plan are rescinded as of January 1, 2023.

**\*MDOT Cost Sharing Agreement - W. North Street Reconstruction.** Approve cost sharing agreement with the Michigan Department of Transportation for the reconstruction of W. North Street from Shiawassee Street to Hickory Street in the amount of \$347,000.00 and further approve payment up to the contract amount upon presentation of an approved invoice(s) as follows:

#### **RESOLUTION NO. 188-2022**

**AUTHORIZING EXECUTION OF MDOT COST AGREEMENT FOR IMPROVEMENTS  
ON NORTH STREET FROM SHIAWASSEE STREET (M-52)  
EASTERLY TO HICKORY STREET**

WHEREAS, North Street, from Shiawassee Street (M-52) to Hickory Street, is a part of the National Functional Classification Road system; and

WHEREAS, the City is required to provide a safe and expedient road system for users which requires proper maintenance of the roadway; and

WHEREAS, the City has applied for, and is now approved to receive, Federal Small Urban Program Funds to assist with improvements to this street; and

WHEREAS, after review, city staff recommends approval of MDOT Cost Agreement No. 22-5513 for the proposed hot mix asphalt paving work along North Street from Shiawassee Street (M-52) easterly to Hickory Street; including intersection improvements, storm drainage, concrete curb and gutter, concrete sidewalk and ramp, permanent signing, and pavement marking work; and all together with necessary related work and water main replacement (also referred to as 'project'); and

WHEREAS, the Michigan Department of Transportation requires the City of Owosso adopt a resolution indicating its willingness to participate in the improvements to North Street as set forth in the agreement.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve MDOT Contract No. 22-5513 for the proposed street improvements to North Street, from Shiawassee Street (M-52) easterly to Hickory Street.
- SECOND: the City of Owosso is willing to participate in the project and cost as illustrated within said contract.
- THIRD: the Mayor and City Clerk are hereby authorized to sign the Agreement as attached.
- FOURTH: staff is directed to allocate \$1,350,000.00 from the Major Street Fund (\$644,000.00) and the Water Fund (\$706,000.00) and to receive another \$347,000.00 from Federal Small Urban Grant Program Funds for a total of \$1,697,000.00 to fund this project and directs the City Manager to proceed with the project, in accordance with the MDOT Contract Agreement.

**\*Purchase Authorization - Multi-function Copiers.** Authorize agreement with Ricoh USA, Inc., through the State of Michigan's MiDEAL purchasing program, for the purchase of 3 Ricoh multi-function copiers, supplies, and service for a 5-year period in the amount of \$17,210.00 as follows:

**RESOLUTION NO. 189-2022**

**AUTHORIZING THE PURCHASE OF THREE MULTI-FUNCTION COPIERS  
FROM RICOH USA, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a need to replace the three current ten year old copiers at City Hall and the Public Safety Department with new, current model multi-function copiers that are more efficient; and

WHEREAS, it has been determined that the best interest of the City would be served by purchasing

directly from the manufacturer through a State of Michigan bid contract that has been extended to local units through the MiDEAL Extended Purchasing Program; and

WHEREAS, Sec. 2-345 of the Code of Ordinances allows for the use of cooperative purchasing for the procurement of any supplies, services or construction with one or more other governmental bodies.

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

- FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to purchase one Ricoh IMC3000 copier and two Ricoh IMC4500 copiers from Ricoh USA, Inc., via State of Michigan Contract No. 180000000366, in an amount estimated at \$17,210.00 (depending on usage).
- SECOND: the Mayor, City Clerk and/or Finance Director are authorized to execute appropriate documents to complete the sale with Ricoh USA, Inc.
- THIRD: the Finance Department is authorized encumber and make payment from Account No. 101-261-978000 upon the delivery, installation, training and proper documentation of all three copiers.

**Warrant No. 624.** Authorize Warrant No. 624 as follows:

Vendor	Description	Fund	Amount
J & H Oil	Fleet Gas Usage	Multi	\$11,250.84

**\*Check Register – November 2022.** Affirm check disbursements totaling \$1,989,573.89 through November 30, 2022.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

### **ITEMS OF BUSINESS**

**\*Easement Acceptance - Don & Metta Mitchell Amphitheater Grounds**

Master Plan Implementation Goals: 5.1, 5.2, 5.9, 5.12, 7.1

City Manager Nathan R. Henne explained that the amphitheater was built in the 1990's on what was then the Middle School property. The City owns the structure but has never owned the property it sits on. Staff approached the Owosso Public Schools about the possibility of getting a lease or an easement for the amphitheater before the Schools sell the property for redevelopment. The Schools recognized the value the amphitheater provides to the community and approved a permanent easement allowing access to the theater by the public and the City.

Mr. Henne went on to request Council update the date on the document to the current date.

Motion by Councilmember Pidek to approve the acceptance of a permanent easement from the Owosso Public Schools for the usage and maintenance of the grounds surrounding and leading to the Don & Metta Mitchell Performing Arts Center (Amphitheater) for the sum of One Dollar (\$1.00), and update the date of the document to the current date as follows:

**RESOLUTION NO. 190-2022**

**ACCEPTING A DEED OF EASEMENT FOR USE AND MAINTENANCE OF  
THE DON & METTA MITCHELL PERFORMING ARTS CENTER (AMPHITHEATER)  
LOCATED ON THE PROPERTY  
AT 219 N. WATER STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, operates and maintains the Don & Metta Mitchell Performing Arts Center (amphitheater) for the benefit of the public; and

WHEREAS, the City of Owosso does not own, nor does it have a recorded easement to, the grounds leading to and surrounding the amphitheater, located on the former Middle School property at 219 North Water Street; and

WHEREAS, it is in the City's interest to secure ownership or easement to said grounds to allow continued access, maintenance, and use of the amphitheater by the public; and

WHEREAS, the Owosso Public Schools, property owner, is willing to grant said permanent easement to the City of Owosso for the sum of \$1.00.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to agree to the terms set forth in the attached Deed of Easement for the Don & Metta Mitchell Performing Arts Center (amphitheater) from the Owosso Public Schools.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Deed of Easement between the City of Owosso, Michigan and Owosso Public Schools, in the amount of \$1.00.
- THIRD: the city clerk is instructed to file said easement with the Shiawassee County Register of Deeds.
- FOURTH: The above expenses shall be paid from the General Fund, 101.756.974.000.

Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

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

NAYS: None.

**COMMUNICATIONS**

Brad A. Barrett, Finance Director. Financial Report – October 2022  
Owosso Historical Commission. Minutes of November 14, 2022.



**CITIZEN COMMENTS AND QUESTIONS**

Gary Duehring, 5150 Hickory Hollow Lane, thanked Council for standing and representing the residents of the City, and said we will be a stronger union if we mutually respect one another.

Mike Eckmyre, 2100 N. Hintz Road, said he is a veteran that has lost friends and family to war, and that disrespecting the flag is an insult to him and all other veterans. He said the Councilmember in question should be recalled for mocking the flag in a government setting.

Rose Hooper, 708 Fletcher Street, said she has lived in various spots across the country and that she had to learn to live with the folks in each community. She also noted that it was asking very little to stand for the people that fought for our flag.

Stephen Schlaack, 926 N. Washington Street, said he didn't intend to cause confusion with his data on religious affiliation, that upon further investigation he found that census data revealed that 33.8% of City of Owosso residents reported being religious. He cautioned people about the dangers of mob mentality. He went on to say that he wants someone that thinks critically and stands for their convictions as his representative and asked that Councilmembers work for the benefit of all residents.

Tom Manke, 2910 W. M-21, encouraged Council to look into resurrecting the plans to build a parking lot near the Arts Council in light of the fact that the old middle school will be redeveloped and amphitheater patrons will no longer be able to use the middle school lot for parking. He also suggested that if Council was willing to allow marijuana to be sold through a drive-through window they should allow wine to be sold in the same fashion.

Greg Brodeur, Shiawassee County Commission Chairman, asked if Council had any questions for him.

Robert Hooper, 708 Fletcher Street, said he has never appreciated Eddie Urban more than he has today, saying he is an example to us all. Eddie is a product of our past and should be respected, yet it behooves us all to be informed about other ideologies.

Eddie Urban, 601 Glenwood Avenue, thanked Council for extending the first Citizen Comment time just for him.

Mayor Pro-Tem Osika invited everyone to attend the holiday party at Curwood Castle on Thursday from 5:30 p.m. – 7:30 p.m.

Councilmember Haber asked for a round of applause for all the veterans in the audience. They were given a standing ovation.

Councilmember Olson said that while she does not stand for the Pledge, she does turn to look at the flag when the Pledge is being recited. She has family members that are veterans and understands hers is a complicated stance. She said she is doing what she can to change things that she feels are objectionable as silence only serves the status quo. She said she deeply appreciates all that veterans have done for our country and that her right to protest came at the expense of veterans. She is not anti-American; she simply wants to hold the country to a higher ideal.

Councilmember Fear thanked everyone for coming to the meeting. She also thanked everyone that ran for City Council, noting they did so because they love this community and want to give back. She said it's a lot of work to be a Councilmember, and it's difficult at times, and she respects those that have stepped forward to give back to the community. There are people of all stripes in the community and all of them need to be respected. She hoped they could end the controversy tonight and put the community first.

### **NEXT MEETING**

Monday, December 19, 2022

### **BOARDS AND COMMISSIONS OPENINGS**

Brownfield Redevelopment Authority – term expires June 30, 2026  
Building Board of Appeals – Alternate - term expires June 30, 2024  
Building Board of Appeals – Alternate - term expires June 30, 2025  
Downtown Historic District Commission – term expires June 30, 2023  
Downtown Historic District Commission - term expires June 30, 2024  
Downtown Historic District Commission – term expires June 30, 2025  
Owosso Historical Commission – 2 terms expire December 31, 2022  
Owosso Historical Commission – term expires December 31, 2023  
SATA Board of Directors – term expires October 1, 2025

### **ADJOURNMENT**

Motion by Councilmember Fear for adjournment at 8:42 p.m.

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

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Robert J. Teich, Jr., 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**

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

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**DATE:** December 13,2022

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

**FROM:** Kevin Lenkart, Chief of Public Safety

**SUBJECT:** Self Contained Breathing Apparatus (SCBA) Purchase

### **RECOMMENDATION:**

Upon review of the submitted bid, Public Safety staff recommends that Council approve the purchase of sixteen (16) SCBA's and related equipment from Municipal Emergency Services, Inc. Southbury, Connecticut at a cost of \$150,300.00.

### **BACKGROUND:**

Included in the 2022-2023 budget is money for the purchase of SCBA's for the Public Safety Department. Earlier this year, Owosso City Council approved \$160,000.00 from ARPA funds to be appropriated for the purchase of new SCBA's. The purchase will replace our current SCBA's that have reached the end of their useful life.

On December 12, 2022, we held a bid opening in the City Council chambers with City of Owosso staff members present.

One (1) bid was received, the bid was reviewed, and staff recommends the purchase of the SCBA's and related equipment from Municipal Emergency Services, Inc. of Southbury, CT.

### **FISCAL IMPACTS:**

The above expense was budgeted for the 2022-2023 fiscal year and shall be paid from the Fire Division Equipment fund 101-336-978.000.

**RESOLUTION NO.**

**AUTHORIZING THE PREPARATION AND EXECUTION OF A CONTRACT WITH  
MUNICIPAL EMERGENCY SERVICES, INC.  
FOR SIXTEEN SELF CONTAINED BREATHING APPARATUS (SCBA) AND RELATED EQUIPMENT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan operates a fire department requiring the use of SCBA's; and

WHEREAS, the replacement schedule calls for the replacement of these units in 2022-2023 budget year; and

WHEREAS, the City of Owosso sought and received one bid on December 12, 2022, for sixteen (16) SCBA's and related equipment from Municipal Emergency Services Inc., Southbury, Connecticut; and

WHEREAS, the bid has been analyzed to determine it is a responsible and responsive bid that is in the city's best interest.

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

- FIRST: it has heretofore determined that purchasing sixteen (16) SCBA's and related equipment from Municipal Emergency Services, Inc., is advisable, necessary and in the public interest.
- SECOND: the accounts payable department is authorized to submit payment to Municipal Emergency Services, Inc. in the amount of \$150,300.00.
- THIRD: the above expense shall be paid from the Fire Division Equipment fund 101-336-978.000 using previously appropriated ARPA funds in the amount of \$150,300.00 upon satisfactory receipt of the equipment.



1927 N Capitol Ave  
Indianapolis IN 46202

## Quote

**Quote #** QT1643330  
**Date** 12/01/2022  
**Expires** 12/16/2022  
**Sales Rep** Dorr, David  
**PO #** 3M Scott X3 Pro SCBAs / Bid Due 12/12/2022  
**Shipping Method** FedEx Ground  
**Customer** OWOSSO, CITY OF (MI)  
**Customer #** C232305

### Bill To

OWOSSO, CITY OF  
301 W. MAIN  
OWOSSO MI 48867  
United States

### Ship To

OWOSSO, CITY OF  
202 S. WATER  
Owosso MI 48867  
United States

Item	Part Number	Description	Qty	Unit Price	Amount
X8914026305A04		Air-Pak X3 Pro SCBA (2018 Edition) with Snap-Change, Parachute Buckles, 4.5, Standard, No Accessory Pouch, E-Z Flo C5 Regulator with Quick Disconnect Hose (Rectus-type fittings), Universal EBSS, None, No, SEMS II Pro, No Case, 2 SCBA Per Box	16	\$6,180.00	\$98,880.00
200129-01		Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm)	32	\$610.00	\$19,520.00
FP1SK0002M10010		Vision C5 Facepiece with Radio Direct Interface and Bone Conduction Headphone, Motorola®, Small	2	\$1,325.00	\$2,650.00
FP1MK0002M10010		C5,M,KV,RDI/BCH, MOT, EN,	11	\$1,325.00	\$14,575.00
FP1LK0002M10010		Vision C5 Facepiece with Radio Direct Interface and Bone Conduction Headphone, Motorola®, Large	6	\$1,325.00	\$7,950.00
Scott X3	CF5V2DH0	CF5V2DH0 Scott X3 3M™ Scott™ Vision C5 Charger, Qty: 2, Double Mounting Bracket, Hard-Wired Power	2	\$695.00	\$1,390.00
200954-32		RIT-PAK III,4.5,LG,C5,RECTUS	1	\$3,495.00	\$3,495.00
804723-01		(HM) CYL&VLV CARBON 60	1	\$1,365.00	\$1,365.00
805534-01		MASK BAG, LIGHTWEIGHT FLEECE	19	\$25.00	\$475.00

**Subtotal** \$150,300.00  
**Shipping Cost** \$0.00  
**Tax Total** \$0.00  
**Total** \$150,300.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



Q11643330

CITY OF OWOSSO BID TABULATION SHEET					DATE	12/12/22
					DEPT.	Public Safety
SUBJECT: Self Contained Breathing Apparatus		Municipal Emergency Services 1927 N Capitol Ave Indianapolis, IN 46202 (810) 441-2503				
I ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	3M Scott X3 Pro PN #X8914026305A04	16	6180.00	98,880.00		\$ -
2	3M Scott Carbon Cylinders PN#200129-01	32	610.00	19,520.00		\$ -
3	3M Scott RIT III Bag PN #200954-32	1	3495.00	3,495.00		\$ -
4	3M Scott RIT Carbon Cylinder PN #804723-01	1	1365.00	1,365.00		\$ -
5	3M Scott RDI/BCH Face Pieces PN#FP1SK0002M10010 Small	2	1325.00	2,650.00		\$ -
6	3M Scott RDI/BCH Face Pieces PN#FP1MK0002M10010 Med	11	1325.00	14,575.00		\$ -
9	3M Scott RDI/BCH Face Pieces PN #FP1LK0002M10010 LG	6	1325.00	7,950.00		\$ -
10	3M Scott Vehicle Mount PN #CF5V2DHO Battery Charger	2	695.00	1,390.00		\$ -
11	3M Scott Mask Bag PN #805534-01	19	25.00	475.00		\$ -
12	Shipping Charges to: 202 S. Water, Owosso, MI	1	0.00	-		\$ -
TOTAL:				\$ 150,300.00		
DEPT. HEAD: <i>B. Bunnell 12/13</i>		GENERAL LIABILITY INSURANCE		12-29-22		
PURCH. AGENT: <i>Kevin Lenz</i>		WORKERS COMPENSATION INSURANCE		12-29-22		
STAFF REC.: Municipal Emergency Services		SOLE PROPRIETORSHIP				



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

DATE: 12.14.2022  
TO: City Council  
FROM: Nathan Henne, City Manager  
SUBJECT: New Year's Eve Fireworks Permit Approval

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**Background:**

The DDA/OMS approved a contract for the NYE fireworks display on November 17, 2022 with Wolverine Fireworks Display, Inc. The final step is the city's legislative body approving the permit subject to requirements of Public Act 256 of 2011.

**Recommendation:**

Approve the fireworks permit for Wolverine Fireworks Display, Inc. for the NYE event.

**RESOLUTION NO.**

**APPROVING A PUBLIC FIREWORKS DISPLAY PERMIT  
FOR WOLVERINE FIREWORKS DISPLAY, INC**

WHEREAS, Owosso Main Street / Downtown Development Authority holds an annual New Year's Eve celebration which includes a fireworks display at midnight; and

WHEREAS, as the legislative body of the City of Owosso, the City Council is required by Public Act 256 of 2011 to approve any public fireworks displays within its jurisdiction; and

WHEREAS, an application has been made by the OMS/DDA and operator Wolverine Fireworks Display, Inc. requesting a permit for a public fireworks display to be held during the New Year's Eve event; and said application has been reviewed by staff; and

WHEREAS, this is a budgeted item from 248-705-818.000.

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

FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to approve a public display fireworks permit for the annual downtown New Year's Eve event, with Wolverine Fireworks Display, Inc. serving as operator.

SECOND: the Accounts Payable department is authorized to pay the operator in the amount of \$3,000.00 upon the successful conduct of the display.

THIRD: the above expense shall be paid from Account No. 248-705-818000.



## 2022 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The <b>LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD</b> will not discriminate against any individual or group because of race, sex, religion, age, nationality, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act you may make your needs known to this Legislative Body of City, Village or Township Board.
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*This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.*

TYPE OF PERMIT(S) (Select all applicable boxes) <input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Display Fireworks <input type="checkbox"/> Public Display <input type="checkbox"/> Private Display <input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		<b>FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.</b> <b>PERMIT(S) EXPIRATION DATE</b> (ENTER DATE OF EXPIRATION)
NAME OF PERSON PERMIT ISSUED TO Wolverine Fireworks Display, Inc.		AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS OF PERSON PERMIT ISSUED TO 205 W. Seidlers Rd., Kawkawlin, MI 48631		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION		
ADDRESS		
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)  See Proposal		
EXACT LOCATION OF DISPLAY OR USE		
CITY, VILLAGE, TOWNSHIP	DATE	TIME
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT \$10,000,000.00

Issued by action of the Legislative Body of a  <input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____  _____ (Signature and Title of Legislative Body Representative)	
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**\*THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT\***



**Owosso  
New Years Eve  
\$3,000 Proposal**

**Finale**

- 1 25 Shot 2"Gold Glitter White Glitter, Gold Willow Green Glitter
- 2 49 Shot Yellow Peony w/Silver Tail
- 2 49 Shot Blue Peony w/Silver Tail
- 1 104 Shot Poisonous Spider
- 2 49 Shot Pink Peony w/Silver Tail
- 1 100 Shot Dahlia to Brocade Crm
- 2 49 Shot Crackling Tail to Time Rain w/Coconut Pistil
- 2 25 Shot Red Dalia to Silver Coco
- 2 50 Shot Brocade Crown w/Crackling Tail
- 2 50 Shot Golden Coconut Tree
- 2 25 Shot Alternating Purple & Green w/Silver Tails
- 1 120 Shot Red Glitter,Time Rain Mine,Gold Glitter Willow



# Wolverine FIREWORKS

205 West Seidlers Rd. • Kawkawlin, MI 48631  
Phone: 989.662.0121 • Fax: 989.662.0122

Display, Inc.

— Visit us at [www.wolverinefireworks.com](http://www.wolverinefireworks.com) —

## Contract Agreement

This Contract will engage the services of Wolverine Fireworks Display Inc. as vendor and display operator. This agreement, between **Owosso Main Street DDA**, herein after called "Sponsor" and Wolverine Fireworks Display Inc., 205 W Seidlers Rd., Kawkawlin, MI., Hereinafter called "Professional", is as follows.

The Sponsor and Professional, for mutual consideration hereinafter set forth, agree as follows:

- A: Professional agrees to provide Sponsor with correct amount, size and description of Fireworks as specified in proposal submitted to Sponsor **11/17/22**.
- B: Professional will provide Sponsor with Labor for the **January 1, 2023 (Midnight)** Fireworks Display at **corner of Washington and Cass, Owosso, MI.**
- C: Rain Date **N/A**.
- D: Professional agrees to provide Sponsor with Liability Insurance in the amount of **\$10,000,000.00**. All individuals/entities listed on the certificate of insurance will be deemed an additional insured per this contract.
- E: Sponsor agrees that in case of inclement weather or any other circumstances not caused solely by Professional, Sponsor will be charged maximum fixed costs in the amount of **\$750.00** per day and not for the unused Fireworks Package if display is cancelled *after* 5:00 p.m. the day before the display whether display *is or is not* rescheduled. If display is cancelled *prior* to 5:00 p.m. the day before the display and *is* rescheduled, Sponsor will be charged a minimum administration fee of **\$100.00**.
- F: Sponsor agrees to pay Professional a deposit of **\$750.00 upon signing of contract, no later than 20 days prior to display date**. If display is cancelled and not rescheduled by sponsor after deposit is paid but prior to 30 days before the display, Sponsor will forfeit 25% of deposit. If less than 30 days prior to display, Sponsor will forfeit 100% of deposit.
- G: Sponsor agrees to pay balance of **\$2,250.00 (including applicable sales tax)** within **10** days after show date of **January 1, 2023**.
- H: Sponsor agrees to indemnify, hold harmless, and defend Professional from and against any and all suits, claims, damages, liabilities, losses, expenses, and costs, including attorney fees (collectively "loss"), except to the extent such loss was caused by Professional's sole negligence.
- I: Sponsor agrees to procure and furnish a suitable place to display the fireworks in accordance with the NFPA 1123, and to secure all police, fire, and local and state permits, to arrange for any security bonds as required by law and to furnish all necessary and proper police and fire protection for the protection of Sponsor, the public, individuals who work in or around the display, for proper crowd control, vehicle parking and proper supervision. Sponsor further agrees to provide all necessary and proper discharge site security.
- J: If Professional, in its sole determination, is unable to supply the size and type of fireworks proposed due to supply chain issues, Professional will substitute with fireworks of equal monetary value, in its sole discretion, if possible. If no such supply is available, Professional will refund Sponsor any deposit paid and this agreement will be cancelled without penalty to Professional or Sponsor.

E. Kuiper

E. Kuiper (Nov 17, 2022 17:35 EST)

Sponsor

Jennifer Campau

Professional








# Owosso NYE Contract 22

Final Audit Report

2022-11-17

Created:	2022-11-17
By:	Wolverine Fireworks (jenny@wolvdisplay.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI0JYeLKgH_OL7UAfpbCmRh1hQgCKGk-U

## "Owosso NYE Contract 22" History

-  Document created by Wolverine Fireworks (jenny@wolvdisplay.com)  
2022-11-17 - 3:51:59 PM GMT- IP address: 68.188.255.50
-  Document e-signed by Wolverine Fireworks (jenny@wolvdisplay.com)  
Signature Date: 2022-11-17 - 3:52:36 PM GMT - Time Source: server- IP address: 68.188.255.50
-  Document emailed to karen.harriselectric@gmail.com for signature  
2022-11-17 - 3:52:37 PM GMT
-  Email viewed by karen.harriselectric@gmail.com  
2022-11-17 - 4:06:05 PM GMT- IP address: 74.125.215.23
-  Signer karen.harriselectric@gmail.com entered name at signing as E. Kuiper  
2022-11-17 - 10:35:16 PM GMT- IP address: 69.41.13.2
-  Document e-signed by E. Kuiper (karen.harriselectric@gmail.com)  
Signature Date: 2022-11-17 - 10:35:18 PM GMT - Time Source: server- IP address: 69.41.13.2
-  Agreement completed.  
2022-11-17 - 10:35:18 PM GMT



Adobe Acrobat Sign



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/17/2022

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

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

<b>PRODUCER</b> The Partners Group Ltd 11225 SE 6th St., Suite 110 Bellevue WA 98004	<b>CONTACT</b> NAME: Janet Nau PHONE (A/C. No. Ext): 425-455-5640 E-MAIL ADDRESS: jnau@tpgrp.com	<b>FAX</b> (A/C. No): 425-455-6727
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A : Everest Indemnity Insurance Co		10851
INSURER B : Arch Specialty Insurance Company		21199
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER: 1055377936

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		SI8ML02442221	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ \$0			UXP104806300	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Excess Liability - Occurrence			SI8EX01908221	2/1/2022	2/1/2023	Each Occurrence \$5,000,000 Aggregate \$5,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

The following are Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured, as required by written contract:

City of Owosso and Owosso Main Street DDA

Date of Event: December 31, 2022 into January 1, 2023

Location of Event: Lot on the corner of Cass and Washington, Owosso, MI

**CERTIFICATE HOLDER****CANCELLATION**

Owosso Main Street DDA  
301 W. Main St.  
Owosso MI 48867

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

AUTHORIZED REPRESENTATIVE

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DATE: 12.14.2022  
TO: City Council  
FROM: Nathan Henne, City Manager  
SUBJECT: Amend Personnel Policy – Workplace Safety Section

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**Background:**

The City's Personnel Policy – as amended (2020) – sets forth guidelines and provides general information regarding the treatment, rights, obligations, and relations of people employed by the City of Owosso and includes some codicils and rules regarding those which are served by the City – residents, visitors, elected officials, etc.

The Human Resources Department has been compiling a list of items within the Policy that require updates but rather than wait for those updates to be presented, I feel it is necessary to address one particular section as soon as possible given recent events that have the potential to escalate beyond the twice-monthly council meetings and spill over into staff's obligations to run the city on a day-to-day basis: workplace safety.

I would like to immediately update the workplace safety section of the Policy on page 40 to be more specific in defining "Violence in the Workplace" and to grant the city manager (or their designee) powers necessary to effect said updates.

Specific prohibitions shall include: threats, threatening behavior, and violent acts.

Specific powers of city manager shall include: the ability to remove any individuals or groups violating this policy from city property and prohibiting their return without authorization of the city manager.

**Recommendation:**

Approve the Personnel Policy amendment regarding "workplace safety." This will not preclude the requirement that all federal and state laws be followed regarding various laws and rules: Open Meetings Act, Fair Labor Standards Act, etc.

**RESOLUTION NO.**

**APPROVING AN AMENDMENT TO THE PERSONNEL POLICY MANUAL  
REGARDING WORKPLACE VIOLENCE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, adopts and maintains the City of Owosso Personnel Policy Manual that sets forth guidelines and general information regarding the treatment, rights, obligations, and relations of people employed by the City of Owosso and those whom it serves and hosts; and

WHEREAS, the Workplace Violence section of the aforementioned Policy has not been updated in many years; and

WHEREAS, recent events have necessitated a clear understanding of the requirements incumbent upon any soul employed, visiting, conducting business with, or representing the City of Owosso, or of whom are served by the City, pertaining to required conduct and the preclusion of violence, threats, threatening behavior, and violent acts.

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

- FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to amend the Workplace Violence section of the City's Personnel Policy to address and further define prohibitions against violence on City property.
- SECOND: the City of Owosso Personnel Policy Manual, updated December 19, 2022, is hereby approved and adopted with immediate effect.

## **Violence in the Workplace**

The City strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Human Resources Department. All complaints will be fully investigated.

The City will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

*It is the City of Owosso's intention to provide a safe and secure environment for its employees and those persons visiting its facilities. The City will not tolerate threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals. Any person who makes threats, exhibits threatening behavior, or engages in violent acts will be removed from City property and prohibited from returning without authorization of the City Manager.*



# City of Owosso

## PERSONNEL POLICY MANUAL

July 1985

Adopted November 4, 1985  
by the City Council

Additions/Revision Made  
and Adopted by the  
City Council on  
July 10, 1989

December 18, 1989

January 7, 1991

August 19, 1991

January 16, 2001

March 18, 2002

March 6, 2006

September 22, 2009

May 18, 2020

**December 19, 2022**

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# **FOREWORD**

ON BEHALF OF THE CITIZENS OF OWOSSO, WE WILL PROVIDE SUPERIOR  
MUNICIPAL SERVICES, AND IMPLEMENT GUIDING PRINCIPLES THAT  
CONTINUALLY ENHANCE QUALITY OF LIFE.

The City of Owosso strives to set the bar. We focus on conducting daily business as a City aiming to provide our citizens with the best quality of life possible. The City Council and City staff are committed to moving in a direction that is best for the overall character and betterment of our community based on the voices and opinions of those living in Owosso. We believe that the cornerstones needed for a successful community are a fierce entrepreneurial spirit, a highly qualified and inspired city staff, an educated and extremely engaged citizenry, and a set of focused and attainable short-term and long-term goals.

As a historic city with an entrepreneurial heritage, we recognize the importance of quality of life, neighborhood integrity, education, and responsible growth and rehabilitation in our community. We must focus on forward thinking policies that retain the integrity and standard of service to which our citizens have become accustomed. Continual revitalization of our downtown commercial corridor, the city's neighborhoods, and our educational system is of the utmost importance to the city government.

Owosso, the proud home of numerous creative and entrepreneurial leaders and the heart of Shiawassee County, will be a vibrant, progressive, knowledge-based community, which promotes the highest quality of life by...

- > ensuring safe, tranquil, clean, and healthy neighborhoods with enduring character,
- > increasing and maintaining the mobility of Owosso citizens through a comprehensive and well-planned transportation system,
- > expecting urban development and management that strives to preserve our natural environment,
- > supporting well planned, quality and sustainable growth,
- > valuing and protecting our cultural and historical community resources,
- > developing and maintaining quality cost-effective community facilities, infrastructure and services which ensure our city is cohesive and well connected,
- > pro-actively creating and maintaining educational and economic opportunities for all citizens.

Owosso will remain among the friendliest and most responsive of communities and a demonstrated partner in maintaining and enhancing all that is good and celebrated in the Shiawassee County area. It will forever be a place where history is in the making.

### **City of Owosso Core Values to Uphold:**

The health, safety, and general well-being of the community.  
Excellence in customer service from City employees.  
Fiscal responsibility.  
Involvement and participation of the citizenry.  
Collaboration and cooperation among City departments.  
Regionalism: be an active member of the Shiawassee community and beyond.  
Active community participation that fosters municipal empowerment.  
Well-equipped, clean, safe community parks and green space.  
Community accessibility via support for a variety of means of transportation.

---

### **City of Owosso Organizational Values to Uphold:**

Be One City, One Team  
Respect everyone  
Deliver excellent service  
Initiate  
Create  
Innovate  
Be personally responsible  
Do the right thing  
Act with integrity and honesty  
Have fun

Whether you have just joined our staff or have been at the City of Owosso for a while, we are confident that you will find our organization a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of the City of Owosso to be one of its most valuable resources. We encourage you, the employee, to provide us with feedback (information, questions and suggestions) on a regular basis. The goal is to keep communications flowing both ways (from management to employees and from employees to management). Your thoughts are valued and absolutely necessary for the success of the City of Owosso. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this manual. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability

of a policy or practice to you, you should address your specific question(s) to the Human Resources Department. Neither this handbook nor any other organizational document, confers any contractual right, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated by the City or you may resign for any reason, at any time. No supervisor or other representative of the City (except the City Manager) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this manual only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

It is the intention of the City of Owosso to follow all federal, state and local regulations. We ask that you come directly to the City Manager or Human Resources Director to report any violations or report it to any agency you feel appropriate.

# **INTRODUCTION**

## **Purpose of the Personnel Manual**

It is the purpose of this City of Owosso Personnel Manual to give effect to the intent and requirements of Chapter 7 of the Charter of the City of Owosso pertaining to personnel management. The rules and procedures hereinafter set forth the framework for the conditions of employment for City employees and administrative officers as defined, determined and implemented by the City Manager. The City Manager has the discretion to add and/or subtract conditions to assist in the effective and efficient management of the City of Owosso. This manual is to be a guide for General City - City of Owosso employees, if there is a conflicting section in this manual, as compared to an employment agreement, the employment agreement shall prevail. If you have a complaint while employed with the City please report it first to your direct supervisor. If your issue is not resolved by your supervisor or you are not comfortable approaching your supervisor, please report the complaint directly to the Human Resources Director.

## **Personnel Director**

The City Manager shall assume all of the duties and responsibilities as the Personnel Director of all City employees and administrative officers. The City Manager may delegate such duties to some other employee of the City who has the necessary training or experience to act in this capacity. Further, the City Manager may establish necessary procedures for the orderly administration of the Personnel Manual and human resources management in such a way as to insure the following:

1. That the City of Owosso shall not discriminate in regard to hiring, terms of employment, promotion, transfer, or other conditions of employment because of race, color, creed, national origin, sex, religious affiliation, age, height, weight, marital status, disability status, or any other protected characteristic as established by law.
2. That employment in the City service shall be made attractive as a career.
3. That all appointments and promotions to positions in this plan shall be on the sole basis of merit and fitness, which so far as is practical, shall be ascertained by means of comprehensive interviews and the City reserves the option to conduct competitive exams.
4. That a performance management program shall be provided and all employees may be evaluated on a yearly basis.
5. That each employee shall be encouraged to render the best service to the City.



## **Employer Rights**

(a) The City of Owosso retains the sole and exclusive right to manage and operate the City in all of its operations and activities. Among the rights of management, included only by way of illustration and not by way of limitation, is the right to determine all matters pertaining to the services to be furnished and the methods, procedures, means, equipment, and machines required to provide such services; to establish classifications of work and the number of personnel required; to determine the nature and number of facilities and departments to be operated and their location; to direct and control operations; to maintain order and efficiency; to continue and maintain its operations as in the past; to study and implement improved methods and equipment, and in all respect to carry out the ordinary and customary functions of city management.

(b) The City of Owosso shall have the exclusive right to hire, promote, assign, transfer, suspend, discipline, discharge, layoff and recall employees; to establish work rules and to fix and determine penalties for violations of such rules; to make judgments as to ability and skill; to determine work loads; to establish and change work schedules; and to provide and assign relief personnel.

## **Equal Employment Opportunity Policy**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the City of Owosso, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

## **Non-Discrimination & Anti-Harassment Policy**

The City of Owosso is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Harassment and discrimination, based upon protected characteristics, are not tolerated at the City of Owosso and will be treated seriously with discipline up to and including discharge.

## **Definitions of Harassment**

a. Sexual harassment will not be tolerated at the City of Owosso. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, national origin, age, disability, gender, genetic information, pregnancy, military status, **sexual orientation, gender identity** or any other characteristic protected by law or that of the individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, Amendedintimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

## **Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the City (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## **Retaliation Is Prohibited**

The City of Owosso prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination.

