

ATTENTION: A 30-MINUTE COUNCIL DISCUSSION PERIOD WILL BE HELD IMMEDIATELY PRIOR TO THIS REGULAR MEETING. THE PUBLIC IS WELCOME TO ATTEND.

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JULY 17, 2023
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 JULY 3, 2023:

ADDRESSING THE CITY COUNCIL

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

CONSENT AGENDA

1. First Reading & Set Public Hearing – Fortune Telling Ordinance Repeal. Conduct first reading and set a public hearing for Monday, August 7, 2023 to receive citizen comment regarding the proposed repeal of Chapter 19, Offenses, Section 19-4, *Fortune telling*, of the Code of Ordinances of the City of Owosso, to comply with Michigan State Law.
2. Traffic Control Order Request – Oat Fest. Approve the request from Lizzie Fredrick, Owosso Main Street DDA Executive Director, for the closure of Main Street Plaza on Friday, July 28, 2023 from 3:00 p.m. – 10:00 p.m. for the Oat Fest event, and further approve Traffic Control Order No. 1502 formalizing the request.

Master Plan Implementation Goals: 4.2, 4.6, 5.9, 5.12

3. Traffic Control Order – Vintage Motorcycle Days. Approve the request from Lizzie Fredrick, Owosso Main Street DDA Executive Director, for the closure of Main Street Plaza, S. Washington St. from Main St. to Water St., and Comstock St. from Water St. to Park St. on Saturday, August 26, 2023 from 7:00 a.m. – 4:00 p.m. for the Vintage Motorcycle Days event, and further approve Traffic Control Order No. 1503 formalizing the request.
Master Plan Implementation Goals: 4.2, 4.6, 5.9, 5.12
4. Contract Amendment No. 1 – Professional Services Agreement - Auditing Services Contract. Approve Amendment No. 1 to the Professional Services Agreement - Auditing Services Contract with Berthiaume & Co. CPAS increasing the first year of the contract in an amount not to exceed \$2,500.00 for the correction of the City's fixed assets depreciation schedules and authorize payment to the vendor upon satisfactory completion of the task.
5. Bid Award – 2023 NEP Grant Construction Project – HDF-2023-37-NEP. Accept the low bid of Keyes Quality Construction LLC for the 2023 NEP Grant Construction Project (HDF-2023-37-NEP) in the amount of \$70,000.00 and authorize payment to the contractor in accordance with NEP Grant guidelines.
6. Purchase Authorization – Two Police Vehicles. Waive competitive bidding requirements, authorize a joint purchase from Lunghamer Ford of Owosso, LLC for the purchase of two 2024 Ford Interceptor Police Utility vehicles in the amount of \$97,452.00 under the terms of State of Michigan Contract No. 071B7700180 / Macomb County Contract # 21-18, and further authorize payment to the vendor upon satisfactory delivery of the vehicles \$39,500.00 of which shall be reimbursed with USDA Rural Development grant funding.
Master Plan Implementation Goals: 3.2
7. Professional Services Agreement – 2024 Bridge Maintenance Projects Engineering Services. Waive competitive bidding requirements, approve a Professional Services Agreement with Spicer Group, Inc. for full design engineering and construction administration services the 2024 Bridge Maintenance Projects in the amount of \$58,477.00, and authorize payment to the engineer as terms of the contract are fulfilled.
Master Plan Implementation Goals: 3.4
8. Warrant No. 630 – Correction. Authorize correction to Warrant No. 630 as follows:

Vendor	Description	Fund	Amount
Waste Management	Service Period 06-01-2023 – 06/15/2023	WWTP	\$11,011.93
Caledonia Charter Township	Quarterly Payment per July 2006 water district agreement	Water	\$47,792.90 \$47,942.90
Owosso Charter Township	Quarterly Payment per February 2011 water agreement	Water	\$18,926.33

ITEMS OF BUSINESS

None.

COMMUNICATIONS

1. Toni Marr, Downtown Development Authority. Letter of resignation.
2. Tanya S. Buckelew, Planning & Building Director. June 2023 Building Department Report.
3. Tanya S. Buckelew, Planning & Building Director. June 2023 Code Violations Report.
4. Tanya S. Buckelew, Planning & Building Director. June 2023 Inspections Report.
5. Tanya S. Buckelew, Planning & Building Director. June 2023 Certificates Issued Report.
6. Kevin D. Lenkart, Public Safety Director. June 2023 Police Report.

7. Kevin D. Lenkart, Public Safety Director. June 2023 Fire Report.
8. Brownfield Redevelopment Authority. Minutes of June 14, 2023.
9. Parks & Recreation Commission. Minutes of June 28, 2023.
10. Owosso Historical Commission. Minutes of July 10, 2023.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, August 07, 2023

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2024
Building Board of Appeals – Alternate - term expires June 30, 2025
Downtown Development Authority – Resident – term expires June 30, 2025
Zoning Board of Appeals – Alternate – term expires June 30, 2024
Zoning Board of Appeals – Alternate – term expires June 30, 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. The City of Owosso Website address is 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 July 17, 2023. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL
Monday, July 17, 2023
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/83073245129?pwd=ZzVqWVJBWkpHekZXSGI4NTRoOW9Vdz09>
- **Meeting ID: 830 7324 5129**
- **Password: 894261**
- **One tap mobile**

+13052241968,,83073245129#,,,,*894261# US

+13092053325,,83073245129#,,,,*894261# 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 July 17, 2023 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF JULY 3, 2023
7:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR MARLENE WEBSTER
CITY CHURCH

PLEDGE OF ALLEGIANCE: PASTOR DON FIELDS
CALVARY BAPTIST CHURCH

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

ABSENT: Councilmember Nicholas L. Pidek.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JUNE 20, 2023

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of June 20, 2023 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Rebecca Runyan, 1115 N. Chipman Street, asked the Council to consider repealing Sec. 19-4, Fortune Telling, from the Code of Ordinances saying the State repealed its prohibition on fortune telling back in 1993 and the City needs to do the same as people should be free to read fortunes or have their fortunes read if they so choose.

Eddie Urban, 601 Glenwood Avenue, said the last couple of weeks have been challenging for him, it seems that everywhere he turns something is falling apart. He went on to encourage people to stay patriotic and said that he has the back of all his fellow Americans, regardless of their beliefs.

Responding to Ms. Runyan's question, City Attorney Scott Gould explained that the ban on fortune telling came about at a time when many people fell victim to those purporting to be fortune tellers, swindling them out of their money. The State later repealed the law because it conflicted with the right to freedom of speech. He said he was unsure why the ordinance remained on the City's books and that he could find no record of anyone the City had prosecuted under the law.

Public Safety Director Kevin Lenkart pointed out that plans were already in place for the Council to begin addressing the repeal of the ordinance at their next meeting.

CONSENT AGENDA

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

Traffic Control Order Request - Block Party Permission. Waive the insurance requirement, approve request from Athena Kurtz of the River North Neighborhood Planning Committee for closure of Ada Street between West King Street and Lee Street from 4:00 p.m.- 11:30pm Saturday, August 12, 2023 for a block party, and further approve Traffic Control Order No. 1500 formalizing the request.

Traffic Control Order Request - Moonlight Market. Approve the request from Josephine Brown, Executive Director of the Downtown Owosso Farmers Market, for the closure of Curwood Castle Drive from M-52 to Bradley Street on Thursday, August 10, 2023 from 2:00 p.m. – 9:00 p.m. for the Moonlight Market event, and further approve Traffic Control Order No. 1501 formalizing the request.

Master Plan Implementation Goals: 1.17, 4.2, 4.6, 5.9, 5.12

Bid Award – Heavy Duty Twin-Post Vehicle Lift. Approve bid award to Equipment Distributors Incorporated of Fair Haven, Michigan for the purchase of a Heavy-Duty Twin-Post Vehicle Lift in the amount of \$18,909.43 and approve payment to the distributor upon satisfactory delivery of said equipment as follows:

RESOLUTION NO. 128-2023

AUTHORIZING THE PURCHASE OF A HEAVY-DUTY TWIN-POST VEHICLE LIFT FROM EQUIPMENT DISTRIBUTORS INCORPORATED OF FAIR HAVEN, MICHIGAN

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to maintain the City's large fleet of vehicles and equipment; and

WHEREAS, the City sought bids for a Heavy-Duty Twin-Post Vehicle Lift to provide a safer, more effective working environment for staff while maintaining equipment; and

WHEREAS, the City of Owosso received the sole bid from Equipment Distributors Incorporated, and it is hereby determined Equipment Distributors Incorporated is qualified to provide said equipment and that it has submitted the lowest responsible and responsive bid.

WHEREAS, the City has sufficient funds to purchase said item from its fleet maintenance fund.

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

FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase a Heavy-Duty Twin-Post Vehicle Lift from Equipment Distributors Incorporated in the amount of \$18,909.43.

SECOND: the contract between the City of Owosso, Michigan and Equipment Distributors Incorporated shall be in the form of a City Purchase Order.

THIRD: the accounts payable department is authorized to pay Equipment Distributors up to the purchase order amount of \$18,909.43 upon satisfactory delivery of said equipment.

FOURTH: the above expenses shall be paid from account no. 661-901-979.000.

Warrant No. 630. Authorize Warrant No. 630 as follows:

Vendor	Description	Fund	Amount
Waste Management	Service Period 06-01-2023 – 06/15/2023	WWTP	\$11,011.93
Caledonia Charter Township	Quarterly Payment per July 2006 water district agreement	Water	\$47,792.90
Owosso Charter Township	Quarterly Payment per February 2011 water agreement	Water	\$18,926.33

***Check Register – June 2023.** Affirm check disbursements totaling \$1,320,129.87 through June 23, 2023.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Pidek.

ITEMS OF BUSINESS

None.

COMMUNICATIONS

Brad A. Barrett, Finance Director. Financial Report – May 2023.

Owosso Historical Commission. Minutes of June 12, 2023.

WWTP Review Board. Minutes of June 27, 2023.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments to be heard.

NEXT MEETING

Monday, July 17, 2023

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2024
Building Board of Appeals – Alternate - term expires June 30, 2025
Zoning Board of Appeals – Alternate – term expires June 30, 2024
Zoning Board of Appeals – Alternate – term expires June 30, 2025

ADJOURNMENT

Motion by Councilmember Fear for adjournment at 7:43 p.m.

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

Robert J. Teich, Jr., Mayor

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.



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: July 10, 2023
TO: Owosso City Council
FROM: Kevin Lenkart
Owosso Public Safety Chief
RE: Repeal of Fortune Telling Ordinance

Recommendation:

I recommend Council approve the attached resolution setting a public hearing for Monday, August 7, 2023 at 7:30 p.m. to receive citizen comment regarding the proposed repeal of Sec. 19-4, Fortune telling, of the Code of Ordinances.

Background:

The recommended repeal of Sec. 19-4 would nullify the ordinance to comply with Michigan State law.

RESOLUTION NO.

**AUTHORIZING FIRST READING & SETTING A PUBLIC HEARING
REGARDING THE PROPOSAL TO REPEAL SEC. 19-4, FORTUNE TELLING,
OF THE CODE OF ORDINANCES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a fortune telling ordinance that is no longer applicable as the State of Michigan long ago repealed the law banning said services; and

WHEREAS, the City desires to repeal the ordinance banning fortune telling within the City limits; 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 Chapter 19, Offenses, Article 1, Section 19-4, *Fortune telling*, of the Code of Ordinances of the City of Owosso be repealed in its entirety as follows:

~~**Sec. 19-4. Fortune telling.** It shall be unlawful for any person to pretend for money or gain, to predict future events by cards, tokens, trances, the inspection of the hands or the conformation of the skull of any person, mind reading so called, or by consulting the movements of the heavenly bodies.~~

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, August 7, 2023, at 7:30 p.m. for the purpose of hearing citizen comments regarding the proposed amendment to the Code of Ordinances.

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

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



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

MEMORANDUM

DATE: July 10, 2023
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: Traffic Control Order # 1502

Lizzie Fredrick, Owosso Main Street DDA Executive Director, is requesting the following street and lot closure for the first ever Oat Fest.

LOCATION:

Main Street Plaza

DATE/TIME:

July 28, 2023, from 3:00 pm – 10:00 pm

And

LOCATION:

S. Washington Street from Main Street to Water Street

DATE/TIME:

July 28, 2023, from 4:00 pm – 10:00 pm

The Public Safety Department has issued Traffic Control Order# 1502 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of said traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.:

1502

DATE:

7/10/2023

TIME:

2:15 pm

REQUESTED BY:

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL:

Street and lot closure

LOCATION OF CONTROL:

Main Street Plaza

&

S. Washington St. from Main St. to Water St.

EVENT/DATES:

Oat Fest

LOT CLOSURE:

DATE: July 28, 2023

TIME: 3:00pm – 10:00pm

STREET CLOSURE:

DATE: July 28, 2023

TIME: 4:00pm - 10:00pm

APPROVED BY COUNCIL

_____, 20 ____

REMARKS



APPLICATION FOR USE OF CITY STREETS & PARKING LOTS FOR SPECIAL EVENTS

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

This application, plus all required documentation and fees shall be submitted to the Public Safety Department at least thirty (30) days and not more than one hundred twenty (120) days prior to the first day of the requested event, with 2 exceptions:

1. Applicants requiring the issuance of a conditional use permit as required by Sec. 38-504(4)(b), shall submit a complete application at least ninety (90) days prior to the event.
2. Applicants requesting the use of a state trunkline shall submit a complete application at least forty-five (45) days prior to the event.

Event Name: Oat Fest

Applicant Name: Owosso Main Street/Downtown Development Authority Date: 7/7/23
(Individual or Group Name)

Primary Contact: Lizzie Fredrick Title: Executive Director

Address: 301 W. Main Street

Phone: 989-725-0571 Email: lizzie.fredrick@ci.owosso.mi.us

Requested Date(s): 7/28/23 Requested Hours: 3-10pm
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Main Street Plaza, 3-10pm
and Washington Street from Main Street to Water Street, 4-10pm

Detailed description of the use for which the request is made: Quaker Oats mural reveal celebration
including music, games and food.

Please attach the following items and mark the corresponding checkbox indicating their inclusion. See back for detailed descriptions of each item:

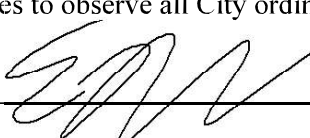
- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Executed Hold Harmless Agreement |
| <input checked="" type="checkbox"/> | Map of the Event Area with Event location highlighted |
| <input checked="" type="checkbox"/> | Rules or policies applicable to persons participating in proposed event |
| <input checked="" type="checkbox"/> | Proof of Insurance |
| | or |
| <input type="checkbox"/> | Request for Insurance Waiver |
| <input checked="" type="checkbox"/> | Application Fee |

Continued on back...

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. In consideration of the granting of permission by the City of Owosso to the Applicant for the use of facilities set forth above, Applicant shall indemnify, defend and hold harmless the City of Owosso, their officials, employees, agents, professionals and volunteers, collectively ("CITY") from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys' fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of the use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Applicant, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether it is caused in part by a party indemnified hereunder.

The Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct. Applicant agrees to observe all City ordinances, laws and/or conditions imposed.

Applicant Signature: _____



Date: 7/7/23

Information Regarding Required Documents

Map of the Event Area – Map showing the general area where the event will be located. The exact event location /event route must be highlighted and the locations requiring barricades for the requested street/lot closure must be clearly marked.

Rules or policies - Rules and policies applicable to events and activities organized in such a manner as to constitute an invitation to members of the general public to participate in the event or activity shall comply with all applicable local, state and federal laws and regulations and shall include, at a minimum, a process for appealing decisions that have the effect of denying participation or imposing limitations on participation beyond those generally applicable to all other participants.

Proof of Insurance – A Certificate of Insurance and Endorsement acceptable to the City evidencing General Liability insurance for the event in the minimum amount of \$1,000,000 per occurrence. Coverage shall be endorsed to name the City of Owosso as additional insured and be primary and non-contributory to any other insurance the City has.

or

Request for Insurance Waiver - The City Council may waive the insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose. Check box if you are requesting waiver of insurance.

Applicants must indicate whether they are providing proof of insurance or requesting an insurance waiver. Request for a waiver in no way guarantees a waiver will be granted.

Application Fee – Fee set by resolution of City Council to offset a portion of the costs related to the processing of special events applications.

☒ \$30 Application (30-120 days prior to 1st day of event)

☒ Additional: G/L 248.705.818.000

☐ \$50 Additional MDOT Closure (M-21, M-71, M-52)

☐ Additional: _____

☒ \$15 Additional-Expedited Fee (14-29 days prior to 1st day of event)

☐ Additional: _____

\$ 45.00 Total Due at Time of Application. Please make check payable to: City of Owosso.

.....
Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐ Date: _____

Traffic Control Order Number _____

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Owosso	Proposal No: Q000013987
Date of Original Membership:	September 1, 1986	
Proposal Effective Dates:	July 01, 2023 To July 01, 2024	
Member Representative:	Brad Barrett	Telephone #: (989) 725-0575
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Owosso** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Owosso** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Owosso is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Owosso is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Owosso's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$75,000 Per Occurrence
Vehicle Physical Damage	\$1,000 Per Vehicle	\$15,000 Per Vehicle \$30,000 Per Occurrence
Fire/EMS Replacement Cost	\$1,000 Per Occurrence	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	N/A

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

The **City of Owosso** is afforded all coverages provided by MMRMA, except as listed below:

1. Sewage System Overflow
2. Specialized Emergency Response Expense Recovery Coverage
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Owosso agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Liability	15,000,000	N/A	N/A	N/A
2	Judicial Tenure	N/A	N/A	N/A	N/A
3	Sewage System Overflows	0	N/A	0	N/A
4	Volunteer Medical Payments	25,000	N/A	N/A	N/A
5	First Aid	2,000	N/A	N/A	N/A
6	Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7	Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
	Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8	Michigan No-Fault	Per Statute	N/A	N/A	N/A
9	Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Buildings and Personal Property	70,206,008	350,000,000	N/A	N/A
2	Personal Property in Transit	2,000,000	N/A	N/A	N/A
3	Unreported Property	5,000,000	N/A	N/A	N/A
4	Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5	Fine Arts	2,000,000	N/A	N/A	N/A
6	Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7	Money and Securities	1,000,000	N/A	N/A	N/A
8	Accounts Receivable	2,000,000	N/A	N/A	N/A
9	Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10	Fire and Emergency Vehicle Rental (12 week limit)	2,000 per week	N/A	N/A	N/A
11	Structures Other Than a Building	15,000,000	N/A	N/A	N/A
12	Dam/Dam Structures/Lake Level Controls	0	N/A	N/A	N/A
13	Transformers	0	N/A	N/A	N/A
14	Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
15	Marine Property	1,000,000	N/A	N/A	N/A
16	Other Covered Property	10,000	N/A	N/A	N/A
17	Income and Extra Expense	5,000,000	N/A	N/A	N/A
18	Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
19	Faithful Performance	Per Statute	N/A	N/A	N/A
20	Earthquake	5,000,000	N/A	5,000,000	100,000,000
21	Flood	5,000,000	N/A	5,000,000	100,000,000
22	Terrorism	50,000,000	50,000,000	N/A	N/A

W. EXCHANGE ST.

E. EXCHANGE ST.

N. WASHINGTON ST.

S. PARK ST.

N. SAGINAW ST.

E. MAIN ST.

S. BALL ST.

RESERVE NO. 3

HIMBURG DR.



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0580 • FAX (989) 723-8854

MEMORANDUM

DATE: July 11, 2023
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: Traffic Control Order # 1503

Lizzie Fredrick, Owosso Main Street/DDA Executive Director, is requesting the following street/lot closure for the annual Owosso Vintage Motorcycle Days.

LOCATION:

**Washington St. from Main St. to Water St.,
Comstock St. from Water St. to Park St.
Main Street Plaza**

DATE:

August 26, 2023

TIME:

7:00 am – 4:00 pm

The Public Safety Department has issued Traffic Control Order # 1503 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of said traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1503

7/11/2023

2:45 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street and lot closure

LOCATION OF CONTROL

Washington St. from Main St. to Water St.,
Comstock St. from Water St. to Park St.
Main Street Plaza

EVENT:

Owosso Vintage Motorcycle Days
DATE: August 26, 2023
TIME: 7:00 am - 4:00 pm

APPROVED BY COUNCIL

_____, 20 ____

REMARKS



APPLICATION FOR USE OF CITY STREETS & PARKING LOTS FOR SPECIAL EVENTS

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

This application, plus all required documentation and fees shall be submitted to the Public Safety Department at least thirty (30) days and not more than one hundred twenty (120) days prior to the first day of the requested event, with 2 exceptions:

1. Applicants requiring the issuance of a conditional use permit as required by Sec. 38-504(4)(b), shall submit a complete application at least ninety (90) days prior to the event.
2. Applicants requesting the use of a state trunkline shall submit a complete application at least forty-five (45) days prior to the event.

Event Name: Owosso Vintage Motorcycle Days

Applicant Name: Owosso Main Street/Downtown Development Authority Date: 7-10-2023
(Individual or Group Name)

Primary Contact: Lizzie Fredrick Title: Executive Director

Address: 301 W. Main St.

Phone: 989-725-0571 Email: lizzie.fredrick@ci.owosso.mi.us

Requested Date(s): 8-26-2023 Requested Hours: 7:00 a.m. to 4:00 p.m.
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Washington Street from Main Street to Water Street,
Main Street Plaza, and Comstock Street from Water Street to Park Street

Detailed description of the use for which the request is made: This event is a vintage- and custom-
built motorcycle show.

Please attach the following items and mark the corresponding checkbox indicating their inclusion. See back for detailed descriptions of each item:

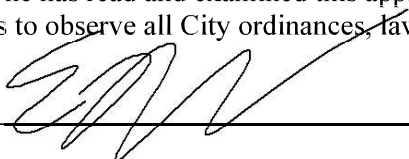
- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Executed Hold Harmless Agreement |
| <input checked="" type="checkbox"/> | Map of the Event Area with Event location highlighted |
| <input checked="" type="checkbox"/> | Rules or policies applicable to persons participating in proposed event |
| <input checked="" type="checkbox"/> | Proof of Insurance |
| | or |
| <input type="checkbox"/> | Request for Insurance Waiver |
| <input checked="" type="checkbox"/> | Application Fee |

Continued on back...

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. In consideration of the granting of permission by the City of Owosso to the Applicant for the use of facilities set forth above, Applicant shall indemnify, defend and hold harmless the City of Owosso, their officials, employees, agents, professionals and volunteers, collectively ("CITY") from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys' fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of the use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Applicant, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether it is caused in part by a party indemnified hereunder.

The Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct. Applicant agrees to observe all City ordinances, laws and/or conditions imposed.

Applicant Signature: _____



Date: 07/11/23

Information Regarding Required Documents

Map of the Event Area – Map showing the general area where the event will be located. The exact event location /event route must be highlighted and the locations requiring barricades for the requested street/lot closure must be clearly marked.

Rules or policies - Rules and policies applicable to events and activities organized in such a manner as to constitute an invitation to members of the general public to participate in the event or activity shall comply with all applicable local, state and federal laws and regulations and shall include, at a minimum, a process for appealing decisions that have the effect of denying participation or imposing limitations on participation beyond those generally applicable to all other participants.

Proof of Insurance – A Certificate of Insurance and Endorsement acceptable to the City evidencing General Liability insurance for the event in the minimum amount of \$1,000,000 per occurrence. Coverage shall be endorsed to name the City of Owosso as additional insured and be primary and non-contributory to any other insurance the City has.

or

Request for Insurance Waiver - The City Council may waive the insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose. Check box if you are requesting waiver of insurance.

Applicants must indicate whether they are providing proof of insurance or requesting an insurance waiver. Request for a waiver in no way guarantees a waiver will be granted.

Application Fee – Fee set by resolution of City Council to offset a portion of the costs related to the processing of special events applications.

☒ \$30 Application (30-120 days prior to 1st day of event)

☒ Additional: 248.705.818.770

☐ \$50 Additional MDOT Closure (M-21, M-71, M-52)

☐ Additional: _____

☐ \$15 Additional-Expedited Fee (14-29 days prior to 1st day of event)

☐ Additional: _____

\$ 30.00 Total Due at Time of Application. Please make check payable to: City of Owosso.