## **Complaint Procedure**

### **Reporting an Incident of Harassment, Discrimination or Retaliation:**

The City of Owosso strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the City's policy or who have concerns about such matters should file their complaints with their immediate supervisor, the Human Resources Director, or the City Manager before the conduct becomes severe or pervasive. The City prefers that employees submit concerns in writing, for a more thorough investigation. All concerns will be investigated, whether they are in a written format or not. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other City designated representatives identified above.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The City will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

## **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

## **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the City believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to the City Manager. Individuals who have questions or concerns about these policies should talk with the Human Resources Director.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of the City prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

## **Employees with Disabilities Policy**

It is the City's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability who has made the City aware of the disability, provided that such accommodation does not constitute an undue hardship on the City.

Employees with a disability believing they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. The City encourages individuals with disabilities to come forward and request reasonable accommodation. Such requests must be made in writing and within 182 days of the employee learning of the need for an accommodation.

### **Procedure for Requesting an Accommodation**

On receipt of an accommodation request, a member of the Human Resources Department and the employee's supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to, the nature and cost of the accommodation, outside funding, the City's overall financial resources and organization, and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties and on the City's ability to conduct business.

The City will inform the employee of its decision on the accommodation request or by making the accommodation. If the accommodation request is denied, the employee will be advised of the right to appeal the decision by submitting a written statement explaining the reason(s) for the request to the HR Department. If the request on appeal is denied, that decision is final.

Employees or job applicants who have questions regarding this policy or believes that they have been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## **Conflict of Interest**

### **In General**

The City of Owosso expects all employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the City. Business dealings that appear to create a conflict between the interests of the City and an employee are unacceptable. The City recognizes the right of an employee to engage in activities outside of employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the City may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the City's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. Employees with any question on whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Human Resources Director to obtain advice on the issue. The purpose of this policy is to protect an employee from any conflict of interest that may arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

### **Contact with City Council Members**

Each employee should use the City Charter as a guide to understand the relationship between the City Council and City employees. City employees shall report all substantive City policy discussions with a City Council Member to the City Manager within a reasonable amount of time.

### **Outside Employment**

Outside employment is only allowed if it does not conflict with the City's interest. In general, outside work activities are not allowed when they:

- prevent employees from fully performing work for which they are employed at the City, including overtime assignments;
- involve organizations that are doing or seek to do business with the City, including actual or potential vendors or customers; or
- violate provisions of law or the City's policies or rules.

From time to time, a City employee may be required to work beyond the normally scheduled hours. In cases of conflict with any outside activity, the employee's obligations to the City must be given priority. The employee is hired and continues in the City's employ with the understanding that the

City is the primary employer and that other employment or commercial involvement which is in conflict with the business interests of the City is strictly prohibited.

### **Acceptance of Gifts**

No employee, or group of employees, may solicit or accept, either directly or indirectly, any bribe, gift, reward, gratuity, loan or any material thing (including: items of significant value (i.e., in excess of \$50.00), lavish entertainment or other benefits) from potential and actual customers, suppliers or competitors who, through conflict of interest, might be in a position to benefit by such action. City of Owosso employees are prohibited from using their official position, badge or official identification for personal or financial gain or for obtaining privileges not otherwise available to them. Special care must be taken to avoid even the impression of a conflict of interest. The City Manager may authorize the receipt of a gift if it's in the best interest of the City of Owosso.

### **Reporting Potential Conflicts**

An employee must promptly disclose actual or potential conflicts of interest, in writing, to the HR Director. Approval to proceed with the activity will only be given in instances where the relationship does not interfere with the employee's duties or will not damage the City's relationship.

# **EMPLOYMENT**

## **Initial Employment Period**

Every new employee goes through an initial period of adjustment in order to learn about the City of Owosso and about the employee's job. During this time employees will have an opportunity to find out if they are suited to, and like, their new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate the employee's performance. The initial employment period is six (6) months from the date of hire.

During this time, new employees will be provided with training and guidance from their supervisor. Employees may be discharged at any time during this period if their supervisor concludes that they are not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment may be extended. Additionally, as is true at all times during an employee's employment with the City, employment is not for any specific time and may be terminated at-will, with or without cause and without prior notice.

At the end of the initial employment period, employees and their supervisor may discuss their performance. Provided their job performance is "satisfactory" at the end of the initial employment period, they will continue in the City's employ as an at-will employee.

## **Employee Categories**

Employees of the City fall into the following categories:

- Full-Time Employees,
- Part-Time Employees,
- Temporary Employees,
- Seasonal Employees, and
- Flexible Work Arrangements.

### **Full-Time Employee**

A non-exempt employee who works seven (7) hours per day or an exempt employee who works the number of hours necessary to fulfill the day-to-day job responsibilities.

1. An exempt employee is classified as such if the employee's job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. The employee's salary is calculated on a weekly basis. Full-time employees are allowed a sixty (60) minute lunch period, when time is available.

2. A non-exempt employee receives overtime pay in accordance with the overtime provisions of our policy and Federal and State Wage and Hour Laws. The employee's salary is calculated on an hourly basis. A full-time employee is allowed a 60 minute unpaid lunch period, when time is available.

### **Part-Time Employee**

A part-time employee is classified as exempt or non-exempt and works a regular schedule for an indefinite term and works less than thirty (30) hours per week. A part-time employee will not receive any additional compensation or benefits provided by the City.

### **Temporary Employee**

A temporary employee is hired for a specified project or time frame and works an irregular schedule. A temporary employee in a non-exempt position is paid by the hour and receives overtime when necessary; while a temporary employee in an exempt position is paid according to the terms of hire for that individual. A temporary employee will not receive any additional compensation or benefits provided by the City.

### **Seasonal Employee**

A seasonal employee is one hired for a definite term, which shall not be longer than one hundred twenty (120) calendar days. In general, a seasonal employee holds a position which can be expected to be available from year to year.

### **Flexible Work Arrangements**

Flextime is a variable work schedule outside the traditional work day. If you currently have what is termed "flextime" you must have your current supervisor and Department Manager approve it and then send to the HR Director for review and approval. Once it has been approved, you may then continue to take your "flextime." If you are a non-exempt employee you will need to indicate the actual hours worked on your timecard. This is limited to a minimum number of people that have a business reason to work a varied schedule.

## **Transfers and Promotions**

The City of Owosso encourages all employees to assume higher-level positions or lateral transfers for which they qualify. The City Manager may add, change or remove responsibilities, duties and/or title from a position or transfer to a different position.

The City has a job posting program that offers each employee the opportunity to apply for certain positions within the City. Generally, an employee must be in the job for at least one year before applying for a change in position. In addition, an employee must have a good performance, attendance and punctuality record.

An employee who wishes to apply for a transfer should discuss it first with the supervisor/manager and the Human Resources Department so that it may be determined if the employee's skills fit the



requirements of the desired job. An employee should also feel free to discuss career aspirations with the employee's supervisor/manager or the Human Resources Department at any time.

If an employee fits the basic criteria for the position, the employee must complete an internal application and return it to Human Resources within the specified time frame as stated in the job posting. The Human Resources Department will make arrangements to set up an interview with the employee.

Each employee requesting a transfer will be considered for the new position along with all other applicants.

Each transfer is judged on an individual basis, depending on the needs of both departments involved. All final decisions regarding transfers will be made by the City Manager, in conjunction with the Human Resources Department.

## **Classification Plan**

The Human Resources Director shall prepare a classification plan. In order to create any new full-time position, the Human Resources Director may study and define the position, allocate it to the proper class, ascertain that adequate funds are available to support the position for the remainder of the fiscal year and forward this information for action by the City Council.

## **Pay Grades**

The Human Resources Director shall determine the appropriate pay grade for each classification, considering such factors as the rates of pay for comparable positions in other communities and in the private sector, the duties and responsibilities of the position, the pay grades for similar positions in the City, and the importance of the position to the accomplishment of organizational objectives.

## **Examinations**

Unless the Human Resources Director determines otherwise, all full-time positions filled by recruitment from outside the City shall be filled through an interview process and the City reserves the option to conduct competitive exams for the appointment process of positions which require technical skill(s). All appointments and promotions in the City service shall be made without regard to race, color, creed, national origin, sex, religious affiliation, age, height, weight, marital status, disability status, or any other protected characteristic as established by law, and shall be based on merit and fitness. Examinations may be written, oral, physical and/or performance tests or any combination of these which may take into consideration such factors as education, experience, aptitude, knowledge, skill, character, or any other qualifications which may enter into the determination of the relative fitness of applicants. Promotional examinations shall be open to all regular employees who meet the necessary requirements.

## **Physical Examination**

Employees may be required to undergo a physical examination at City expense. If the employee has City health care insurance, the City shall have the employee use this benefit to pay for the physical. However, the employee will be reimbursed for any costs not covered by the health care insurance plan. Continued employment may be contingent upon the employee passing a fitness-for-duty evaluation.

## **Disciplinary Action**

Every General City employee has the status of "at-will employment," no one has a contractual right, express or implied, to remain in the City's employ. The City may terminate an employee's employment, or an employee may terminate employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the City (except the City Manager) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

**THE FOLLOWING GUIDELINES MAY BE APPLIED AT THE DISCRETION OF THE CITY MANAGER (This list merely provides examples of situations that may result in disciplinary action and is not exhaustive):**

### **IMMEDIATE DISMISSALS/MISCONDUCT**

Any employee whose conduct, actions or performance violates or conflicts with the City's policies may be terminated immediately and without warning.

The following are examples of grounds for disciplinary action, up to and including immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of City documents
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment (including Sexual Harassment) and/or Equal Employment Opportunity Policies
- Time card or payroll voucher violations
- False representation of another employee
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Inability to communicate effectively with co-workers/customers, including responding in a timely manner
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker or resident
- Possession of unauthorized dangerous weapons on the premises, whether or not an employee holds a permit to carry such a weapon

- Unauthorized possession, use or copying of any records that are the property of the City
- Unauthorized posting or removal of notices from bulletin boards
- Excessive absenteeism or lateness
- Marring, defacing or other willful destruction of any supplies, equipment or property of the City
- Failure to call or directly contact their supervisor when they will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the City's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours
- Sleeping on duty
- Solicitation or acceptance of bribes, fees, or other items of value to influence performance of work for the City
- Making or publishing of false, vicious or malicious statements concerning any employee, Department Manager, or the City.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive and does not change the relationship between the employee and the City.

In the event of dismissal for misconduct, all benefits terminate at the end of the month.

## **DISCIPLINE OTHER THAN IMMEDIATE TERMINATION**

All employees are expected to meet the City's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the City's policies and procedures. Employees are expected to work to create a positive working environment between and amongst departments and co-workers.

If an employee does not meet these standards, the City may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable timeframe within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the City's policies and procedures and/or other disciplinary problems.

## **WRITTEN WARNINGS**

The supervisor should discuss the problem and present a written warning to the employee. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., suspension, termination) if the problem is not corrected or reoccurs. The employee will acknowledge receipt of the warning and include any additional comments before signing it. A record of the discussion and the employee's comments will be placed in the employee's personnel file in the Human Resources Department.

Employees who have had formal written warnings are not eligible for salary increases or promotions for one (1) year after receiving the warning.

# **COMPENSATION**

## **Performance Management and Compensation Programs**

In order to attract and retain a highly qualified and competent work force, the City of Owosso has instituted a performance management program to compensate employees in a fair and equitable manner based upon demonstrated job performance and in accordance with its Equal Employment Opportunity policy.

Through this program employees may receive constructive work reviews designed to address performance and skill development needs and interests. Annually, the employee becomes eligible for consideration of a salary review.

## **Performance Management Program Schedule**

Employees may receive constructive work reviews on the following schedule:

### **FULL-TIME EXEMPT AND NON-EXEMPT EMPLOYEES MAY RECEIVE:**

- a. a yearly performance review .

### **PART-TIME EMPLOYEES MAY RECEIVE:**

- a. an annual work and salary review.

Under usual and appropriate circumstances, employees may receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun.

## **Payment of Wages**

Wages are usually paid bi-weekly by Friday of every other week. Hours at City Hall are generally 9:00 a.m. to 5:00 p.m., Monday through Friday, with a sixty (60) minute unpaid lunch period each day. Each employee is responsible for recording the employee's own hours on a daily basis. Each day, the time the employee starts and finishes work must be recorded on a time card. The employee's supervisor must approve the employee's hours worked at the end of each week. Each employee is responsible for recording the actual hours worked (including arrival time, departing/arriving from lunch and departure time). It is imperative that employees record the exact times they began and ended their work day. Nonexempt employees arriving late or leaving early will be docked, unless the employee uses vacation, sick or personal time to offset it.

It is the City's policy that employee paychecks will only be given personally to that employee. All other arrangements for mailing or pick-up must be made in advance and in writing with the Human Resources Department.

If the normal payday falls on a City-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. Under no circumstances will the City release any paychecks prior to the announced schedule.

Employees are paid only by direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form from Human Resources must be obtained and the employee must complete the form accurately. The completed form must then be returned with a voided personal check or a bank deposit slip to the Human Resources Department. Due to banking requirements it may take several weeks for activation of the Direct Deposit.

In the event of a lost paycheck, the Human Resources Department must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the City identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the City within 24 hours of the time it is demanded.

A statement of earnings is given each pay period to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions
- Leave Bank Accumulations
- City Paid Expenses

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources Department.

## **Overtime Pay**

Depending on City of Owosso work needs, an employee will be required to work overtime when requested to do so. Prior approval of a supervisor and the Department Manager, however, is required before any non-exempt employee works overtime, please use the "Prior Approval for Overtime" form. The form must be completed prior to actually working the overtime, unless the overtime is unforeseeable (which should be very limited instances) and submitted with the bi-weekly payroll. An employee working overtime without approval will be subject to disciplinary action.

A non-exempt full-time employee is eligible for additional pay for work performed beyond the regularly scheduled thirty-five (35) weekly hours. Hours worked over thirty-five (35) in a workweek, but less than forty (40) will be paid at straight time. Any hours worked over forty (40) in a workweek will be paid at time and one-half.

Each day, the time the employee starts and finishes work must be recorded on a time card. The employee's supervisor must approve all hours worked at the end of each week. All additional overtime worked must be approved by a supervisor each day. Additionally, time records with overtime must be signed by the supervisor and must be turned in to the Payroll office by 11:00 a.m. the Monday preceding payday in order for an employee's pay to be processed for payday.

## **Time Records**

The attendance of all employees is recorded daily by each individual employee and is submitted to the Department Manager bi-weekly. Employees are expected to turn in their timecard to their supervisor the last Friday of the pay period (if they are not working the weekend). The supervisor will use the timecard to complete the payroll voucher and submit to Payroll as soon as possible, but no later than 11am Monday morning. If the department is not working over the weekend, please make every effort to get the payroll voucher to payroll on Friday afternoon. Our attendance records are City records, and care must be exercised in recording the actual hours worked, overtime hours, and absences. An employee is not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Non-exempt employees must record the time they arrived/departed, each day, on their time card. If you come in early or stay late, please also indicate accordingly on your timecard. Each employee is responsible only for the employee's own recordkeeping.

Lunch time is sixty (60) minutes unpaid unless otherwise indicated in the space provided on the time card (subject to your supervisor's approval on a daily basis). A non-exempt employee is expected to take lunch after 11am and before 2pm. Employees may not take a shortened lunch to make-up time or to come in late/leave early. If you work all or a portion of your lunch, please include that as time worked on your timecard. Please note that if you work through your lunch your supervisor needs to approve that time.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

A non-exempt employee must calculate overtime on a weekly basis (see overtime section for further explanation). An employee's supervisor must approve each overtime entry and the Department Director must sign-off on the overtime; an employee with overtime entries that does not have prior approval will be subject to disciplinary action.

An exempt employee is not required to sign in or out; however, business trips, vacation, sick and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance.

## **Personnel Records**

To keep necessary City records up-to-date, it is extremely important that you notify the Human Resources Department of any changes within thirty (30) days:

Name and/or marital status

Address and/or telephone number

# of eligible dependents

W-4 deductions

Person to contact in case of emergency



# **LEAVE TIME**

## **Vacation**

Time away from work to relax and pursue special interests is important to everyone. Each full-time employee is eligible for paid vacation days. A vacation day is equivalent to seven (7) hours. A vacation day shall only be taken in increments of two (2) hour blocks of time or more. During the first year of employment at the City, each full-time employee will be eligible for five (5) vacation days after completing six (6) months of service.

**AFTER THE FIRST YEAR OF EMPLOYMENT THE FOLLOWING TABLE IS IN EFFECT:**

<b>Length of Service</b>	<b>Total Vacation Days</b>
1-4 years of service	10
5-9 years of service	13
10-14 years of service	15
15-19 years of service	17
20+ years of service	20

An employee should make a vacation request as far in advance as possible. Based upon department needs, the department manager will attempt to grant employees the vacation days requested.

When a City holiday falls during a scheduled vacation day, it is not counted as a vacation day.

## **Unused Vacation Days**

When employees earn more than thirteen (13) days of vacation leave per year, they may elect to be compensated for unused vacation days in accordance with the following schedule:

<u>Vacation Days Earned Per Year</u>	<u>Maximum Unused Days Paid</u>
10	0
13	3
15	5
17	7
20	10

This payment will be made following the employee's anniversary date.

## **Guidelines for Vacation Pay for Terminating Employees**

An employee leaving the City due to voluntary resignation or dismissal will be eligible to be paid for unused vacation days. An employee who is dismissed for misconduct shall not be paid for unused vacation days. An employee that does not provide adequate notice of at least two weeks upon resignation forfeits any rights to unused vacation pay. An employee who does not return City equipment shall not be paid for unused vacation days.

## **Personal Business Days**

Each full-time employee will, in addition to regular vacation time, be granted four (4) additional days off with pay for necessary personal business, provided it can be scheduled by the department in such a manner so as not to inconvenience City/department operations. Each employee will receive these four (4) personal days on July 1 of each year. New employees hired between July 1 and December 31 are eligible to receive two (2) personal business days. New employees hired between January 1 and June 30 will not receive any personal business days until July 1. Personal business days shall not be carried from one year to the next.

## **Holidays**

All full-time employees (including those in the initial employment period) are eligible for eleven (11) paid holidays per year as follows:

New Year's Day  
Martin Luther King, Jr. Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

Where a holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday. For employees to receive holiday pay, they must work the day before and day after the holiday to receive pay for the holiday. If a holiday occurs during a vacation leave, the employee will not be charged vacation for the holiday.

## **Bereavement Leave**

Bereavement leave is granted for purposes of allowing the employee the opportunity to attend the funeral/memorial and/or attending to matters related to the death. If a delay is necessary, approval is required from the employee's immediate supervisor. The City may request documentation for verification purposes. An employee shall be allowed five (5) calendar days as funeral leave not to

be deducted from sick leave for a death in the immediate family. However, if, during the five allowed funeral days, the employee's scheduled day off falls within the five funeral days the employee will not be paid for the scheduled off days. The immediate family shall include: mother, father, spouse, child, step-parent, and stepchild.

An employee shall be allowed three (3) calendar days as funeral leave not to be deducted from sick leave for a death in the family. However, if, the employee's scheduled off day falls within the three funeral days the employee will not be paid for the scheduled off day. The family shall include: foster children, sister, brother, half-sister, half-brother, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law.

An employee shall be allowed up to four (4) hours of funeral leave, not to be deducted from sick leave for a death in the extended family. The extended family shall include: aunts, uncles, cousins, nieces, nephews, stepmother-in-law, stepfather-in-law, ex-spouse, stepsister, stepbrother, stepsister-in-law, stepbrother-in-law, stepdaughter-in-law, stepson-in-law, great grandparents, stepgrandparents, grandparents-in-law, stepgrandparents-in-law, and stepgrandchildren.

## **Jury Duty**

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. An employee is paid 100% of wages while on jury duty. All checks received from the court system must be signed over to the City, less any amount paid for travel. All documents the employee receives from the court must be turned in or copied to the City so we can verify if we need to subtract meals and/or mileage reimbursements. Employees on jury duty are expected to report to work any day they are excused from jury duty. If an employee is dismissed for the day from jury duty and 3.5 hours of work remain, the employee must report to work for the remainder of the work day. Failure to do so will result in the employee not being paid for the time off.

Upon receipt of the notice to serve jury duty, the employee should immediately notify the supervisor, as well as the Human Resources Department. Additionally, a copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

Upon the employee's return, the employee must notify Human Resources and must submit a signed Certificate of Jury Service indicating the number of days served.

If the jury duty falls at a time when the employee cannot be away from work, the City may request that the court allow the employee to choose a more convenient time to serve if the employee makes a request in accordance with the court's procedures. The employee must cooperate with this request.

## **Military Leave**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. The employee may use accrued vacation or personal leave, but is not required to do so. At the conclusion of the leave an employee has a right to return to the same position the employee held prior to the leave or to a position with like seniority, status, benefits and pay that the employee is qualified to perform. Employees are requested to notify their supervisor as soon as they are aware of the military

obligation. Group health insurance coverage for the employee and covered dependents will continue for thirty-one (31) days from the date the military leave of absence begins. After the thirty-one (31) days expires, the employee will have access to COBRA to continue coverage.

The City of Owosso abides by the mandatory provisions of Federal and State laws, and its judicial interpretations with respect to leaves of absence due to active military service, re-employment of veterans, Reserves/National Guard and the U.S. Public Health Service, contact the Human Resources Director if you require such a leave.

## **Absence Due to Illness**

To keep the business and each department running smoothly and efficiently, it is important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record and overall dependability.

The City recognizes, however, that an employee may occasionally have an injury or illness. As a result, the Absence Due to Illness policy is designed to provide protection to each employee against loss of income during unavoidable illness or injury. A sick day may also be taken for an illness of the employee's child, spouse or for a child in which the employee is standing in "loco parentis". For an employee's own personal doctor or dentist appointments, sick time may be used. The employee may also use sick time for doctor or dentist appointments for the employee's child, spouse or for a child in which the employee is standing in "loco parentis". The employee's supervisor/Department Manager may request a physician's note be provided to verify appointments.

For employees hired prior to January 1, 2006: Each full-time employee will receive six (6) sick days per calendar year (receiving on January 1 of each year) and may carry over the days into the employee's sick bank. These will accumulate up to one hundred twenty (120) sick days. The banks will be capped at one hundred twenty (120) days, any days over one hundred twenty (120) accumulated will not be paid out at the end of the year. If the employee leaves the City or is terminated, prior to retirement, the payout of sick days will not be allowed. On retirement, the employee will be paid one-half of the accumulated unused sick leave at their current rate of pay, with maximum payment not to exceed sixty (60) days.

For employees hired after January 1, 2006: Each full-time employee will receive six (6) sick days on January 1. Because sick leave benefits are intended to provide income protection in the event of an actual illness or injury, sick days can be carried over from one calendar year to the next up to an accumulation of twelve (12) days. An employee will be paid out at fifty percent (50%) for any sick days over twelve accumulated at the end of the calendar year or when leaving the City.

To be eligible for sick pay, an employee unable to report to work due to illness must telephone the employee's supervisor directly, each day of absence, as far in advance as possible, but no later than the start of the employee's shift. If the supervisor is not available, the Human Resources Department should be contacted. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor. The supervisor or Human Resources Department must be contacted each day of absence. An employee who fails to contact the immediate supervisor or Human Resources may be considered as having voluntarily resigned. This policy must be followed unless an exception has been made for a particular absence, and a written memo to this effect has been sent to the Human Resources Department.

If the City has questions about the nature or length of an employee's disability, a written certification from a physician or licensed health care professional may be required. Any Family and Medical Leave Act (FMLA) leave to which an employee may be entitled runs concurrently with time off granted under this policy. In other words, an employee cannot take sick pay, and then take three months off under the FMLA; any time spent on sick leave counts as part of an employee's FMLA leave, as long as it is for an FMLA qualified reason.

## **Family and Medical Leave Act ("FMLA")**

Please see Appendix A for the current City of Owosso FMLA policy.

## **Leave of Absence Without Pay**

Should a situation arise that temporarily prevents an employee from working, the employee may be eligible for a personal leave of absence without pay. However, employees must be employed for at least twelve (12) months prior to the requested leave.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and will be reviewed on a case-by-case basis by the employee's supervisor/manager and the Human Resources Department. The decision to approve or disapprove is based on the circumstances; the length of time requested; the employee's job performance, attendance and punctuality record; the reasons for the leave; the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

Leaves of absence will be considered only after all vacation time (and in some instances sick time) has been exhausted. While on a leave of absence without pay, time for pension purposes will not accrue. The duration of a leave of absence, if granted, is according to the following schedule:

<b>Length of Service</b>	<b>Allowable Leave of Absence (# of months without pay)</b>
Under 5 years	6 months
5 years and over	12 months

An employee will not receive holiday pay while on an unpaid leave of absence.

### Continuing Benefit Plan Coverage

While on a personal unpaid leave of absence an employee's medical coverage will end on the first day of the month following the start of such leave. An employee will have the opportunity of continuing benefits for a maximum period of eighteen (18) months by paying the monthly premiums as required by COBRA legislation. Unemployment Insurance benefits cannot be collected while on a leave of absence without pay.

### Salary Action

Any planned salary increase for an employee returning from an approved unpaid leave of absence will be deferred by the length of the leave.

### Vacation and Personal Time

During the calendar year that an employee takes an approved unpaid leave of absence, the employee is not eligible for vacation. Unused vacation and personal days must be used before an approved unpaid leave of absence will be granted.

### Performance Appraisal

The normal performance appraisal of an employee on an approved unpaid leave of absence will be extended by the length of the leave.

### Returning/Not Returning From a Leave

Due to the nature of our business, the City cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a leave of absence without pay, the City will attempt to reinstate the employee to the employee's former position or to one with similar responsibilities. If the position or a similar position is not available, the employee will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence, the termination date is the last day of the authorized leave period or the date the employee notifies the supervisor/manager the employee is not returning, whichever is sooner. Such employees may be considered for reemployment.

An employee who secures employment from another employer or who becomes self-employed without the prior approval of the City of Owosso while on an approved leave of absence shall be deemed to have voluntarily terminated employment with the City of Owosso. An employee's failure to return to work at the end of a leave of absence will result in termination of employment.

## **Return to Work Policy**

From time to time it may be necessary for employees to be absent from work when an illness or injury renders the employee unable to perform the essential job functions of the position, regardless of whether such illness or injury is work-related or non-work related.

During such periods of leave, the City may require an employee to report periodically upon the employee's status and intent to return to work to the HR Department. The City may also require, at the employee's expense, periodic reports from the physician while the employee is on leave.

At the expiration of a medical leave or if the employee wishes to return to work before the scheduled completion of the leave, there shall be a physician's certification confirming the employee's fitness to perform the essential functions of the job, with or without reasonable accommodation. The City may delay the return to work until the certification is provided.

Light duty may be given, when necessary, for work-related injuries. Light duty is not an option for non-work related injuries unless an accommodation is required under the American's with Disabilities Act (ADA). If a physician's certification indicates that the employee is able to return to work with certain restrictions, the City will reasonably accommodate such request as required by law, and, in light of the operational needs of the city, may consider the following options:

- Reinstatement of the employee to the position vacated, while restructuring or removing certain non-essential functions, to meet the restrictions set forth in the physician's certification.
- The reinstatement of the employee to a vacant position for which the employee is qualified, the essential functions of which are within the restrictions set forth in the physician's certification. Such a reassignment may be for a temporary period of time.
- Reinstatement to a temporarily created position, the essential functions of which are within the restrictions set forth in the physician's certification.
- The City at its sole discretion may provide light duty.

Such assignments must be approved by the Human Resources Director or the City Manager, and may differ considerably from the assignment and shift previously held by the employee. No employee shall return to the previous position from such an assignment without a physician's certification confirming the employee's fitness to perform the essential functions of that position, with or without reasonable accommodation.

Nothing contained in this policy shall be construed to limit either the City's or the employee's rights and obligations under the Workers' Disability Compensation Act, the Family and Medical Leave Act, the Americans with Disabilities Act, the Michigan Person's with Disabilities Civil Rights Act and/or any applicable collective bargaining agreement.

# **EMPLOYEE BENEFITS**

## **Disclaimer**

The City of Owosso has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Personnel Policy Manual contains a very general description of the benefits to which you may be entitled as an employee of the City. Please understand that this general explanation is not intended to, and does not provide you with all the details of these benefits. Therefore, this manual does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Human Resources Department. To the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the City and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, the City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the City reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact the Human Resources Department. If you lost or misplaced those descriptions, please contact the Human Resources Department for another copy.

## **Health Insurance**

All full-time employees are eligible for health care coverage. Coverage begins the first of the month following thirty (30) days after the employee's date of hire. For example, if a full-time employee begins employment on August 15, coverage will be effective on October 1. Booklets detailing the medical plan will be given at the time coverage goes into effect. The City reserves the right to change any aspect of the carrier/medical plan at any time.

Changes in an employee's health care coverage (including adding or deleting dependents) must be made during the annual open enrollment period or within thirty (30) days of a life-changing event. The following are considered life-changing events to an employee or dependent: birth, adoption, marriage, divorce, death or loss of coverage. Employees must sign an enrollment form in order to be covered by this benefit. If an employee has specific questions concerning health care contact the Human Resources Department.



The City abides by PA 152 of 2011. City Council has approved the hard caps for the cost of medical coverage, but Council may decide to change that at any time.

## **Health Insurance Opt-Out**

An eligible employee, covered by health insurance from another source, may elect to forego the City provided health insurance set forth above and receive, in lieu of such coverage, an annual stipend equal to one-quarter (1/4) of the subscriber rate for the coverage in which the employee would be enrolled, for each year the eligible employee has foregone the City provided health insurance. For example, single employees will receive one-quarter (1/4) the single rate; employees with only one dependent will receive one-quarter (1/4) the double rate; and employees with a family would receive one-quarter (1/4) the family rate. Retirees, non-bargaining unit members and bargaining unit members whose spouse works for the City are not eligible for the program set forth in this section, nor can they be double covered. The stipend payment will be paid by separate check on or about June 30 of each year and will be pro-rated on the basis of one-twelfth (1/12) of the stipend payment for each full month the eligible employee has foregone the City provided health insurance. Employees choosing the Health Insurance Opt-Out must submit on a form provided by the City, evidence satisfactory to the City, of health coverage from another source. In the event an eligible employee elects to forego City provided health insurance coverage, the employee will be allowed to elect, once each year, to be re-covered by the City health insurance, effective during the City's annual open enrollment period or at any time if the employee loses coverage from the other source. If an employee retires or leaves the City's employment the employee is entitled to a pro-rated payment in the final paycheck for each full month the employee has opted out of health insurance. Any time an employee opts-out of health insurance the employee will be paid for each pro-rated month the employee opted-out at the rate specified above.

## **Dental Insurance**

All full-time employees are eligible for dental coverage, which will be effective on the first of the month following thirty (30) days of employment. For example, if a full-time employee begins employment on August 15 dental coverage takes effect on October 1. Booklets detailing the dental plan will be given at the time coverage goes into effect. The City reserves the right to change the carrier or plan as necessary. An eligible employee, covered by dental insurance from another source, may elect to forego the City provided dental insurance and receive, in lieu of such coverage, an annual stipend equal to one-quarter (1/4) of the subscriber rate for the coverage in which the employee would be enrolled, for each year the eligible employee has foregone the City provided dental insurance. For example, single employees will receive one-quarter (1/4) the single rate; employees with only one dependent will receive one-quarter (1/4) the double rate; and employees with a family would receive one-quarter (1/4) the family rate. Retirees, non-bargaining unit members and bargaining unit members whose spouse works for the City are not eligible for the program set forth in this section, nor can they be double covered. The stipend payment will be paid by separate check on or about June 30 of each year (and if more than one insurance is opted-out, will be combined into one check) and will be pro-rated on the basis of one-twelfth (1/12) of the stipend payment for each full month the eligible employee has foregone the City provided dental insurance.

## **Vision Insurance**

All full-time employees are eligible for vision coverage, which will be effective on the thirtieth (30<sup>th</sup>) day of employment. For example, if a full-time employee begins employment on August 25 vision coverage will go into effect on September 25. Booklets detailing the vision plan will be given at the time coverage goes into effect. The City reserves the right to change the carrier or plan as necessary. An eligible employee, covered by vision insurance from another source, may elect to forego the City provided vision insurance and receive, in lieu of such coverage, an annual stipend equal to one-quarter (1/4) of the subscriber rate for the coverage in which the employee would be enrolled, for each year the eligible employee has foregone the City provided vision insurance. For example, single employees will receive one-quarter (1/4) the single rate; employees with only one dependent will receive one-quarter (1/4) the double rate; and employees with a family would receive one-quarter (1/4) the family rate. Retirees, non-bargaining unit members and bargaining unit members whose spouse works for the City are not eligible for the program set forth in this section, nor can they be double covered. The stipend payment will be paid by separate check on or about June 30 of each year (and if more than one insurance is opted-out, will be combined into one check) and will be pro-rated on the basis of one-twelfth (1/12) of the stipend payment for each full month the eligible employee has foregone the City provided vision insurance.

## **Life Insurance**

The City will provide group life insurance for each employee of at least one times the employee's annual salary. Coverage takes effect the first of the month following date of hire. For example, if an employee begins August 15, coverage takes effect September 1.

## **Retirement**

### **Retirement-Option A**

- (a) General City employees hired prior to January 1, 2006 shall remain in the employer's current Defined Benefit pension plan adopted by City Council, Chapter 2, Administration, Article VII, Municipal Employees' Pensions of the Code of Ordinances of the City of Owosso, Michigan, effective November 17, 2003, as amended. The City reserves the ability to establish for employees the option to convert to an Option B Defined Contribution Plan available to employees hired before January 1, 2006.
- (b) For those employees hired prior to January 1, 2006 who remained in the City's defined benefit plan, their retirement plan will be administered by MERS as soon as practicable. Benefits shall be the terms of the City Ordinance in effect on May 31, 2020 or the MERS equivalent plan, whichever results in the greater benefit. The exception is that the City's retirement plan (defined benefit pension) allowing nine (9) months in the last year of service to count as one year (12 months) of service will no longer be in effect. The City shall maintain and make available the ordinance for reference regarding potential questions about the terms of the ordinance.
- (c) Vacation, sick leave, life insurance, hospitalization insurance and all other benefits, shall terminate at the date of the employee's retirement.
- (d) Effective July 1, 2010: Benefit formula will change to Final Average Compensation (FAC) times the sum of 2.5% for all years of credited service, total benefit not to exceed 80% of FAC. Retirement eligibility is age sixty (60) with ten (10) years or more of service. Retirees will receive a 1.4% non-compounding cost of living adjustment (COLA) for the first 10 years in retirement effective January 1<sup>st</sup>, after the retiree has been receiving a pension for at least 12 months. As non-compounding, COLA is based on the original retirement amount and the same increase is added each year. After the addition of 10 years of COLA increases, retirement benefits remain at that level thereafter.
- (e) FAC shall include all taxable income, such as regular wages, including training time, overtime, vacation and sick time and longevity, taken, earned and paid out, holiday, bereavement, jury duty, health care opt-out and workers compensation payments. The only exception to inclusion of the FAC is non-taxable amounts, such as reimbursement for expenses paid based on receipts.

- (f) It is specifically agreed that each employee's annual retirement contribution cost shall be six percent (6%) of their gross annual compensation. The employer shall be responsible for any required contribution above the employee's six percent (6%). The employee's contribution shall be made by payroll deduction.
- (g) Once the employee completes the MERS Application for Defined Benefit Retirement form and returns a copy to the Director of Human Resources the employee shall be granted thirty (30) vacation days or two hundred ten (210) hours. This grant of an additional thirty (30) vacation days shall be added to the employee's leave bank.
  - 1. This time may be used at the end of his/her employment to accumulate the full ten (10) years of service/age 60 required under the MERS pension plan.
  - 2. This time may be used at the end of his/her employment once a minimum of ten (10) years of service/age 60 is attained, as vacation time off.
  - 3. This time may be used at the end of his/her employment once a minimum of ten (10) years of service/age 60 is attained as compensation of unused vacation credits under "Leave Time, Vacation, Unused Vacation Days" consistent with maximum unused credits paid plus these thirty (30) granted days, which shall count toward the employee's FAC.

### **Retirement-Option B**

- (a) General City employees hired after January 1, 2006 may participate in a Defined Contribution (401a) pension program by making contributions to the ICMA-RC Governmental Money Purchase Plan and Trust immediately upon hire.
- (b) Vacation, sick leave, life insurance, hospitalization insurance, and all other benefits shall terminate at the date of the employee's retirement.
- (c) Employees may make contributions to the program in such amounts as permitted by the Federal laws and regulations.
- (d) The employer will contribute to the employee's defined contribution account, a maximum of four percent (4%) of the employee's gross annual salary.
- (e) Employees are one hundred percent (100%) vested in their contributions. Employees will become vested in the Employer's contributions in accordance with the following schedule :
  - 50% upon completion of two (2) years of service
  - 60% upon completion of three (3) years of service
  - 70% upon completion of four (4) years of service
  - 80% upon completion of five (5) years of service
  - 90% upon completion of six (6) years of service
  - 100% upon completion of seven (7) years of service

### **Section 125 Flexible Spending Account Plan**

Employees may elect to have a certain dollar amount transferred from the employee's paycheck into a special account to pay for expenses as they occur. This money is taken from the employee's gross pay prior to taxes. The employee saves by not having to pay federal and most state and local taxes on the amount the employee sets aside. Employees can pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. A flex plan is a Section 125 Plan, which provides tax savings by reducing employee medical premiums and employee elected dollars for out-of-pocket health care expenses and dependent care expenses from the employee's gross salary prior to calculation of federal income and FICA taxes, as allowed under Internal Revenue Code (IRC) Section 125. Each employee's participation is purely voluntary. To enroll an employee must:

1. Complete a "Reimbursement Account Election Form," this form helps the employee determine the contribution to be placed into the flex account during the plan year.
2. Each pay period this amount is deducted from the employee's pay prior to deducting federal income tax and social security tax.
3. As applicable expenses occur, the employee is reimbursed with the monies in the employee's account.

To get reimbursed for eligible expenses, the employee submits a simple reimbursement form and attaches the appropriate receipt. If the charges are applicable according to IRS code, the employee is reimbursed with the funds in the employee's account. The employee may choose to sign up for a debit card, instead of submitting reimbursement receipts. All applicable charges are defined by the IRS. Any funds left in the account at year end are lost. There are two types of reimbursement accounts:

1. Medical Reimbursement: This can be used to pay for qualified medical costs and health care expenses that are not paid by insurance. Examples include: chiropractor, podiatrist, deductibles, co-pays, office visits, prescriptions, hearing aids, glasses, contact lenses, orthodontic, therapy, physical impairment needs, smoking cessation programs, etc. An employee may elect to contribute up to the federal maximum in the account. Any leftover money will be forfeited.
2. Dependent Care Reimbursement: This can be used to pay for eligible dependent care expenses such as child care for children under age 13 or children who are physically or mentally incapable of self-care and, in some cases, elder care, so that the employee (and the employee's spouse, if married) can work, look for work, or attend school full-time. A single parent or a married couple filing jointly can elect up to \$5,000 per family, while a married person filing separately can elect up to \$2,500. This is a pay as you go account. Reimbursements are not made until funds are available. The child care provider must claim payments as income. Any leftover money will be forfeited.

An employee may change the annual election if the employee has a qualified change in status (marriage, birth, adoption, death or divorce). The change in status must correlate with the event and be made within thirty (30) days of the event. The City of Owosso Human Resources Director is the administrator of the plan.

## **Short Term Disability (STD) Benefits**

The short-term disability benefit is a source of income replacement for employees unable to work due to illness, pregnancy or injury.

### **Eligibility**

For all regular, full-time employees, the employee must exhaust the employee's bank of sick time prior to the short-term disability taking effect.

A regular, full-time employee who has completed six months of continuous employment and who is unable to work due to illness, pregnancy or injury (other than a self-inflicted injury) is eligible. There is an eight (8) calendar day waiting period, sick time must be used for this waiting period (if the employee's sick time is exhausted the employee must use personal or vacation time to fill the eight (8) day waiting period if they wish to be paid for scheduled work days missed during the eight (8) day waiting period). The employee must have exhausted all sick time before the STD will begin. The employee may also use personal or vacation time in lieu of STD. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and a return to work.

### **Medical certification**

The employee must provide medical certification of the disability that includes the starting and expected ending date of the disability. This certification must be submitted to the Human Resources Department. The enrolled carrier will make the determination of disability.

### **Benefit payment**

The short-term disability benefit payment is 66 2/3 percent of the employee's base weekly wages calculated on average earnings in the previous 12 months. The benefit may be paid for a maximum of twelve (12) weeks per calendar year. Payments are made once a week. The benefit is taxable income.

### **Return to work**

The employee must return to work as soon as permitted by the health care provider. The employee must submit a fitness-to-return-to-duty clearance to the Human Resources Department. An employee whose absence has been designated as FMLA (Family and Medical Leave Act) leave is eligible for reinstatement as provided by the FMLA.

The City will attempt to return an employee who is returning from a short-term disability leave to the same or similar job, at the same salary that the employee held prior to the leave. Under some circumstances, however, permanent replacement during a leave may be required, or in some instances, staffing requirements may change. Therefore, unless an employee is entitled to return to the same or an equivalent position under the FMLA, a job cannot be guaranteed when the employee is ready to return to work from a short-term disability leave. In the event the employee is not entitled to return to the same or an equivalent position under the FMLA and a position is not available or if the employee chooses not to return to work, upon the expiration of the disability leave, the employee will be terminated. If an employee does not return from a short-term disability leave, the termination date is the last day that the employee was authorized to return or the date the employee notifies the supervisor that the employee is not returning, whichever is sooner. Such employees may be considered for reemployment. An employee who returns to work following a short-term disability leave will be considered as having continuous service.

## **Long-Term Disability**

The City offers regular, full-time employees (who are regularly scheduled to work a minimum of 32 hours per week) a non-contributory Long-Term Disability (LTD) base plan. This non-contributory base plan provides for monthly LTD benefits of 66 2/3% of basic monthly earnings to a maximum benefit of \$5,000 per month, less any other offsets. Eligible employees are automatically enrolled the first of the month following their date of hire. The benefit continues until age 65.

## **Workers' Compensation Benefits**

Each regular full-time employee covered by this Plan who is unable to work as the result of an injury incurred in the performance of the employee's job shall receive pay during such workers' compensation as follows:

1. During the first seven (7) days, the City shall pay the employee the basic weekly wage.
2. An Employee will be paid the regular bi-weekly income while out on worker's compensation. The City's Worker's Compensation provider will still send a check to the Employee. When the check arrives, the City requires that the Employee sign it over to the City. The Employee's bi-weekly income shall not exceed twenty-six (26) weeks.
3. If, upon expiration of the six (6) month period, the employee is unable to return to work, the employee may elect to use accumulated sick leave to supplement the difference between the employee's regular weekly wage and Workers' Compensation benefits.
4. To become eligible for injury leave with pay, an employee must immediately report the injury to the department manager and the Human Resources department on prescribed forms and be available for first aid treatment.
5. No employee shall be entitled to regular compensation for absence from duty on account of injuries, if said injuries were not job incurred. Such absence from duty will be considered as sick leave and will be governed by the rules pertaining to sick leave.

## **Employee Assistance Program**

We all experience times when we need a little help with life's challenges. The City understands this and is providing the employee assistance program (EAP) to offer support, guidance and resources to help the employee and the employee's family resolve personal issues. An EAP can help by assisting the employee in balancing work and personal life.

A master's level Member Advocate will confidentially consult with the employee over the phone and help him/her find solutions and resources to meet life's challenges. The Member Advocate will provide the employee with consultation, resources, an action plan and information to help the employee address any issues. The employee may also receive referrals to support groups, community resources, a counselor or health plan. The EAP can help with the following issues, among others;

- Child care and elder care

- Alcohol and drug abuse
- Life improvement
- Difficulties in relationships
- Stress and anxiety with work or family
- Depression
- Personal achievement
- Emotional well-being
- Financial and legal concerns
- Grief and loss

All calls and counseling services are completely confidential. Information will be released only with the employee's permission or as required by law. Phone consultation and online access to EAP services is always available. This program also includes up to three (3) face-to-face assessments and counseling sessions. If you accept a referral to services that are not a part of your program, you may be responsible for the costs associated with those services. For more information contact the Human Resources Department.

## **Longevity**

After completion of the third year of employment, the employee will be paid annual longevity pay according to the following schedule on or after the employee's anniversary date of employment.

Longevity Schedule	
3 – 4 years completed	\$150.00
5 – 9 years completed	\$400.00
10 – 14 years completed	\$650.00
15 or more years completed	\$750.00

An employee leaving the employ of the City under any circumstances other than retirement or death shall not be granted longevity pay for any partially completed year. Upon retirement or death, the longevity pay shall be prorated according to full calendar months completed.

## **Expense Reimbursement**

Each employee shall be entitled to recover actual out-of-pocket expenses that may be incurred while on official City business. Reimbursement for use of automobiles is discussed in Appendix E (Use of City Vehicles by City Employees).

## **Conferences and Workshops**

The City of Owosso strongly supports professional development by sending employees to conferences and workshops. Employees are encouraged to attend these events to get up-to-date information in their field and network with colleagues in other municipalities. Knowledge is fundamental to the efficient operation of the City. Prior to registering for a conference/workshop, please seek the approval of your direct supervisor and Department Director. If you have any professional development or training suggestions, please contact the HR Department.



## **Employee Training, Recognition and Service Programs**

It shall be the responsibility of the Human Resources Director to foster and promote programs of employee training, employee recognition, and employee service programs for the purpose of improving the quality of personnel services rendered to the City and of aiding employees to develop themselves for advancement in the service. City resources may be expended to develop these programs.

## **Administration of Employee Development Program**

The Human Resources Director shall develop and conduct supervisory and management training and other types of training and employee development programs common to all departments; the HR Director shall establish standards of performance and procedures for evaluating employee efficiency and shall assist supervisors in development and conducting training to meet the specific needs of their departments and in developing and utilizing other techniques for increasing employee efficiency in present positions, and in preparing for promotions to higher positions in the City service.

## **Political Activity**

No employee will be required to contribute to or work in any election on behalf of any candidate and no such employee shall participate in any political activities or electioneering on City property during business hours.

# **ON-THE-JOB**

## **Attendance, Punctuality and Dependability**

Because the City depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, an employee is expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify the employee's supervisor or the Human Resources Department as far in advance as possible, and no later than the starting time of the employee's shift. This policy applies for each day of absence. An employee who fails to contact the employee's immediate supervisor or the Human Resources Department may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

## **Appearance and Conduct**

The City expects employees to maintain a neat, well groomed appearance at all times. City Hall is a business casual environment and all employees working in City Hall must abide by this dress code. Jeans, beach footwear, shorts and bare-midriiffs are prohibited attire for employees, unless prior approval is granted by the supervisor. On special occasions jeans and/or shorts may be appropriate, with prior approval by the Department Manager. Fridays are considered casual days and jeans are appropriate.

The City requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of the City require that employees maintain proper standards of conduct at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the City's customers, or who violate any of the City's policies, are subject to appropriate disciplinary action, up to and including discharge.

All instances of misconduct should be referred to the Human Resources Department immediately.

## **Anti-Nepotism Policy**

Members of an employee's immediate family will be considered for employment on the basis of qualifications. Immediate family may not be hired, however, if employment would:

- (i) Create a supervisor/subordinate relationship with a family member;
- (ii) Have the potential for creating an adverse impact on work performance; or
- (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild and members of household. This policy also applies to romantic relationships.

An employee who becomes an immediate family member or establishes a romantic relationship may continue employment as long as it does not involve any of the above situations. If one of the conditions outlined above should occur, attempts will be made to find a suitable position within the City of Owosso to which one of the employees may transfer. If employees become immediate family members or establish a romantic relationship, the City will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the City will decide in its sole discretion who will remain employed.

## **Romantic or Sexual Relationships**

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and the City. Any such relationship may, therefore, be contrary to the best interests of the City.

Accordingly, the City strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the City does not intend to inhibit the social interaction (such as lunches, dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the HR Director. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The City recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic." It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

Upon being informed or learning of the existence of such a relationship, the HR Director may take all steps necessary and as deemed appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for the City to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, persons who believe that they have been adversely affected by such a relationship, notwithstanding its disclosure, are encouraged to make their views about the matter known to the HR Director.

This policy shall apply without regard to gender of the participants in a relationship of the kind described.

## **Violence in the Workplace**

The City strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Human Resources Department. All complaints will be fully investigated.

The City will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

*It is the City of Owosso's intention to provide a safe and secure environment for its employees and those persons visiting its facilities. The City will not tolerate threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals. Any person who makes threats, exhibits threatening behavior, or engages in violent acts will be removed from City property and prohibited from returning without authorization of the City Manager.*

## **Accidents and Emergencies**

Maintaining a safe work environment requires the continuous cooperation of all employees. The City strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on City premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the City provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor, who in turn, will notify Human Resources of the incident.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

## **Open Door Policy**

The City promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems, so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. The City is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.



## **Internal Complaint Procedures**

To foster sound employee-employer relations through communication and reconciliation of work-related problems, the City provides employees with an established procedure for expressing employment related concerns.

In situations where employees feel a complaint is in order, the following steps should be taken:

1. If employees believe that they have a legitimate work-related complaint, employees are encouraged to first attempt to resolve the issue(s) through discussions with their immediate supervisor.
2. If the situation is not resolved within five (5) working days from the time the complaint is discussed with the employee's immediate supervisor, barring extenuating circumstances, it should be brought to the attention of the next level supervisor or the HR Director with written documentation.

The City will attempt to resolve the complaint within a reasonable period of time while preserving the confidentiality and privacy of those involved to the extent possible.

## **Solicitations, Distributions and Use of Bulletin Boards**

Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by the City may not solicit the City employees for any purposes on City premises.

### **Bulletin Boards**

Bulletin boards maintained by the City are to be used only for posting or distributing material of the following nature:

- notices containing matters directly concerning City business;
- announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have authorization from Human Resources. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

## **Internal Investigations and Searches**

From time to time, the City may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

Whenever necessary, in the City's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate.

The City will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so.

## **Reference Checks**

All inquiries regarding a current or former City employee must be referred to the HR Director.

Should an employee receive a written request for a reference, the employee should refer the request to the HR Director for handling. No City employee may issue a reference letter to any current or former employee without the permission of the HR Director.

Under no circumstances should any City employee release any information about any current or former City employee over the telephone. All telephone inquiries regarding any current or former employee of the City must be referred to the Human Resources Department.

In response to an outside request for information regarding a current or former City employee, the Human Resources Department will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former City employee, or prior employment with the City, will be furnished unless the employee authorizes the City to furnish this information in writing that also releases the City from liability in connection with the furnishing of this information or the City is required by law to furnish any information.

## **Tape Recording Policy**

It is a violation of City policy to record conversations with a tape recorder or other recording device unless prior approval is received from your supervisor or a member of upper-level management or all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that the conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

## **Tuition Reimbursement Policy**

If an employee is a regular, full-time non-union employee and has worked for the City at least one (1) year, the employee may be eligible to participate in the City's tuition reimbursement program. In the event that the City agrees to support an employee's academic efforts, and believes that the employee's general job performance warrants such, the City will partially reimburse the employee's tuition for certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in the employee's current job. Costs for textbooks and materials will not be reimbursed. The amount an employee receives will depend on the City's approval and upon the grade received and will not exceed \$600 per semester.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

1. Complete a Tuition Reimbursement Form. See the Human Resources department for the form. Complete the form and submit to the City Manager.
2. If the City Manager approves the form, return the signed form to the Human Resources Department.
3. The employee pays the initial course fees.
4. Once the employee receives grades, the employee should attach the tuition bill and the final grades to a copy of the initial Tuition Reimbursement Form and send them to the Human Resources Department.
5. Within thirty (30) days, the employee will receive a reimbursement.
  - For 90 percent reimbursement, the employee must receive a grade of "A" or grade point average (gpa) in the range of 4.0-3.5.
  - For 70 percent reimbursement, the employee must receive a grade of a "B" (gpa of 3.4-3.0).
  - For 50 percent reimbursement, the employee must receive a grade of a "C" (gpa of 2.9-2.5/pass).
  - No reimbursement is provided for a grade of a "D" or less (or below a gpa of 2.5/fail).

If an employee resigns or is terminated before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns within twelve (12) months after receiving reimbursement, the employee must repay the City in full.



# **LEAVING THE CITY OF OWOSSO**

## **Resignation**

When an employee decides to leave for any reason, the employee's supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. The City often finds during this conversation that another alternative may be better. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the City with a written two-week advance notice period (bear in mind that vacation days or personal days may not be included in the two-week notice period). The City will only compensate employees for unused vacation when the employee works throughout the notice period, and is not terminated for gross misconduct or cause; otherwise, unused vacation will be forfeited. If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's two-weeks notice, the employee may be paid for the remainder of that period.

## **Post Resignation/Termination Procedures**

### **Exit Interview**

Human Resources is responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and for arranging the return of City property including:

- Office keys
- City-issued credit cards/gas cards
- City manuals
- Any additional City-owned or issued property

In order to receive a disbursement of any amounts due from the Pension Plan, the employee is required to complete and sign a distribution form and submit it to MERS. For employees in the defined contribution plan, a form must be submitted to ICMA-RC. Specific information will be provided at the exit interview.

Employees may choose the continuation or waiver of comprehensive medical, dental and vision coverages under Consolidated Omnibus Budget Reconciliation Act (COBRA). Specific information will be provided at the exit interview.

### **Benefits**

Benefits (Life, Medical, Vision and Dental) end on your last day of employment. An employee has the option to convert to individual life insurance, and/or to continue Medical, Vision, or Dental Benefits in accordance with the COBRA regulations.

### Final Paycheck

Employees leaving the City must return office keys, city credit cards, etc., before their final paycheck can be issued. This final paycheck will be mailed during the next normal pay period. If there are unpaid obligations to the City, the final paycheck will reflect the appropriate deductions.

### Retirement Plan

If an employee is in the retirement plan, information regarding this plan will be provided at the exit interview.

Approved as to substance: \_\_\_\_\_  
City Manager Date

Approved as to form: \_\_\_\_\_  
City Attorney Date

Approved by City Council: Monday, May 18, 2020  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## ACKNOWLEDGMENT

PLEASE READ THE FOLLOWING AND SIGN BELOW TO INDICATE RECEIPT OF THIS PERSONNEL POLICY MANUAL AND ACKNOWLEDGMENT OF THE FOLLOWING.

I have received my copy of the Personnel Policy Manual. I have read and agree to keep my Manual for future reference and observe present and future City personnel policies and rules outlined in this Manual. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from the Human Resources Department. I understand that this Manual is simply intended as an informational guide describing personnel policies, benefits and general information and that these guidelines are not to be construed as either a contract or guarantee of continued employment. This Manual is to be a guide for all City of Owosso employees, if there is a conflicting section in this manual, as compared to a union contract, the union contract shall prevail. I also understand that within the limits allowed by law, the City of Owosso reserves the right to unilaterally amend, modify or cancel this Manual, as well as any or all of the various policies, procedures and programs outlined within it at any time without any required notice period; this also extends to any other employment-related policies and/or procedures and standards. It supersedes any and all past manuals, handbooks, policies, procedures, understandings, and standards written or verbal, express or implied.

**I understand that the City of Owosso is an "at will" employer and as such employment with the City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.**

Please sign and date this receipt and return it to the Human Resources Department.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Employee's Signature

Print Name: \_\_\_\_\_

## **FAMILY AND MEDICAL LEAVE ACT ("FMLA")**

In accordance with the Family and Medical Leave Act (FMLA), an employee who has been employed by the City of Owosso for twelve (12) consecutive months (and has worked 1250 hours during those months) may take a leave of absence for up to a total of twelve (12) weeks during any 12-month period for the following reasons:

- The employee's own health condition;
- To care for a child, spouse or parent who has a serious health condition;
- Birth of a child;
- The placement of a foster or adoptive child with the employee; or
- A qualifying exigency.

The City utilizes a "rolling" 12-month period for purposes of computing the amount of remaining leave an employee has available to use at any given time. Thus, an employee's current entitlement to leave is based on how much FMLA leave the employee has taken in the preceding 12 months, as measured backwards from the date the currently requested leave would commence. For example, if an employee has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken.

1. Employees anticipating the need for a leave pursuant to the FMLA are requested to provide at least thirty (30) days advance written notice of a need for the leave. If it is not possible for the employee to provide thirty (30) days advance notice for a foreseeable leave, based upon the circumstances, the employee should provide advanced notice as soon as practicable, on the same day or the next business day. An employee's notice of FMLA leave should include:
  - The employees statement asserting the need for leave
  - The reason for the need for leave
  - The anticipated duration of the leave
  - The anticipated start of the leave
2. When the need for FMLA leave is foreseeable at least thirty (30) days in advance, and the employee fails to provide notice, without a reasonable excuse, the City reserves the right to delay FMLA coverage for thirty (30) days after the employee actually provided notice.
3. Employees needing to initiate FMLA leave where the approximate timing of the leave is not foreseeable, the employee must provide notice to the City as soon as practicable. It is expected that the employee will provide the notice for an unforeseeable leave, however, in emergency situations notice may be given by a spokesperson for the

employee.

4. When the necessity for the leave is foreseeable based upon planned medical treatment, employees are required to make a reasonable effort to schedule the treatment so as to not unduly disrupt the operations of the City of Owosso.
5. The family or medical leave can be taken intermittently or on a reduced work schedule when there is a medical necessity.
6. Employees requesting a medical leave for a serious health condition, including intermittent or reduced schedule leaves, must provide certification of the serious health condition of the employee or eligible family member which includes the following:
  - A. The date on which the serious health condition began;
  - B. The probable duration of the condition;
  - C. Appropriate medical facts regarding the condition; and
  - D. The name, address, and telephone number of the health care provider.

Such certification shall be on a form approved by the U.S. Department of Labor. An employee requesting leave should return the medical certification for FMLA leave within fifteen (15) calendar days.

If the City questions the need for the leave or the adequacy of the medical certification, it shall have the right to obtain a second opinion, at the City's expense. If the two health care providers' opinions differ, a third opinion from a health care provider may be requested by the employee mutually agreed upon by the City and the employee, which opinion shall be paid for by the City and will be final and binding on the parties.

7. The City may require periodic re-certification from the employee during the leave period. Furthermore, if the leave is necessitated by the employee's own serious health condition, the employee will be required, before a return to work, to provide medical certification that the employee is able to resume work.
8. There shall be no loss of seniority or accrued benefits during the period of FMLA leave. Health insurance benefits shall be maintained during the FMLA leave at the same level and conditions as if the employee had continued to work. Employees will be asked to utilize any accrued paid time-off as part of the twelve (12) week period granted for any of the reasons set forth above.
9. The employee shall accrue seniority while on an FMLA leave.
10. An employee on FMLA leave who desires to return to work must notify the Human Resources Director, in writing, at least seven (7) calendar days prior to the return date.
11. An employee who has been absent for medical reasons must obtain a return to work

release from the physician which must certify the employee is fit for duty without restriction or specify the type, nature and duration of any work restriction, if applicable.

12. An employee on FMLA leave for twelve (12) weeks or less shall be returned to work either to the position held prior to taking the leave, or to an equivalent position. An employee is returned to the position with the same rights the employee would have had if the employee had been continuously employed during the FMLA leave. An employee is not entitled to any greater rights or benefits than the employee would have been entitled had the employee not taken the leave.
13. An employee seeking to return to work with medical restrictions shall be returned to work in line with the employee's seniority to an available position, if any, which the restricted employee is capable and qualified to perform. If an employee cannot be placed in a suitable position, the employee will be placed on continued leave status until an appropriate accommodation can be made, up to a maximum of twelve (12) months. Nothing in this provision is intended to preclude the rights and obligations of either the employee or the City of Owosso under the American with Disabilities Act (ADA) and related state law.
14. Once an employee has expended the full 12-week allotment of leave time, the employee is no longer entitled to the benefits and protections of this Section, which include, but are not limited to, the right to continued health insurance benefits and the right to be returned to the prior position or an equivalent position. An employee's failure to return to work at the expiration of FMLA leave may result in termination of employment.
15. If an employee on FMLA leave fails to return to work, and the reason for the failure to return to work is due to circumstances within the employee's control, such employee shall reimburse the City of Owosso for the health insurance premiums paid on behalf of the employee during the leave.

If an employee is the spouse, son, daughter, parent, or next of kin of a "covered service member" in the military, who is suffering from a "serious injury or illness," the employee is entitled to take up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for the "covered service member." This twelve (12) month period begins on the first day the eligible employee takes this military caregiver leave to care for a covered service member, and not on the "rolling" basis described in the first portion of this exhibit. Any other leaves taken under FMLA during the twelve (12) month period, other than military caregiver leave, are considered in calculating how much leave the employee has available, up to twenty-six (26) weeks. The employee will be required to provide certification that the "covered service member's" serious injury or illness was incurred in the line of duty on active duty.

An employee may take up to twelve (12) weeks of FMLA leave for a "qualifying exigency" that arises when a spouse, parent or child is on or has been called to active duty. The availability of this twelve (12) weeks of qualifying exigency leave will be based upon the "rolling" twelve (12) month period described above. A qualified exigency leave can be taken for: (1) Short-Notice Deployment, (2) Military Events, (3) Childcare and School Activities, (4) Financial and Legal Arrangements, (5) Counseling, (6) Rest and Recuperation, (7) Post-Deployment Activities, and (8) Other events that arise out of the active duty or military call-up, where the City and employee agree that such leave shall qualify as an exigency, and agree to the timing and duration of the leave. The employee will

be required to provide certification of a qualifying exigency leave, on the first occasion that an employee requests such leave.

The above FMLA benefits are in coordination with other leave of absence benefits provided by the City of Owosso. To the extent that any provision of this Section conflicts with the FMLA, the language of the Act will prevail.

## **SOCIAL SECURITY NUMBER PRIVACY POLICY**

### **Purpose**

The City of Owosso is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81, *et seq.*, to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

### **Policy**

The City will protect the confidentiality of the Social Security numbers obtained in the ordinary course of business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the City obtains or possesses except in accordance with the Act and this Privacy Policy.

### **Procedure**

- a. **Obtaining Social Security Numbers.** Social Security numbers should be collected only where required by federal and state law, or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
  - Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
  - Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any City employee benefit plans.
  - Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.
- b. **Public Display.** All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.
  - c. **Account Numbers.** All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.



- d. **Computer Transmission.** All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
- e. **Mailed Documents.** City documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.
- f. **Freedom of Information Act.** Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.
- g. **Storage.** All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secure against unauthorized access.
- h. **Access to Social Security Numbers.** Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The Department Manager having access to records containing Social Security numbers shall determine which other personnel within their departments have legitimate reason in the City's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.
- i. **Disposal.** Documents containing Social Security number will be retained in accordance with the requirements of state and federal laws and the City's retention policy. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.
- j. **Unauthorized Use or Disclosure of Social Security Numbers.** The City shall take reasonable measures to enforce this Privacy Policy and to correct and prevent reoccurrence of any known violations. Any employee who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and include discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The City will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the City for unlawful purposes.
- k. **Guidance.** If any questions regarding Social Security number privacy and security should arise, contact the office of the City Manager for policy clarification and guidance.

## **TECHNOLOGY USE, INTERNET AND E-MAIL POLICY**

### **I. Overview**

The City of Owosso maintains a tremendous amount of information in electronic form. Likewise, the City depends on technology to provide vital public services. While computer/Information technology is an invaluable tool for local government, it can also represent a tremendous risk if it is misused or abused. These facts make it necessary to maintain information systems and technology that are secure, efficient and effective. The policies in this document are intended to regulate the use and development of electronic data resources and technology used by the City to assure that these ends are met.

This policy serves to delineate acceptable uses of the Internet, e-mail, and computer systems while using government owned/leased equipment, facilities, Internet addresses, domain names, and/or e-mail services registered to or provided by the City. It seeks to ensure that the use of the Internet, e-mail and computer systems by city employees and elected officials and others who may be conducting work for the City and/or while using City provided systems is consistent with the City of Owosso's policies, all applicable laws, and the individual user's job responsibilities.

**Information is Not Private:** The City computers and the data stored on them are at all times the property of the City of Owosso. As such, all messages created, sent or retrieved over the Internet or the City's electronic mail systems are the property of the City of Owosso, and should not be considered private information. Employees have no right to privacy to any information or file transmitted through or stored in the City's computer systems or electronic mail.

The Information Technology Support Staff's responsibility within this policy is to provide resources to City Management so that they may administer the policy. Any and all enforcement actions are the responsibility of the City Manager.

Computer/Information technology shall be defined to include electronic-based communication and records, personal computers, software, network servers, E-mail, the Internet and other systems and devices that transmit and/or store information on media other than paper. Employees of the City are expected to maintain the same standards of propriety, professionalism and confidentiality for electronic-based communication and records as any written correspondence.

**Authorized Users:** Current employees, elected or appointed officials of the City of Owosso that have received, read and agreed to the City of Owosso Technology Use, Internet, and E-Mail Policy. User accounts will be created only when authorized by the Human Resources Director by submission of the electronic Network Access Form to the Information Technology Department. User account modifications will only be changed when authorized by the appropriate Department Director by submission of the electronic Network Access Form to the Information Technology Department.

**Password Projection:** Employees will safeguard their computer passwords and will not post them in public places, such as the computer monitor, under keyboards or places where they could easily be lost, such as on nametags.

Employees will not allow anyone, including other employees, to use their password to log on to or utilize the City's computers.

**Authorized Use of Computer/Information Technology:** The City encourages authorized and trained personnel to make use of information technology to improve the efficiency or effectiveness of City services. City employees are encouraged to be creative in their use of technology and to share their discoveries of techniques with other employees.

**Unauthorized Use of Computer/Information Technology:** The City prohibits the use of City information technology resources in the following circumstances:

- By unauthorized persons
- Political activity
- Accessing or transmitting obscene language, sexually explicit materials or materials that disparage any person, group or classification of individuals except as required for official business
- Anything that violates the law

**Protection of Sensitive, Confidential and Proprietary Information:** All employees are expected to maintain the integrity of the sensitive, confidential and proprietary information that is stored on or is passed through City information systems. This definition includes but is not limited to:

- Personnel information including salaries, performance reviews, complaints, grievances, disciplinary records and medical records.
- Criminal history information, mug shot images, police investigation records, intelligence files, and tactical information.
- Names, addresses or other personal information about City residents or vendors.
- To protect all sensitive, confidential and proprietary information all City personnel shall observe the following practices:
  - Access to network directories and databases shall be restricted to personnel with a demonstrated "need to know" as determined by the Department Director and City Manager.
  - Personal access codes and passwords shall not be shared, even with other City employees.
  - All employees are prohibited from allowing unauthorized individuals access to City Information Technology.
  - Employees shall either lock their computers or log off whenever they leave their work area and log off their computers whenever they leave the building. Outside of normal job duty performance, no employee shall make copies of information stored on City information systems without authorization from their Department Director. This includes printed reports, CDs and USB drives.
  - City personnel are prohibited from encrypting or password-protecting computer files without authorization from their Department Director (at least two employees shall have access to any protected or encrypted file).

## II. Technology

**Hardware Installation:** Only hardware that has been approved by the Information Technology Department and the Department Director shall be installed for City use. This includes all microcomputers, peripherals and accessories. Only the Information Technology Department shall install or uninstall hardware. Hardware may not be relocated, connected, or disconnected from any computer without the prior approval of the Information Technology Department.

**Software Installation:** Only software that has been approved by the City of Owosso shall be installed or executed on any City computer. It is against City policy to install, access or execute any software or data that has not been approved for use. Only the Information Technology Department shall install software. Unless approved by the Information Technology Director, no other person shall install software. Transfer of software applications from one computer to another computer or storage device on or off site requires the approval of the Information Technology Director.

**Software Licensing and Copyrights:** The City purchases or licenses the use of copies of computer software from a variety of outside companies. The City does not own the copyright to any of this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.

Any movement of the City's equipment, even within different areas of the premises, requires prior notification and approval of the Information Technology Department. Additionally, any disconnection or re-connection of a computer, its component parts, its accessories, or its connection to the network is to be performed by or under the supervision of the Information Technology Department.

**Use of Computer Systems and Network:** Users shall not access any network resources without authorization from the Information Technology Department. Users shall not use any network scanner, sniffer, disk wiping, or cracking software on City computers, network or other system equipment. The use of file transfer programs or remote control programs is prohibited, except with prior authorization of the Information Technology Department.

**Use of Audio Output Equipment Connected to Technology:** Users shall restrict the use of audio output to head phone and earplug devices when this technology is required for their job function in areas that would cause disruption to other personnel.

**Protection and Viability of Data:** Data files created and used by City staff become critical for normal operations and as such must be adequately preserved through appropriate backup and restore procedures. All applicable data is to be stored on Network file servers where daily and weekly backup methods are in place. Storage of data on local workstations, floppy disks, and flash drives are to be avoided except for secondary copies.

**Lost or Stolen Equipment:** Laptops, USB drives, or any device with data files that are lost or stolen must be reported to the Information Technology Department immediately.

### **III. Internet**

This policy is intended to ensure that use of the Internet by and among employees of the City is consistent with municipal policies, all applicable laws, the individual user's job responsibilities, and to establish basic guidelines for appropriate use of the Internet. Further, as activity on the Internet through the City of Owosso's system may be a matter of public record, it is the responsibility of each individual to maintain the integrity of the system. Periodic reviews of Internet activity may be performed at a system, department and/or individual level.

The Internet and e-mail must be treated as a formal communications tool like telephone, facsimile, and video communications. Therefore, each individual user is responsible for complying with this and all other relevant policies when using the City's resources for accessing the Internet or utilizing e-mail.

**Internet Access:** A condition of authorization is that all Internet users must have a business need, approved by their respective Department Director, and read and sign a copy of this policy and all other applicable policies regarding Computer/Information Technology usage.

**Safety and Security:** The safety and security of the City's Computer/Information Technology systems and resources must be considered at all times when using the Internet. Users shall not share any password for any City computer with any unauthorized person, nor shall any user obtain any other user's password by any authorized or unauthorized means.

**Objectionable Content:** A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that although the City utilizes content filtering to avoid objectionable material it does not have complete control over the Internet and can therefore not be responsible for the content of information available.

**Instant Messaging and Chat Rooms:** Users may not engage in chat rooms, instant messenger communications or newsgroups, unless a business need is demonstrated. Questions about these services should be referred to the Information Technology Department.

**Unrestricted Access:** Users may not access sites that contain, or may contain illegal, defamatory, obscene, indecent or potentially offensive materials, unless such is required and directed by the employee's Department Director, as a part of that employee's job function.