.....
Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐ Date: _____

Traffic Control Order Number _____

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson

Vintage Motorcycle Days Traffic Control Order (TCO)

- The motorcycle bike show is free, but must be registered to be entered into the show.
- Motorcycles entered into the show must be built before the year 2000, or must be custom-built.
- Attendees wishing to put their bike into the bike show must arrive and check-in between 8:00 a.m. and 11:00 a.m.
- The check-in station will be on the North East corner of S. Washington St. and Comstock St.
- Owosso Main Street does not assume any liability for any entries made into the motorcycle show.
- Judging takes place at 2:00 p.m. on S. Washington St. Motorcycle owners are encouraged to be present for the judging.
- Award Ceremony is at 3:00 p.m. on S. Washington St. Winners must be present to receive their award/prize.

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Owosso	Proposal No: Q000013987
Date of Original Membership:	September 1, 1986	
Proposal Effective Dates:	July 01, 2023 To July 01, 2024	
Member Representative:	Brad Barrett	Telephone #: (989) 725-0575
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Owosso** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Owosso** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Owosso is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Owosso is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Owosso's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$75,000 Per Occurrence
Vehicle Physical Damage	\$1,000 Per Vehicle	\$15,000 Per Vehicle \$30,000 Per Occurrence
Fire/EMS Replacement Cost	\$1,000 Per Occurrence	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	N/A

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

The **City of Owosso** is afforded all coverages provided by MMRMA, except as listed below:

1. Sewage System Overflow
2. Specialized Emergency Response Expense Recovery Coverage
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Owosso agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

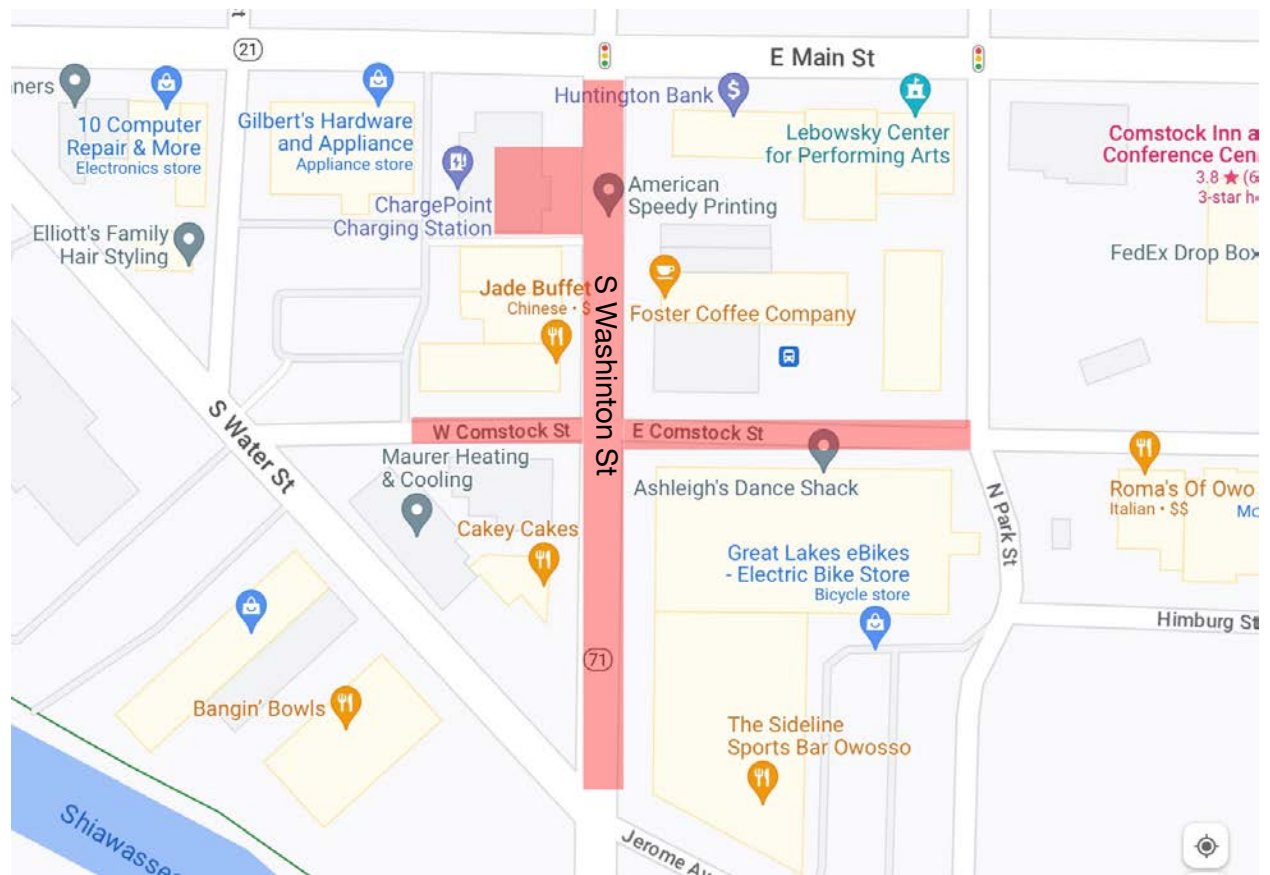
After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Liability	15,000,000	N/A	N/A	N/A
2	Judicial Tenure	N/A	N/A	N/A	N/A
3	Sewage System Overflows	0	N/A	0	N/A
4	Volunteer Medical Payments	25,000	N/A	N/A	N/A
5	First Aid	2,000	N/A	N/A	N/A
6	Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7	Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
	Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8	Michigan No-Fault	Per Statute	N/A	N/A	N/A
9	Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime		Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Buildings and Personal Property	70,206,008	350,000,000	N/A	N/A
2	Personal Property in Transit	2,000,000	N/A	N/A	N/A
3	Unreported Property	5,000,000	N/A	N/A	N/A
4	Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5	Fine Arts	2,000,000	N/A	N/A	N/A
6	Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7	Money and Securities	1,000,000	N/A	N/A	N/A
8	Accounts Receivable	2,000,000	N/A	N/A	N/A
9	Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10	Fire and Emergency Vehicle Rental (12 week limit)	2,000 per week	N/A	N/A	N/A
11	Structures Other Than a Building	15,000,000	N/A	N/A	N/A
12	Dam/Dam Structures/Lake Level Controls	0	N/A	N/A	N/A
13	Transformers	0	N/A	N/A	N/A
14	Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
15	Marine Property	1,000,000	N/A	N/A	N/A
16	Other Covered Property	10,000	N/A	N/A	N/A
17	Income and Extra Expense	5,000,000	N/A	N/A	N/A
18	Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
19	Faithful Performance	Per Statute	N/A	N/A	N/A
20	Earthquake	5,000,000	N/A	5,000,000	100,000,000
21	Flood	5,000,000	N/A	5,000,000	100,000,000
22	Terrorism	50,000,000	50,000,000	N/A	N/A





301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0570 • FAX (989) 723-8854

MEMORANDUM

DATE: July 11, 2023

TO: Owosso City Council

FROM: Brad Barrett, Finance Director

SUBJECT: Amend Professional Services Agreement for Financial Audit Services

RECOMMENDATION:

Approve Amendment No. 1 to the Professional Services Agreement – Audit Services contract with Berthiaume & Co. CPAS, increasing the first year charges by the estimated amount of \$2,500.00, for additional services to correct and properly set up the City of Owosso's fixed asset depreciation schedules.

BACKGROUND:

In May of this year, Owosso City Council approved a multiyear service agreement with Berthiaume & Co. CPAS for the completion of an annual audit and single audit for each fiscal year of the contract. A review of the City's financial data has been completed in preparation for the financial audit for the fiscal year that ended June 30, 2023, and the Finance Department has been informed there is a \$101,483 difference between the depreciation schedules and the financial statements related to the City's \$47 million in fixed assets. It is recommended the City's depreciation data be properly input into a fixed asset software by the auditing firm so the true nature of any discrepancy can be determined and corrected. An amendment is required to add this task to the existing agreement.

FISCAL IMPACTS:

The audit amendment will be charged to various funds as budgeted.

Attachments:

Resolution
Communication

RESOLUTION NO.

**AUTHORIZING AMENDMENT NO. 1 TO
THE PROFESSIONAL SERVICES AGREEMENT – AUDIT SERVICES CONTRACT
WITH BERTHIAUME & CO. CPAS**

WHEREAS, Owosso City Council approved a multiyear service contract with Berthiaume & Co. CPAS on May 1, 2023 for the provision of annual audit services; and

WHEREAS, in anticipation of this year's audit, the firm has reviewed the City's financial data and a discrepancy between the fixed asset depreciation schedules and the financial statements has been discovered; and

WHEREAS, additional work will be required to resolve the discrepancy, necessitating an amendment to the services agreement.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN:

- FIRST: the City of Owosso has heretofore determined that it is advisable and necessary and in the public interest to engage Berthiaume & Co. CPAS, certified public accountants, to improve and correct the depreciation schedules for the City of Owosso, Michigan.
- SECOND: that Amendment No. 1 to the Professional Services Agreement – Audit Services contract is hereby approved, increasing the first year of the contract in an amount not to exceed \$2,500.00, resulting in a first-year total of \$33,500.00.
- THIRD: the Mayor and City Clerk are hereby instructed and authorized to sign the amendment, substantially in the form attached.
- FOURTH: the Accounts Payable department is authorized to submit payment to Berthiaume & Co. CPAS in an amount not to exceed \$33,500.00 in the first year.
- FIFTH: the above expenses will be paid from various funds as budgeted.

**AMENDMENT NO. 1 TO
THE PROFESSIONAL SERVICES AGREEMENT – AUDIT SERVICES CONTRACT
WITH BERTHIAUME & CO. CPAS**

This amendment is attached and made part of the Professional Services Agreement - Audit Services contract approved May 1, 2023 between the city of Owosso, Michigan (the City) and Berthiaume & Co. CPAS (the Firm).

**PROFESSIONAL SERVICES AGREEMENT - AUDIT SERVICES
AMENDMENT NO. 1**

PROJECT SCOPE OF WORK

The project scope of work is increased to include:

- Repair and correct fixed asset depreciation schedules using Fixed Asset CS software.

SCHEDULE

The schedule for the contract remains as originally set.

COMPENSATION

The contract cost in the first year is to be increased by an amount up to \$2,500.00.

Original Contract Cost – FYE June 30, 2024	\$31,000.00
Revised Contract Cost	\$33,500.00

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

Approved by City Council: July 17, 2023

For the Firm:

Berthiaume & Co. CPAS

By: _____

By: _____

Executed: _____, 2023

For the City:

City of Owosso, Michigan

By: _____
Robert J. Teich, Jr., Mayor

By: _____
Amy K. Kirkland, City Clerk

Executed: _____, 2023

From: [Ken](#)
To: [Brad A. Barrett](#)
Cc: [Darcie](#)
Subject: CITY OF OWOSSO AUDIT - DEPRECIATION SCHEDULES
Date: Monday, July 10, 2023 9:31:59 AM
Attachments: [image2992.pdf](#)
[image2993.pdf](#)

Brad,

As you know, I have spent some time reviewing the City's depreciation schedules and I have sent some related questions to the prior year CPA.

My observations about the depreciation schedules and current setup are as follows:

- The depreciation data, that is currently available, is on Excel software printouts. At some point, in the past, the City depreciation data was in a Thomson Reuters Fixed Assets CS but that data has not been available.
- In my summary review (see attached) I found that there is a difference of \$ 101,483.09 between the schedules and the books. We can fix that with a prior period adjustment.
- The problems with using Excel for the depreciation data, in my opinion, are as follows:

No good separate tracking of annual changes - additions, deletions and transfers of the assets.

Formula problems.....sometimes things don't add up correctly.

Allocation of the annual depreciation expense by governmental function has no good tracking and may be inconsistent.

Individual assets could sometimes get over depreciated.

- The City may have been setup to use the Modified Approach (please see attached) for infrastructure assets, but it may not have been properly used/implemented.....I am working on this question.

As we discussed recently over the telephone, I would like to help the City get the depreciation data properly set up in our Fixed Asset CS software. This will involve entering each asset, by us, in the system. I estimate the cost/fee for this extra work could be \$1,500 to \$2,500.

Ken Berthiaume, CPA
989-791-1555



MEMORANDUM

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

DATE: July 11, 2023

TO: Mayor Teich and the Owosso City Council

FROM: Tanya Buckelew, Planning & Building Director

SUBJECT: Bid Award – 2023 NEP Grant Construction Project (HDF-2023-37-NEP)

RECOMMENDATION:

Recommend Council approve the bid for the 2023 Neighborhood Enhancement Program (NEP) Grant Construction Project (HDF-2023-37-NEP) and recommend approval of contracts with Keyes Quality Construction LLC of Owosso, Michigan for said grant project.