**Notification of Malware Attacks:** Users shall immediately report all viruses, worms, spyware or other suspected system attacks to the Information Technology staff, who will use appropriate eradication methods.

**Suspension of Internet Access Privileges:** In the event of a continued breach of this or any other policies by a specific user, that user may be disconnected from the Internet until compliance with all City policies is re-established, or the employee may be disciplined, up to and including termination.

**Non-Work Hours:** Access to the Internet or e-mail during an authorized user's non-work hours via City equipment shall completely adhere to all provisions of this policy and cannot disrupt or interfere with the work performed by users of the municipality's own computer system or misrepresent the interests of the City.

**High Bandwidth Applications:** Accessing entertainment and other websites that use significant bandwidth could jeopardize network speed for other business uses, and should be avoided. This includes websites that broadcast radio, TV, video, or any streaming technology, and other similar high-bandwidth sites that are not related to City business.

#### **IV. E-Mail**

**Auto Signature Disclaimer:** E-mail messages and the transfer of information through the Internet cannot always be guaranteed as secure. Any employee preparing to transmit information must include the following disclaimer or use the traditional paper mail system.

*"This communication, along with any documents, files or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of any information contained in or attached to this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing or saving in any manner. This communication does not form any contractual obligation on behalf of the sender or the City of Owosso and, when applicable, the opinions expressed here are my own and do not necessarily represent those of the City."*

**Deletion of Files and Email:** No person without specific authorization shall read, alter, or delete any other person's computer files or e-mail. This applies regardless of whether the computer's operating system permits these acts.

**Suspected Viruses:** Any user that receives a message from an unknown source or has a questionable attachment from a known source, shall not open the e-mail nor any attachment to that e-mail due to the risk of attached virus. The e-mail and attachment shall be immediately deleted.

**Records Retention:** E-mail messages may constitute a public record subject to the recordkeeping requirements of the Records Retention Act and available to the public under the Freedom of Information Act. Employees are responsible for printing a hard copy of any e-mail that would appear to be a document needed for retention. (Please see the City's policy on document retention.) Additionally, for the protection of data, all e-mails, documents, and other data are to be saved on the City's network. An employee is not to release any documents or information to the public unless directed by the City Manager pursuant to the provisions of the Freedom of Information Act.

**Mailbox Maintenance:** Employees are responsible for periodically deleting unneeded e-mails, documents and other files in order to conserve network file storage space.

### **Certificate of Receipt**

I, \_\_\_\_\_ (please print) certify that I have received a copy of the City of Owosso's Technology Use, Internet, and E-mail Policy dated June, 2008.

I further acknowledge that I have read the City of Owosso's Technology Use, Internet, and E-mail Policy dated June, 2008 and understand the policy and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the IT Department. I understand the Policy is effective and agree to fully comply with all allowances, provisions and requirements of this policy and understand this policy applies to me in all aspects of my employment/service with the City of Owosso.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **VOICE MAIL POLICY**

Every City employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

The Voice Mail system is the property of the City. It has been provided by the City for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records and property of the City. The Voice Mail system is to be used for City purposes only. Use of the Voice Mail system for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City's Voice Mail system.

The City, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice.

Even if employees use a password to access the Voice Mail system, there is no confidentiality of any message stored in, created, received, or sent from the City's Voice Mail system. Use of passwords or other security measures does not in any way diminish the City's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system.

Even though the City of Owosso reserve's the right to retrieve and read any Voice Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the City Manager.

The City's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The Voice Mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Users should routinely delete outdated or otherwise unnecessary Voice Mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Because of the storage space required for Voice Mail messages, employees should not send a Voice Mail message to a large number of recipients without prior approval from their supervisor.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may



be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the City's letterhead.

Employees should also use professional and courteous greetings on their Voice Mail boxes so as to properly represent the City of Owosso to outside callers.

Because Voice Mail records and messages may be subject to discovery in litigation, the City's employees are expected to avoid making statements in Voice Mail that would not reflect favorably on the employee or the City if disclosed in litigation or otherwise.

Any employee who discovers misuse of the Voice Mail system should immediately contact the Human Resources Department.

Violations of the City's Voice Mail policy may result in disciplinary action up to and including discharge.

The City reserves the right to modify this policy at any time, with or without notice.



## **USE OF CITY VEHICLES BY CITY EMPLOYEES**

### **PURPOSE**

- To standardize the use of City-owned vehicles;
- To provide standard funding toward on-going maintenance and daily expenses for those employees driving;
- To reduce maintenance and overall expenses for the City car fleet and related traveling expenses; and
- The City recognizes that certain employees are required to be “on-call” during off-duty hours. This policy is intended to assure that these employees are able to have the vehicles at their disposal to fulfill the duties of their positions while at the same time ensuring that those uses are authorized and permitted by the City.

### **PROCEDURES**

#### **Employee’s with a designated City vehicle:**

- City employees must leave City-owned vehicles on City-owned property nearest to their main office when they leave for the workday. The City Manager may give approval with limited exceptions to this policy only when there is a specific demonstrated business need to take the City-owned vehicle to another location.
- A log book must be maintained by the employee. The Finance Director shall report the employee’s personal use of the City vehicle while not “on call” as a taxable fringe benefit to the Internal Revenue Service (IRS). If the employee fails to maintain a legible log book of the employee’s off-duty use of an unmarked vehicle, then all of such off-duty use of the vehicle, whether “on call” or “off call”, will be deemed to be personal use that is reportable as a taxable fringe benefit.
- Employees who must use marked vehicles during off-duty hours to respond to emergency calls, may with the prior approval of the City Manager, use the City’s unmarked vehicles while “on call” during off-duty hours, they may also use such vehicles to travel to and from the employee’s home. Any other personal use of the City’s vehicles during off-duty hours is strictly prohibited.
- An employee with an employment agreement will be allowed to follow the agreement for City vehicle use, travel compensation, and/or car allowances.

#### **Employee’s utilizing a non-designated City vehicle for City business:**

- The only reimbursement or compensation employees will receive for transportation purposes is for specific mileage reimbursement, unless designated in an employee contract. When a City vehicle is not available, a City employee who uses the employee’s own vehicle for strictly a City purpose shall receive mileage reimbursement based on the current IRS reimbursement standard rate. If an employee uses the employee’s own vehicle when a City vehicle is available, then the employee shall be reimbursed at a rate of ¼ of IRS reimbursement standard rate. The employee must submit the reimbursement application within seven (7) days. Day, time, start location, end location, and calculation of total miles must be submitted with the application. The City Manager shall pre-approve this

reimbursement method when feasible. An employee with a need to conduct City business, who does not have a designated City car, may sign out a City-owned car through the Outlook Public Folders. When using a city vehicle, upon return, ensure that there is at least a ½ tank of gas left in the car. The vehicle policy will be coordinated by the City Manager's office.

## **DRUG & ALCOHOL ABUSE**

The City of Owosso has an Anti-Drug and Alcohol Policy and Procedures, adopted by City Council on July 1, 1996 and additions/revisions made and adopted by City Council on March 18, 2002. Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on City premises is strictly prohibited. These activities constitute serious violations of City rules, jeopardize the City and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, the City reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

### **Drug Testing**

The City is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work sites. The purpose of this program is to improve job safety on all projects. This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.

Testing: Drug and alcohol tests will be administered under the following conditions:

- when an employee shows signs of impairment on the job;
- after any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration;
- after any vehicular accident when it appears that the employee might reasonably have avoided the accident or minimized the consequences, but did not do so; and
- at hiring time, when all new hires will be required to pass a pre-employment drug-screening test as a condition of employment.

Employees who refuse to submit to drug and alcohol testing will be terminated.

### **Progressive Discipline**

- A first-time offender who tests or screens positive shall be suspended for at least one calendar month (four work weeks) without pay. During that time, the employee is expected to examine the continued working relationship with the City and seek appropriate rehabilitative assistance.
- At the end of the suspension and before returning to work, the employee must be retested with negative results. Failure to test negative at this point will result in termination.
- An employee who tests positive for the first time and completes the period of suspension, rehabilitation (if required), and subsequent negative testing shall be offered an opportunity to return to work. This employee will be subject to unscheduled random drug testing during a two-year probationary period.
- Second-time offenders and/or those subject to unscheduled random retesting who test positive will be discharged and terminated.

## **WEAPON-FREE WORKPLACE POLICY**

To ensure that the City of Owosso maintains a workplace safe and free of violence for all employees, the City prohibits the unauthorized possession or use of perilous weapons on City property. A license to carry the weapon on City property does not supersede City policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All City employees are subject to this provision, including contract and temporary employees, visitors and customers on City property.

"City property" is defined as all City-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the City's ownership or control. This policy applies to all City-owned or leased vehicles and all vehicles that come onto City property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

The City of Owosso reserves the right at any time and at its discretion to search all City-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination.

This policy is administered and enforced by the Human Resources Department. Anyone with questions or concerns specific to this policy should contact the Human Resources Department.

## **EMERGENCY CLOSING POLICY**

At times, emergencies (such as severe weather, fires, power failures, etc.) can disrupt City operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs, local radio and/or television stations will be asked to broadcast notification of the closing.

### **City Closings**

Employees may obtain broadcast information regarding the City's status on WJSZ 92.5 FM. Employees' immediate supervisor will attempt to notify them two hours prior to their scheduled start time.

The employee may use available vacation or personal leave according to the respective policy during adverse weather when the City has not declared an emergency closing.

### **Failure to Report to Work**

When the facilities are officially closed due to emergency conditions, the time off from scheduled work will be paid and will not require the use of vacation or personal leave for the time off.

In cases where an emergency closing is not declared, employees must use vacation or personal leave for any absence according to the respective policy.

## **PUBLIC RELATIONS/MEDIA INQUIRIES**

The City of Owosso will generally provide a response to media inquiries within 24 hours of receipt. Individuals designated to speak on the City's behalf are the City Manager, Mayor, City Clerk and Public Safety Director. No one other than these individuals (with the exceptions noted below) should represent the City's position to the media.

### **Exceptions**

When inquiries require a detailed technical explanation, a spokesperson may be designated to address a particular issue. That spokesperson will usually be a senior volunteer leader, senior staff person or outside expert who is qualified to speak on the City's behalf on the issue in question.

### **Procedure**

All media inquiries, whether verbal or written, are to be directed to the City Manager who will evaluate the request and answer or direct it as appropriate.

All press releases will be issued as deemed necessary and relevant by the City Manager. The City Manager will approve all press releases prior to distribution. In addition, press releases that include quotes by staff will be approved by the individual quoted. Staff who work with organizations seeking approval for press releases that mention the City of Owosso must send such releases to the City Manager for review prior to distribution. Inquiries should be directed to the City Manager.



## **SMOKE-FREE WORKPLACE POLICY**

The City of Owosso is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of the City of Owosso.

It is the policy of the City of Owosso to prohibit smoking on all City premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Tobacco use shall include, but not be limited to, cigarettes, pipes, cigars, smokeless tobacco, vaping products and any tobacco designed for human consumption.

The Smoke-Free Workplace policy applies to:

- All areas or buildings occupied by City employees.
- All City-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the City.
- All visitors (customers and vendors) to City premises.
- All contractors and consultants and/or their employees working on City premises.
- All temporary employees.

Smoking is permitted in the parking lot of each building.

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate discharge.

Resolving complaints about smoking:

- Any complaints about the application of the policy to the workplace should be brought to the attention of the Human Resources Director for resolution.
- The complaint should be submitted in writing and identify specific objections. The City will investigate the complaint and resolve it in accordance with the policy.
- No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

## **Building Security Policy**

### **PURPOSE**

The purpose of this procedure is to outline the City of Owosso's approach to establishing security and safety for City Buildings and staff interaction with the public at City Buildings.

### **DEFINITION**

City Buildings include: City Hall, Public Safety Building, Water Treatment Plant, Wastewater Treatment Plant, and Department of Public Services.

### **SECURITY**

All non-front doors shall be locked and closed at all times. All visitors must enter through the main public entrance at the front of their building, except City Hall. City Hall may have three entrances open to the public during business hours and public meetings. From 6pm to 7am, visitors are not allowed in any public building, unless there is a public meeting; an immediate public issue; or an immediate City business request that is being discussed. From 5pm to 9pm, family members are authorized to visit with employees who are working. Family members shall be escorted at all times while in the City Buildings. Remember that this is a business and you must respect your fellow employee by not interfering with their functions while on-duty. This will not apply to other city employees that have business in other City Buildings.

### **PROCEDURE**

The City Manager, Human Resources Director, or Department Director may allow visitors outside of these policies. Each individual visit must have the approval of the City Manager, Human Resources Director, or Department Director.



## Michigan local leaders report near-term improvements in fiscal health, especially in large jurisdictions, yet long-term concerns increase

By Natalie Fitzpatrick, Debra Horner, and Thomas Ivacko

This report presents Michigan local government leaders' assessments of their jurisdictions' current fiscal conditions and predictions regarding their future fiscal health. The findings are based on responses from 14 statewide survey waves of the Michigan Public Policy Survey (MPPS) conducted annually each spring from 2009 through 2022. The Spring 2022 wave of the Michigan Public Policy Survey (MPPS) was conducted between April 4 – June 6, 2022.

The Michigan Public Policy Survey (MPPS) is an ongoing census survey of all 1,856 general purpose local governments in Michigan conducted since 2009 by the Center for Local, State, and Urban Policy (CLOSUP). Respondents for the Spring 2022 wave of the MPPS include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,327 jurisdictions across the state.

## Key Findings

- Despite significant infusions of federal and state aid in recent years, Michigan local leaders' assessments of their fiscal stress as of Spring 2022 remain *essentially unchanged* compared to both 2021 and 2020. Statewide, 65% of local leaders rate their governments' fiscal stress as relatively low (a score of 4 or lower on the MPPS 10-point Fiscal Stress Index), while 7% say it is high (at 7 or higher). Those 7% with high fiscal stress represent approximately 130 Michigan local governments.
  - » By population size, the state's largest jurisdictions—those with over 30,000 residents—continue to report the most improvements in this measure of fiscal health. By contrast, there's been some decline among the smallest jurisdictions—those with under 1,500 residents—with 57% reporting low fiscal stress this year, down from 62% in 2021.
- Another measure, one which captures short-term change in fiscal health year-over-year, shows fiscal *improvement* this year. Statewide, 42% report they are better able to meet their fiscal needs in 2022 compared with last year, the highest percentage since the MPPS began tracking in 2009. However, local officials say these are relatively small shifts, not significant changes. Meanwhile, compared with last year, 16% say they are currently less able to meet their needs (a decrease from 21% in 2021), and 39% report no change.
  - » Jurisdictions of all sizes report improvements in this measure of year-over-year fiscal health, with the state's largest jurisdictions reporting the biggest jump (78% better able to meet fiscal needs this year compared to last).
- Positive year-over-year improvements in fiscal health correspond to higher percentages of jurisdictions also reporting increased revenue from property taxes, fees for services, and federal and state aid in 2022 compared to prior years. In another positive sign, an earlier trend of increasing concerns about general fund balances in larger jurisdictions reversed in 2022.
- However, looking ahead to next year, most predict fiscal health will simply remain stable, with 41% statewide predicting no change. Just a third (33%) expect their jurisdictions will be better able to meet their fiscal needs in the coming year, while 17% say they will be less able.
- Looking further down the road, there is *increased long-term pessimism*, up significantly from last year's predictions. These future concerns come despite recent boosts of federal and state funding, such as the American Rescue Plan Act (ARPA), to many local governments. Statewide, 55% predict they will have low fiscal stress five years from now (a drop from 65% who have low stress today), while 14% predict high levels of stress in five years (double the percentage with high stress today). Among the state's smallest jurisdictions, fewer than half (49%) predict low stress in five years; among jurisdictions with more than 10,000 residents, 19% predict high stress long term.



Center for Local, State, and Urban Policy

 Gerald R. Ford School of Public Policy

## Most jurisdictions report low stress levels overall for 2022, but small and large jurisdictions have very different experiences over last two years

Since its launch in 2009, the Michigan Public Policy Survey (MPPS) has reported on the trends in fiscal health among Michigan local governments by asking local officials about a variety of measures, from general assessments of overall fiscal health to changes in specific types of revenues and expenditures. Research suggests that local leaders' subjective assessments contribute "forward-looking, context-specific, and difficult-to-quantify insights about local economic and political conditions" that otherwise might be missed by standard financial audit and economic measures.<sup>1</sup>

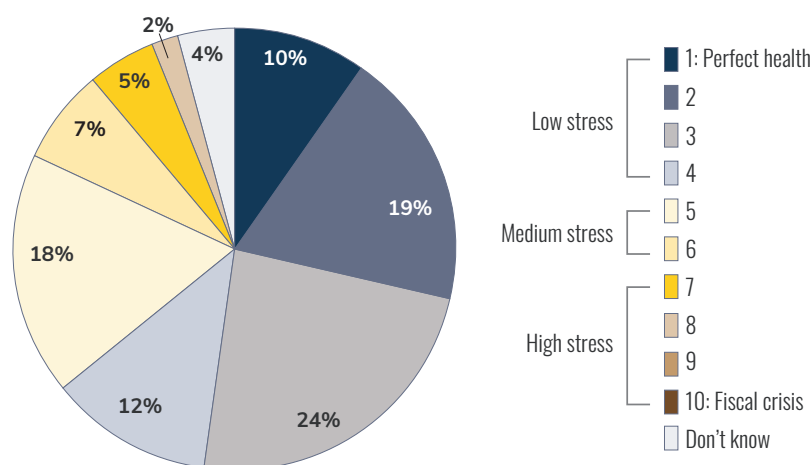
One of the key measures the MPPS started tracking in 2014 is the Fiscal Stress Index (FSI). This measure captures a snapshot of local government fiscal health by asking local leaders to rate their jurisdiction's overall fiscal health on a scale of 1-10, where 1 is perfect fiscal health and 10 is fiscal crisis.

As shown in *Figure 1a*, 65% of Michigan's local leaders rate their jurisdiction's current level of fiscal stress on the FSI as relatively low (at 4 or less on the 10-point scale) in 2022. This is essentially unchanged from 2021 (65%) and 2020 (64%), but down slightly from before the pandemic in 2019, when 69% reported relatively low levels of fiscal stress. On the lowest point on the scale, 10% report currently having "perfect fiscal health" (1 on the 10-point scale), essentially unchanged from last year (9%).

Meanwhile, 25% of the state's local governments currently report medium levels of fiscal stress (scores of 5 or 6 on the 10-point scale) and 7% report high levels of stress (scores of 7 or higher), also unchanged since last year. Another 4% are unsure about their current level of fiscal stress.

**Figure 1a**

Officials' assessments of their jurisdiction's current fiscal health, via the MPPS Fiscal Stress Index, 2022

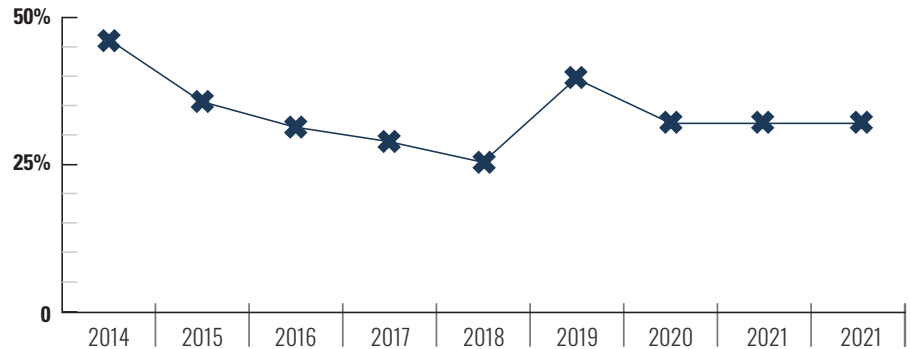


To examine change over time in these annual snapshots, *Figure 1b* shows annual “net” assessments of current fiscal health: the percentage of local officials who say their jurisdiction has low fiscal stress minus the percentage that have either medium or high stress. Higher data points indicate better statewide fiscal health (i.e., more jurisdictions low on the stress scale). In 2022, 65% of local officials overall report low stress, while 25% report medium stress and 7% report high stress. Therefore, the statewide “net” calculation is 65% - 25% - 7% = 33%.

Between 2014 (when the MPPS began tracking this indicator) and 2018, this measure showed a clear trend of declining net fiscal health for jurisdictions as a whole across the state. And although the trend of declining health was reversed in 2019, the arrival of the COVID-19 pandemic in 2020 coincided with declining health once more. Since then, net scores have held steady at 33%, unchanged in 2021 and 2022.

**Figure 1b**

Net current fiscal health, via the MPPS Fiscal Stress Index: percentage of jurisdictions reporting low fiscal stress minus percentage reporting medium or high stress, 2014-2022

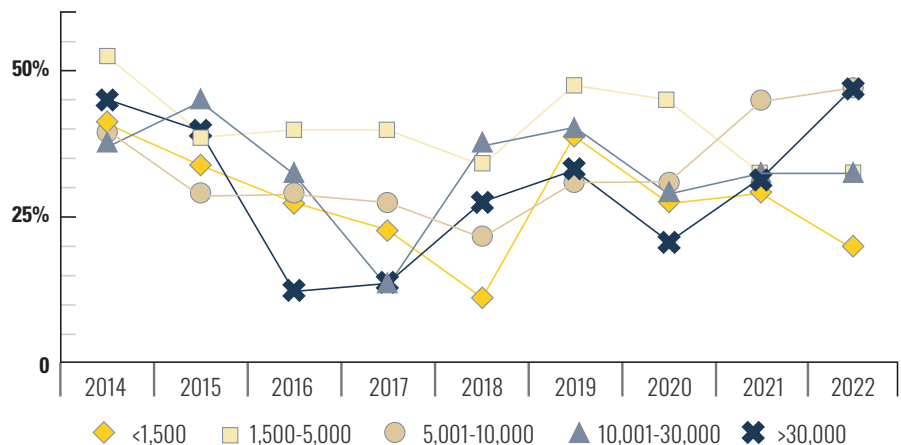


However, the recent trend of stability for all jurisdictions combined across the state masks volatility when broken down by jurisdiction population size. This year, jurisdictions with population ranging from 1,500-30,000 residents showed little change in net FSI compared to 2021 (see *Figure 1c*). However, the state’s largest jurisdictions—those with more than 30,000 residents—report substantial *net improvement* (from 32% in 2021 up to 47% in 2022). Behind this net improvement, the percentage of the state’s largest jurisdictions reporting low fiscal stress increased from 66% in 2021 to 73% in 2022.

By contrast, in a concerning sign, the state’s smallest jurisdictions—those with under 1,500 residents—show a *significant decline* in net fiscal health, from 29% in 2021 down to 20% in 2022. Among these smallest jurisdictions, the percentage reporting low fiscal stress dropped from 62% in 2021 to 57% this year.

**Figure 1c**

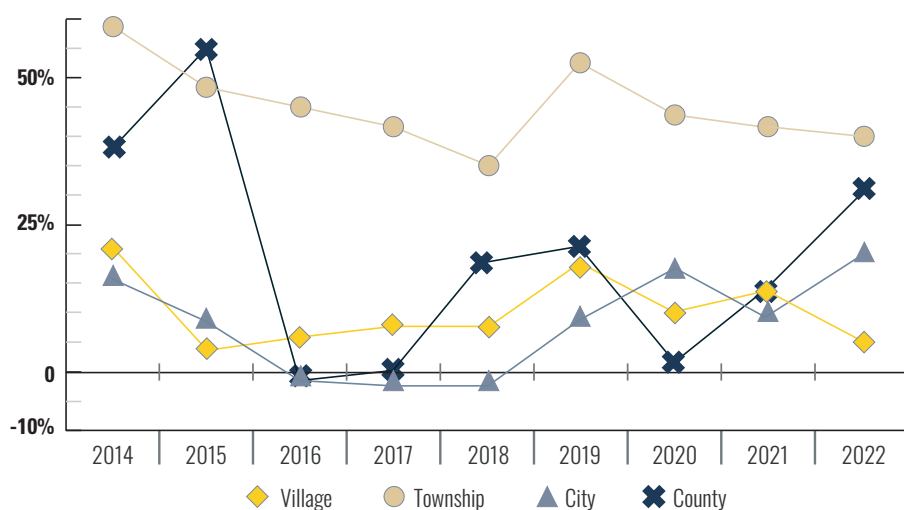
Net current fiscal health, via the MPPS Fiscal Stress Index: percentage of jurisdictions reporting low fiscal stress minus percentage reporting medium or high stress, 2014-2022, by population size



By jurisdiction type, Michigan counties report significant increases in net health for a second straight year, with a net increase from 15% to 31% (see *Figure 1d*). Cities also report improvement on net FSI scores from 10% to 20%. Meanwhile, townships actually report a small decrease and villages report substantial declines. Behind the net calculations, two thirds of townships (67%) and counties (66%) report low fiscal stress this year, compared with 60% of cities and just 50% of villages.

**Figure 1d**

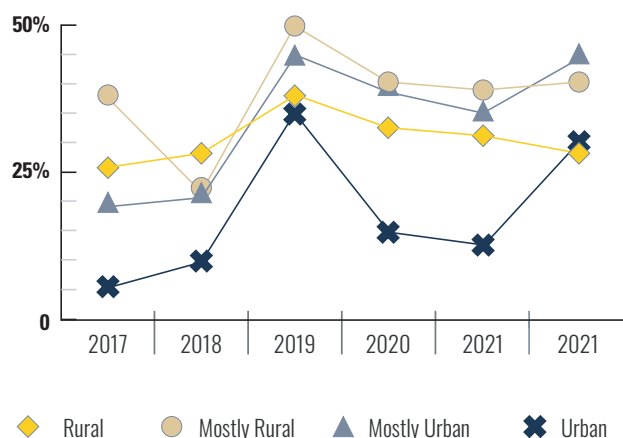
Net current fiscal health, via the MPPS Fiscal Stress Index: percentage of jurisdictions reporting low fiscal stress minus percentage reporting medium or high stress, 2014-2022, by jurisdiction type



The MPPS also asks local officials to characterize their jurisdiction on an urban-rural spectrum: rural, mostly rural, mostly urban, or urban. As shown in *Figure 1e*, this year jurisdictions that identify as mostly urban (45%) and mostly rural (41%) have significantly higher scores than jurisdictions that identify as fully urban (31%) and fully rural (28%). Nonetheless, the net FSI scores for urban jurisdictions increased significantly, from 13% in 2021 to 31% in 2022, while scores also increased for mostly urban jurisdictions (from 35% in 2021 to 45% in 2022). By contrast, rural jurisdictions saw a slight net decrease (from 32% to 28%), while mostly rural jurisdictions improved slightly, from 39% to 41%.

**Figure 1e**

Net current fiscal health, via the MPPS Fiscal Stress Index: percentage of jurisdictions reporting low fiscal stress minus percentage reporting medium or high stress, 2014-2022, by urban-rural self-identification



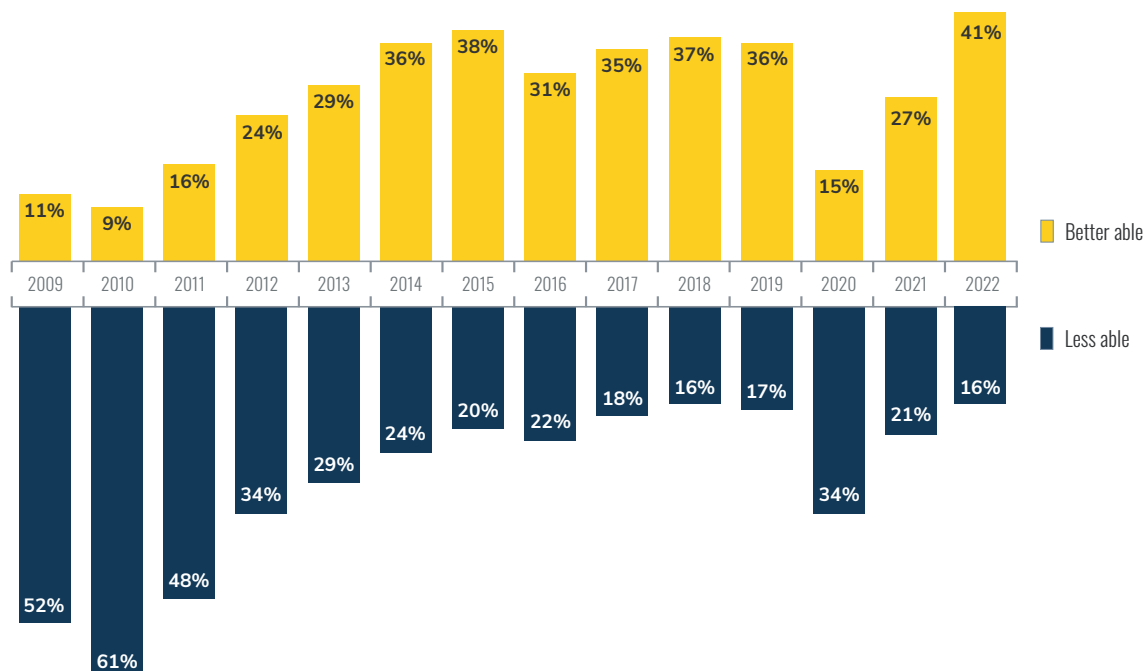
## Amid revenue increases, many jurisdictions report short-term improvements in fiscal health

Whereas the FSI takes a snapshot of overall current fiscal health, each year since 2009 the MPPS also asks local leaders a question regarding overall *changes* in fiscal health. In other words, a measure looking at whether jurisdictions are *better able* or *less able* to meet their financial needs now compared to the previous year. Since 2011, after the Great Recession, the percentage of jurisdictions each year saying they were better able to meet their needs either increased or held steady (apart from 2016). In 2020, during the initial arrival of the COVID-19 pandemic in the state, this metric declined sharply among Michigan local jurisdictions, but had rebounded by Spring 2021.

In contrast to the overall stability in assessments of fiscal health on the FSI this year, local officials in 2022 report significant improvements in short-term fiscal health. Statewide, 41% of local governments in 2022 report being better able to meet fiscal needs this year compared to last year, which is up from 27% who said the same in 2021 compared to 2020 (see *Figure 2a*). In fact, this year's 41% represents a record high since the MPPS was launched in 2009. Similarly, only 16% of jurisdictions in 2022 report being less able to meet fiscal needs, which is down from 21% of jurisdictions in 2021. Meanwhile, 39% say they are simply holding steady this year, reporting no significant change in their fiscal health from 2021 to 2022.

However, it is worth noting that most of the reported improvements are relatively small, with 33% reporting that they are “somewhat” better able to meet financial needs, and just 8% saying they are “significantly” better able. This may explain why these improvements are not reflected in the more fundamental Fiscal Stress Index.

**Figure 2a**  
Percentage of jurisdictions reporting they are better or less able to meet their fiscal needs in current year compared to previous year, 2009-2022



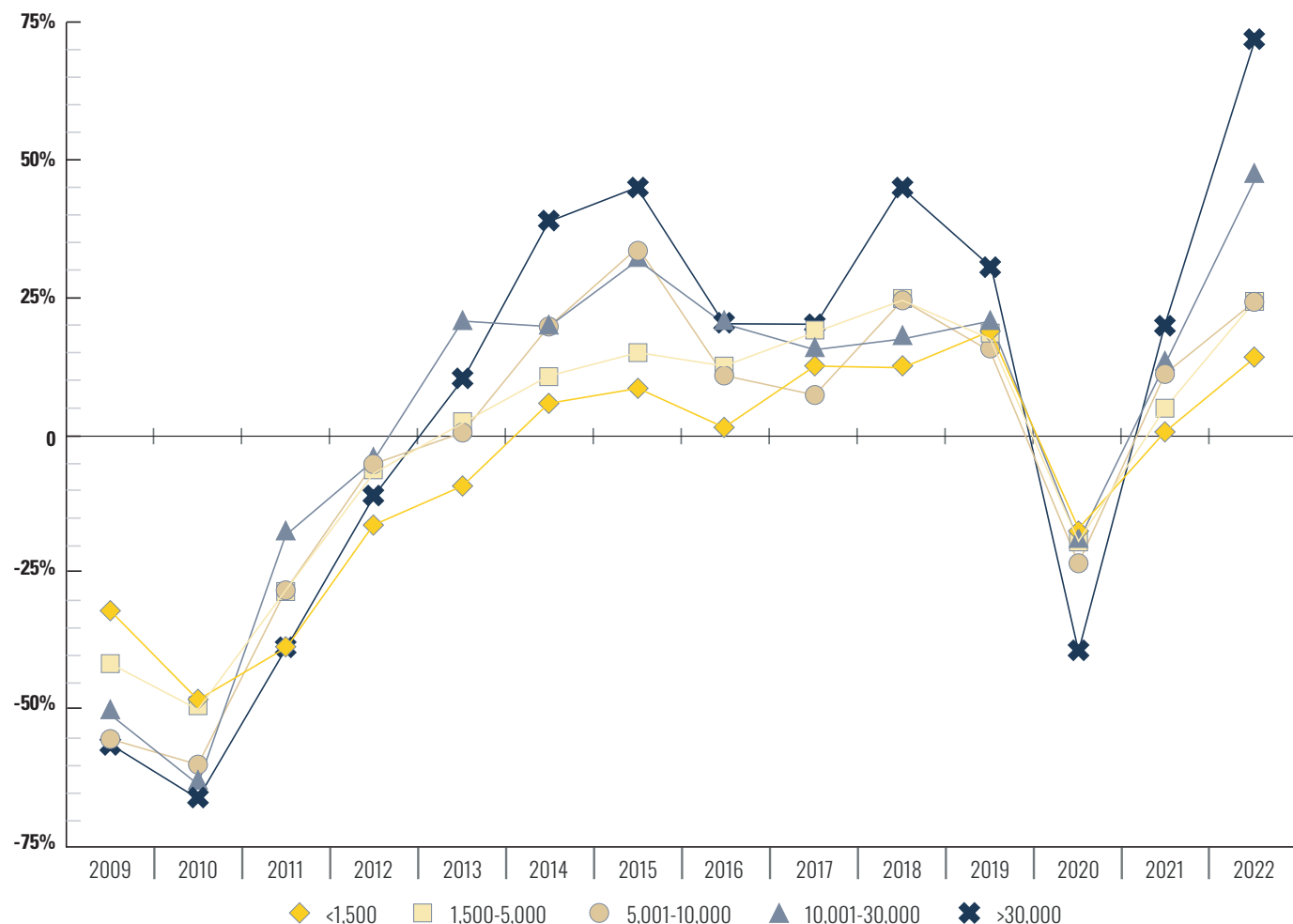
Note: responses for “neither better nor less able” and “don’t know” not shown

Figure 2b presents year-over-year change in fiscal health over the last decade broken out by jurisdiction population-size category. It is displayed as “net” change in each population category: the percentage of jurisdictions that were better able to meet their needs minus the percentage that were less able. This year, 41% of local officials overall report improving fiscal health for their jurisdictions, while 16% say it is declining. Therefore, the statewide “net” calculation is  $41\% - 16\% = 25\%$ .

Looking at the different jurisdiction-size categories in Figure 2b, net fiscal health among jurisdictions of all sizes has continued to rebound from the steep declines of 2020. The rebound is particularly large among Michigan’s largest jurisdictions—those with more than 30,000 residents – where 78% report being better able to meet fiscal needs this year (including 15% significantly better able) and only 6% reporting being less able, for a net calculation of 72%. Although the rebound is less extreme in smaller jurisdictions, even among the state’s smallest jurisdictions—those with fewer than 1,500 residents—33% are better able to meet fiscal needs this year (although only 6% significantly), 19% are less able, and 43% report no significant change.

**Figure 2b**

Net fiscal health yearly change: percentage of jurisdictions reporting improving fiscal health minus percentage reporting declining health, 2009-2022, by population size





By jurisdiction type, Michigan’s counties report the highest improvements in net year-over-year fiscal health (56%), followed by cities (28%), townships (25%), and villages (11%), all of which represent further improvements compared to 2021 (see *Figure 2c*). Counties are the most likely to report significant year-over-year improvement, with 15% saying they are significantly better able to meet their needs, compared to less than 10% among other jurisdiction types.

**Figure 2c**

Net fiscal health yearly change: percentage of jurisdictions reporting improving fiscal health minus percentage reporting declining health, 2009-2022, by jurisdiction type

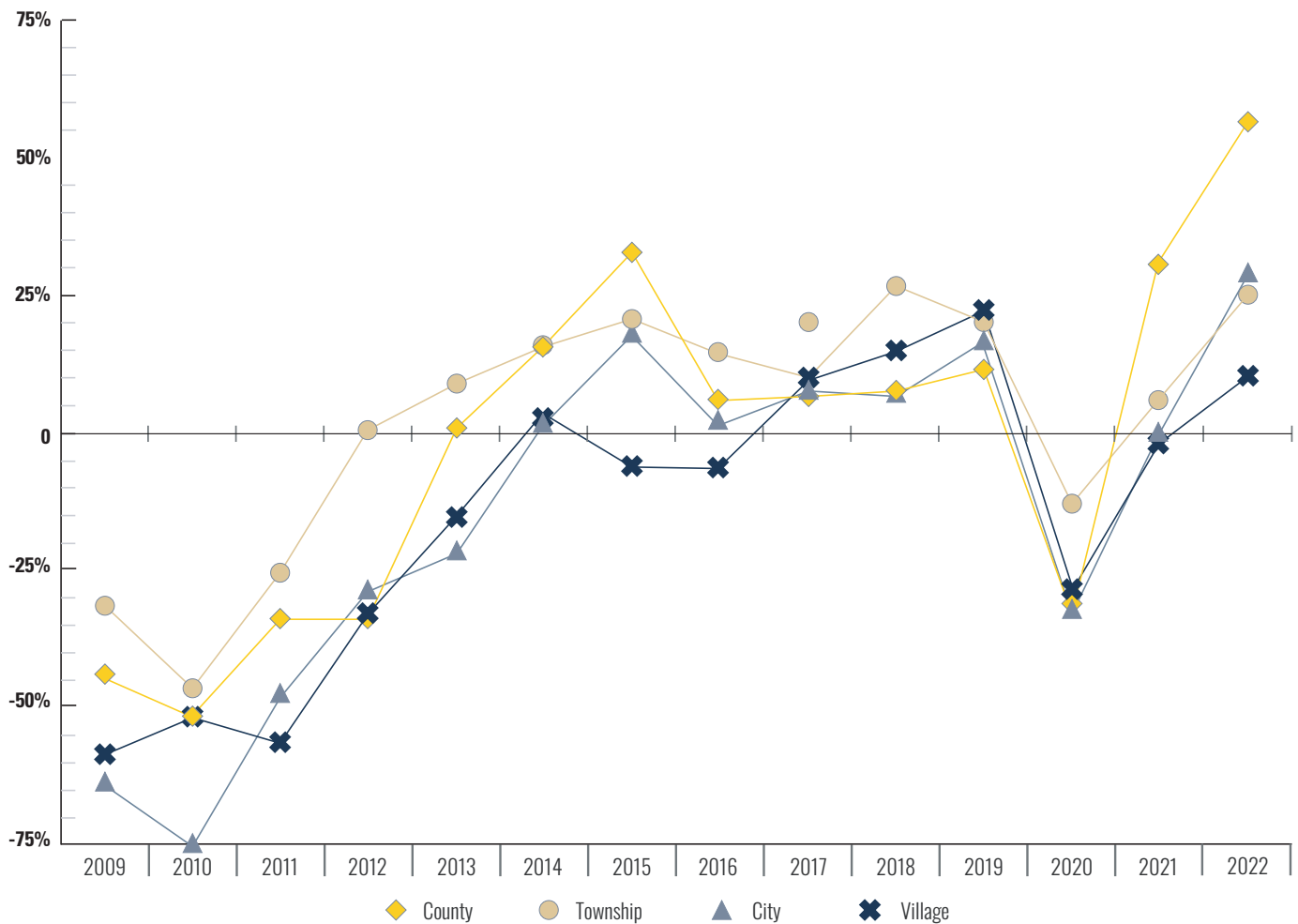


Figure 2d displays the same “net” change for jurisdictions across Michigan aggregated at the county level. The annual maps contrast those counties (in shades of red) where more jurisdictions are suffering year-over-year fiscal decline than are experiencing improved fiscal health, compared with those counties (in shades of green) where more jurisdictions are experiencing improved fiscal health than decline. Counties where there are equal numbers of jurisdictions experiencing improvement and decline are shaded grey.

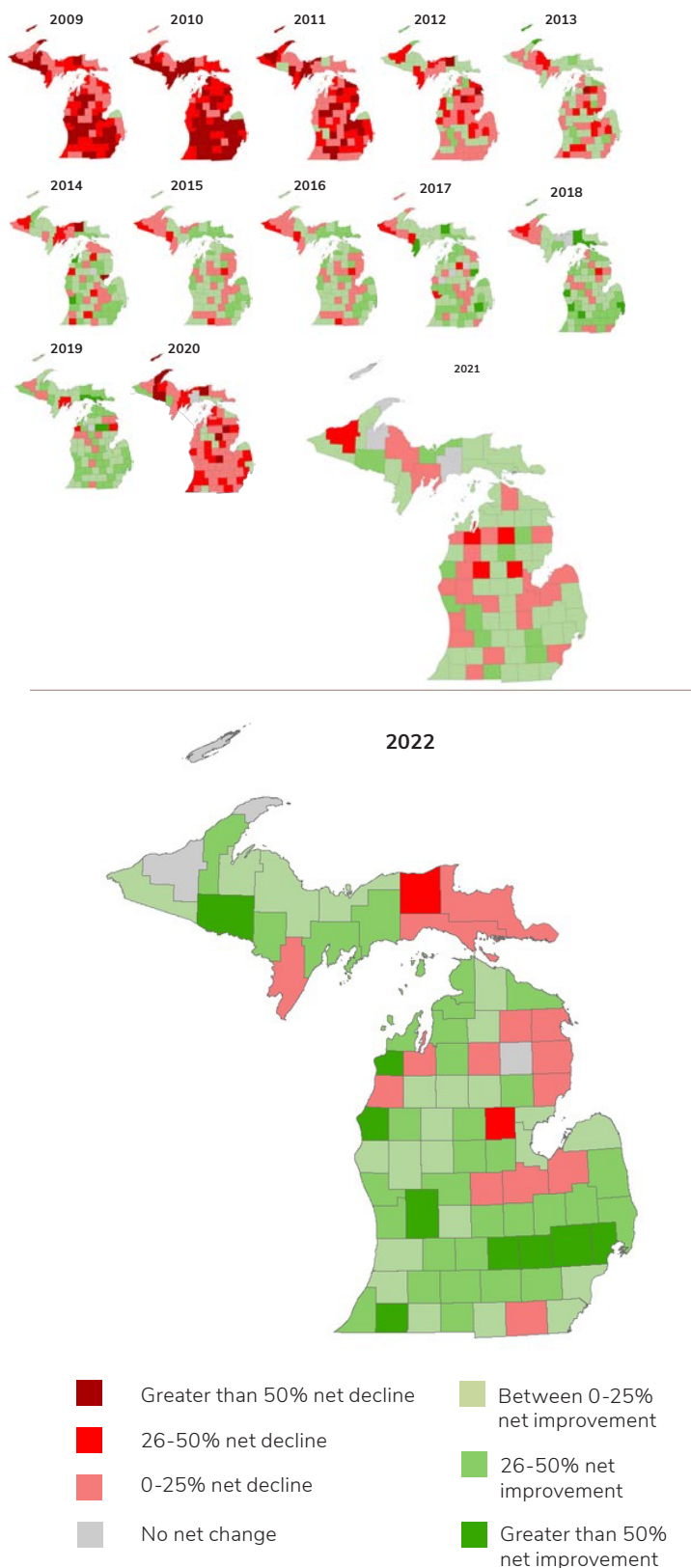
The color shades are scaled by the magnitude of the county-wide aggregated fiscal changes, with the darkest shades of green and red showing where the net calculation of jurisdictions improving minus those declining is greater than 50% (positive if green, negative if red). The middle shades show where the net calculation is between 26% and 50%, and the lightest shades show where the net calculation is between 0 and 25%. At the low point during the Great Recession in 2010, the map was almost uniformly red, showing widespread fiscal decline across the state. This gradually improved over time, and by 2019 most counties showed net improvement for their local jurisdictions. After a sharp drop in the early months of the COVID-19 pandemic in 2020 (with 71 out of 83 counties reporting year-over-year net decline among their local government), fiscal health rebounded in many jurisdictions in 2021.

This rebound continued in 2022, with 62 counties reporting net improvement in fiscal health among their local jurisdictions this year, including nine that saw a net improvement among over 50% of their local governments. Meanwhile, 16 counties report continuing net declines, but only two with a worse than -30% net score (highlighted with the medium red shade), and none over -50%.

Appendix A at the end of this report displays the actual percent net change reported for each of Michigan’s 83 counties for 2022.

**Figure 2d**

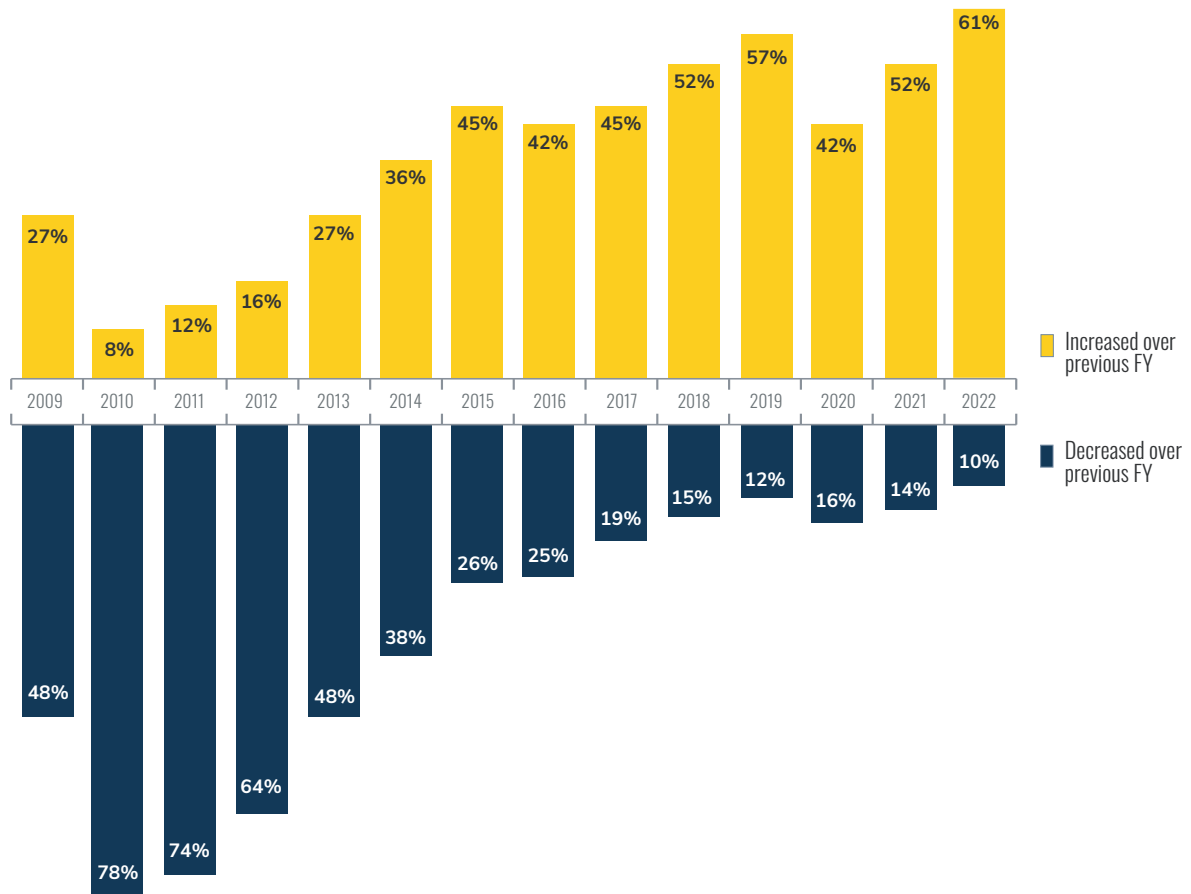
Net fiscal health yearly change: percentage of jurisdictions reporting improving fiscal health minus percentage reporting declining health, 2009-2022, by county



## Increases in property tax revenues across all jurisdiction sizes

The reports of short-term improvements parallel widespread reports of increasing revenues from property taxes, fees for services, state aid, and federal aid. For example, as shown in *Figure 3a*, 61% of Michigan local governments report increased property taxes in 2022, the highest percentage since the MPPS began its tracking. Again, however, most of these reported increases are small, with just 2% statewide reporting that revenues from property taxes increased *significantly* this year.

**Figure 3a**  
Percentage of jurisdictions overall reporting changes in property tax revenue compared with previous fiscal year, 2009-2022



Note: responses for “no change,” “not applicable,” and “don’t know” not shown

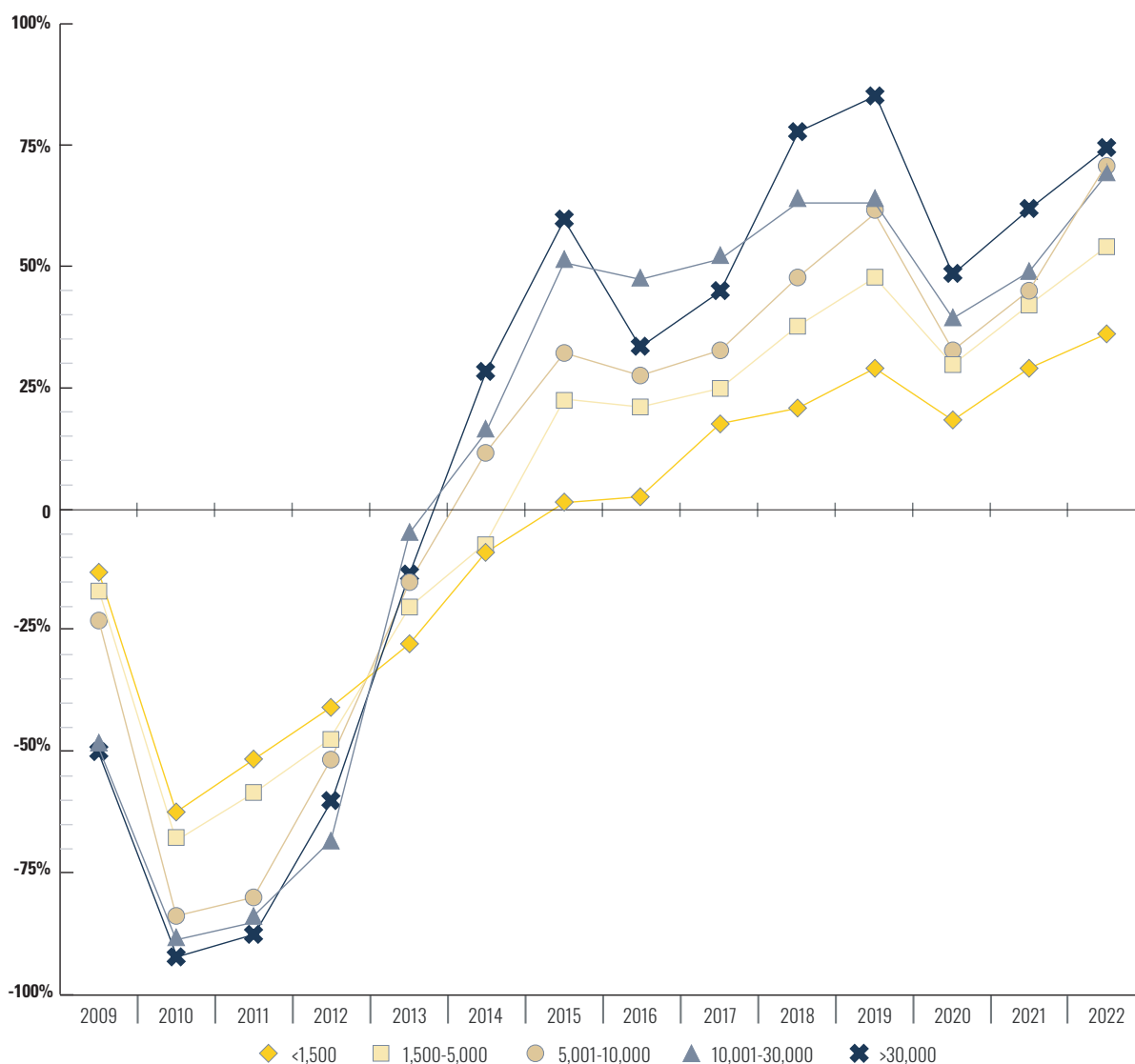
Again, using net calculations for the percentage of jurisdictions with increased revenues minus the percentage with decreased revenues, jurisdictions of all sizes report net increases in property tax revenue, with a full three-quarters (75%) of the state's largest jurisdictions reporting increases in this measure in 2022 (see *Figure 3b*).

Likely reflecting the distribution of American Rescue Plan Act (ARPA) funds and other COVID-related aid, many governments report more significant increases in federal aid in 2022. More than half (54%) of jurisdictions report increases in federal aid, including 21% who say their federal aid greatly increased. However, these improvements were heavily concentrated among larger jurisdictions. Jurisdictions with under 1,500 residents were much less likely to report large increases (9%) compared to jurisdictions with 1,500–30,000 residents (23–31%), while 60% of jurisdictions with more than 30,000 residents report that federal aid greatly increased.

With this influx of federal aid, overall, 51% of local governments expect ARPA funds to help improve their jurisdiction's fiscal health, although only 8% think this improvement will be significant.<sup>2</sup>

**Figure 3b**

Net property tax yearly change: percentage of jurisdictions reporting increases in property tax revenue minus percentage reporting decreases in property tax revenue, 2009–2022, by population size



## Concern about general fund balances eases among larger jurisdictions

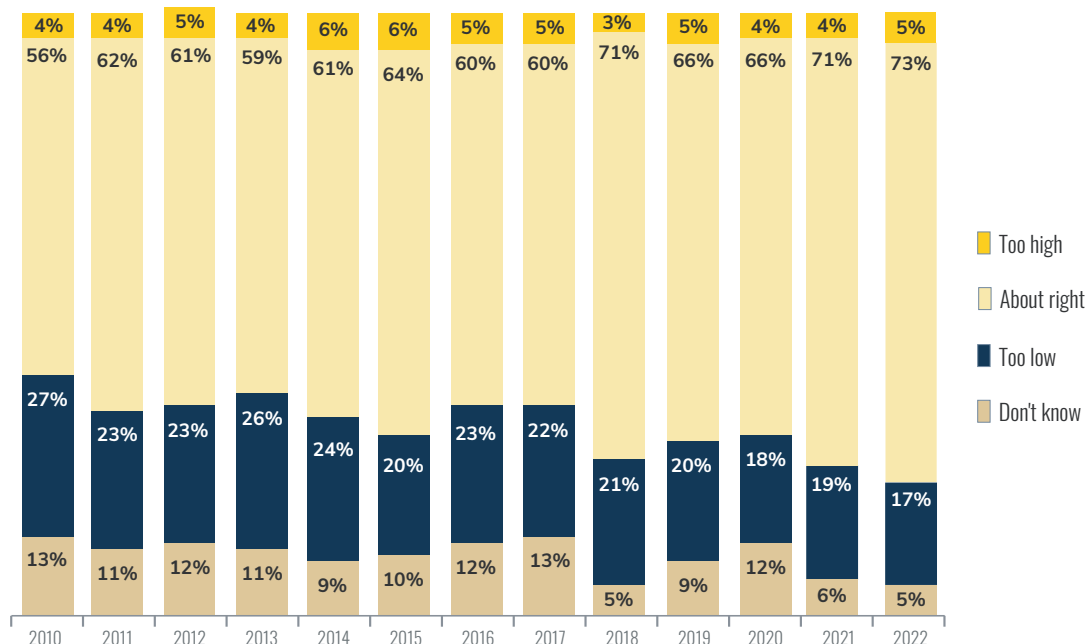
The MPPS also tracks local governments' general fund balances each year, asking whether the balance is too high, about right, or too low to meet their jurisdiction's fiscal needs. As of spring 2022, 73% of local officials statewide say their general fund balance is about right, an all-time high in the MPPS series, and up slightly from 71% in 2021 (see *Figure 4*). Meanwhile, this year 17% say their balance is too low, which is the all-time low in the MPPS series.

These improvements are concentrated among jurisdictions with more than 5,000 residents while those with 5,000 or fewer residents mostly held steady.

The MPPS also asks about the status of cash flow, a particularly sensitive indicator of fiscal stress. Despite reports of increased revenues, the percentage of jurisdictions overall saying cash flow is “not a problem at all” surprisingly decreased slightly from 62% last year to 60% this year. Fewer than half of villages (47%) and urban jurisdictions (48%) report that cash flow is “not a problem at all” in 2022. However, very few jurisdictions statewide say cash flow is either somewhat of a problem (5%) or a significant problem (1%).

Data from 2009–2022 on changes in local government finances and operations this year compared to the last year are available in *Appendix B*.

**Figure 4**  
Percentage of officials saying their general fund balance is too high, too low, or about right, 2010–2022



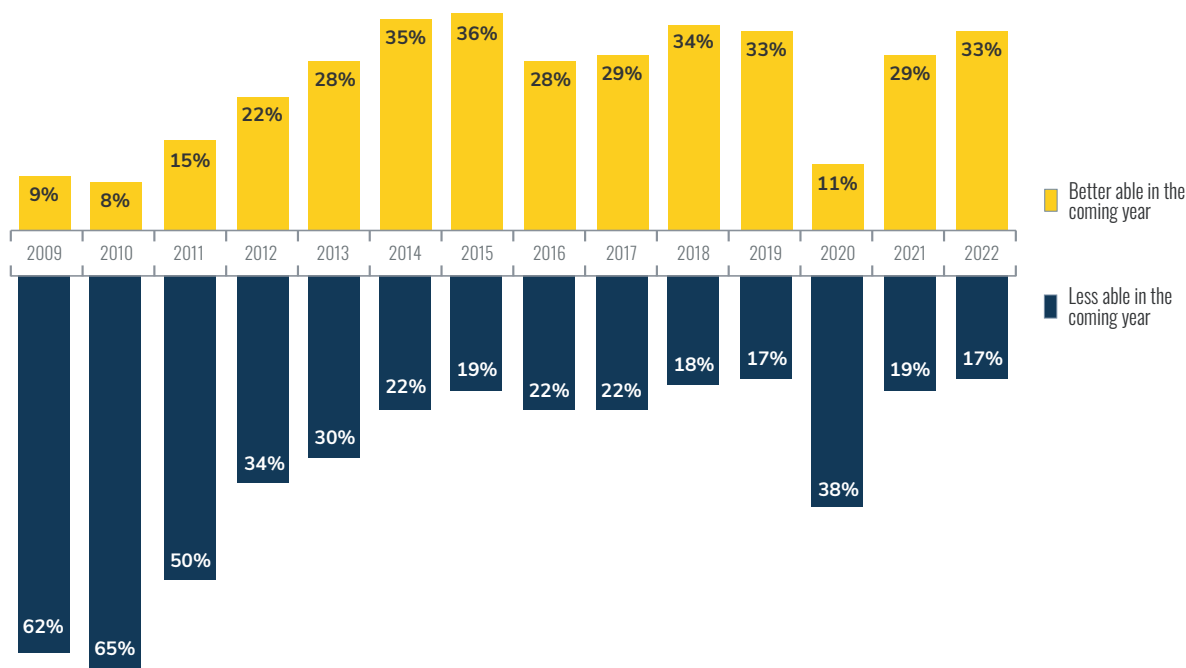
## Some optimism for fiscal improvements in the year ahead, but most believe they will simply hold steady

Michigan local officials' optimism is more restrained when looking one year into the future, compared with looking backward, but is still slightly improved compared to their predictions in 2021. Now, in 2022, 33% predict their jurisdiction will be better able to meet its fiscal needs next year compared with this year (see *Figure 5*). By comparison, 29% said the same in 2021 when looking ahead to 2022, and just 11% felt this way in 2020 when looking ahead to 2021. Meanwhile, 17% of local leaders believe their jurisdictions will be less able to meet fiscal needs next year, compared with 19% who felt this way in 2021 and 38% who said so in 2020.

Most predict no change over the coming year, with 41% statewide expecting to be neither better nor less able to meet financial needs next year. Meanwhile, 8% are uncertain what their fiscal status may be next year.

**Figure 5**

Percentage of jurisdictions predicting they will be better or less able to meet their fiscal needs in next year compared to current year, 2009-2022



Note: responses for "no change" and "don't know" not shown



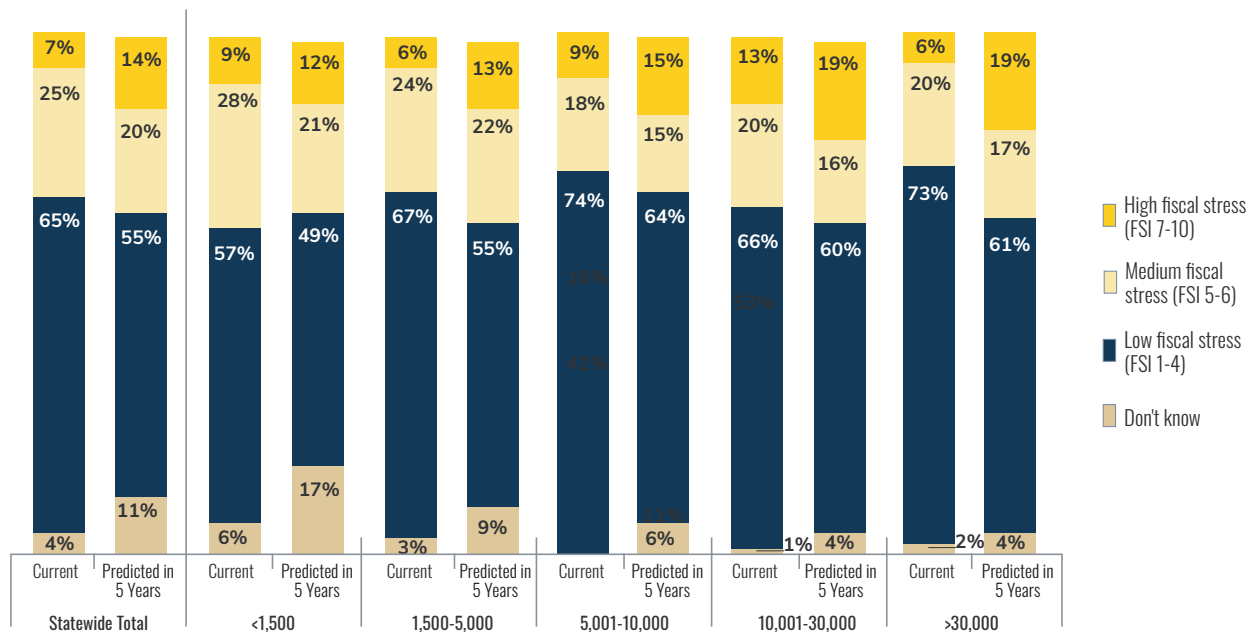
## Concerns about long-term fiscal stress increase

Despite generally positive reports across all indicators, looking further down the road reveals more concerns among local officials about long-term fiscal health. Even as local officials continue to report improvements in short-term fiscal health, 14% now predict they will have high fiscal stress in five years, compared to 7% who say they are experiencing it now (see *Figure 6*). Meanwhile, 55% expect low fiscal stress five years from now, down from 65% who say they have low stress today.

These long-term concerns are particularly significant in jurisdictions with more than 10,000 residents. Despite noticeable near-term improvements from 2021 to 2022 in the largest jurisdictions, nearly one in five (19%) now predict high fiscal stress in five years (up significantly 6% who report high stress today, and up from 10–11% who predicted long-term stress in 2021). Meanwhile, fewer than half (49%) of the state's smallest jurisdictions predict they will have low fiscal stress in five years, compared with 57% who report low stress today. However, 17% from these smallest jurisdictions are unsure what they think the next five years will bring.

**Figure 6**

Officials' predictions of their jurisdiction's fiscal stress in five years, 2022, by population size



## Local leaders don't appear to see ARPA funding solving long-term fiscal challenges

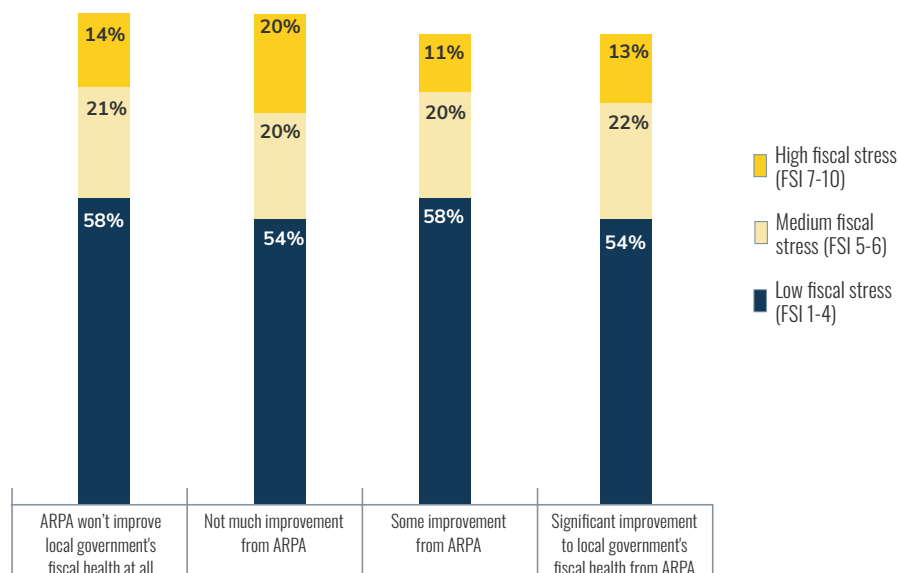
Local leaders' five-year predictions have consistently been more pessimistic than their current fiscal stress assessments ever since these questions were first asked on the MPPS in 2014. However, in 2022, their five-year predictions are abnormally and significantly worse compared with previous years.

One possible explanation for some of the discrepancy in local leaders' relative short-term fiscal optimism vs. more pessimistic long-term outlook could be the temporary nature of the ARPA funds. It appears that local officials overall generally do not feel an infusion of ARPA funds will protect their jurisdictions against long-term fiscal challenges, despite many targeting needed long-term infrastructure investments. Among those that say ARPA funding will significantly improve their jurisdiction's fiscal health, 13% still expect to experience high fiscal stress in 5 years, and another 22% expect medium stress. This is not significantly different from places that say ARPA will not improve their jurisdiction's fiscal health at all, where 14% predict high fiscal stress and 21% predict medium stress (see *Figure 7*). Of course, it is still possible that long-term predictions could have been even worse in the absence of any ARPA funding, among those who feel ARPA will indeed help.

Uncertainty about how large-scale projects or programs using ARPA funding in the near-term may be supported once ARPA funding runs out may also be a significant concern for local officials, and a drag on their predictions of future fiscal health. Statewide, 10% of local leaders say uncertainty about future funding for ARPA-supported projects is a significant problem for their jurisdiction, and among those, over a third (34%) predict high fiscal stress for their jurisdictions in five years. Among the 32% who say uncertainty over future funding post-ARPA is somewhat of a problem, almost one in five (19%) predict high fiscal stress down the road. By comparison, among the 16% of local leaders who say uncertainty over future funding availability after ARPA is not a problem at all, only 7% predict high fiscal stress in the long term.

**Figure 7**

Officials' predictions of their jurisdiction's fiscal stress in five years, 2022, by assessments of ARPA funding's impact on fiscal health



Note: responses for "don't know" not shown, figure excludes the 2% of jurisdictions that report they did not apply for or accept ARPA funding, or are completely unfamiliar with the program





## Conclusion

In 2022 the MPPS again finds mixed evidence for both optimism and concern regarding Michigan local government fiscal health overall, using a variety of fiscal indicators tracked over time. Although local officials in 2022 overall report improvement in their governments' short-term, year-over-year ability to meet fiscal needs, most say these improvements are only marginal. Meanwhile, overall reports of current fiscal stress statewide are unchanged from 2021 and 2020 levels, although predictions for the future indicate deepening concerns regarding long-term fiscal health.

On the optimistic side, 42% of local governments report they are better able to meet their fiscal needs in 2022 compared with last year, the highest percentage since the MPPS began tracking in 2009. These improved assessments of current fiscal health are found among jurisdictions of all population sizes and types.

The news is more complicated when it comes to assessments of current levels of fiscal stress using a more comprehensive measure. The MPPS tracking of the 10-point Fiscal Stress Index shows that, as a whole, reports of fiscal stress are essentially unchanged this year, with 65% of local leaders rating their governments' fiscal stress as relatively low (a score of 4 or lower on the MPPS 10-point Fiscal Stress Index), while 7% saying it is high (at 7 or higher). However, there are significant differences between Michigan's largest and smallest jurisdictions. The state's largest jurisdictions—those with over 30,000 residents—report the largest improvements in current fiscal health, from 66% reporting low stress in 2021 to 73% in 2022. By contrast, assessments have worsened somewhat among the smallest jurisdictions—those with under 1,500 residents—with 57% reporting low fiscal stress this year, down from 62% in 2021.

Looking ahead one year, fewer local officials foresee additional year-over-year improvements in 2023, while 41% predict fiscal health will simply remain stable. And looking farther down the road, officials from jurisdictions of all sizes predict a drop in their fiscal health in the long-term, with just 55% expecting to have low fiscal stress in five years (down from 65% today), and 14% expecting to face high fiscal stress in the same timeframe (up from 7% today).

## Notes

1. Leiser, S., & Mills, S. (2019). Local government fiscal health: Comparing self-assessments to conventional measures. *Public Budgeting and Finance*, 39(3), 75–96. <https://doi.org/10.1111/pbaf.12226>
2. Fitzpatrick, N., Horner, D., & Ivacko, T. (2022). A survey of Michigan local government leaders on American Rescue Plan Act funding and uses. Ann Arbor, MI: Center for Local, State, and Urban Policy at the Gerald R. Ford School of Public Policy, University of Michigan. Retrieved from <https://closup.umich.edu/michigan-public-policy-survey/102/mpps-policy-brief-survey-michigan-local-government-leaders-american-rescue-plan-act>

## Survey Background and Methodology

The MPPS is an ongoing survey program, interviewing the leaders of Michigan's 1,856 units of general purpose local government, conducted by the Center for Local, State, and Urban Policy (CLOSUP) at the University of Michigan in partnership with the Michigan Municipal League, Michigan Townships Association, and Michigan Association of Counties. Surveys are conducted each spring (and prior to 2018, were also conducted each fall). The program has covered a wide range of policy topics and includes longitudinal tracking data on "core" fiscal, budgetary and operational policy questions and designed to build-up a multi-year time-series.