BACKGROUND:

The City applied for, and has been awarded, an NEP Grant in the amount of \$75,000 (\$70,000 for the grant and \$5,000 for reimbursement of administrative costs). A City match is not required. This grant will pay for exterior upgrades to single-family homes (i.e. roofing, siding, windows, porches).

Five (5) homeowners were selected from a pool of qualified applicants. Each home will receive exterior home improvements including new windows and painting. Bids were solicited for the collective group of projects and the lowest bid is from Keyes Quality Construction LLC with a bid of \$70,533.75. The terms of the grant cap the funds for construction at \$70,000.00 and cannot be exceeded, thus the contract will be awarded in the amount of \$70,000.00. Staff will work with the contractor to ensure this limit is not surpassed.

Said grant projects are scheduled to be completed by November 2023.

FISCAL IMPACTS:

Minimal impact on the budget is expected as the NEP Grant funds will be paid to Keyes Quality Construction LLC via the City of Owosso and the City will be reimbursed for the administrative time spent on this grant.

The project costs will be paid from the Housing & Redevelopment Fund 254-200-818.000.

Attachments: (1) Resolution
(2) Bid Tab

RESOLUTION NO.

**AUTHORIZING AWARD OF
THE 2023 NEP GRANT CONSTRUCTION PROJECT (HDF-2023-37-NEP) BID
TO KEYES QUALITY CONSTRUCTION LLC**

WHEREAS, the Michigan State Housing Development Authority Neighborhood Enhancement Program (NEP) is designed to improve the livability and aesthetic of homes in economically disadvantaged neighborhoods through the funding of exterior improvements to homes/property; and

WHEREAS, the City of Owosso applied for and received an NEP grant totaling \$75,000; \$70,000 of which is assigned to assist willing property owners in funding exterior improvements to their homes, such as roof replacement, window replacement, and siding; the remaining \$5,000 is allocated for administrative expenses; and

WHEREAS, the beneficiaries of this grant include five (5) residents of the community needing exterior home improvements that meet the qualifications of the program; and

WHEREAS, the City of Owosso, as the named administrator for the grant, sought bids from contractors for performance of the necessary exterior home improvements; a bid was received from Keyes Quality Construction LLC and it is hereby determined that Keyes Quality Construction LLC is qualified to provide such services and that it has submitted the lowest responsible and responsive bid in the amount of \$70,533.75; and

WHEREAS, per the terms of the grant agreement construction costs cannot exceed \$70,000; City Staff will negotiate with the contractor to bring the total contract amount under this threshold.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary, and in the public interest to employ Keyes Quality Construction LLC for exterior improvements to five residential homes as a part of the 2023 NEP Grant Construction Project (HDF-2023-37-NEP) in the amount of \$70,000.00.
- SECOND: The City Manager and the Planning & Building Director, having been previously designated as authorized signers for the grant, are instructed and authorized to sign the document substantially in the form attached, Homeowner and Contractor Contract, 2023 NEP Grant Construction Project (HDF-2023-37-NEP), with one contract signed for each home selected for participation in the program.
- THIRD: The Accounts Payable department is authorized to pay Keyes Quality Construction LLC for work satisfactorily completed on the project up to the contract amount, with prior approval from MSHDA.
- FOURTH: The above expenses shall be paid from the Housing & Redevelopment Fund 254-200-818.000.

**CITY OF OWOSSO
HOMEOWNER AND CONTRACTOR CONTRACT
2023 NEP GRANT CONSTRUCTION PROJECT**

THIS CONTRACT

dated _____ between _____
(Hereinafter referred to as "Homeowner" and

(Hereinafter referred to as "Contractor"), sets forth the terms and conditions for work to be

Performed on the premises located at this Street
Address _____

FOR PURPOSES of this Contract, **City of Owosso (hereinafter referred to as "Administrator")** shall assume the role of intermediary between the Homeowner and the Contractor in order to provide assistance in completing the work to be performed under the Contract.

ARTICLE I

THE SPECIFICATION entitled "Bid Specifications for Home Improvement Project # _____", are hereby incorporated into this Contract and made a part hereof (hereinafter referred to as "Work Specifications") for setting forth the work to be performed under this Contract. All work specifications must be pre-approved by the Administrator via a written Notice to Proceed.

ARTICLE II

IN CONSIDERATION of the work performed by the Contractor according to the Work Specifications, the Contractor shall receive a payment in full (dollar amount spelled out)

_____, (numeric amount), \$ _____,
which may be paid at the Contractor's option, as follows:

- ☐ Option 1: A sum equal to 100% of the total contract amount paid upon completion and approval of the work.
- ☐ Option 2: A sum equal to _____ % of the total contract amount at one-half completion and, _____ % of the total contract amount at three quarter completion and, at completion and final approval of work by the homeowner, an additional _____ %.

ARTICLE III

THE WORK to be performed under this Contract shall begin within _____ days from the date of the "Proceed to Work Order" issued by Homeowner. The work shall be completed within _____ days from the start of the work, unless the Contractor can show just cause for the delay of completion and obtains an extension of time in writing, signed by the Homeowner, and approved by the Administrator.

ARTICLE IV

IF THE CONTRACTOR fails to complete the work within the specified time, the Administrator (with the consent of and on behalf of the Homeowner) will send the Contractor a letter by Certified Mail requesting completion of the work within a reasonable number of days from the date of the letter.

In addition, through the Administrator's bidding process, a performance bond and bid bond are

required to ensure completion of the project.

ARTICLE V

THE CONTRACTOR will provide all materials, equipment, and labor necessary to perform the work stated in the Work Specifications. All work performed under this Contract will be completed in a good and reasonably skillful manner in strict adherence to the Work Specifications. "Workmanlike" will include reasonable aesthetic standards. **Any work performed by the Contractor which is not stated in the Work Specifications and Work Change Orders authorized by the Administrator will not be paid under this Contract.**

ARTICLE VI

THE CONTRACTOR will keep the premises clean, orderly, and safe during the course of the work. It is understood that the premises are to be occupied by the Homeowner during the performance of the work. The Contractor will be responsible for removing the debris from the work site at the completion of the work. Unless otherwise stipulated in the Work Specifications, materials, and equipment that are to be removed and replaced as part of the Work Specifications shall become the property of the Contractor.

Contractor shall not use or cause to be used any hazardous materials, such as lead- based paint, in the performance of the work.

ARTICLE VII

IT IS THE CONTRACTOR'S responsibility to obtain any required work permits and arrange for subsequent inspections through the City. The Contractor will comply with all applicable local codes and ordinances whether or not specifically stated in the Work Specifications and will comply with all applicable State and Federal Codes and Laws, including all applicable licensure laws.

ARTICLE VIII

THE CONTRACTOR will be required to perform any related work covered by the "Work Change Orders" issued by the Administrator and approved by the Homeowner. The Contract amount and completion date will be adjusted accordingly to allow time and agreeable compensation for the additional work performance.

ARTICLE IX

THE CONTRACTOR shall furnish evidence of Comprehensive Public Liability Insurance coverage protecting the Homeowner in the event of bodily injury including death for not less than \$300,000 and in the event of property damage arising out of the work performed by the Contractor or subcontractors, of \$100,000. Contractor will further furnish evidence of all other coverage required by Michigan Statutes, including but not limited to Workman's Compensation Insurance, before the start of the work to be performed under this Contract. A statement of Sole Proprietorship must be furnished in cases where Contractor is exempt from Workman's Compensation coverage.

ARTICLE X

THE CONTRACTOR may not assign this Contract to any other Contractor without the express consent of both the Homeowner and the Administrator.

ARTICLE XI

UPON COMPLETION OF THE WORK, the premises will be inspected by the Administrator's Building Inspector to ascertain if the work stated in the Work Specifications has been completed

satisfactorily in the opinion of the Administrator. The Homeowner will be also required to give written approval of the work performed even if the Building Inspector ascertains that the work has been completed satisfactorily. If it is determined by either, that the work has not been completed satisfactorily or not in accordance with the Work Specifications, the Administrator will, by written notice to the Contractor, advise the Contractor to complete and/or correct the unsatisfactory work within ten days from the date of receipt of the written notification by the Administrator.

ARTICLE XII

THE CONTRACTOR expressly and impliedly warrants against any faulty materials or workmanship. The Contractor expressly guarantees and agrees to remedy any defects in the work and to pay for any damage to other work resulting therefrom which shall appear within a period of warranty from the date of final acceptance of the work unless a longer period is specified in writing by agreement of the parties. The Contractor will provide a signed statement of "Contractor's Release of Liens and Claims" upon completion of the work from Contractor and any subcontractors, or material men. The Contractor will furnish the Homeowner with all manufacturers and supplier's written guarantees and warranties covering the materials and equipment furnished in the performance of the work under this Contract.

ARTICLE XIII

THE HOMEOWNER may not perform any of the work stated in the Work Specifications nor interfere in any way with the work being performed by the Contractor. Homeowner may not remove or alter any of the materials to be used in the performance of work. If the Homeowner is not satisfied with the work being done or the materials being used, the Homeowner will contact the Administrator in writing.

ARTICLE XIV

THE HOMEOWNER shall supply the Contractor, at no cost, the use of existing utilities such as light, heat, power, and water necessary to the performance and completion of the work. The Homeowner will provide the Contractor access to the property during the hours of 7:00 a.m. and 6:00 p.m., Monday through Saturday, or as otherwise mutually agreed between, Homeowner and Contractor.

ARTICLE XV

THE ADMINISTRATOR is held harmless by the Homeowner and Contractor as to any and all damages, injuries or losses, claims or cause of action. It is expressly understood by and between the parties that the Administrator does not guarantee the performance of and/or completion of work performed or to be performed pursuant to this Contract, nor does the Administrator warrant either impliedly or expressly the work, products, materials or services provided by this Contract. The Administrator will not be responsible for any oral or written agreements, in addition to the original contracted work as stated in the Work Specifications, between Contractor and Homeowner. This Contract constitutes the entire agreement between the parties and cannot be in any way altered, modified, or rescinded, except by its own terms or by written agreement of all the parties hereto.

ARTICLE XVI

Payment shall be made directly to the Contractor by the Administrator with the consent of and on behalf of the Homeowner.

ARTICLE XVII

IN THE EVENT a dispute arises hereunder between Contractor and Homeowner, the parties

hereby agree: That if an impasse is reached between the parties during the construction phase of the project, the Administrator will be contacted and act as intermediary of the dispute; once project completion and disbursement of funds has occurred, Homeowner accepts responsibility for obtaining relief through appropriate channels such as the Michigan Department of Licensing and Regulation.

ARTICLE XVIII

DURING THE PERFORMANCE, of any contract under the Housing Program, the Contractor hereby agrees that the Contractor will not discriminate against any employee or applicant for employment because of Race, Color, Religion, Sex, or National Origin. The Contractor will take affirmative action to ensure that applicants are employed, and treated during employment without regard to their Race, Color, Religion, Sex, or National Origin. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to their Race, Color, Religion, Sex, or National Origin. The Contractor shall further comply with all State or Federal laws regarding Disabilities, Age, or other Civil Right Statutes.

ARTICLE XIX

THE HOMEOWNER AND THE CONTRACTOR agree they have read and understood the terms of this Contract. In the event the Contractor has demonstrated non-compliance with any of the above clauses or those attached to the Contract, the Contract may be canceled, terminated, or suspended, in whole or part, and the Contractor may be declared INELIGIBLE for future work by this program.

IN WITNESS WHEREOF, the parties hereto have executed this Contract this

_____ (day) of _____ (month), 2023.

CONTRACTOR:

Name: _____

DBA Name: _____

FEIN: _____

Signature: _____

Date: _____

HOMEOWNER(S):

Name: _____

Signature: _____

Date: _____

ADMINISTRATOR:

Name: _____

Signature:

Date:

WITNESS:

Name:

Signature:

Date:

CITY OF OWOSSO BID TABULATION SHEET

DATE	7/11/2023
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DEPT. Planning & Building

SUBJECT:	2023 Neighborhood
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Enhancement

Keyes Quality Construction, LLC

Micigan Handyman Pros

Program

1214 Palmer Ave.

1729 Corunna Ave.

(MSHDA)

Owosso, MI 48867

Owosso, MI 48867

989-743-0767

[illegible]

*** Mathematical Error

TOTAL BID	\$ 70,533.75
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\$ 73,005.00

TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:

DEPT.

HEAD:

GENERAL LIABILITY INSURANCE

EXPIRATION DATE:

11/8/2023

AWARDED:

PURCH.