In the Spring 2022 iteration, surveys were sent by the Center for Local, State, and Urban Policy (CLOSUP) via the internet and hardcopy to top elected and appointed officials (including county administrators and board chairs; city mayors and managers; village presidents, clerks, and managers; and township supervisors, clerks, and managers) from all 83 counties, 280 cities, 253 villages, and 1,240 townships in the state of Michigan.

The Spring 2022 wave was conducted from April 4 – June 6, 2022. A total of 1,327 jurisdictions in the Spring 2022 wave returned valid surveys (62 counties, 202 cities,

167 villages, and 896 townships), resulting in a 71% response rate by unit. The margin of error for the survey as a whole is +/- 1.44%. The key relationships discussed in the above report are statistically significant at the  $p < .05$  level or below, unless otherwise specified. Missing responses are not included in the tabulations, unless otherwise specified. Some report figures may not add to 100% due to rounding within response categories. Quantitative data are weighted to account for non-response. Contact CLOSUP staff for more information.

Detailed tables of the data analyzed in this report broken down several ways—by jurisdiction type (county, city, township, or village); by population size of the respondent's community, by the region of the respondent's jurisdiction; and by self-identified rural, mostly rural, mostly urban, or urban categories—are available online at the MPPS homepage: [closup.umich.edu/michigan-public-policy-survey](https://closup.umich.edu/michigan-public-policy-survey).

*The survey responses presented here are those of local Michigan officials, while further analysis represents the views of the authors. Neither necessarily reflects the views of the University of Michigan, or of other partners in the MPPS.*

# Appendices

## Appendix A

Net fiscal health yearly change: percentage of jurisdictions reporting improving fiscal health minus percentage reporting declining health, 2021-2022, by county

County Name	% Less Able to Meet Fiscal Needs	% Neither Better nor Less Able	% Better Able to Meet Fiscal Needs	% Don't Know	Net Yearly Change for 2022
ALCONA	31%	54%	15%	0%	-16%
ALGER	16%	49%	35%	0%	20%
ALLEGAN	9%	56%	31%	4%	23%
ALPENA	25%	38%	24%	13%	-2%
ANTRIM	12%	35%	47%	6%	36%
ARENAC	26%	25%	49%	0%	23%
BARAGA	18%	40%	42%	0%	24%
BARRY	13%	34%	53%	0%	40%
BAY	25%	36%	33%	6%	8%
BENZIE	6%	34%	60%	0%	54%
BERRIEN	26%	21%	52%	0%	26%
BRANCH	0%	45%	49%	6%	49%
CALHOUN	0%	51%	49%	0%	49%
CASS	6%	35%	59%	0%	53%
CHARLEVOIX	14%	33%	53%	0%	39%
CHEBOYGAN	15%	58%	21%	5%	6%
CHIPPEWA	23%	49%	9%	19%	-13%
CLARE	7%	49%	44%	0%	37%
CLINTON	13%	39%	48%	0%	35%
CRAWFORD	30%	40%	30%	0%	-0%
DELTA	15%	30%	56%	0%	41%
DICKINSON	11%	49%	40%	0%	29%
EATON	13%	31%	56%	0%	43%
EMMET	8%	58%	34%	0%	25%
GENESEE	10%	38%	53%	0%	43%

GLADWIN	50%	23%	22%	6%	-28%
GOGEBIC	36%	11%	52%	0%	16%
GRAND TRAVERSE	34%	33%	33%	0%	-1%
GRATIOT	33%	46%	22%	0%	-11%
HILLSDALE	15%	55%	30%	0%	15%
HOUGHTON	17%	14%	58%	10%	41%
HURON	4%	84%	12%	0%	7%
INGHAM	0%	41%	59%	0%	59%
IONIA	21%	43%	36%	0%	15%
IOSCO	32%	51%	17%	0%	-15%
IRON	0%	47%	53%	0%	53%
ISABELLA	6%	61%	33%	0%	27%
JACKSON	21%	26%	54%	0%	33%
KALAMAZOO	17%	40%	43%	0%	26%
KALKASKA	0%	51%	49%	0%	49%
KENT	5%	31%	64%	0%	59%
KEWEENAW	25%	50%	25%	0%	0%
LAKE	15%	23%	54%	8%	39%
LAPEER	7%	45%	47%	0%	40%
LEELANAU	25%	16%	59%	0%	34%
LENAWEE	34%	38%	28%	0%	-6%
LIVINGSTON	6%	31%	64%	0%	58%
LUCE	45%	55%	0%	0%	-45%
MACKINAC	27%	49%	24%	0%	-2%
MACOMB	10%	9%	71%	10%	61%
MANISTEE	33%	40%	20%	7%	-13%
MARQUETTE	27%	25%	42%	5%	15%
MASON	9%	28%	63%	0%	54%
MECOSTA	19%	54%	26%	0%	7%

MENOMINEE	23%	54%	14%	9%	-9%
MIDLAND	0%	59%	41%	0%	41%
MISSAUKEE	15%	54%	30%	0%	15%
MONROE	27%	21%	52%	0%	25%
MONTCALM	21%	16%	52%	11%	31%
MONTMORENCY	33%	34%	22%	11%	-11%
MUSKEGON	16%	38%	46%	0%	29%
NEWAYGO	17%	38%	41%	4%	24%
OAKLAND	4%	37%	59%	0%	55%
OCEANA	13%	49%	32%	6%	19%
OGEMAW	13%	27%	53%	7%	40%
ONTONAGON	13%	73%	13%	0%	0%
OSCEOLA	6%	69%	25%	0%	19%
OSCODA	0%	100%	0%	0%	0%
OTSEGO	24%	38%	38%	0%	14%
OTTAWA	8%	55%	37%	0%	28%
PRESQUE ISLE	12%	31%	51%	6%	39%
ROSCOMMON	17%	43%	41%	0%	24%
SAGINAW	37%	27%	32%	4%	-5%
SANILAC	15%	44%	41%	0%	26%
SCHOOLCRAFT	14%	29%	57%	0%	43%
SHIAWASSEE	5%	49%	35%	11%	30%
ST CLAIR	13%	26%	57%	4%	44%
ST JOSEPH	12%	56%	19%	13%	6%
TUSCOLA	27%	48%	25%	0%	-2%
VAN BUREN	24%	39%	37%	0%	13%
WASHTENAW	12%	30%	58%	0%	46%
WAYNE	26%	26%	41%	7%	15%
WEXFORD	18%	25%	38%	19%	20%

## Appendix B

Conditions in the current fiscal year compared to the previous fiscal year, 2009-2022

		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Revenue from property tax	Increased	27%	8%	12%	16%	27%	36%	45%	42%	45%	52%	57%	42%	52%	61%
	Decreased	48%	78%	74%	64%	48%	38%	26%	25%	19%	15%	12%	16%	14%	10%
Revenue from fees for services, licenses, transfers, etc.	Increased	7%	4%	7%	10%	13%	17%	18%	19%	21%			15%	18%	26%
	Decreased	54%	59%	47%	34%	26%	18%	13%	12%	10%			25%	23%	11%
Amount of debt	Increased			12%	12%	14%	12%	15%	14%	16%		17%		13%	15%
	Decreased			18%	21%	22%	21%	20%	21%	19%		18%		16%	17%
Ability of jurisdiction to repay its debt	Increased			7%	12%	14%	15%	18%	13%	14%	14%	18%	8%	11%	17%
	Decreased			7%	7%	6%	4%	4%	6%	3%	2%	3%	8%	3%	2%
Amount of federal aid to jurisdiction	Increased	9%	8%	3%	5%	4%	5%	6%	4%	6%				31%	54%
	Decreased	38%	39%	29%	22%	21%	14%	11%	13%	14%				9%	7%
Amount of state aid to jurisdiction	Increased	3%	1%	9%	15%	17%	27%	28%	18%	17%	30%	32%	15%	23%	37%
	Decreased	69%	86%	61%	45%	34%	21%	14%	20%	19%	15%	16%	30%	19%	13%
Number of tax delinquencies	Increased		46%	47%	40%	30%	23%	20%	19%	16%	15%	16%		25%	18%
	Decreased		20%	12%	12%	13%	15%	16%	17%	15%	15%	14%		6%	7%
Number of home foreclosures	Increased		60%	56%	41%	29%	18%	15%	13%	10%					
	Decreased		16%	10%	17%	25%	31%	33%	29%	26%					
Public safety needs	Increased	36%	29%	28%	29%	29%	28%	29%	33%	35%	32%	41%	25%	36%	41%
	Decreased	9%	6%	3%	3%	3%	2%	1%	2%	2%	5%	4%	7%	2%	2%
Infrastructure needs	Increased	55%	47%	43%	45%	50%	54%	52%	56%	56%	48%	63%	35%	55%	65%
	Decreased	12%	7%	5%	5%	3%	2%	2%	2%	4%	7%	4%	10%	3%	2%
Human service needs	Increased	45%	43%	35%	35%	29%	30%	28%	27%	28%	23%	33%	28%	37%	38%
	Decreased	8%	6%	3%	1%	1%	1%	1%	1%	1%	2%	2%	8%	2%	1%
General government operations needs	Increased						34%	34%	34%	36%	37%	42%	28%	42%	49%
	Decreased						1%	1%	2%	3%	3%	2%	9%	2%	1%
Number of employees	Increased		2%	2%	3%	4%	8%	10%	10%	13%	14%	14%		10%	15%
	Decreased		27%	23%	19%	16%	9%	7%	6%	5%	5%	5%		7%	7%
Pay rates for employee wages and salaries	Increased	36%	20%	21%	27%	39%	46%	53%	51%	57%				59%	72%
	Decreased	15%	13%	10%	7%	5%	3%	1%	1%	2%				1%	1%

Cost of employee pensions	Increased	40%	30%	22%	21%	24%	25%	26%	28%	30%	25%	26%	25%	28%	32%
	Decreased	4%	4%	3%	4%	3%	3%	2%	2%	2%	2%	2%	1%	1%	2%
Cost of current employee health benefits	Increased	51%	47%	35%	32%	31%	34%	34%	33%	36%	35%	34%	31%	32%	36%
	Decreased	6%	8%	7%	8%	8%	4%	5%	4%	2%	2%	3%	2%	2%	1%
Cost of retired employee health benefits	Increased	31%	24%	17%	16%	16%	17%	15%	16%	18%	15%	16%	15%	16%	19%
	Decreased	4%	4%	3%	3%	4%	2%	3%	2%	1%	2%	1%	3%	1%	1%

Notes: Responses for “no change,” “don’t know,” and “not applicable” not shown. Percentages are based on all responding jurisdictions (not just those that selected an option other than “not applicable”). The “not applicable” response option was added in 2011, so direct comparisons with earlier waves may be compromised. Question text for “pay rates for employee wage & salaries” changed slightly between 2010 and 2011. See web tables for exact question text.

## Appendix C

Predicted actions for the coming fiscal year compared to the current fiscal year, 2009-2022

		2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Property tax rates	Increase	18%	10%	15%	15%	22%	23%	27%	22%	26%	25%	28%	18%	31%	38%
	Decrease	17%	32%	19%	15%	12%	7%	5%	6%	5%	4%	4%	8%	4%	4%
Charges for fees for services, licenses, etc.	Increase	23%	22%	20%	19%	21%	18%	18%	18%	23%			16%	23%	29%
	Decrease	7%	7%	3%	2%	2%	2%	1%	1%	1%			5%	2%	1%
Reliance on general fund balance	Increase		49%	36%	34%	30%	27%	26%	30%	28%	30%	32%	36%	32%	32%
	Decrease		8%	8%	5%	6%	5%	6%	5%	5%	4%	5%	4%	3%	3%
Reliance on "rainy day" funds	Increase		38%	25%	21%	19%	17%	17%	17%	17%					
	Decrease		7%	4%	4%	5%	5%	5%	5%	6%					
Amount of services provided	Increase	9%	7%	6%	10%	12%	13%	15%	15%	19%	21%	20%	10%	18%	22%
	Decrease	24%	29%	21%	15%	12%	7%	5%	6%	4%	5%	5%	12%	5%	4%
Actual public safety spending	Increase	26%	22%	20%	22%	27%	33%	34%	34%	33%	35%	39%	26%	40%	48%
	Decrease	18%	22%	16%	9%	7%	4%	3%	4%	4%	3%	4%	7%	2%	1%
Actual infrastructure spending	Increase	28%	25%	23%	32%	34%	42%	43%	42%	45%	49%	51%	32%	54%	66%
	Decrease	30%	34%	21%	10%	10%	7%	5%	6%	5%	5%	5%	14%	3%	2%
Actual human services spending	Increase		6%	5%	6%	8%	9%	9%	8%	10%	11%	11%	11%	17%	18%
	Decrease		17%	10%	6%	4%	2%	1%	2%	2%	2%	1%	5%	1%	1%
Actual general government operations spending	Increase						39%	40%	39%	38%	39%	39%	27%	39%	55%
	Decrease						6%	6%	5%	5%	5%	3%	14%	3%	1%
Funding for economic development programs	Increase	14%	12%	8%	11%	13%	12%	13%	12%	14%				17%	22%
	Decrease	17%	20%	12%	9%	8%	5%	5%	4%	4%				3%	1%
Amount of debt	Increase	21%	18%	11%	14%	15%	13%	15%	15%	17%		17%	17%	19%	19%
	Decrease	12%	13%	15%	16%	17%	18%	17%	15%	16%		13%	9%	12%	13%



Sale of public assets (i.e., parks, buildings, etc.)	Increase		5%	5%	6%	6%	7%	7%	7%	9%					
	Decrease		1%	1%	1%	1%	0%	1%	1%	1%					
Privatizing or contracting out of services	Increase	16%	18%	15%	12%	12%	10%	10%	10%	11%	13%	14%	11%		
	Decrease	4%	2%	1%	1%	1%	1%	1%	1%	1%	2%	2%	3%		
Number and/or scope of interlocal agreements or cost-sharing plans	Increase	32%	38%	40%	40%	34%	30%	22%	18%	18%	17%	21%	13%		
	Decrease	2%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%	2%		
Jurisdiction's workforce hiring	Increase	3%	1%	2%	2%	4%	8%	8%							
	Decrease	20%	22%	14%	8%	8%	3%	3%							
Jurisdiction not filling vacant positions	Increase	22%	23%	16%	10%	9%	7%	5%							
	Decrease	3%	3%	2%	2%	1%	1%	1%							
Number of employees	Increase								9%	11%	11%	12%	6%	12%	14%
	Decrease								4%	5%	4%	3%	8%	4%	4%
Employee pay rates	Increase			21%	30%	40%	47%	53%	48%	56%	61%	63%	44%	56%	68%
	Decrease			6%	4%	3%	2%	1%	1%	1%	0%	1%	2%	0%	0%
Employees' share of premiums, deductibles, and/or co-pays on health insurance	Increase		33%	30%	30%	27%	26%	22%	17%	17%	17%	15%		12%	14%
	Decrease		2%	1%	0%	1%	1%	1%	0%	0%	0%	0%		0%	1%
Employees' share of contributions to retirement funds	Increase		15%	14%	13%	13%	11%	11%	11%	12%	10%	11%		9%	11%
	Decrease		1%	0%	0%	0%	0%	1%	1%	0%	0%	0%		0%	1%
Retirees' share of premiums, deductibles, and/or co-pays on health insurance	Increase		22%	18%	15%	15%	14%	13%	11%	10%	8%	8%			
	Decrease		1%	0%	0%	0%	0%	0%	0%	0%	0%	0%			

Notes: Responses for “no change,” “don’t know,” and “not applicable” not shown. Percentages are based on all responding jurisdictions (not just those that selected an option other than “not applicable”). The “not applicable” response option was added in 2011, so direct comparisons with earlier waves may be compromised.

## Previous MPPS reports

Michigan local leaders' concerns about U.S. democracy at state and federal levels ease somewhat, but remain grim (November 2022)

MPPS Policy Brief: Local government officials give mixed reviews to Michigan's new approach to redistricting (October 2022)

Michigan local government leaders say civic relationships and civil discourse remain healthy, despite worsening national politics (October 2022)

Michigan local government leaders remain confident about their election security and administration, though concerns about disinformation increase (September 2022)

MPPS Policy Brief: Statewide survey finds a majority of Michigan local governments experiencing harassment or other abuse (September 2022)

MPPS Policy Brief: A survey of Michigan local government leaders on American Rescue Plan Act funding and uses (July 2022)

Local leaders' pessimism about Michigan's direction continues, but eases slightly from last year (July 2022)

Internet presence among Michigan local governments: websites, online services, and experience with virtual meetings (May 2022)

Michigan local leaders' views on recycling: current challenges and opportunities for improvement (April 2022)

Recycling Issues, Policies, and Practices among Michigan Local Governments (March 2022)

Michigan local leaders report little change in the tone of civic discourse in their communities, but are concerned about local impacts of increasingly hostile national partisan politics (January 2022)

Michigan local government officials report improved fiscal health after a year of COVID-19, but not yet back to pre-pandemic levels (December 2021)

Michigan local officials' assessments of American democracy at the state and federal levels decline sharply (November 2021)

The lingering impacts of the COVID-19 pandemic on Michigan communities and local governments (October 2021)

Michigan local governments report fewer economic challenges one year into the COVID-19 pandemic, and describe efforts to support local businesses (September 2021)

Local leaders' views on Michigan's initial COVID-19 vaccine rollout in Spring 2021 (August 2021)

Local leaders' concerns about Michigan's direction spike, while evaluations of state leaders sink over the past year (July 2021)

Michigan local leaders' views on state's new approach to electoral redistricting (February 2021)

COVID-19 pandemic sparks Michigan local leaders' concerns for fiscal health (December 2020)

The functioning of democracy at the local level: a compendium of findings from the Michigan Public Policy Survey of local leaders (December 2020)

Energy Issues and Policies in Michigan Local Governments (October 2020)

Michigan local leaders expect increased challenges for the 2020 election, but are confident about administering accurate elections (October 2020)

Michigan Local Energy Survey (MiLES): Intergovernmental collaboration on sustainability and energy issues among Michigan local governments (September 2020)

Confidence in the accuracy of Michigan's 2020 Census count among local leaders was not very high, slips further (August 2020)

Michigan local leaders expect mixed impacts from expanded voter registration and absentee voting reforms (July 2020)

Local leaders' evaluations of Michigan's direction and Governor's performance during the COVID-19 pandemic's arrival (July 2020)

The initial impact of the COVID-19 pandemic on Michigan communities and local governments (June 2020)

Energy policies and environmental leadership among Michigan's local governments (January 2020)

Mixed signals continue for Michigan local governments' fiscal health, while future outlooks worsen (December 2019)

Michigan local officials' views on the next recession: timing, concerns, and actions taken (October 2019)

Michigan local government preparations and concerns regarding the 2020 U.S. Census (September 2019)

New Governor, new evaluations of the direction Michigan is headed among local leaders (August 2019)

Positive working relationships reported among Michigan's local elected officials (June 2019)

Community poverty and the struggle to make ends meet in Michigan, according to local government leaders (March 2019)



The state of community civic discourse, according to Michigan's local government leaders (December 2018)

Despite sustained economic growth, Michigan local government fiscal health still lags (November 2018)

Michigan local government leaders' views on medical and recreational marijuana (September 2018)

Rising confidence in Michigan's direction among local leaders, but partisan differences remain (July 2018)

Michigan local government officials weigh in on housing shortages and related issues (June 2018)

Approaches to land use planning and zoning among Michigan's local governments (May 2018)

Workforce issues and challenges for Michigan's local governments (January 2018)

Local leaders' views on elections in Michigan: accuracy, problems, and reform options (November 2017)

Michigan local government officials report complex mix of improvement and decline in fiscal health, but with overall trend moving slowly upward (October 2017)

Michigan local leaders want their citizens to play a larger role in policymaking, but report declining engagement (August 2017)

Michigan local leaders' views on state preemption and how to share policy authority (June 2017)

Improving communication, building trust are seen as keys to fixing relationships between local jurisdictions and the State government (May 2017)

Local leaders more likely to support than oppose Michigan's Emergency Manager law, but strongly favor reforms (February 2017)

Local government leaders' views on drinking water and water supply infrastructure in Michigan communities (November 2016)

Michigan local leaders say property tax appeals are common, disagree with 'dark stores' assessing (October 2016)

Local officials say Michigan's system of funding local government is broken, and seek State action to fix it (September 2016)

Michigan local governments report first declines in fiscal health trend since 2010 (August 2016)

Michigan local leaders' doubts continue regarding the state's direction (July 2016)

Hospital access primary emergency medical concern among many Michigan local officials (July 2016)

Firefighting services in Michigan: challenges and approaches among local governments (June 2016)

Most local officials are satisfied with law enforcement services, but almost half from largest jurisdictions say their funding is insufficient (April 2016)

Local leaders say police-community relations are good throughout Michigan, but those in large cities are concerned about potential civil unrest over police use-of-force (February 2016)

Report: Responding to budget surplus vs. deficit: the preferences of Michigan's local leaders and citizens (December 2015)

Michigan's local leaders concerned about retiree health care costs and their governments' ability to meet future obligations (October 2015)

Fiscal health rated relatively good for most jurisdictions, but improvement slows and decline continues for many (September 2015)

Confidence in Michigan's direction declines among state's local leaders (August 2015)

Michigan local government leaders' views on private roads (July 2015)

Few Michigan jurisdictions have adopted Complete Streets policies, though many see potential benefits (June 2015)

Michigan local leaders have positive views on relationships with county road agencies, despite some concerns (May 2015)

Michigan local government leaders say transit services are important, but lack of funding discourages their development (April 2015)

Michigan local leaders see need for state and local ethics reform (March 2015)

Local leaders say Michigan road funding needs major increase, but lack consensus on options that would raise the most revenue (February 2015)

Michigan local government leaders' views on employee pay and benefits (January 2015)

Despite increasingly formal financial management, relatively few Michigan local governments have adopted recommended policies (December 2014)

Most Michigan local officials are satisfied with their privatized services, but few seek to expand further (November 2014)

Michigan local governments finally pass fiscal health tipping point overall, but one in four still report decline (October 2014)

Beyond the coast, a tenuous relationship between Michigan local governments and the Great Lakes (September 2014)

Confidence in Michigan's direction holds steady among state's local leaders (August 2014)

Wind power as a community issue in Michigan (July 2014)

Fracking as a community issue in Michigan (June 2014)

The impact of tax-exempt properties on Michigan local governments (March 2014)

Michigan's local leaders generally support Detroit bankruptcy filing despite some concerns (February 2014)

Michigan local governments increasingly pursue placemaking for economic development (January 2014)

Views on right-to-work legislation among Michigan's local government leaders (December 2013)

Michigan local governments continue seeking, and receiving, union concessions (October 2013)

Michigan local government fiscal health continues gradual improvement, but smallest jurisdictions lagging (September 2013)

Local leaders evaluate state policymaker performance and whether Michigan is on the right track (August 2013)

Trust in government among Michigan's local leaders and citizens (July 2013)

Citizen engagement in the view of Michigan's local government leaders (May 2013)

Beyond trust in government: government trust in citizens? (March 2013)

Local leaders support reforming Michigan's system of funding local government (January 2013)

Local leaders support eliminating Michigan's Personal Property Tax if funds are replaced, but distrust state follow-through (November 2012)

Michigan's local leaders satisfied with union negotiations (October 2012)

Michigan's local leaders are divided over the state's emergency manager law (September 2012)

Fiscal stress continues for hundreds of Michigan jurisdictions, but conditions trend in positive direction overall (September 2012)

Michigan's local leaders more positive about Governor Snyder's performance, more optimistic about the state's direction (July 2012)

Data-driven decision-making in Michigan local government (June 2012)

State funding incentives increase local collaboration, but also raise concerns (March 2012)

Local officials react to state policy innovation tying revenue sharing to dashboards and incentive funding (January 2012)

MPPS finds fiscal health continues to decline across the state, though some negative trends eased in 2011 (October 2011)

Public sector unions in Michigan: their presence and impact according to local government leaders (August 2011)

Despite increased approval of state government performance, Michigan's local leaders are concerned about the state's direction (August 2011)

Local government and environmental leadership: views of Michigan's local leaders (July 2011)

Local leaders are mostly positive about intergovernmental cooperation and look to expand efforts (March 2011)

Local government leaders say most employees are not overpaid, though some benefits may be too generous (February 2011)

Local government leaders say economic gardening can help grow their economies (November 2010)

Local governments struggle to cope with fiscal, service, and staffing pressures (August 2010)

Michigan local governments actively promote U.S. Census participation (August 2010)

Fiscal stimulus package mostly ineffective for local economies (May 2010)

Fall 2009 key findings report: educational, economic, and workforce development issues at the local level (April 2010)

Local government officials give low marks to the performance of state officials and report low trust in Lansing (March 2010)

Local government fiscal and economic development issues (October 2009)

All MPPS reports are available online at: <http://closup.umich.edu/mpps-publications>



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The Center for Local, State, and Urban Policy (CLOSUP), housed at the University of Michigan's Gerald R. Ford School of Public Policy, conducts and supports applied policy research designed to inform state, local, and urban policy issues. Through integrated research, teaching, and outreach involving academic researchers, students, policymakers and practitioners, CLOSUP seeks to foster understanding of today's state and local policy problems, and to find effective solutions to those problems.

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Bingham Farms

**Ron Weiser**  
Ann Arbor

**Katherine E. White**  
Ann Arbor

**Santa J. Ono**  
(ex officio)

<b>From:</b>	<b>Building Department</b>
<b>To:</b>	<b>Owosso City Council</b>
<b>Report Month:</b>	<b>NOVEMBER 2022</b>

<b>Category</b>	<b>Estimated Cost</b>	<b>Permit Fee</b>	<b>Number of Permits</b>
DEMOLITION	\$16,755	\$370	2
Electrical	\$0	\$1,945	12
FENCE PERMIT	\$0	\$85	2
GARAGE, DETACHED	\$1,000	\$75	1
Mechanical	\$0	\$4,510	24
NEW BUSINESS	\$0	\$200	4
NON-RES. ADD/ALTER/REPAIR	\$36,000	\$945	3
Plumbing	\$0	\$470	2
RES. ADD/ALTER/REPAIR	\$15,000	\$120	1
ROOF	\$58,766	\$900	8
ROW-UTILITY	\$0	\$210	6
SIDING	\$57,652	\$90	2
SIGN PERMIT	\$0	\$121	2
WINDOWS	\$22,858	\$230	2
<b>Totals</b>	<b>\$208,031</b>	<b>\$10,271</b>	<b>71</b>

<b>2021 COMPARISON TOTALS</b>
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<b>NOVEMBER 2021</b>
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**\$924,359**

**\$17,824**

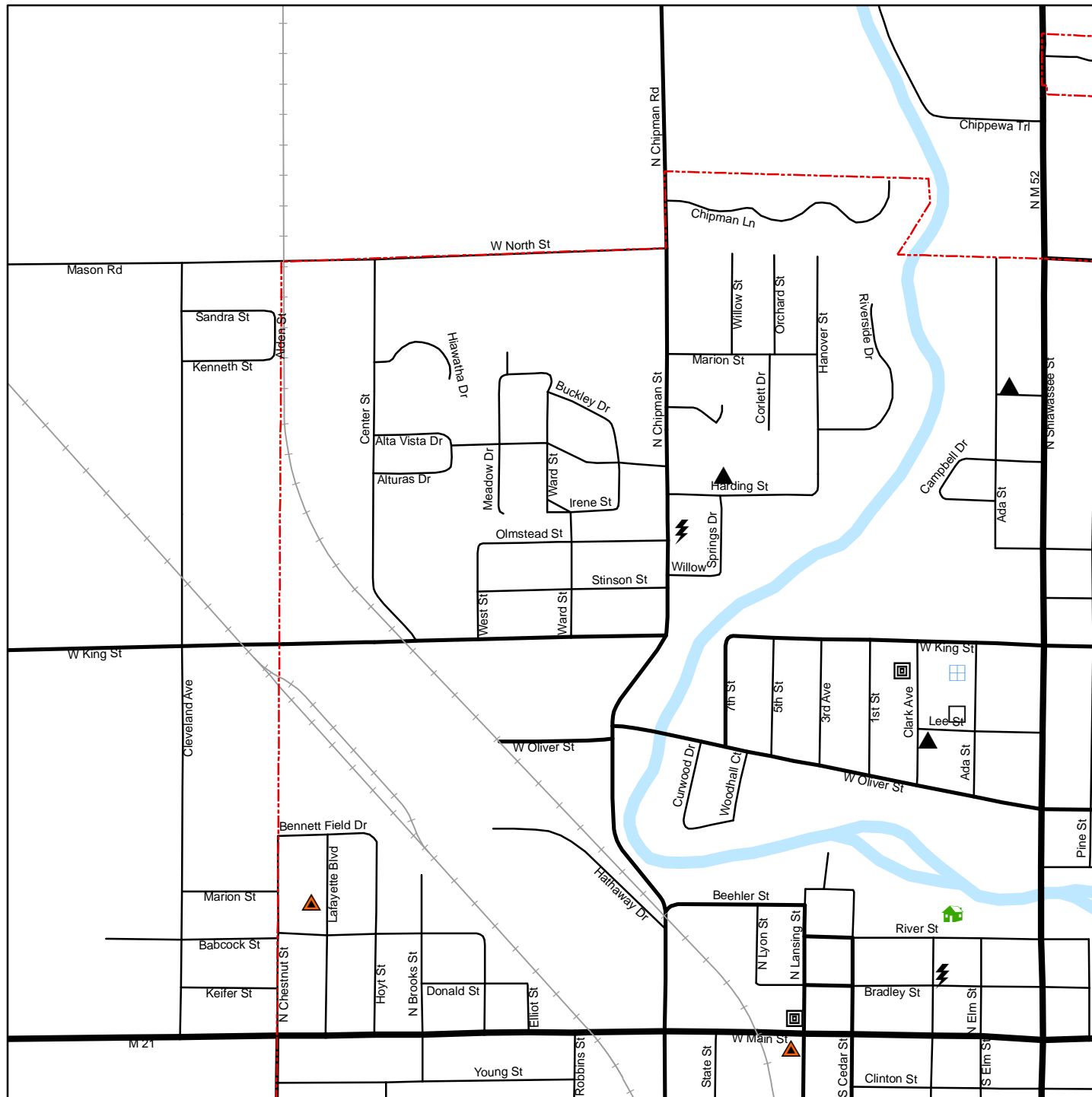
**88**



# City of Owosso

Building Permit Activity  
November 2022

NW Quadrant



## Category

- ⚡ Electrical & Mechanical
- ▣ Mechanical
- 🏠 Res. Add/Alter/Repair
- ▲ Roof
- ▲ ROW-Utility
- Siding
- ▢ Windows

## Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet







### SW Quadrant



**Code Enforcement Activity**  
**NOVEMBER 2022**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ACCESSORY STRUCTURES								
ENF 22-0385	1460 N SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	03/30/2022	11/23/2022		11/23/2022	COMM
ENF 22-0149	906 LINGLE AVE	INSPECTED PROPERTY	2ND NOTICE SENT	02/10/2022	11/02/2022	12/01/2022		N
ENF 22-0150	910 LINGLE AVE	INSPECTED PROPERTY	FINAL NOTICE	02/10/2022	11/02/2022	12/01/2022		N
ENF 21-1764	306 GENESEE ST	INSPECTED PROPERTY	CONTACT WITH HOMEOWNER	11/22/2021	11/09/2022	12/08/2022		N
ENF 18-0758	515 S PARK ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/25/2018	11/17/2022	12/15/2022		COMM
Total Entries				5				
APPLIANCES								
ENF 22-1465	837 E COMSTOCK ST	RESOLVED	CLOSED	10/26/2022	11/09/2022		11/09/2022	N
ENF 22-1539	411 N CHIPMAN ST	RESOLVED	CLOSED	11/15/2022	11/22/2022		11/22/2022	Y
Total Entries				2				
AUTO REP/JUNK VEH								
ENF 22-1182	1432 LYNN ST	INSPECTED PROPERTY	CLOSED	08/18/2022	11/01/2022		11/01/2022	N
ENF 22-1538	307 MICHIGAN AVE	2ND NOTICE SENT	RECHECK SCHEDULED	11/15/2022	11/30/2022	11/30/2022		Y
ENF 21-1819	420 S CEDAR ST	INSPECTED PROPERTY	EXTENSION GRANTED	12/06/2021	11/01/2022	12/01/2022		IND
ENF 22-1509	828 HUNTINGTON DR	INSPECTED PROPERTY	RECHECK SCHEDULED	11/08/2022	11/23/2022	12/07/2022		N
ENF 22-1563	819 NAFUS ST	LETTER SENT	RECHECK SCHEDULED	11/22/2022	11/22/2022	12/07/2022		N
Total Entries				5				
BUILDING VIOL								
ENF 18-0622	1400 W OLIVER ST	INSPECTED PROPERTY	REF TO CITY ATTY	08/10/2018	11/08/2022	01/11/2023		IND
Total Entries				1				
BUILDING VIOL								
ENF 20-0720	401 HURON ST	INSPECTED PROPERTY	CLOSED	09/10/2020	11/01/2022		11/01/2022	N

**Code Enforcement Activity**  
**NOVEMBER 2022**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 21-0192	121 W EXCHANGE ST	RESOLVED	CLOSED	02/09/2021	11/16/2022		11/16/2022	COMM
ENF 21-0404	1401 STATE ST	INSPECTED PROPERTY	CLOSED	03/15/2021	11/21/2022		11/22/2022	N
ENF 21-1179	307 S SHIAWASSEE ST	RESOLVED	CLOSED	08/02/2021	11/21/2022		11/21/2022	N
ENF 21-1868	601 CLINTON ST	INSPECTED PROPERTY	CLOSED	12/15/2021	11/09/2022		11/09/2022	N
ENF 22-0258	120 W EXCHANGE ST	INSPECTED PROPERTY	CLOSED	03/07/2022	11/21/2022		11/22/2022	COMM
ENF 22-0417	1212 FREEMAN ST	INSPECTED PROPERTY	CLOSED	04/07/2022	10/31/2022		11/01/2022	N
ENF 22-1373	1404 S CHIPMAN ST	INSPECTED PROPERTY	CLOSED	10/07/2022	11/21/2022		11/22/2022	VAC
ENF 22-1476	413 N SAGINAW ST	RESOLVED	CLOSED	10/28/2022	11/30/2022		11/30/2022	Y
ENF 22-1498	1305 CHATHAM LOT 130	INSPECTED PROPERTY	CLOSED	11/01/2022	11/01/2022		11/04/2022	N
ENF 22-1560	857 WOODLAWN AVE	OBTAINED PERMIT	CLOSED	11/22/2022	11/28/2022		11/28/2022	N
ENF 21-0008	531 AMENT ST	INSPECTED PROPERTY	1ST TICKET ISSUED	01/07/2021	11/30/2022	11/28/2022		Y
ENF 22-0677	602 N SHIAWASSEE ST	INSPECTED PROPERTY	RED-TAGGED	05/19/2022	11/30/2022	11/30/2022		VAC
ENF 20-0764	1122 S CEDAR ST	INSPECTED PROPERTY	DEMO PENDING	09/21/2020	11/30/2022	12/01/2022		VAC
ENF 22-0209	420 S CEDAR ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/23/2022	11/01/2022	12/01/2022		IND
ENF 22-1549	735 W STEWART ST	INSPECTED PROPERTY	LETTER SENT	11/17/2022	11/17/2022	12/01/2022		Y
ENF 22-1528	805 E KING ST	INSPECTED PROPERTY	LETTER SENT	11/11/2022	11/21/2022	12/05/2022		Y
ENF 22-1559	616 BRADLEY ST	LETTER SENT	RECHECK SCHEDULED	11/21/2022	11/21/2022	12/06/2022		N
ENF 22-1053	737 JEROME AVE	INSPECTED PROPERTY	FINAL NOTICE	07/26/2022	11/07/2022	12/07/2022		N
ENF 22-1131	519 E MASON ST	OBTAINED PERMIT	RECHECK SCHEDULED	08/10/2022	11/07/2022	12/07/2022		Y
ENF 20-0748	609 MARTIN ST	INSPECTED PROPERTY	REF TO CITY ATTY	09/16/2020	11/09/2022	12/08/2022		VAC
ENF 22-0025	208 W EXCHANGE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/07/2022	11/09/2022	12/08/2022		Y
ENF 21-1887	805 E EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/20/2021	11/15/2022	12/12/2022		VAC
ENF 22-0167	229 S CEDAR ST	INSPECTED PROPERTY	REF TO CITY ATTY	02/15/2022	11/17/2022	12/22/2022		N