AGENT:

WORKERS COMPENSATION INSURANCE

EXPIRATION DATE:

5/24/2024

COUNCIL

APPROVED:

STAFF

REC.:

Keyes Quailty Construction, LLC	
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SOLE PROPRIETORSHIP

EXPIRATION DATE:

PO NUMBER:



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: July 10, 2023
TO: Owosso City Council
FROM: Kevin Lenkart
Chief of Public Safety
RE: New Police Vehicles

Recommendation:

Recommend City Council approve the request to purchase two (2) 2024 Ford Police Interceptor Utility vehicles, at a cost of \$48,726.00 each, from Lunghamer Ford of Owosso, LLC.

Background:

Request council approve the purchase of two new police vehicles.

Recommend council waive the competitive bid process.

Owosso City Ordinance section 2-345(3) exception to competitive bidding states: Where the council shall determine that the public interest will best be served by joint purchase with, or purchase from, another unit of government.

Lunghamer Ford of Owosso, LLC was awarded the Macomb County bid for police vehicles (Macomb County Contract #21-18). The bid meets the definition of the aforementioned Section 2-345(3) joint purchase with another governmental unit. The State bid price from Lunghamer Ford of Owosso, LLC is \$48,726.00 per vehicle.

The vehicles purchased will be 2024 Ford Police Utilities at a cost of \$48,726.00, total cost will be \$97,452.00.

Financial Impact:

On June 28, 2023, the City of Owosso was awarded a grant of \$39,500.00 through the USDA Rural Development Office to be used toward the purchase of two noted police vehicles. Remaining expenses shall be paid from the Police Division Capital Outlay fund 101-301-987.000.

RESOLUTION NO.

**AUTHORIZING THE PURCHASE OF TWO POLICE UTILITY VEHICLES FROM
LUNGHAMER FORD OF OWOSSO, LLC
VIA MACOMB COUNTY CONTRACT NO. 21-18**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a police department requiring the use of police vehicles and said police vehicles must be periodically replaced; and

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

WHEREAS, the City of Owosso desires to purchase two new police utility vehicles from Lunghamer Ford of Owosso, LLC, holder of Macomb County Contract No. 21-18 for police vehicles; and it is hereby determined that Lunghamer Ford of Owosso, LLC is qualified to provide such vehicles and that it has submitted a responsible and responsive bid.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase two 2024 Ford Interceptor Police Utility Vehicles from Lunghamer Ford of Owosso, LLC utilizing the State of Michigan Contract No. 071B7700180/Macomb County Contract # 21-18, with a per vehicle cost to the City of Owosso of \$48,726.00, for a total cost of \$97,452.00.
- SECOND: The Finance Director and the Director of Public Safety are hereby instructed and authorized to sign documents necessary to complete the purchase.
- THIRD: Payment to Lunghamer Ford of Owosso, LLC in the amount of \$97,452.00 is authorized upon delivery of said police vehicles.
- FOURTH: On June 28, 2023, the City of Owosso was awarded a grant for \$39,500.00 through the USDA Rural Development Office to be used toward the purchase of the two police vehicles noted above.
- FIFTH: The above expenses shall be paid from the Police Division Capital Outlay fund 101-301-978.000.



July 5, 2023

City of Owosso
Robert J. Teich, Mayor
301 W. Main Street
Owosso, MI 48867

SUBJECT: Community Facilities Program – FY22 Police Vehicles
Grant \$39,500

Dear Mayor Teich:

We are enclosing a copy of the Form RD 1940-1, Request for Obligation of Funds, indicating that a grant of \$39,500 was approved on June 28, 2023. USDA, Rural Development reserved these funds for delivery upon fulfillment of all final conditions.

Also, enclosed is a copy of the Form RD 1942-46, Letter of Intent to Meet Conditions, which you signed on June 28, 2023.

Please do not hesitate to contact Kina McDonough, Loan Specialist, at phone 517-324-5158 or email at mimason.loan@usda.gov if you have any questions regarding the completion of all the final conditions.

Sincerely,

Brandon D. Fewins
State Director

Enclosure

Rural Development • Michigan State Office
3001 Coolidge Road, Suite 200
East Lansing MI 48823

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



June 30, 2023

City of Owosso Police Department
Attn: Director Kevin Lenkart
202 South Water Street
Owosso, MI 48867

Dear Director Kevin Lenkart:

Price on 2024 Vehicle State of Michigan Contract# 071B7700180 MIDEAL/MDOT, and
Macomb County Contract# 21-18 Bid:

(2) 2024 Ford Police Interceptor Utility AWD in Black	\$48,726.00 ea
Total Delivered Price	\$97,452.00

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and
100,000 miles or 60 months powertrain warranty.

Delivery date: Current lead time to order is estimated at 30 + weeks from receipt of
Purchase Order.

Order Cutoff Date: Draft TBD.

**Ford Motor Company does not guarantee delivery---Ford Motor Company will make
reasonable efforts to schedule orders received prior to fleet order cut-off date.**

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period
will be given if previous arrangements have been made. An \$8.00 per day floor plan will be
charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

DRAFT PRICING

State of Michigan

2024 Utility Police Interceptor

Major Standard Equipment

MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine – 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7
- AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine – 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank)
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H7 AGM Battery (800 CCA/80-amp)
- Lithium-Ion Battery Pack
- Suspension – independent front & rear
- Transmission – 10-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding MIC
- Door Handles – Black (MIC)
- Exhaust True Dual (down-turned)
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- Headlamps – Automatic, LED Low-and-High-Beam
- Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
- Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
- Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
- Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst
- Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – (MIC)
- Tail lamps – LED
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Door-Locks
- Power
- Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)

INTERIOR/COMFORT (continued)

- Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
- Overhead Console
- Red/White Task Lighting in Overhead Console
- 3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter
- Powerpoints – (1) First Row
- Rear-door closeout panels
- Rear-window Defrost
- Scuff Plates – Front & Rear
- Seats
- 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
- 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
- 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
- Built-in steel intrusion plates in both driver/passenger seatbacks
- 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Over Protection Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Brakes – Police calibrated high-performance regenerative braking system
- Belt-Minder® (Front Driver / Passenger)
- Child-Safety Locks (capped)
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Rearview Camera with Washer viewable in 4.2" center stack.
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™

FUNCTIONAL

- Audio
- AM/FM / MP3 Capable / Clock / 4-speakers
- Bluetooth® interface
- 4.2" Color LCD Screen Center-Stack "Smart Display"
- Note: Standard radio does not include USB Port or Aux. Audio Input Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2-year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper Wipers – Front

WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
- 8 Year / 100,000 Miles Hybrid Unique Components
- POWERTRAIN CARE EXTENDED SERVICE PLAN
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

Police Interceptor Utility Base Prices

<input checked="" type="checkbox"/> Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A	\$44,591.00
<input type="checkbox"/> Utility All Wheel Drive (3.0L V6 EcoBoost, 148 MPH, 99C/44U) K8A/500A	\$47,965.00
<input type="checkbox"/> Utility All Wheel Drive (3.3L V6 Direct-Injection Hybrid Eng., 136 MPH, 99W/44B) K8A/500A	\$47,118.00

VEHICLE COLOR: Order Code	Interior Trim Color Charcoal Black (96)	
Arizona Beige Clearcoat Metallic	[E3]	[]
Medium Brown Metallic	[BU]	[]
Dark Toreador Red Clearcoat Metallic	[JL]	[]
Dark Blue	[LK]	[]
Norsea Blue Clearcoat Metallic	[KR]	[]
Royal Blue	[LM]	[]
Light Blue Metallic	[LN]	[]
Vermillion Red	[E4]	[]
Smokestone Clearcoat Metallic	[HG]	[]
Silver Grey Metallic	[TN]	[]
Iconic Silver Clearcoat Metallic	[JS]	[]
Agate Black	[UM]	[x]
Oxford White Clearcoat	[YZ]	[]
Blue Metallic	[FT]	[]
Sterling Grey Metallic	[UJ]	[]
Medium Titanium Clearcoat Metallic	[YG]	[]
Carbonized Grey	[M7]	[]

INTERCEPTOR OPTIONAL FEATURES:

<u>Flooring/Seats</u>	Code	\$Cost
<input type="checkbox"/> 1st and 2nd row carpet floor covering	16C	125.00
<input type="checkbox"/> 2nd Row Cloth Seats	F6/ 88F	60.00
<input type="checkbox"/> Power passenger seat (6-way) w/manual recline and lumbar	87P	325.00
<input type="checkbox"/> Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	45.00
<input checked="" type="checkbox"/> Interior Upgrade Package	65U	390.00

- 1st and 2nd Row Carpet Floor Covering
 - Cloth Seats – Rear
 - Center Floor Console less shifter w/unique Police console finish plate
 - Includes Console and Top Plate with 2 cup holders
 - Floor Mats, front and rear (carpeted)
 - Deletes the standard console mounting plate (85D)
 - SYNC® 3
 - Enhanced Voice Recognition Communications and Entertainment System
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - AppLink®
 - 911 Assist®
- Note:** SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms.

<u>Lamps/Lighting</u>		
<input checked="" type="checkbox"/> Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
<input type="checkbox"/> Daytime Running Lamps	942	45.00
<input type="checkbox"/> Side Marker Lights in Skull Caps	63B/60A	340.00
<input type="checkbox"/> Rear Quarter Glass Side Marker Lights	63L	575.00
<input type="checkbox"/> Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L/60A	600.00
<input type="checkbox"/> Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel)	43A	395.00
<input type="checkbox"/> Front Interior Windshield Warning Lights (Red/Blue with take down)	96W	1145.00
<input type="checkbox"/> Rear Spoiler Traffic Warning Light	96T	1495.00
<input type="checkbox"/> Dome Lamp – Red/White in Cargo Area	17T	50.00
<input type="checkbox"/> Pre-wiring for grille lamp, siren, and speaker	60A	50.00
<input checked="" type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	395.00
<input type="checkbox"/> Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
<input type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
<input type="checkbox"/> Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	665.00

Body

[] Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
[] Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	85.00
[] Deflector Plate	76D	335.00
Wheels		
[] Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
[] 18" Painted Aluminum Wheel	64E	475.00
Misc		
[] Engine Block Heater	41H	90.00
[] License Plate Bracket – Front	153	N/C
[] Badge Delete (Police Interceptor Badge Only)	16D	N/C
[] 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	300.00
[] Aux Air Conditioning	17A	610.00
[] Noise Suppression Bonds (Ground Straps)	60R	100.00
[] Low-Band Frequency Noise Suppression Kit (Recommended when Using two-way radio communication devices that operate in the 39 – 46 MHz range (Channels 1-9). Provides noise suppression for in-car two-way radio communication devices in the 39-46 MHz frequency range.	68E	195.00
[] OBD-II Split Connector – Allows up to 2 devices to be connected to the vehicle's OBD-II port	61B	55.00
Audio/Video		
[] Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror)	87R	N/C
Note: This option would replace the camera that comes standard in the 4" center stack area.		
[] Rear Camera On-Demand – allows driver to enable rear camera on-demand	19V	230.00
Doors/Windows		
[x] Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) ***** OLD STYLE REAR HATCH LOCK / UNLOCK *****	18D	N/C
[] Hidden Door Lock Plunger, Rear Door Handle and Rear Windows Inoperable	52P	160.00
[x] Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop.	68G	75.00
[x] Lock system; Single Key/All Vehicles Keyed Alike	59J	50.00
Keyed Alike 1284x= 59B Keyed Alike 1294x= 59C Keyed Alike 0135x= 59D		
Keyed Alike 1435x= 59E Keyed Alike 0576x= 59F Keyed Alike 0151x= 59G		
Keyed Alike 1111x= 59J		
Safety & Security		
[] Ballistic Door Panels – Driver Front Door Only (Level 3)	90D	1585.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 3)	90E	3170.00
[] Ballistic Door Panels – Driver Front Door Only (Level 4+)	90F	2415.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 4+)	90G	4830.00
[] BLIS® – Blind Spot Monitoring with Cross Traffic Alert	55B/54Z	545.00
[] Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B/19V	905.00
[] Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	145.00
[] Mirrors– Heated, Non BLIS	549	60.00
[] Lockable Gas Cap for Easy Fuel Capless Fuel-Filler	19L	20.00
[] Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/55F	460.00
[] Remote Keyless Entry w/4 Key Fobs (w/o Keypad)	55F	340.00
[] Police Engine Idle Feature	47A	260.00
[] Extra Key \$6.00x___=	Parts	6.00 ea
[] Remote Starter (Must Order Keyless Entry 55F)	Parts	550.00
[] Reverse Sensing	76R	275.00
[] Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring)	52T	80.00
[] H8 AGM Battery (900 CCA/92-amp)	19K	110.00
[] Gun Vault (Not Available with (17A) Aux Air Conditioning)	63V	245.00
[] 12.1" Integrated Computer Screen	47E	2745.00

<ul style="list-style-type: none"> Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area Includes Audio Video extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable Includes SYNC 3 ® 		
[]	Front Headlamp Lighting Solution	66A 895.00
<ul style="list-style-type: none"> Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue) Includes pre-wire for grille LED lights, siren and speaker (60A) Wiring, LED lights included. Controller "not" included 		
<p>Note: Not available with option: 67H</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>		
[]	Police Wire Harness Connector Kit – Front/Rear	67V 185.00
<p>For connectivity to Ford PI Package solutions includes:</p> <ul style="list-style-type: none"> Front <ul style="list-style-type: none"> (2) Male 4-pin connectors for siren (5) Female 4-pin connectors for lighting/siren/speaker (1) 4-pin IP connector for speakers (1) 4-pin IP connector for siren controller connectivity (1) 8-pin sealed connector (1) 14-pin IP connector Rear <ul style="list-style-type: none"> (2) Male 4-pin connectors for siren (5) Female 4-pin connectors for lighting/siren/speaker (1) 4-pin IP connector for speakers (1) 4-pin IP connector for siren controller connectivity (1) 8-pin sealed connector (1) 14-pin IP connector 		
<p>Note: Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com</p>		
[]	Tail lamp/Police Interceptor Housing Only	86T 60.00
<ul style="list-style-type: none"> Pre-existing holes with standard twist lock sealed capability (does not include LED Strobe lights) (eliminates need to drill housing assemblies) 		
<p>Note: Not available with options: 66B and 67H</p>		
[]	Tail Lamp Lighting Solution	66B 430.00
<ul style="list-style-type: none"> Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side Warning lights in taillamps LED lights only. Wiring, controller "not" included 		
<p>Note: Not available with option: 67H</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>		
[]	Rear Lighting Solution	66C 455.00
<ul style="list-style-type: none"> Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) LED lights only. Wiring, controller "not" included 		
<p>Note: Not available with option: 67H</p> <p>Note: LED lights only – does "not" include wiring or controller</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>		
[]	Ultimate Wiring Package	67U 560.00
<ul style="list-style-type: none"> Rear console mounting plate (85R) – contours through 2nd row; channel for wiring Pre-wiring for grille LED lights, siren and speaker (60A) Wiring harness I/P to rear cargo area (overlay) Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) One (1) 10-amp siren/speaker circuit engine cargo area Rear hatch/cargo area wiring – supports up to six (6) rear LED lights Does "not" include LED lights, side connectors or controller Recommend Police Wire Harness Connector Kit 67V 		
<p>Note: Not available with options: 65U, 67H</p>		

[X] Ready for the Road Package All-in Complete Package 67H 3595.00

All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus

- Whelen Cencom Light Controller Head with dimmable backlight
- Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat)
- Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails
- High current pigtail
- Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head
- Pre-wiring for grille LED lights, siren and speaker (60A)
- Rear console plate (85R) – contours through 2nd row; channel for wiring
- Grille linear LED Lights (Red / Blue) and harness
- 100-Watt Siren / Speaker
- Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P)

Note: Not available with options: 66A, 66B, 66C, 67U and 65U

Extended Warranty Option's (\$0.00 Deductible) 100,000 Mile Coverage

[] 5-Year Premium Care Warranty (500 Plus Components Coverage) 2850.00

Total Price \$48,726.00 ea



MEMORANDUM

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

DATE: July 17, 2023

TO: Owosso City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Engineering Services for 2024 Bridge Maintenance Projects

RECOMMENDATION

Waive competitive bidding for professional services in accordance with Sec. 2-346 of the Code of Ordinances and approve the proposal provided by Spicer Group, Inc. in the amount of \$58,477.00, for engineering services for the 2024 Gould Street Bridge preventative maintenance project and the 2024 Oakwood Pedestrian Bridge deck replacement project (collectively the 2024 Bridge Maintenance Projects).

BACKGROUND

In 2022, the city had the Gould Street Bridge over the Shiawassee River inspected by Spicer Group, Inc. as part of required routine bridge inspections. Spicer Group, Inc. noted that the compression seal and header on the north end of the bridge was in poor condition. They also recommended applying concrete sealer to the sidewalk and railing and patching areas of the epoxy overlay. The city also had the Oakwood Pedestrian Bridge inspected by Spicer Group in 2022. Spicer Group, Inc. noted that the deck boards are reaching the end of their service life and should be replaced.

City staff wishes to perform the above noted maintenance projects in 2024 to correct these defects with funds approved in the FY2023-2024 budget. On June 30, 2023, city staff received a proposal from Spicer Group, Inc. to perform design and construction engineering services for these projects in the amount of \$58,477.00. The Spicer Group proposal is attached.

FISCAL IMPACTS

Funds for the above proposed services will be issued from Major Street fund account number 202-473-818.000 in the amount of \$31,227.00 and from Parks fund account number 101-751-974.000 in the amount of \$27,250.00.

ENCLOSURES: (1) Resolution
(2) Addendum
(3) Spicer Group, Inc. Proposal

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF AN AGREEMENT
FOR PROFESSIONAL ENGINEERING SERVICES
WITH SPICER GROUP, INC.
FOR THE 2024 BRIDGE MAINTENANCE PROJECTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Spicer Group, Inc. in 2022 for inspection of the Gould Street Bridge and Oakwood Pedestrian Bridge; and

WHEREAS, the City desires to make the necessary repairs recommended by Spicer Group, Inc. to its Gould Street Bridge and Oakwood Pedestrian Bridge; and

WHEREAS, this work requires the services of a professional engineering firm to perform design and construction engineering for the project; and

WHEREAS, Section 2-346 of the City of Owosso Code of Ordinances allows competitive bidding to be waived for professional services.

WHEREAS, the City has reviewed the proposal provided by Spicer Group, Inc. in the amount of \$58,477.00, and has determined that the scope of services proposed by Spicer Group, Inc. to be wholly appropriate and recommends approval of the same; and

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ the firm of Spicer Group, Inc. to provide design and construction engineering services for the 2024 Bridge Maintenance Projects.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Addendum No. 2023-02 to the FY2023-2024 General Engineering Services Agreement with Spicer Group, Inc., in an amount not to exceed \$58,477.00.
- THIRD: The Accounts Payable department is authorized to make payment up to the amount of \$58,477.00 to Spicer Group, Inc. upon successful completion of stated work.
- FOURTH: The above expenses shall be paid from Major Street Fund Acct No. 202-473-818.000 (\$31,227.00), Parks Fund Acct No. 101-751-974.000 (\$27,250.00), and other funds as appropriated.

EXHIBIT A

**ADDENDUM NO. 2023-02 TO THE
FY2023-2024 GENERAL ENGINEERING SERVICES AGREEMENT
WITH SPICER GROUP, INC.
FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES
FOR THE 2024 BRIDGE MAINTENANCE PROJECTS**

This addendum is attached and made part of the contract for services for the Professional Engineering Services Contract, approved by City Council June 5, 2023 for the term of July 1, 2023 to June 30, 2024 between the city of Owosso, Michigan (City) and Spicer Group, Inc. (Engineer).

2024 BRIDGE MAINTENANCE PROJECTS

PROJECT SCOPE OF WORK

The project scope of work is design and construction engineering services as specified in the attached proposal entitled Bridge Design Services and dated June 30, 2023.

SCHEDULE

The schedule for the project is to begin on July 24, 2023 and be completed by July 24, 2024 as shown in the attached proposal.

COMPENSATION

As specified in the attached proposal, the total cost for services shall not exceed \$58,477.00. The engineer shall submit for payment based on monthly progress of the work.

For the Engineer:

Spicer Group

By: _____

By: _____

Executed: _____, 2023

For the City:

City of Owosso, Michigan

By: _____
Robert J. Teich, Jr., Mayor

By: _____
Amy K. Kirkland, City Clerk

Executed: _____, 2023



June 30, 2023

Clayton Wehner, Director of Engineering
City of Owosso, City Hall
301 W. Main Street
Owosso, MI 48867

RE: Bridge Design Services
STR 9892 Gould Street over Shiawassee River
Oakwood Pedestrian Bridge over Shiawassee River
City of Owosso

Dear Mr. Wehner:

We are pleased to submit this proposal to provide design engineering services for the above-referenced project. This project will be funded through the city's Parks and Major Street programs. City of Owosso anticipates the project to be let for bids by January 2024 with a construction completion date no later than July 24, 2024.

Understanding of Project

The design and construction work proposed for this project includes capital preventative maintenance for two structures located within the city limits. Gould Street over the Shiawassee River (STR 9892) is in the National Bridge Inventory and is routinely inspected per the federal requirements of 24 months or less. The Gould Street bridge is a 3 span, A588 steel girder bridge built in 1978. The existing deck is 16,600sf which includes 5' sidewalks on each side of the roadway. The proposed work for this structure includes concrete deck/sidewalk patching, epoxy overlay repairs, new healer sealer on the sidewalk, sealing the deck joints, and reapplying surface sealer on the bridge aesthetic parapet railings.

The second structure included with this design project is the Oakwood Pedestrian Bridge which is a repurposed roadway bridge which is now used for pedestrian access over the Shiawassee River. The Structure is a single span, 133 ft long Whipple style truss bridge with timber plank decking. This structure has been routinely inspected every 3 to 5 years and is in fair condition. The work proposed for the Oakwood Bridge includes replacing and sealing approximately 2,700sf of timber decking.

All the design work for this project will be completed in accordance with MDOT and AASHTO design criteria. Plans and specifications shall be done in accordance with the 2020 MDOT Standard Specifications with appropriate Special provisions as needed. This work will be completed under the direct supervision of a Professional Engineer licensed in the State of Michigan.

Scope of Professional Services

Spicer Group is MDOT Prequalified for Bridge Design and has completed several bridge design projects following MDOT's LAP process including projects with various types of capital preventative maintenance work. We have reviewed terms listed in the Request for Proposal (RFP) and are committed to completing the design tasks in alignment and to the schedule listed in the RFP.

Our proposed Scope of Design Engineering Services is as follows:

STRONGER. SAFER. SMARTER. SPICER.

WWW.SPICERGROUP.COM

- A. Prepare and submit construction plans and bidding documents to the City of Owosso for use in selecting a contractor to complete the proposed work. The design package will consist of the following:
 - 1. Construction plans in alignment with MDOT's LAP Design Guides and Design Manual.
 - 2. Engineer's Preliminary Estimate of Construction Cost.
 - 3. Special Provisions for pay items not covered by the MDOT 2020 Standard Specifications for Construction.
 - 4. Assist with obtaining all necessary permits including but not limited to SESC, MDOT, and EGLE. However, we do not anticipate extensive permitting as the proposed work is above the ordinary high-water mark (OHM).
 - 5. Complete Miss Dig Design Ticket and gather utility information to develop a Utility Coordination Clause.
 - 6. Maintaining Traffic Special Provision and typical details.
- B. Attend meetings with the City of Owosso, and utility companies and prepare meeting minutes.
- C. Incorporate comments received at the preliminary review meeting into the final design plans.
- D. Prepare and submit electronic Final Plans and Review Package to the City of Owosso. The package will consist of the following:
 - 1. Updated Construction Plans.
 - 2. Engineer's Final Estimate of Construction Cost.
 - 3. Updated Special Provisions.
 - 4. Utility Coordination Clause.
 - 5. Final Progress Clause.
 - 6. Maintaining Traffic Special Provision and typical details.
 - 7. Bidding Documents (using city of Owosso template).
- E. Assist the City of Owosso during the bidding process and prepare addendums as needed during the bidding phase.