## NOVEMBER 2022

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 22-0884	313 LAFAYETTE BLVD	INSPECTED PROPERTY	DEMO NOTICE	06/15/2022	11/28/2022	12/26/2022		VAC
ENF 21-1156	321 E WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/29/2021	11/29/2022	01/05/2023		N
ENF 22-0249	719 S CHIPMAN ST	INSPECTED PROPERTY	2ND NOTICE SENT	03/07/2022	11/30/2022	01/05/2023		N
ENF 19-0167	813 TRACY ST	INSPECTED PROPERTY	2ND TICKET ISSUED	03/15/2019	11/30/2022	01/11/2023		N
ENF 22-0230	315 W RIDGE ST	CONTACT WITH OWNER	RECHECK SCHEDULED	03/02/2022	11/21/2022	01/19/2023		Y
ENF 21-1886	320 PRINDLE ST	INSPECTED PROPERTY	2ND NOTICE SENT	12/17/2021	11/23/2022	01/23/2023		VAC
ENF 22-1490	621 LINGLE AVE	COMPLAINT LOGGED	LETTER SENT	11/02/2022	11/02/2022	02/02/2023		N
ENF 20-0522	425 HAMBLIN ST	CONTACT WITH OWNER	EXTENSION GRANTED	07/22/2020	11/23/2022	02/23/2023		VAC
ENF 22-1586	121 W EXCHANGE ST	INSPECTED PROPERTY	LETTER SENT	11/29/2022	11/30/2022	03/01/2023		COMM
ENF 20-0698	815 W MAIN ST	INSPECTED PROPERTY	EXTENSION GRANTED	09/03/2020	11/16/2022	03/15/2023		COMM
ENF 20-0599	621 N SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/06/2020	11/01/2022	04/25/2023		N
Total Entries				35				
DEAD TREE								
ENF 22-0846	521 JEROME AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	06/13/2022	11/30/2022	03/01/2023		Y
ENF 22-0548	802 BROADWAY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	05/04/2022	11/16/2022	05/04/2023		N
Total Entries				2				
DOORS IN VIOLATION								
ENF 22-1514	1011 N DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/08/2022	11/08/2022	12/08/2022		N
ENF 22-1567	714 N SAGINAW ST	LETTER SENT	RECHECK SCHEDULED	11/23/2022	11/23/2022	02/23/2023		Y
Total Entries				2				
EXTERIOR PAINT/SIDING								
ENF 21-0045	1031 S CHIPMAN ST	INSPECTED PROPERTY	CLOSED	01/12/2021	11/01/2022		11/01/2022	N
ENF 21-0083	121 W EXCHANGE ST	INSPECTED PROPERTY	CLOSED	01/20/2021	11/22/2022		11/22/2022	COMM

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ENF 21-1443	414 GENESEE ST	RESOLVED	CLOSED	09/14/2021	11/16/2022		11/16/2022	Y
ENF 22-0213	813 BRADLEY ST	INSPECTED PROPERTY	INSPECTION COMPLETE	02/24/2022	11/30/2022	11/30/2022		N
ENF 20-0210	519 E MASON ST	OBTAINED PERMIT	RECHECK SCHEDULED	05/18/2020	11/07/2022	12/07/2022		Y
ENF 21-0040	758 WOODLAWN AVE	INSPECTED PROPERTY	PENDING 1ST TICKET	01/12/2021	11/30/2022	12/19/2022		N
ENF 21-1563	422 W WILLIAMS ST	INSPECTED PROPERTY	EXTENSION GRANTED	10/12/2021	11/17/2022	12/19/2022		N
ENF 20-0119	221 E OLIVER ST	CONTACT WITH OCCUPANT	EXTENSION GRANTED	02/24/2020	11/07/2022	01/09/2023		N
ENF 22-1162	307 GENESEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/16/2022	11/14/2022	03/14/2023		Y
ENF 20-0076	414 HUGGINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/28/2020	11/01/2022	04/24/2023		Y
ENF 20-0143	1407 LYNN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/05/2020	11/01/2022	04/25/2023		N
ENF 21-0238	821 FLETCHER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/23/2021	11/28/2022	05/23/2023		N
Total Entries				12				
FENCE VIOLATION								
ENF 22-1309	1225 W STEWART ST	INSPECTED PROPERTY	LETTER SENT	09/15/2022	11/09/2022	12/08/2022		N
Total Entries				1				
FIRE DAMAGE								
ENF 21-1898	113 S WASHINGTON ST	INSPECTED PROPERTY	DEMO PENDING	12/22/2021	11/17/2022	12/12/2022		COMM
ENF 22-1393	412 PRINDLE ST	INSPECTED PROPERTY	PENDING PERMIT APPLICATION	10/12/2022	11/17/2022	12/15/2022		Y
ENF 22-0193	1404 S CHIPMAN ST	INSPECTED PROPERTY	REF TO CITY ATTY	02/21/2022	11/21/2022	12/21/2022		Y
Total Entries				3				
FRONT YARD PARKING								
ENF 22-1444	552 N DEWEY ST	RESOLVED	CLOSED	10/24/2022	11/02/2022		11/02/2022	Y
ENF 22-1473	160 N CHESTNUT ST	RESOLVED	CLOSED	10/28/2022	11/03/2022		11/03/2022	N
ENF 22-1477	443 E MAIN ST	RESOLVED	CLOSED	10/28/2022	11/07/2022		11/07/2022	N

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ENF 22-1486	535 E MASON ST	RESOLVED	CLOSED	10/31/2022	11/08/2022		11/08/2022	N
ENF 22-1512	115 E KING ST	RESOLVED	CLOSED	11/08/2022	11/15/2022		11/15/2022	N
ENF 22-1527	910 S BALL ST	RESOLVED	CLOSED	11/10/2022	11/30/2022		11/30/2022	N
ENF 22-1474	322 N CHESTNUT ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/28/2022	11/10/2022	12/01/2022		N
ENF 22-1519	1607 YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/09/2022	11/16/2022	12/01/2022		N
ENF 22-1513	701 N PARK ST	LETTER SENT	RECHECK SCHEDULED	11/08/2022	11/22/2022	12/06/2022		N
ENF 22-1583	922 N WATER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	11/29/2022	12/06/2022		N
Total Entries				10				
FURNITURE OUTSIDE								
ENF 22-1585	817 CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	11/29/2022	12/06/2022		Y
ENF 22-1593	635 GLENWOOD AVE	INSPECTED PROPERTY	COMPLAINT LOGGED	11/30/2022	11/30/2022	12/08/2022		
Total Entries				2				
GARBAGE & DEBRIS								
ENF 22-1358	720 E OLIVER ST	RESOLVED	CLOSED	10/05/2022	11/02/2022		11/02/2022	Y
ENF 22-1368	1516 ALTA VISTA DR	RESOLVED	CLOSED	10/06/2022	11/02/2022		11/02/2022	N
ENF 22-1402	313 N HICKORY ST	RESOLVED	CLOSED	10/13/2022	11/03/2022		11/03/2022	Y
ENF 22-1412	211 N LANSING ST	RESOLVED	CLOSED	10/17/2022	11/29/2022		11/29/2022	Y
ENF 22-1418	911 BEEHLER ST	RESOLVED	CLOSED	10/18/2022	11/01/2022		11/01/2022	Y
ENF 22-1442	1210 W OLIVER ST	RESOLVED	CLOSED	10/21/2022	11/16/2022		11/16/2022	N
ENF 22-1443	713 S PARK ST	RESOLVED	CLOSED	10/24/2022	11/15/2022		11/15/2022	Y
ENF 22-1478	802 E OLIVER ST	RESOLVED	CLOSED	10/28/2022	11/14/2022		11/14/2022	N
ENF 22-1493	705 ISHAM ST	RESOLVED	CLOSED	11/02/2022	11/09/2022		11/09/2022	Y
ENF 22-1517	1240 WALNUT ST	RESOLVED	CLOSED	11/09/2022	11/22/2022		11/22/2022	Y

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ENF 22-1562	1514 W STEWART ST	RESOLVED	CLOSED	11/22/2022	11/30/2022		11/30/2022	Y
ENF 22-1265	855 GRAND AVE	2ND NOTICE SENT	PARTIALLY RESOLVED	09/07/2022	11/16/2022	12/01/2022		Y
ENF 22-1317	452 E HOWARD ST	INSPECTED PROPERTY	2ND NOTICE SENT	09/19/2022	11/10/2022	12/01/2022		N
ENF 22-1353	521 AMENT ST	LETTER SENT	PARTIALLY RESOLVED	10/04/2022	11/10/2022	12/01/2022		N
ENF 22-1496	1436 DONALD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/03/2022	11/16/2022	12/01/2022		N
ENF 21-1480	719 BROADWAY AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/23/2021	11/21/2022	12/05/2022		N
ENF 22-1479	510 RIVER ST	LETTER SENT	RECHECK SCHEDULED	10/31/2022	11/28/2022	12/05/2022		N
ENF 22-1572	713 BROADWAY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/28/2022	11/28/2022	12/05/2022		N
ENF 22-1417	1416 W MAIN ST	LETTER SENT	FINAL NOTICE	10/18/2022	11/15/2022	12/06/2022		N
ENF 22-1518	1615 HENRY ST	LETTER SENT	RECHECK SCHEDULED	11/09/2022	11/22/2022	12/06/2022		N
ENF 22-1533	1309 HERMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/14/2022	11/29/2022	12/06/2022		N
ENF 22-1555	1523 W STEWART ST	LETTER SENT	RECHECK SCHEDULED	11/21/2022	11/21/2022	12/06/2022		Y
ENF 22-1584	1102 BEEHLER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	11/28/2022	12/06/2022		N
ENF 22-1558	612 BRADLEY ST	INSPECTED PROPERTY	LETTER SENT	11/21/2022	11/21/2022	12/07/2022		N
ENF 22-1590	417 GRACE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/30/2022	11/30/2022	12/07/2022		Y
ENF 22-1371	1408 OLMSTEAD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/07/2022	11/10/2022	12/08/2022		N
ENF 22-1545	655 GLENWOOD AVE	INSPECTED PROPERTY	LETTER SENT	11/16/2022	11/30/2022	12/08/2022		N
ENF 22-1577	702 S WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/28/2022	11/28/2022	12/08/2022		Y
ENF 22-1297	718 RIVER ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/14/2022	11/28/2022	12/12/2022		N
ENF 22-1544	1408 W STEWART ST	LETTER SENT	RECHECK SCHEDULED	11/16/2022	11/30/2022	12/12/2022		N
ENF 22-1578	727 E MASON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/28/2022	11/28/2022	12/12/2022		
ENF 22-1580	810 E EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	11/29/2022	12/13/2022		N



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ENF 22-0551	811 GRACE ST	INSPECTED PROPERTY	3RD TICKET ISSUED	05/04/2022	11/28/2022	12/14/2022		N
ENF 22-1576	503 N CHIPMAN ST	LETTER SENT	RECHECK SCHEDULED	11/28/2022	11/28/2022	12/14/2022		N
ENF 22-0022	321 E WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/06/2022	11/29/2022	01/05/2023		N
ENF 22-1388	1601 YOUNG ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/11/2022	11/29/2022	04/12/2023		N
ENF 22-1318	924 GRACE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/20/2022	11/10/2022	04/19/2023		N
Total Entries				37				

GARBAGE/JUNK IN ROW

ENF 22-1315	333 N SAGINAW ST	RESOLVED	CLOSED	09/19/2022	11/14/2022		11/14/2022	Y
ENF 22-1342	413 N SAGINAW ST	RESOLVED	CLOSED	09/27/2022	11/07/2022		11/07/2022	Y
ENF 22-1359	611 QUEEN ST	RESOLVED	CLOSED	10/05/2022	11/07/2022		11/07/2022	N
ENF 22-1360	552 N DEWEY ST	RESOLVED	CLOSED	10/05/2022	11/01/2022		11/01/2022	Y
ENF 22-1376	309 GOODHUE ST	RESOLVED	CLOSED	10/10/2022	11/28/2022		11/28/2022	Y
ENF 22-1382	1523 W STEWART ST	REF TO DPW	CLOSED	10/10/2022	11/14/2022		11/14/2022	Y
ENF 22-1396	914 STATE ST	RESOLVED	CLOSED	10/12/2022	11/07/2022		11/07/2022	Y
ENF 22-1401	437 GENESEE ST	RESOLVED	CLOSED	10/13/2022	11/21/2022		11/21/2022	N
ENF 22-1416	603 CORUNNA AVE	RESOLVED	CLOSED	10/18/2022	11/08/2022		11/08/2022	Y
ENF 22-1422	112 STATE ST	RESOLVED	CLOSED	10/19/2022	11/08/2022		11/08/2022	N
ENF 22-1426	1307 CARR ST	RESOLVED	CLOSED	10/19/2022	11/21/2022		11/21/2022	N
ENF 22-1431	909 STATE ST	RESOLVED	CLOSED	10/19/2022	11/08/2022		11/08/2022	N
ENF 22-1439	115 W KING ST	RESOLVED	CLOSED	10/21/2022	11/03/2022		11/03/2022	Y
ENF 22-1445	120 N DEWEY ST	RESOLVED	CLOSED	10/24/2022	11/14/2022		11/14/2022	Y
ENF 22-1446	723 AMENT ST	RESOLVED	CLOSED	10/24/2022	11/07/2022		11/07/2022	N
ENF 22-1450	208 N HOWELL ST	RESOLVED	CLOSED	10/25/2022	11/01/2022		11/01/2022	Y

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ENF 22-1451	717 RIVER ST	RESOLVED	CLOSED	10/25/2022	11/15/2022		11/15/2022	Y
ENF 22-1452	651 PINE ST	RESOLVED	CLOSED	10/25/2022	11/15/2022		11/15/2022	N
ENF 22-1454	325 GILBERT ST	RESOLVED	CLOSED	10/25/2022	11/01/2022		11/01/2022	Y
ENF 22-1455	907 N WASHINGTON ST	INSPECTED PROPERTY	CLOSED	10/25/2022	11/01/2022		11/01/2022	N
ENF 22-1456	926 N WASHINGTON ST	RESOLVED	CLOSED	10/25/2022	11/01/2022		11/01/2022	N
ENF 22-1457	940 N PARK ST	RESOLVED	CLOSED	10/25/2022	11/01/2022		11/01/2022	N
ENF 22-1458	422 E MASON ST	RESOLVED	CLOSED	10/25/2022	11/01/2022		11/01/2022	N
ENF 22-1461	1013 FLETCHER ST	RESOLVED	CLOSED	10/26/2022	11/02/2022		11/02/2022	Y
ENF 22-1463	631 W STEWART ST	RESOLVED	CLOSED	10/26/2022	11/02/2022		11/02/2022	N
ENF 22-1467	406 E COMSTOCK ST	RESOLVED	CLOSED	10/26/2022	11/09/2022		11/09/2022	Y
ENF 22-1469	924 N WATER ST	RESOLVED	CLOSED	10/27/2022	11/16/2022		11/16/2022	N
ENF 22-1470	221 E OLIVER ST	RESOLVED	CLOSED	10/27/2022	11/03/2022		11/03/2022	N
ENF 22-1471	1311 YOUNG ST	RESOLVED	CLOSED	10/27/2022	11/02/2022		11/02/2022	N
ENF 22-1472	1607 YOUNG ST	RESOLVED	CLOSED	10/27/2022	11/09/2022		11/09/2022	N
ENF 22-1475	400 N CEDAR ST	RESOLVED	CLOSED	10/28/2022	11/03/2022		11/03/2022	N
ENF 22-1480	1428 LYNN ST	RESOLVED	CLOSED	10/31/2022	11/08/2022		11/08/2022	N
ENF 22-1481	820 WALNUT ST	RESOLVED	CLOSED	10/31/2022	11/07/2022		11/07/2022	N
ENF 22-1482	516 N SAGINAW ST	RESOLVED	CLOSED	10/31/2022	11/15/2022		11/15/2022	N
ENF 22-1484	117 OAKWOOD AVE	RESOLVED	CLOSED	10/31/2022	11/07/2022		11/07/2022	N
ENF 22-1485	533 FLETCHER ST	RESOLVED	CLOSED	10/31/2022	11/07/2022		11/07/2022	N
ENF 22-1494	625 DIVISION ST	RESOLVED	CLOSED	11/03/2022	11/10/2022		11/10/2022	N
ENF 22-1495	328 N SAGINAW ST	RESOLVED	CLOSED	11/03/2022	11/08/2022		11/08/2022	N
ENF 22-1497	815 NAFUS ST	RESOLVED	CLOSED	11/03/2022	11/09/2022		11/09/2022	N

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ENF 22-1499	410 S CHIPMAN ST	RESOLVED	CLOSED	11/07/2022	11/14/2022		11/14/2022	Y
ENF 22-1503	1201 HUNTINGTON DR	RESOLVED	CLOSED	11/07/2022	11/16/2022		11/09/2022	N
ENF 22-1504	900 HUNTINGTON DR	RESOLVED	CLOSED	11/07/2022	11/14/2022		11/14/2022	N
ENF 22-1505	407 DIMMICK ST	RESOLVED	CLOSED	11/07/2022	11/14/2022		11/14/2022	Y
ENF 22-1508	808 STEVENS DR	RESOLVED	CLOSED	11/08/2022	11/29/2022		11/29/2022	N
ENF 22-1510	1022 DINGWALL DR	RESOLVED	CLOSED	11/08/2022	11/29/2022		11/29/2022	Y
ENF 22-1511	906 N SAGINAW ST	RESOLVED	CLOSED	11/08/2022	11/23/2022		11/23/2022	N
ENF 22-1515	617 CORUNNA AVE	RESOLVED	CLOSED	11/09/2022	11/23/2022		11/23/2022	N
ENF 22-1516	319 MICHIGAN AVE	RESOLVED	CLOSED	11/09/2022	11/16/2022		11/16/2022	Y
ENF 22-1521	1017 N WATER ST	RESOLVED	CLOSED	11/09/2022	11/16/2022		11/16/2022	N
ENF 22-1522	615 GLENWOOD AVE	RESOLVED	CLOSED	11/09/2022	11/16/2022		11/16/2022	N
ENF 22-1524	715 CLINTON ST	RESOLVED	CLOSED	11/09/2022	11/23/2022		11/23/2022	Y
ENF 22-1526	1102 BEEHLER ST	RESOLVED	CLOSED	11/09/2022	11/17/2022		11/17/2022	N
ENF 22-1532	1004 S CEDAR ST	RESOLVED	CLOSED	11/14/2022	11/22/2022		11/22/2022	N
ENF 22-1534	1315 OLMSTEAD ST	RESOLVED	CLOSED	11/14/2022	11/21/2022		11/21/2022	N
ENF 22-1536	115 W KING ST	RESOLVED	CLOSED	11/15/2022	11/22/2022		11/22/2022	Y
ENF 22-1537	642 PINE ST	RESOLVED	CLOSED	11/15/2022	11/22/2022		11/22/2022	Y
ENF 22-1540	649 N SAGINAW ST	RESOLVED	CLOSED	11/15/2022	11/28/2022		11/28/2022	N
ENF 22-1547	819 N BALL ST	RESOLVED	CLOSED	11/16/2022	11/22/2022		11/22/2022	M
ENF 22-1548	204 LAFAYETTE BLVD	RESOLVED	CLOSED	11/16/2022	11/28/2022		11/28/2022	N
ENF 22-1551	415 W STEWART ST	RESOLVED	CLOSED	11/17/2022	11/22/2022		11/22/2022	Y
ENF 22-1552	821 HUNTINGTON DR	RESOLVED	CLOSED	11/21/2022	11/28/2022		11/28/2022	N

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ENF 22-1553	825 HUNTINGTON DR	RESOLVED	CLOSED	11/21/2022	11/28/2022		11/28/2022	N
ENF 22-1556	1304 CARR ST	RESOLVED	CLOSED	11/21/2022	11/28/2022		11/28/2022	Y
ENF 22-1557	717 BROADWAY AVE	RESOLVED	CLOSED	11/21/2022	11/28/2022		11/28/2022	N
ENF 22-1570	942 S LYON ST	RESOLVED	CLOSED	11/23/2022	11/30/2022		11/30/2022	N
ENF 22-1574	1025 FLETCHER ST	RESOLVED	CLOSED	11/28/2022	11/30/2022		11/30/2022	Y
ENF 22-1520	815 ADAMS ST	LETTER SENT	RECHECK SCHEDULED	11/09/2022	11/16/2022	12/01/2022		N
ENF 22-1523	332 N DEWEY ST	LETTER SENT	RECHECK SCHEDULED	11/09/2022	11/16/2022	12/01/2022		N
ENF 22-1542	825 ISHAM ST	LETTER SENT	RECHECK SCHEDULED	11/16/2022	11/22/2022	12/01/2022		N
ENF 22-1411	521 GILBERT ST	CONTACT WITH OWNER	RECHECK SCHEDULED	10/17/2022	11/28/2022	12/05/2022		N
ENF 22-1554	410 S CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/21/2022	11/28/2022	12/05/2022		Y
ENF 22-1573	515 PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/28/2022	11/28/2022	12/05/2022		N
ENF 22-1575	701 S CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/28/2022	11/28/2022	12/05/2022		N
ENF 22-1541	703 LINCOLN AVE	LETTER SENT	RECHECK SCHEDULED	11/16/2022	11/22/2022	12/06/2022		N
ENF 22-1579	618 N WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	11/29/2022	12/06/2022		N
ENF 22-1582	805 GRAND AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	11/29/2022	12/06/2022		Y
ENF 22-1566	418 W KING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/23/2022	11/30/2022	12/07/2022		Y
ENF 22-1589	1325 W STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/30/2022	11/30/2022	12/07/2022		N
ENF 22-1591	306 E MASON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/30/2022	11/30/2022	12/07/2022		N
ENF 22-1594	748 WOODLAWN AVE	INSPECTED PROPERTY	COMPLAINT LOGGED	11/30/2022	11/30/2022	12/07/2022		
ENF 22-1592	642 PINE ST	INSPECTED PROPERTY	COMPLAINT LOGGED	11/30/2022	11/30/2022	12/08/2022		

**Total Entries      81**

**HEALTH & SAFETY**

ENF 21-0921	306 CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	06/23/2021	11/09/2022	12/08/2022		N
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12/01/22

Code Enforcement Activity

11/16

NOVEMBER 2022

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0220	917 S PARK ST	INSPECTED PROPERTY	DEMO PENDING	05/19/2020	11/22/2022	12/22/2022		VAC
				Total Entries	2			
IMMINENT DANGER OF STRUCTURE								
ENF 22-0059	326 S DEWEY ST	INSPECTED PROPERTY	REF TO CITY ATTY	01/21/2022	11/23/2022	12/29/2022		VAC
				Total Entries	1			
MECHANICAL VIOLATIONS								
ENF 22-1405	216 S SHIAWASSEE ST	OBTAINED PERMIT	CLOSED	10/14/2022	11/07/2022		11/07/2022	COMM
ENF 22-1529	202 PRINDLE ST	COMPLAINT LOGGED	INSPECTION PENDING	11/14/2022	11/14/2022			Y
ENF 22-1347	112 N WASHINGTON ST	INSPECTED PROPERTY	CONTACT WITH BUSINESS	10/03/2022	11/17/2022	12/01/2022		COMM
				Total Entries	3			
MISC.								
ENF 21-1779	524 HARRISON AVE	INSPECTED PROPERTY	CLOSED	11/29/2021	11/22/2022		11/22/2022	VAC
ENF 22-0298	109 N BALL ST	INSPECTED PROPERTY	CLOSED	03/15/2022	11/21/2022		11/22/2022	N
ENF 22-1550	513 W MAIN ST	CONTACT WITH BUSINESS	CLOSED	11/17/2022	11/17/2022		11/18/2022	COMM
ENF 22-0328	1005 N SAGINAW ST	INSPECTED PROPERTY	LETTER SENT	03/17/2022	11/02/2022	01/02/2023		Y
				Total Entries	4			
MULTIPLE VIOLATIONS								
ENF 19-0751	1013 W MAIN ST	INSPECTED PROPERTY	CLOSED	10/23/2019	11/09/2022		11/09/2022	COMM
ENF 21-0942	612 GRAND AVE	RESOLVED	CLOSED	06/24/2021	11/29/2022		11/29/2022	N
ENF 21-1562	316 CORUNNA AVE	INSPECTED PROPERTY	CLOSED	10/11/2021	11/14/2022		11/15/2022	COMM
ENF 21-1670	530 N BALL ST	RESOLVED	CLOSED	11/01/2021	11/16/2022		11/16/2022	Y
ENF 22-0083	410 S WASHINGTON ST	INSPECTED PROPERTY	CLOSED	01/26/2022	11/21/2022		11/22/2022	N
ENF 22-1205	916 MILWAUKEE ST	RESOLVED	CLOSED	08/24/2022	11/08/2022		11/08/2022	Y

**Code Enforcement Activity**  
**NOVEMBER 2022**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 22-1335	1428 YOUNG ST	RESOLVED	CLOSED	09/26/2022	11/07/2022		11/07/2022	Y
ENF 22-1365	754 WOODLAWN AVE	INSPECTED PROPERTY	CLOSED	10/06/2022	11/10/2022		11/10/2022	N
ENF 22-1381	755 ALGER AVE	RESOLVED	CLOSED	10/10/2022	11/08/2022		11/08/2022	Y
ENF 22-1400	320 N DEWEY ST	RESOLVED	CLOSED	10/13/2022	11/16/2022		11/16/2022	VAC
ENF 22-1435	210 N ELM ST	RESOLVED	CLOSED	10/21/2022	11/28/2022		11/28/2022	Y
ENF 22-1453	518 PINE ST	RESOLVED	CLOSED	10/25/2022	11/22/2022		11/22/2022	Y
ENF 22-1466	710 BROADWAY AVE	RESOLVED	CLOSED	10/26/2022	11/03/2022		11/03/2022	N
ENF 22-1500	322 N BROOKS ST	INSPECTED PROPERTY	CLOSED	11/07/2022	11/28/2022		11/29/2022	N
ENF 22-1501	314 N SAGINAW ST	RESOLVED	CLOSED	11/07/2022	11/30/2022		11/30/2022	N
ENF 22-1530	223 N ELM ST	RESOLVED	CLOSED	11/14/2022	11/28/2022		11/28/2022	N
ENF 21-1749	715 E MASON ST	INSPECTED PROPERTY	EXTENSION GRANTED	11/16/2021	11/30/2022	11/30/2022		N
ENF 22-1197	316 OAKWOOD AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	08/23/2022	11/30/2022	11/30/2022		Y
ENF 21-1592	321 E STEWART ST	INSPECTED PROPERTY	2ND TICKET ISSUED	10/19/2021	11/17/2022	12/01/2022		Y
ENF 22-0450	1210 MACK ST	INSPECTED PROPERTY	2ND TICKET ISSUED	04/19/2022	11/09/2022	12/01/2022		N
ENF 22-0883	300 S CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/15/2022	11/09/2022	12/01/2022		Y
ENF 22-1366	847 BROADWAY AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/06/2022	11/16/2022	12/01/2022		Y
ENF 22-1488	632 N WATER ST	LETTER SENT	RECHECK SCHEDULED	11/01/2022	11/01/2022	12/01/2022		N
ENF 22-1502	718 N DEWEY ST	LETTER SENT	RECHECK SCHEDULED	11/07/2022	11/21/2022	12/01/2022		N
ENF 21-1821	407 N SAGINAW ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/07/2021	11/07/2022	12/05/2022		N
ENF 21-1883	1542 W MAIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/17/2021	11/03/2022	12/05/2022		Y
ENF 22-0925	1108 MEADOW DR	INSPECTED PROPERTY	REF TO CITY ATTY	06/22/2022	11/03/2022	12/05/2022		VAC
ENF 22-1271	210 N OAK ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/07/2022	11/07/2022	12/05/2022		N

**Code Enforcement Activity**  
**NOVEMBER 2022**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 22-1346	214 N ELM ST	INSPECTED PROPERTY	LETTER SENT	10/03/2022	11/16/2022	12/05/2022	N	
ENF 22-1546	424 N SAGINAW ST	LETTER SENT	RECHECK SCHEDULED	11/16/2022	11/22/2022	12/05/2022	Y	
ENF 22-1561	861 WOODLAWN AVE	LETTER SENT	RECHECK SCHEDULED	11/22/2022	11/22/2022	12/06/2022	N	
ENF 21-1884	328 PRINDLE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/17/2021	11/16/2022	12/07/2022	N	
ENF 22-1135	853 GRAND AVE	INSPECTED PROPERTY	FINAL NOTICE	08/11/2022	11/21/2022	12/07/2022	Y	
ENF 22-1150	328 S DEWEY ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	08/15/2022	11/23/2022	12/07/2022	N	
ENF 22-1543	1603 W STEWART ST	LETTER SENT	RECHECK SCHEDULED	11/16/2022	11/30/2022	12/07/2022	N	
ENF 20-0182	1210 CORUNNA AVE	INSPECTED PROPERTY	PENDING 1ST TICKET	05/11/2020	11/16/2022	12/08/2022	N	
ENF 21-1578	201 ROBBINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/14/2021	11/09/2022	12/08/2022		COMM
ENF 22-1525	1210 CORUNNA AVE	INSPECTED PROPERTY	PENDING 1ST TICKET	11/09/2022	11/16/2022	12/08/2022		COMM
ENF 22-1581	801 ALGER AVE	LETTER SENT	RECHECK SCHEDULED	11/29/2022	11/29/2022	12/08/2022	N	
ENF 22-1093	505 S LYON ST	CONTACT WITH OWNER	RECHECK SCHEDULED	08/02/2022	11/30/2022	12/12/2022	Y	
ENF 22-1391	651 GLENWOOD AVE	2ND NOTICE SENT	PARTIALLY RESOLVED	10/12/2022	11/16/2022	12/13/2022	N	
ENF 22-0522	1408 W MAIN ST	INSPECTED PROPERTY	CONTACT WITH HOMEOWNER	04/29/2022	11/14/2022	12/14/2022	N	
ENF 21-0966	817 ISHAM ST	INSPECTED PROPERTY	3RD TICKET ISSUED	06/28/2021	11/29/2022	12/19/2022		VAC
ENF 22-0518	115 W KING ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	04/28/2022	11/29/2022	12/19/2022	Y	
ENF 21-1509	1405 W MAIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/28/2021	11/22/2022	12/27/2022	N	
ENF 22-1428	531 GARFIELD AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/19/2022	11/22/2022	12/27/2022		VAC
ENF 22-0393	821 FLETCHER ST	INSPECTED PROPERTY	CONTACTED PROPERTY OWNER	04/01/2022	11/28/2022	01/03/2023	N	
ENF 22-0387	556 RANDOLPH ST	INSPECTED PROPERTY	2ND NOTICE SENT	03/30/2022	11/30/2022	01/05/2023	N	
ENF 22-1174	1018 ADA ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/17/2022	11/14/2022	01/16/2023	N	
ENF 21-1715	1005 W STEWART ST	CONTACT WITH OWNER	RECHECK SCHEDULED	11/08/2021	11/23/2022	01/18/2023	N	

Code Enforcement Activity

## NOVEMBER 2022

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 20-0917	117 W EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/03/2020	11/21/2022	01/19/2023		N
ENF 20-1016	119 W EXCHANGE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/07/2020	11/21/2022	01/19/2023		COMM
ENF 22-0090	802 E OLIVER ST	INSPECTED PROPERTY	EXTENSION GRANTED	01/28/2022	11/23/2022	01/19/2023		N
ENF 22-1429	614 ALGER AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/19/2022	11/22/2022	01/25/2023		VAC
ENF 22-1531	635 WOODLAWN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/14/2022	11/29/2022	01/31/2023		N
ENF 22-1492	841 WOODLAWN AVE	CONTACT WITH OWNER	RECHECK SCHEDULED	11/02/2022	11/29/2022	05/01/2023		N
ENF 22-1506	1018 N HICKORY ST	HOMEOWNER CALLED IN	RECHECK SCHEDULED	11/07/2022	11/10/2022	05/10/2023		N
ENF 22-1487	911 BEEHLER ST	CONTACT WITH OWNER	EXTENSION GRANTED	11/01/2022	11/23/2022	06/01/2023		Y
Total Entries				58				
NO BUILDING PERMIT								
ENF 22-1568	1005 WILTSHIRE DR	OBTAINED PERMIT	CLOSED	11/23/2022	11/28/2022		11/28/2022	N
ENF 22-1535	110 W EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/14/2022	11/22/2022	12/01/2022		COMM
ENF 22-1565	1350 JACKSON DR	LETTER SENT	RECHECK SCHEDULED	11/22/2022	11/23/2022	12/01/2022		N
ENF 22-1356	1416 W MAIN ST	FINAL NOTICE SENT	RECHECK SCHEDULED	10/04/2022	11/15/2022	12/06/2022		N
Total Entries				4				
RENTAL REGISTRATION								
ENF 22-0908	721 N CHIPMAN ST	INSPECTED PROPERTY	CLOSED	06/20/2022	11/15/2022		11/15/2022	Y
ENF 22-1225	430 E COMSTOCK ST	CONTACT WITH OWNER	CLOSED	08/29/2022	11/04/2022		11/04/2022	Y
ENF 22-1332	631 WOODLAWN AVE	RENTAL REG FORM SUBMITTED	CLOSED	09/22/2022	11/17/2022		11/17/2022	Y
ENF 22-1460	1130 S SHIAWASSEE ST	RENTAL REG FORM SUBMITTED	CLOSED	10/26/2022	11/03/2022		11/03/2022	Y
ENF 22-1464	914 STATE ST	LETTER SENT	CLOSED	10/26/2022	10/26/2022		11/15/2022	Y
ENF 22-1489	120 N DEWEY ST	RENTAL REG FORM SUBMITTED	CLOSED	11/01/2022	11/04/2022		11/04/2022	Y