Qualifications

Spicer Group will provide City of Owosso with an experienced, professional project team to perform the work for this project. Our team consists of the following members:

- **Rich Kathrens, P.E.** – Mr. Kathrens will serve as the Quality Control Manager and the Primary contact for this project. He has 30 years of experience and will be responsible for ensuring all aspects of the project are completed in accordance with the City's expectations. Mr. Kathrens will work with the Project Manager during the design, plan development, and construction phases to verify compliance with MDOT design specifications.
- **Dan Zeddies, P.E.** – Mr. Zeddies will be the lead Structural Engineer and Project Manager and will be responsible for the design and construction of this project. He has over 8 years of experience and has managed many design projects. He will oversee and complete design calculations in accordance with MDOT's Bridge Design Manual and Design Guides and the AASHTO LRFD Bridge design manual. Mr. Zeddies will be responsible for developing the required special provisions and MERL cost estimates.
- **Matt Sopcak** – Mr. Sopcak has over 35 years of Autodesk experience including AutoCAD and Civil 3D. He will be the lead CAD designer for the project and will be responsible for completing the design plans in alignment with MDOT's Design Manual.

- **Grant Freudenstein, EIT and Matt Finley, EIT** – Mr. Freudenstein and Mr. Finley are design engineers and will assist with completing the design and quantity calculations for this project. Mr. Freudenstein will also be the lead inspector during the construction phase of the project.

Fees

We propose to provide the above design and construction services at our Standard Hours Rates with a Not-To-Exceed fee of **\$58,477.00**, as indicated in the enclosed Breakdown of Hours and Costs by Personnel. Below is a summary of the design and construction fees associated with each structure:

A. Gould Street Bridge

Design Engineering	\$ 15,242.00
Construction Engineering	<u>\$ 15,985.00</u>
TOTAL	\$ 31,227.00

B. Oakwood Pedestrian Bridge

Design Engineering	\$ 11,265.00
Construction Engineering	<u>\$ 15,985.00</u>
TOTAL	\$ 27,250.00

Services Not Included

For a clearer understanding of our work scope, the following is not included in our Scope of Professional Services.

- Preparation of Easements – We do not anticipate easements being necessary for this project.

Schedule

Based on an Authorization to Proceed date of July 24, 2023, Spicer Group can complete the design work in alignment with the City of Owosso's request to achieve construction bidding in January 2024. The construction schedule will be prepared to complete the project before the July 24, 2024 deadline and this will be detailed in the bidding documents and progress clause.

We deeply appreciate your confidence in Spicer Group, and we look forward to working with you and for you on your project.

Sincerely,



Richard D. Kathrens, P.E.

Director of Structural Services

SPICER GROUP, INC

1400 Zeeb Drive

St. Johns, MI 48879

Phone: (517) 749-4274

E-mail: rich.kathrens@spicergroup.com

City of Owosso
STR 9892 Gould Street over Shiawassee River
Estimate of Professional Service Costs and Hours for Design Engineering
June 30, 2023
Breakdown of Hours by Personnel

	Quality Control (Rich Kathrens)	PM /Structural Engineer (Dan Zeddies)	Design Engineer III (Matt Finley)	Design Engineer I (Grant Freudenstein)	CAD Design (Matt Sopcak)	Traffic Engineer (Mike Niederquell)	Project Surveyor	Survey Crew	Project Assistant (Wendy Kathrens)	Hours by Task	Cost by Task
Hourly Rate	\$225.00	\$180.00	\$147.00	\$135.00	\$153.00	\$225.00	\$225.00	\$322.00	\$140.00		
Survey											
Field Work (Limited Topo)							1.0	3.0		4.0	\$1,191.00
CAD Processing										0.0	\$0.00
Project Management											
Utility Coordination		0.5							2.0	2.5	\$370.00
Permits		1.0								1.0	\$180.00
Meetings w City		1.0								1.0	\$180.00
Preliminary Plans											
Scope Verification /Field Measurements		1.0	4.0	4.0						9.0	\$1,308.00
Title Sheet					1.0					1.0	\$153.00
Legend/Note Sheet		1.0		1.0	1.0					3.0	\$468.00
Demo Sheets (Existing Plans)					4.0					4.0	\$612.00
General Plan of Site (85%)		1.0			3.0					4.0	\$639.00
General Plan of Structure (85%)		1.0			4.0					5.0	\$792.00
Misc. Detail Sheets (Deck/Sidewalk)					2.0					2.0	\$306.00
Misc. Detail Sheets (Bridge Rail)					1.0					1.0	\$153.00
Maintenance of Traffic design				4.0		1.0				5.0	\$765.00
Special Provisions (90%)		2.0								2.0	\$360.00
Preliminary Estimate of Cost (90%)		1.0	2.0	1.0						4.0	\$609.00
Utility Coordination					1.0					1.0	\$153.00
City of Owosso Review Meeting		2.0		2.0						4.0	\$630.00
Final Bid Package											
Incorporate Review Comments		0.5	1.0		6.0				2.0	9.5	\$1,435.00
Complete Plans and Final Details (100%)			1.0		12.0					13.0	\$1,983.00
Final Cost Estimate		0.5								0.5	\$90.00
Final Special Provisions		0.5								0.5	\$90.00
Review Plan Set (QC)	5.0					1.0				6.0	\$1,350.00
Bidding Documents		2.0		1.0					6.0	9.0	\$1,335.00
Review Shop Drawings		0.5								0.5	\$90.00
Subtotal Hours	5.0	15.5	8.0	13.0	35.0	2.0	1.0	3.0	10.0	92.5	
Sub-total Design Engineering											\$15,242.00
Construction Engineering											
Preconstruction Meeting		2.0							0.5	2.5	\$430.00
Construction Inspection		1.0		100.0					4.0	105.0	\$14,240.00
Construction Administration		4.0							2.0	6.0	\$1,000.00
Progress Meetings		1.0		1.0						2.0	\$315.00
Sub-Total Construction Engineering										115.5	\$15,985.00
TOTAL DESIGN & CONSTRUCTION ENGINEERING										\$31,227.00	



City of Owosso
Oakwood Pedestrian Bridge over Shiawassee River
Estimate of Professional Service Costs and Hours for Design Engineering
June 30, 2023
Breakdown of Hours by Personnel

	Quality Control (Rich Kathrens)	PM /Structural Engineer (Dan Zeddies)	Design Engineer III (Matt Finley)	Design Engineer I (Grant Freudenstein)	CAD Design (Matt Sopcak)	Project Assistant (Wendy Kathrens)	Hours by Task	Cost by Task
Hourly Rate	\$225.00	\$180.00	\$147.00	\$135.00	\$153.00	\$140.00		
Survey								
Field Work (Limited Topo)							0.0	\$0.00
CAD Processing							0.0	\$0.00
Project Management								
Utility Coordination		0.5				1.0	1.5	\$230.00
Permits		1.0					1.0	\$180.00
Meetings w City		1.0					1.0	\$180.00
Preliminary Plans								
Scope Verification /Field Measurements		1.0	4.0				5.0	\$768.00
Title Sheet					1.0		1.0	\$153.00
Legend/Note Sheet				1.0	1.0		2.0	\$288.00
Demo Sheets (Existing Plans)					4.0		4.0	\$612.00
General Plan of Site (85%)		1.0			3.0		4.0	\$639.00
General Plan of Structure (85%)		1.0			4.0		5.0	\$792.00
Misc. Detail Sheets (Deck/Sidewalk)					3.0		3.0	\$459.00
Special Provisions (90%)		2.0		1.0			3.0	\$495.00
Preliminary Estimate of Cost (90%)		1.0	2.0	1.0			4.0	\$609.00
Utility Coordination					1.0		1.0	\$153.00
City of Owosso Review Meeting		1.0		1.0			2.0	\$315.00
Final Bid Package								
Incorporate Review Comments		0.5	1.0		4.0	2.0	7.5	\$1,129.00
Complete Plans and Final Details (100%)			1.0		12.0		13.0	\$1,983.00
Final Cost Estimate		0.5					0.5	\$90.00
Final Special Provisions		0.5					0.5	\$90.00
Review Plan Set (QC)	3.0						3.0	\$675.00
Bidding Documents		2.0		1.0		6.0	9.0	\$1,335.00
Review Shop Drawings		0.5					0.5	\$90.00
Subtotal Hours	3.0	13.5	8.0	5.0	33.0	9.0	71.5	
Sub-total Design Engineering								\$11,265.00
Construction Engineering								
Preconstruction Meeting		2.0				0.5	2.5	\$430.00
Construction Inspection		1.0		100.0		4.0	105.0	\$14,240.00
Construction Administration		4.0				2.0	6.0	\$1,000.00
Progress Meetings		1.0		1.0			2.0	\$315.00
Sub-Total Construction Engineering								115.5 \$15,985.00
TOTAL DESIGN & CONSTRUCTION ENGINEERING								\$27,250.00



MEMORANDUM

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

DATE: July 12, 2023
TO: Mayor Teich and the Owosso City Council
FROM: Brad Barrett, Finance Director
SUBJECT: Correction to Warrant No. 630

RECOMMENDATION:

Approve corrected version of Warrant No. 630.

BACKGROUND:

An error was discovered on Warrant No. 630, incorrectly listing the quarterly water district payment to Caledonia Charter Township as \$47,792.90. The amount should be \$47,942.90. Staff requests Warrant No. 630 be corrected to reflect the amended amount.

FISCAL IMPACTS:

None. The error was due to a simple typo, the amount of the payment is determined by a formula in the July 2006 water district agreement and is funded by water rates.



Warrant No. 630 - Corrected
June 20, 2023

Date	Vendor	Description	Fund	Amount
06-16-2023	Waste Management	Service Period 06/01/2023 – 06/15/2023	WWTP	\$11,011.93
6-30-2023	Caledonia Charter Township	Quarterly Payment per July 2006 water district agreement	Water	\$47,792.90 \$47,942.90
6-30-2023	Owosso Charter Township	Quarterly Payment per February 2011 water agreement	Water	\$18,926.33
			TOTAL	\$77,731.16

From: Toni Stebleton
Sent: Wednesday, July 05, 2023 9:57 AM
Subject: [EXT] DDA seat

Dear, Rob

This is my letter to you, to notify you of my resignation of my seat on the DDA board. With my job, a grand baby on the way, and life itself, I'm not able to keep up with the volunteering, and extra events. I want to give up my seat to someone who has time to help and be present during all events. I would like to thank you for giving me the opportunity to be apart of the board, I'm great full for the time I was able to be apart of it.

Sincerely, Toni Marr

From:	Building Department
To:	Owosso City Council
Report Month:	JUNE 2023

Category	Estimated Cost	Permit Fee	Number of Permits
ABOVE GROUND POOL	\$0	\$225	3
ACCESSORY STRUCTURES	\$0	\$35	1
COMMERCIAL NEW CONSTRUCTION	\$1,670,000	\$2,220	2
DECK	\$11,739	\$460	4
DEMOLITION	\$500	\$0	1
Electrical	\$0	\$4,640	27
FENCE PERMIT	\$0	\$655	12
GARAGE, DETACHED	\$5,000	\$150	1
Mechanical	\$0	\$4,905	28
NEW BUSINESS	\$0	\$0	1
NON-RES. ADD/ALTER/REPAIR	\$950,000	\$2,855	2
Plumbing	\$0	\$4,995	53
RES. ADD/ALTER/REPAIR	\$104,713	\$1,515	6
ROOF	\$99,942	\$1,935	14
ROW-ENG	\$0	\$60	2
ROW-OTHER	\$0	\$0	1
ROW-SIDEWALK OCCUPANCY	\$0	\$0	1
ROW-UTILITY	\$0	\$210	7
SIDING	\$41,600	\$540	6
SIGN PERMIT	\$0	\$149	3
SOLAR PANELS	\$10,080	\$320	1
VACANT PROPERTY REGISTRATION	\$0	\$200	2
WINDOWS	\$34,851	\$260	3
Totals	\$2,928,425	\$26,329	181