12/01/22

### **Code Enforcement Activity**

15/16

NOVEMBER 2022

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 22-1459	714 N SAGINAW ST	COMPLAINT LOGGED	LETTER SENT	10/26/2022	11/23/2022	12/23/2022		Y
Total Entries				7				
RENTAL UNIT VIOL								
ENF 22-1374	211 N LANSING ST	INSPECTED PROPERTY	CLOSED	10/10/2022	11/01/2022		11/01/2022	Y
Total Entries				1				
SIGN VIOLATION								
ENF 22-1569	917 E MAIN ST	LETTER SENT	RECHECK SCHEDULED	11/23/2022	11/23/2022	12/01/2022		COMM
ENF 22-1571	501 W MAIN ST	LETTER SENT	RECHECK SCHEDULED	11/23/2022	11/23/2022	12/14/2022		COMM
Total Entries				2				
TEMPORARY STRUCTURES								
ENF 22-0236	726 GRAND AVE	INSPECTED PROPERTY	LETTER SENT	03/03/2022	11/14/2022	12/14/2022		N
ENF 22-0305	914 E MASON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	03/15/2022	11/22/2022	03/06/2023		N
ENF 21-1655	405 HURON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/27/2021	11/14/2022	03/15/2023		N
ENF 21-0380	924 GRACE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/11/2021	11/28/2022	04/19/2023		N
ENF 22-1564	822 ISHAM ST	LETTER SENT	RECHECK SCHEDULED	11/22/2022	11/22/2022	05/01/2023		N
ENF 21-1759	1701 HERMAN ST	CONTACT WITH OCCUPANT	RECHECK SCHEDULED	11/18/2021	11/02/2022	05/31/2023		Y
ENF 22-1587	708 ABREY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/30/2022	11/30/2022	06/01/2023		N
ENF 22-1588	701 FRAZER AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/30/2022	11/30/2022	06/01/2023		N
Total Entries				8				
TRAILER VIOLATIONS								
ENF 22-1483	712 N WASHINGTON ST	CONTACT WITH OWNER	CLOSED	10/31/2022	11/03/2022		11/03/2022	N
Total Entries				1				
TREE VIOLATIONS								

Code Enforcement Activity

NOVEMBER 2022

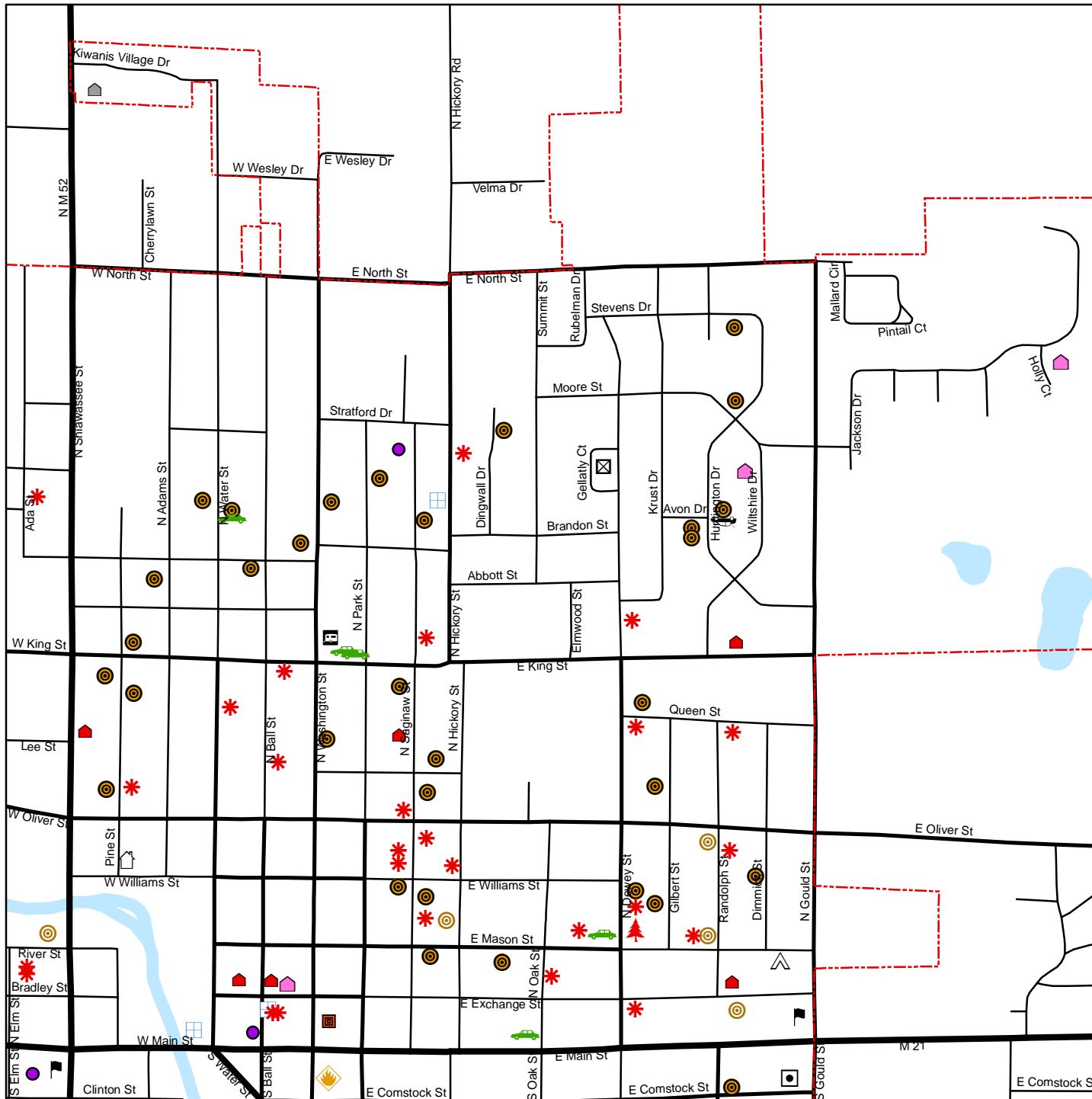
Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 22-1491	308 N DEWEY ST	RESOLVED	CLOSED	11/02/2022	11/02/2022		11/02/2022	
ENF 22-1312	519 AMENT ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/19/2022	11/08/2022	05/01/2023		Y
Total Entries				2				
VACANT STRUCTURES								
ENF 20-0758	1434 PEARCE ST	INSPECTED PROPERTY	CONTACT WITH HOMEOWNER	09/18/2020	11/16/2022	12/08/2022		VAC
Total Entries				1				
WINDOWS								
ENF 20-1017	123 W EXCHANGE ST	INSPECTED PROPERTY	CLOSED	12/07/2020	11/01/2022		11/01/2022	COMM
ENF 22-1507	917 N HICKORY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/07/2022	11/07/2022	12/07/2022		N
ENF 22-1385	300 W MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/11/2022	11/23/2022	12/28/2022		COMM
Total Entries				3				
ZONING								
ENF 20-0866	415 STATE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/20/2020	11/08/2022	12/08/2022		COMM
ENF 22-1287	1225 W STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/12/2022	11/29/2022	12/08/2022		N
Total Entries				2				
Total Records:		297			Total Pages:		16	

# City of Owosso

## Code Enforcement Activity

### November 2022

### NE Quadrant



#### Category

- Accessory Structures
- Appliances
- Auto Repair/Junk Vehicle
- Building Violation
- Doors In Violation
- Exterior Paint/Siding
- Fire Damage
- Front Yard Parking
- Garbage & Debris
- Garbage/Junk In ROW
- Mechanical Violations
- Misc.
- Multiple Violations
- No Building Permit
- Sign Violation
- Temporary Structures
- Trailer Violations
- Tree Violations
- Windows

#### Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

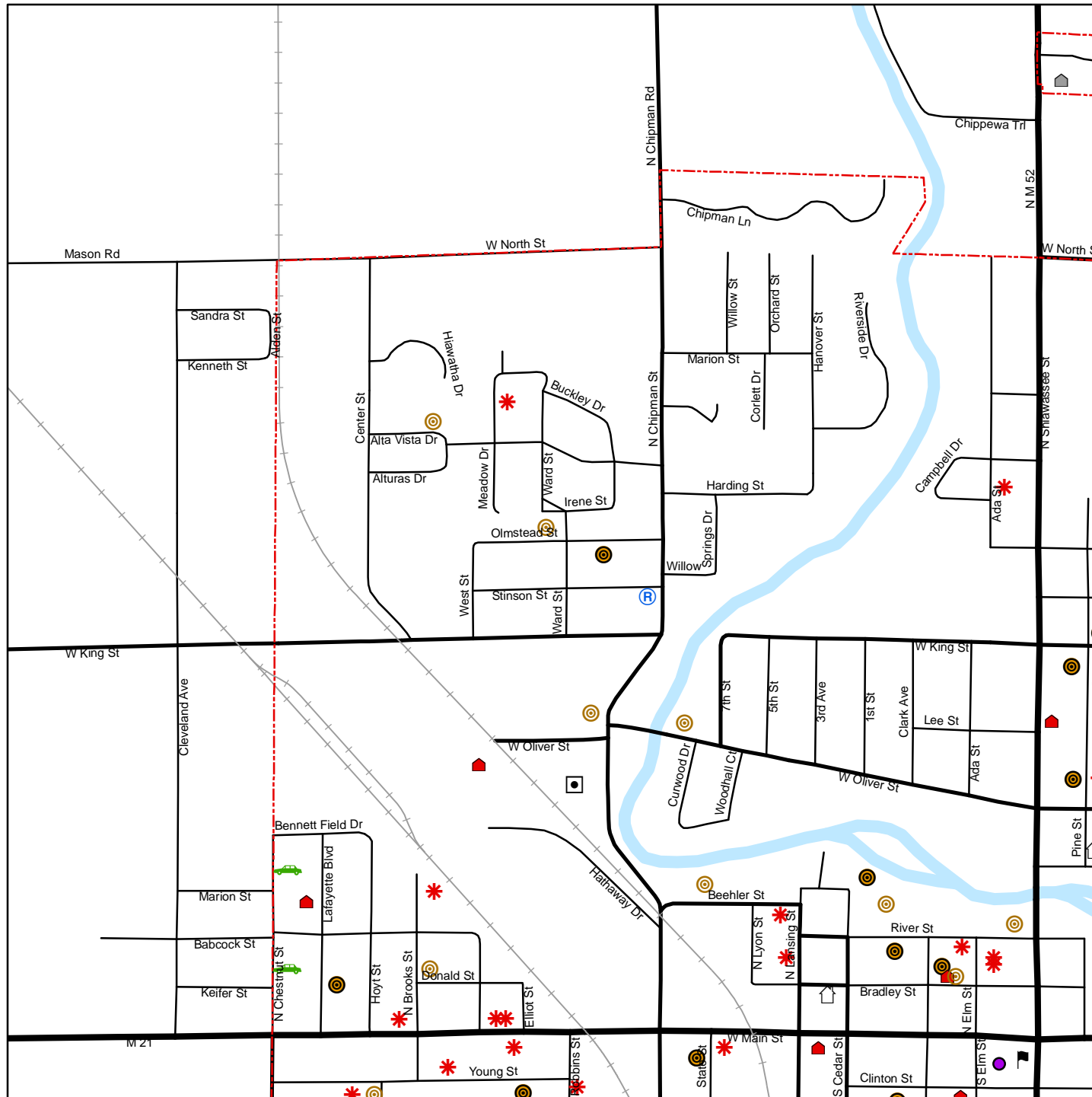


# City of Owosso

## Code Enforcement Activity

### November 2022

### NW Quadrant



#### Category

- Accessory Structures
- Appliances
- Building Violation
- Exterior Paint/Siding
- Front Yard Parking
- Garbage & Debris
- Garbage/Junk In ROW
- Misc.
- Multiple Violations
- Rental Registration
- Sign Violation

#### Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

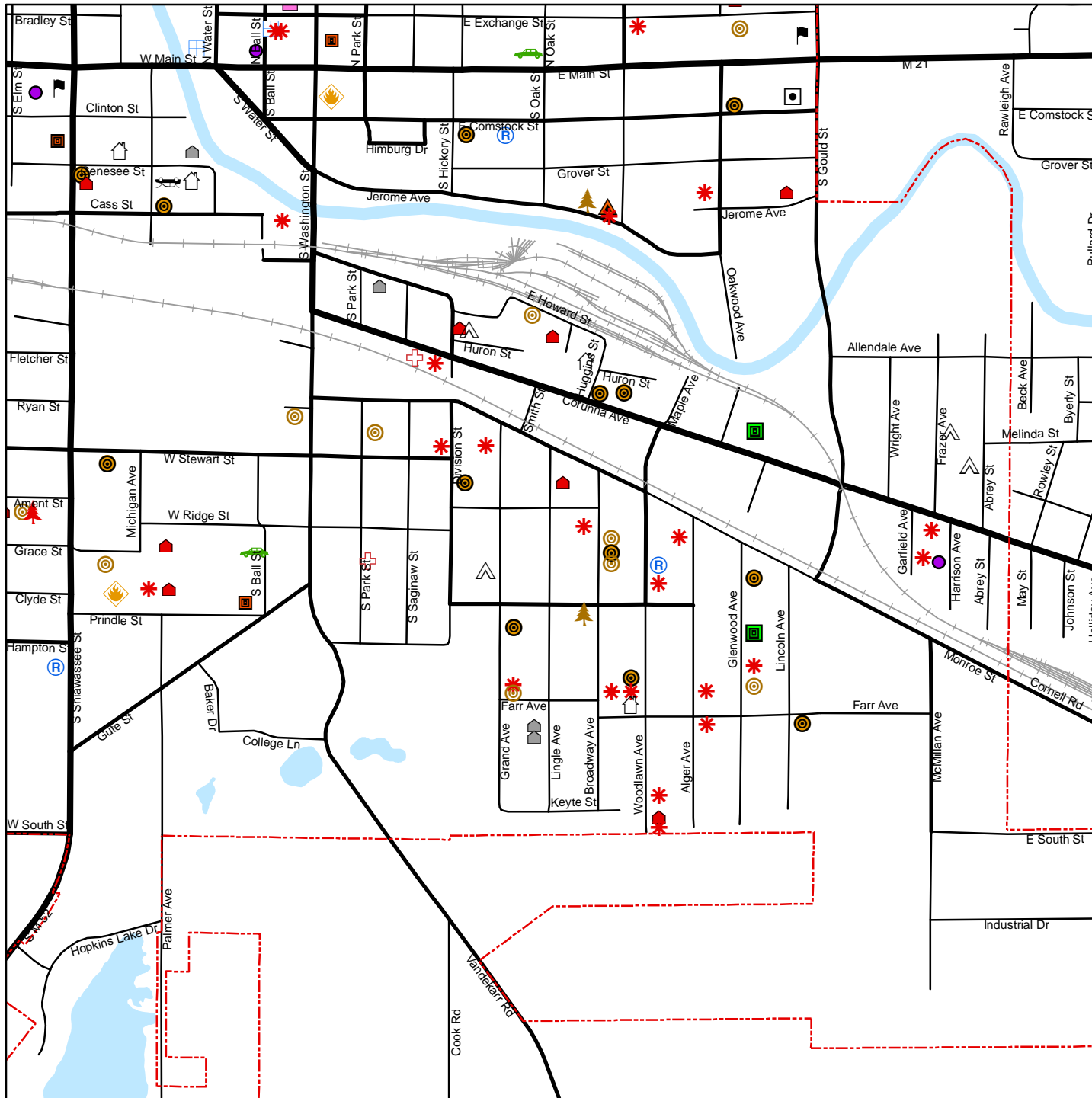


# City of Owosso

## Code Enforcement Activity

### November 2022

### SE Quadrant



#### Category

- Accessory Structures
- Appliances
- Auto Repair/Junk Vehicle
- Building Violation
- Dead Tree
- Exterior Paint/Siding
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garbage & Debris
- Garbage/Junk In ROW
- Health & Safety
- Imminent Danger Of Structure
- Mechanical Violations
- Misc.
- Multiple Violations
- No Building Permit
- Rental Registration
- Sign Violation
- Temporary Structures
- Tree Violations
- Windows

#### Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

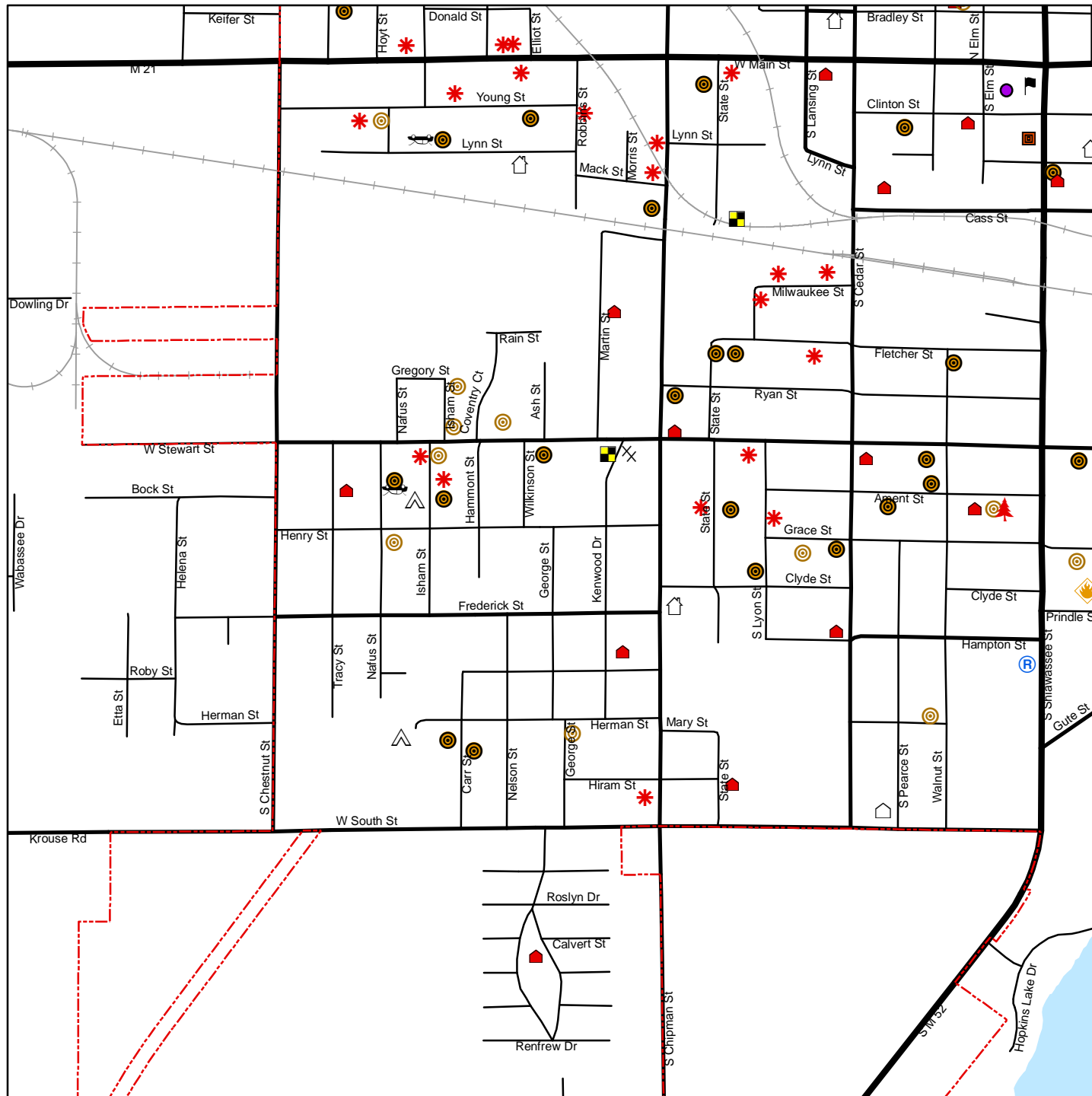


# City of Owosso

## Code Enforcement Activity

### November 2022

### SW Quadrant



0 300 600 900 1,200 Feet



**Monthly Inspection List**  
**November 2022**

BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR Total Inspections:	26
HARRIS, JON	ELECTRICAL INSPECTOR Total Inspections:	27
HISSONG, BRAD	BUILDING OFFICIAL Total Inspections:	103
FREEMAN, GREG	CODE ENFORCEMENT Total Inspections:	354
MAYBAUGH, BRAD	CODE ENFORCEMENT Total Inspections:	318
Grand Total Inspections:		828

CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2022												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>ADULT USE RECREATIONAL RETAIL</b>												
1	0	0	0	1	0	1	0	1	0	0	0	4
\$5,000				\$5,000		\$5,000		\$5,000				\$20,000
<b>BENTLEY PARK RENTAL</b>												
16	1	6	10	6	5	6	6	2	0	0	0	58
\$400	\$25	\$200	\$250	\$175	\$100	\$150	\$200	\$50				\$1,550
<b>EXCESS MARIHUANA GROWER</b>												
0	0	0	0	0	0	0	0	0	1	0	0	1
									\$5,000			\$5,000
<b>GROWER LICENSE</b>												
0	0	1	0	0	0	0	0	0	1	0	0	2
		\$5,000							\$5,000			\$10,000
<b>HARMON PATRIDGE PARK RENTAL</b>												
8	0	2	6	10	12	16	10	4	0	0	0	68
\$200		\$100	\$150	\$250	\$350	\$550	\$275	\$150				\$2,025
<b>MOBILE FOOD VENDING (Food Truck License)</b>												
0	0	0	1	1	0	0	0	0	0	0	0	2
			\$150	\$150								\$300
<b>PARK VENDOR LICENSE (Food Vendor License)</b>												
0	0	1	0	0	0	0	0	0	0	0	0	1
		\$100										\$100
<b>PROVISIONING CENTER</b>												
1	0	0	0	1	0	1	0	1	0	0	0	4
\$5,000				\$5,000		\$5,000		\$5,000				\$20,000
<b>RECREATIONAL GROW</b>												
0	0	0	0	0	0	1	0	0	1	0	0	2
						\$5,000			\$5,000			\$10,000
<b>RENTAL (Renewals)</b>												
1	4	0	0	1	2	0	2	3	1	0	0	14
\$50	\$75			\$25	\$50		\$100	\$100	\$50			\$450
<b>RENTAL REGISTRATIONS (New)</b>												
3	5	0	0	5	4	1	2	0	1	3	0	24
\$75	\$150			\$125	\$100	\$25	\$25		\$25	\$175		\$700
<b>RESIDENTIAL DESIGNATED PARKING</b>												
0	0	0	0	0	1	0	0	0	0	0	0	1
					\$840							\$840
<b>TOTALS:</b>												
30	10	10	17	25	24	26	20	11	5	3	0	181
\$10,725	\$250	\$5,400	\$550	\$10,725	\$1,440	\$15,725	\$600	\$10,300	\$15,075	\$175	\$0	\$70,965





301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0580

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# *MEMORANDUM*

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DATE: December 2, 2022

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: November 2022 Fire & Ambulance Report

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Attached are the statistics for the Owosso Fire Department (OFD) for November 2022. The Owosso Fire Department responded to 222 incidents in the month of November.

OFD responded to 28 fire calls and responded to 194 EMS calls.

Previous Month ▾

Nov 1, 2022 - Nov 30, 2022 ▾

13%

FIRE  
Percentage of Total Incidents

87%

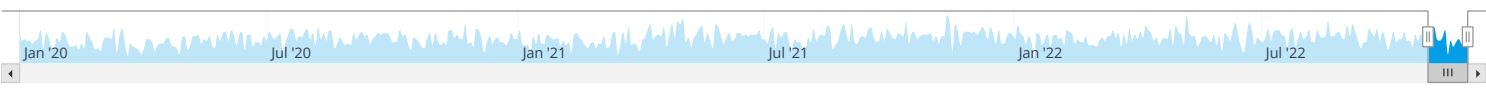
EMS  
Percentage of Total Incidents

222

INCIDENTS  
In Selected Time Slice

30

DAYS  
In Selected Time Slice



Counts % Rows % Columns % All

Week Ending	11/6/22	11/13/22	11/20/22	11/27/22	12/4/22	12/11/22	12/18/22	12/25/22	1/1/23	1/8/23	1/15/23	1/22/23	1/29/23	Total
(10) Fire, other				1										1
(11) Structure Fire		2		1										3
(15) Outside rubbish fire		2												2
(30) Rescue, emergency medical call (EMS), other	1													1
(31) Medical assist		1												1
(32) Emergency medical service (EMS) incident	48	46	42	37	19									192
(41) Combustible/f... spills & leaks				1	1									2
(44) Electrical wiring/equipm.. problem	2			1										3
(46) Accident, potential accident	1													1
(61) Dispatched and canceled en route	2	3												5
(62) Wrong location, no emergency found		1												1
(65) Steam, other gas mistaken for smoke		1												1
(67) HazMat release investigation w/no HazMat		1												1
(73) System or detector malfunction			1	1										2

Week Ending	11/6/22	11/13/22	11/20/22	11/27/22	12/4/22	12/11/22	12/18/22	12/25/22	1/1/23	1/8/23	1/15/23	1/22/23	1/29/23	Total
(74) Unintentional system/detect... operation (no fire)		2		2	2									6
Total	54	59	43	44	22									222



# OWOSSO POLICE DEPARTMENT

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

## MEMORANDUM

DATE: 12 December 2022  
TO: Owosso City Council  
FROM: Eric E. Cherry  
Police Department Lieutenant  
RE: November 2022 Police Activity Report

	November 2020	November 2021	November 2022
Part I Crimes	15	26	30
Part II Crimes	74	75	83
Violent Crimes	10	6	11
Total Reports	135	144	171
Felony Arrests	7	12	7
Total Arrests	37	41	48
Traffic Stops	47	19	197
All Dispatched Events	518	771	1167

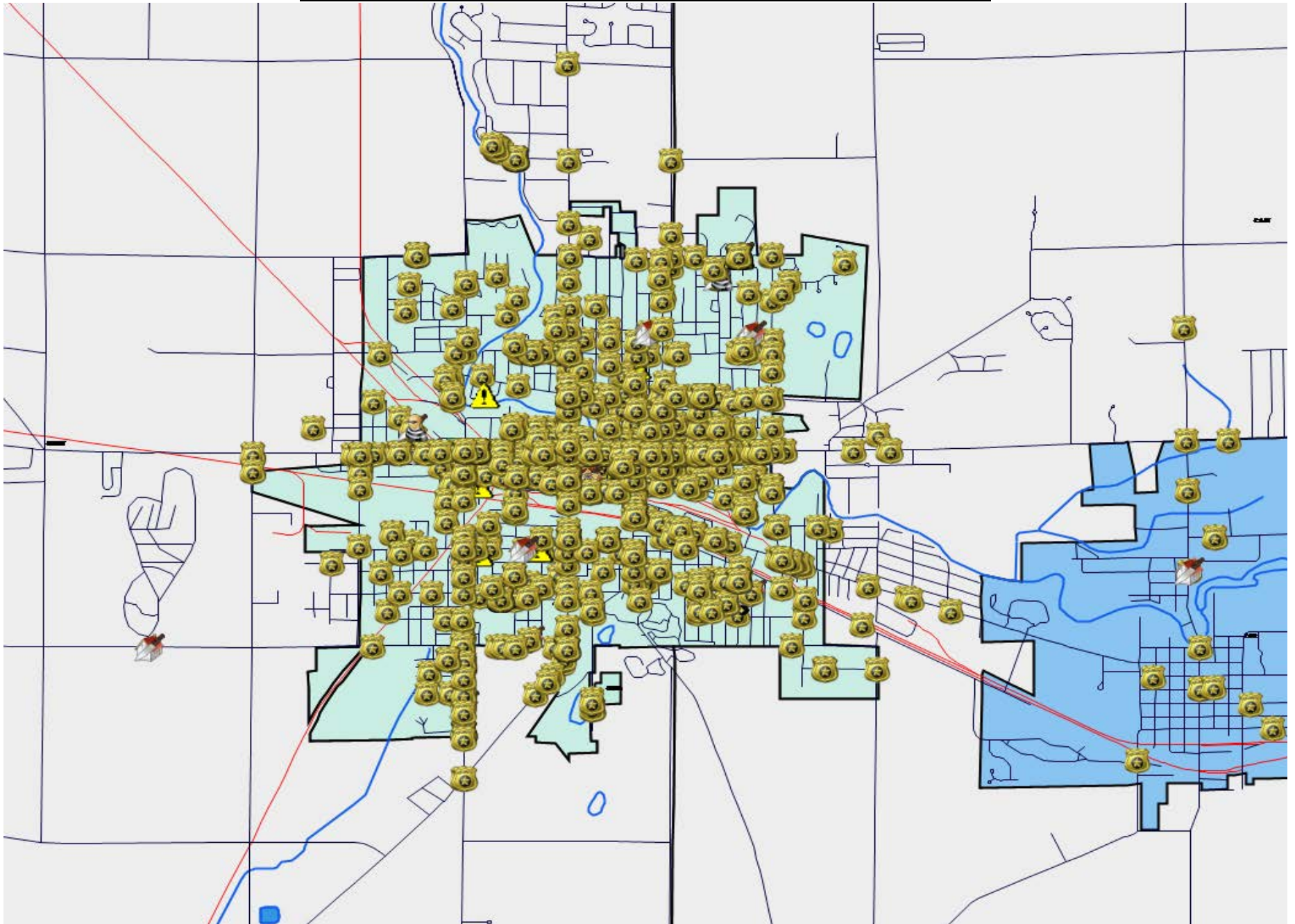
### ***Master Plan Goal 3.1, 3.2***

*The Police Department's administration met with Shiawassee Health & Wellness on several occasions to discuss the operations plan for COSSAP grant awarded to the represented agencies. This grant is focused on data collection of overdoses and developing a quick response team to be deployed when there is an overdose.*

*The Police Department on the evening of November 23<sup>rd</sup>, assigned two officers for Operating while Intoxicated/under Influence of Narcotics enforcement through our joint grant with the Shiawassee County Sheriff's Office and the Office of Highway Safety. The officers made fifteen traffic stops and two arrests for suspicion of operating while intoxicated.*

*The Police Department's administration met with Shiawassee Health & Wellness and went over their After-Action Review from the Active Shooter training Owosso Police put on for them. This was an all-staff training event for Shiawassee Health & Wellness, and they had positive reviews from the training and our department's assistance.*

*POLICE CALL LOCATIONS IN NOVEMBER 2022*



**DRAFT MINUTES**  
**REGULAR MEETING OF THE**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET**  
**CITY OF OWOSSO**

**December 7, 2022, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chairman Jon Moore at 7:37 A.M.

**ROLL CALL:** Taken by Director Kuiper

**MEMBERS PRESENT:** Chairman Jon Moore, Vice-Chairman Brianna Marrah, Commissioners: Josh Ardelean, Bill Gilbert, Nicole Reyna, Melissa Wheeler.

**MEMBERS ABSENT:** Commissioners Sue Osika and Lance Omer

**OTHERS PRESENT:** Beth Kuiper, Director; Nick Bruckman, AmeriCorps Service Member

**AGENDA:**  
**IT WAS MOVED BY VICE-CHAIR MARRAH AND SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE AGENDA AS PRESENTED.**

**AYES: ALL. MOTION CARRIED.**

**MINUTES:**  
**IT WAS MOVED BY COMMISSIONER REYNA AND SUPPORTED BY VICE-CHAIR MARRAH TO APPROVE THE MINUTES AS PRESENTED FOR THE REGULAR MEETING HELD NOVEMBER 2, 2022.**

**AYES: ALL. MOTION CARRIED.**

**PUBLIC COMMENTS:**

No public comments.

**ITEMS OF BUSINESS:**

1. **CHECK REGISTER NOVEMBER 2022:** presented.

**MOTION BY COMMISSIONER GILBERT, SUPPORTED BY COMMISSIONER ARDELEAN TO APPROVE THE CHECK REGISTER AS PRESENTED FOR NOVEMBER 2022.**

**AYES: ALL. MOTION CARRIED.**

2. **BUDGET REPORT:** presented.
3. **DISCUSSION REGARDING THE WEBSITE.**
4. **2022-2023 BOARD MEETING CALENDAR DISCUSSION.**
5. **SCHEDULE OF EVENTS DISCUSSION.**

## **6. MASTER LEVEL AGREEMENT DISCUSSION.**

### **COMMITTEE UPDATES:**

1. **Design:** ARPA Soil Boring Test.
2. **Promotion:** GLOW follow-up.
3. **Organization:** Influencer Program.
4. **Economic Vitality:** Match on Main, Vitality Grant.

### **BOARD CONTINUING EDUCATION/INFORMATION:**

2023 Board Retreat will be held January 11, 2023 from 6:00pm – 9:00pm in Old Town, Lansing.

National Main Street Conference will be held March 27-29, 2023 in Boston, Massachusetts.

**DIRECTOR UPDATES:** Director Kuiper presented the Impact Report.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

### **ADJOURNMENT:**

**IT WAS MOVED BY COMMISSIONER GILBERT AND SUPPORTED BY VICE-CHAIR MARRAH TO  
ADJOURN AT 9:04 A.M.**

**AYES: ALL. MOTION CARRIED.**

**NEXT MEETING JANUARY 4, 2023.**

**PARKS AND RECREATION COMMISSION  
REGULAR MEETING**  
Draft Minutes of Wednesday, December 7, 2022  
7:00 p.m.  
City Hall

**CALL TO ORDER:** Commissioner Workman called the meeting to order at 7:01 p.m.

**PLEDGE OF ALLEGIANCE:** Was recited

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

***MEMBERS PRESENT:*** Chairman Workman, Vice-Chair Selbig, Commissioners Horton, Maginity, Smith, Bila, and Rodman

***MEMBERS ABSENT:*** None.

***OTHERS PRESENT:*** Amy Fuller, Assistant City Manager and Dennis Mahoney

**APPROVAL OF AGENDA:** COMMISSIONER RODMAN MADE A MOTION TO APPROVE THE AGENDA FOR DECEMBER 7, 2022. MOTION SUPPORTED BY COMMISSIONER HORTON. AYES ALL, MOTION CARRIED.

**APPROVAL OF MINUTES:** COMMISSIONER RODMAN MADE A MOTION TO APPROVE THE MINUTES FOR OCTOBER 26, 2022 WITHOUT CHANGES. MOTION SUPPORTED BY COMMISSIONER BILA. AYES ALL, MOTION CARRIED.

**PUBLIC COMMENTS:** None.

**COMMUNICATIONS:** None.

**OLD BUSINESS:** Amy Fuller shared that City Council and the Owosso School Board approved an easement request for the amphitheater grounds.

**ITEM OF BUSINESS:**

Park Rules: The existing Park Rules were reviewed. Suggested changes included changing the hours at Collamer Park to add a closing time of 11 p.m. and rewording the boating requirements at Hopkins Lake to specify that only electric trolling motors are permitted. **COMMISSIONER BILA MADE A MOTION TO APPROVE THE PARK RULES WITH CHANGES. MOTION SUPPORTED BY COMMISSIONER HORTON. AYES ALL, MOTION CARRIED.**

**Next Meeting:** Special Meeting, December 22, 2022, at 7:00 PM at City Hall.

**PUBLIC/COMMISSIONERS COMMENTS:** Commissioner Bila requested more information regarding invasive species. Amy Fuller will look into scheduling a presentation for the Commission.

**ADJOURNMENT:** COMMISSIONER HORTON MADE A MOTION TO ADJOURN AT 7:43 P.M. MOTION SUPPORTED BY COMMISSIONER SELBIG. AYES ALL, MOTION CARRIED.

Respectfully submitted by:  
Amy Fuller, Assistant City Manager