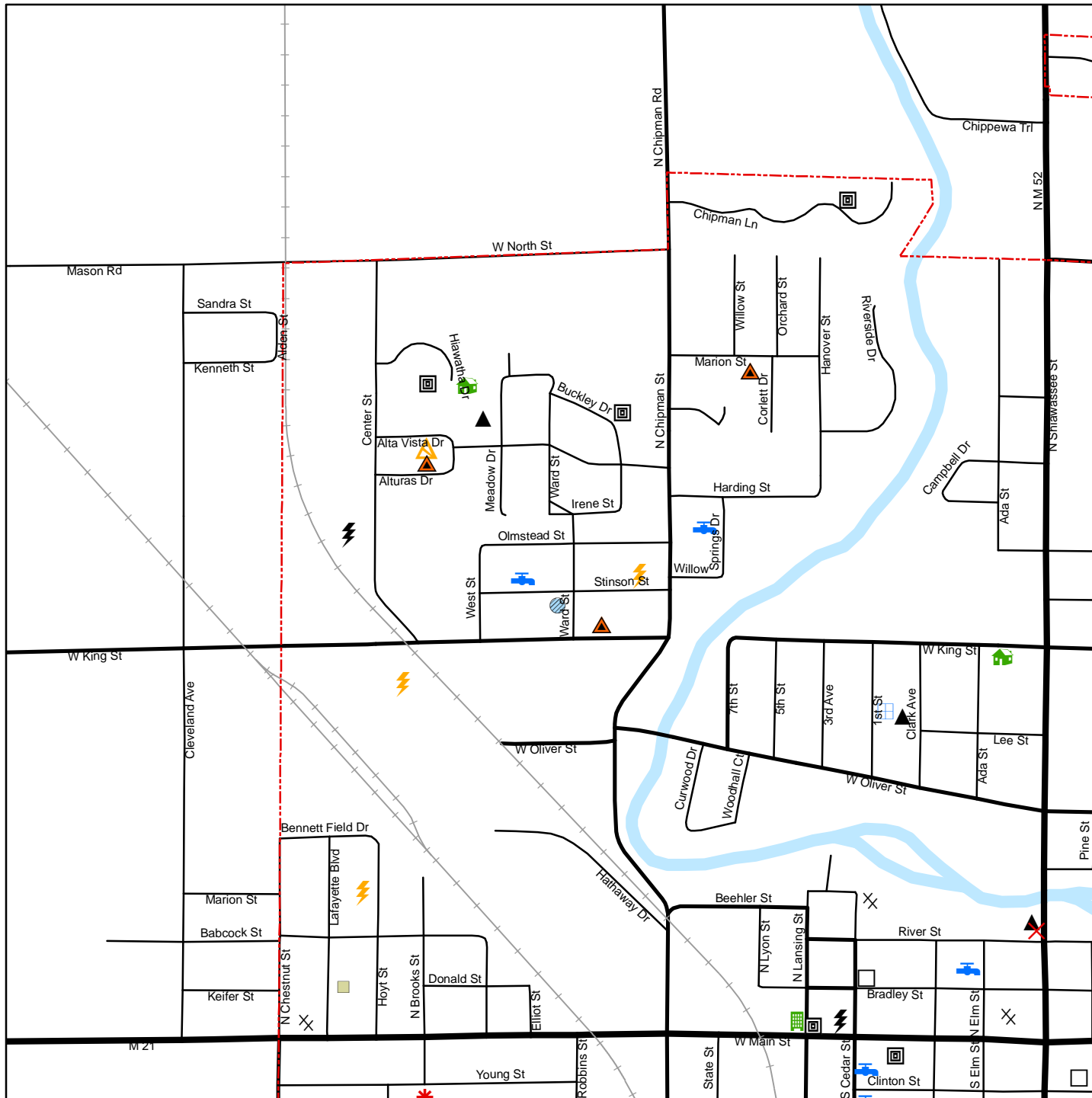
2022 COMPARISON TOTALS

JUNE 2022	\$352,551	\$16,137	104
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City of Owosso

Permit Activity
June 2023

NW Quadrant



Category

- Above Ground Pool
- Deck
- Demolition
- Electrical
- Electrical & Mechanical
- Fence Permit
- Mechanical
- Multiple Permits
- Non-Res. Add/Alter/Repair
- Plumbing
- Res. Add/Alter/Repair
- Roof
- ROW-Utility
- Siding
- Solar Panels
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

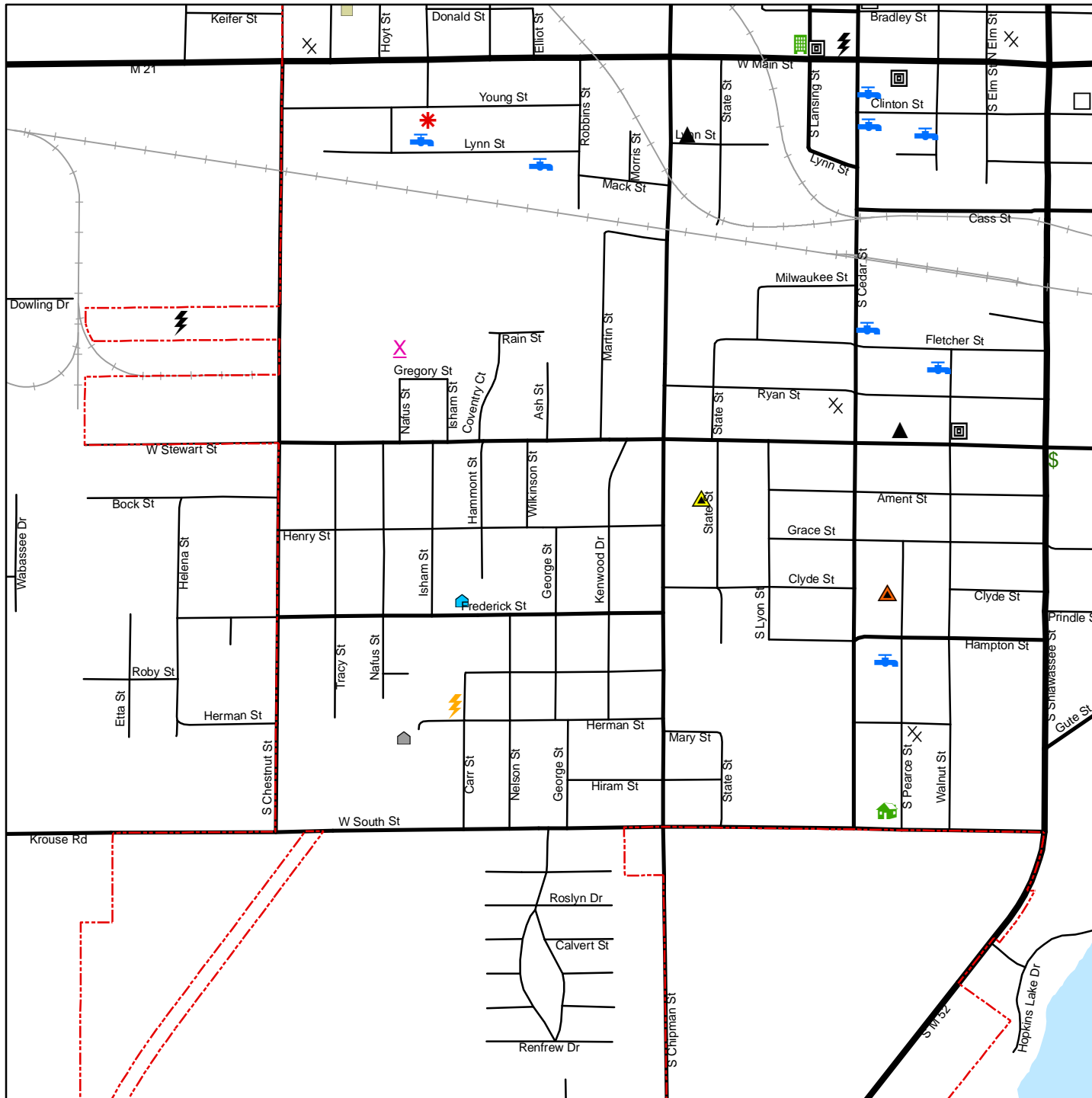
0 300 600 900 1,200 Feet



City of Owosso

Permit Activity
June 2023

SW Quadrant



Category

- Accessory Structures
- Deck
- Electrical
- Electrical & Mechanical
- Fence Permit
- Garage, Detached
- Mechanical
- Multiple Permits
- New Business
- Non-Res. Add/Alter/Repair
- Plumbing
- Res. Add/Alter/Repair
- Roof
- ROW-Eng
- ROW-Utility
- Siding
- Utilities

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200
Feet



JUNE 2023

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APPLIANCES									
ENF 23-0484	CASS ST		INSPECTED PROPERTY	FINAL NOTICE	05/23/2023	06/29/2023	07/13/2023		N
ENF 23-0559	CASS ST		RESOLVED	CLOSED	06/08/2023	06/22/2023		06/22/2023	N
Total Entries					2				
AUTO REP/JUNK VEH									
ENF 23-0159	MOORE ST		RESOLVED	CLOSED	02/17/2023	06/06/2023		06/06/2023	N
ENF 23-0354	HIRAM ST		LETTER SENT	PARTIALLY RESOLVED	05/02/2023	06/28/2023	07/12/2023		N
ENF 23-0505	W	STEWART ST	RESOLVED	CLOSED	05/30/2023	06/08/2023		06/08/2023	N
ENF 23-0561	W	MAIN ST	CONTACT WITH OWNER	RECHECK SCHEDULED	06/08/2023	06/08/2023	07/10/2023		COMM
Total Entries					4				
BRUSH									
ENF 23-0498	S	WASHINGTON ST	RESOLVED	CLOSED	05/25/2023	06/08/2023		06/08/2023	N
ENF 23-0615	N	DEWEY ST	RESOLVED	CLOSED	06/20/2023	06/20/2023		06/20/2023	N
Total Entries					2				
BUILDING VIOL									
ENF 18-0622	W	OLIVER ST	INSPECTED PROPERTY	REF TO CITY ATTY	08/10/2018	06/19/2023	07/19/2023		IND
Total Entries					1				
BUILDING VIOL									
ENF 19-0167	TRACY ST		INSPECTED PROPERTY	REF TO CITY ATTY	03/15/2019	06/22/2023	07/20/2023		N
ENF 20-0522	HAMBLIN ST		INSPECTED PROPERTY	EXTENSION GRANTED	07/22/2020	06/22/2023	08/24/2023		VAC
ENF 20-0599	N	SAGINAW ST	CONTACT WITH OWNER	CLOSED	08/06/2020	06/22/2023		06/22/2023	N
ENF 20-0720	HURON ST		INSPECTED PROPERTY	REF TO BLDG OFFICIAL	09/10/2020	06/28/2023	07/27/2023		N

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ENF 20-0972	E	WILLIAMS ST	INSPECTED PROPERTY	FINAL NOTICE	11/18/2020	06/22/2023	07/20/2023		N
ENF 21-0307	N	WASHINGTON ST	INSPECTED PROPERTY	PENDING PERMIT APPLICATION	03/03/2021	06/19/2023	08/21/2023		COMM
ENF 21-1156	E	WILLIAMS ST	INSPECTED PROPERTY	2ND TICKET ISSUED	08/01/2023	06/19/2023	07/24/2023		N
ENF 21-1886		PRINDLE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/17/2021	06/22/2023	07/20/2023		VAC
ENF 22-0025	W	EXCHANGE	INSPECTED PROPERTY	CLOSED	01/07/2022	06/29/2023		06/29/2023	Y
ENF 22-0067	N	WASHINGTON ST	INSPECTED PROPERTY	FINAL NOTICE	01/24/2022	06/05/2023	07/26/2023		N
ENF 22-0167	S	CEDAR	INSPECTED PROPERTY	REF TO CITY ATTY	02/15/2022	06/29/2023	07/27/2023		N
ENF 22-0209	S	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/23/2022	06/22/2023	07/20/2023		IND
ENF 22-0425		WOODLAWN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	04/12/2022	06/12/2023	07/12/2023		N
ENF 22-0677	N	SHIAWASSEE ST	INSPECTED PROPERTY	RED-TAGGED	05/19/2022	06/15/2023	07/17/2023		VAC
ENF 22-1131	E	MASON ST	INSPECTED PROPERTY	PENDING 2ND TICKET	08/10/2022	06/22/2023	07/13/2023		Y
ENF 22-1280	W	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/12/2022	06/01/2023		06/08/2023	N
ENF 22-1352		CORUNNA AVE	INSPECTED PROPERTY	2ND TICKET ISSUED	10/03/2022	06/29/2023	07/27/2023		N
ENF 22-1468		GRACE ST	CONTACT WITH OWNER	EXTENSION GRANTED	10/27/2022	06/13/2023	07/20/2023		N
ENF 22-1490		LINGLE AVE	OBTAINED PERMIT	CLOSED	11/02/2022	06/27/2023		06/27/2023	N
ENF 22-1549	W	STEWART ST	INSPECTED PROPERTY	CLOSED	11/17/2022	06/01/2023		06/13/2023	Y
ENF 22-1586	W	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	06/01/2023	08/01/2023		COMM
ENF 22-1597	W	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/01/2022	06/01/2023	07/10/2023		COMM
ENF 22-1625		BROADWAY AVE	RESOLVED	CLOSED	12/07/2022	06/05/2023		06/05/2023	N
ENF 22-1626		BROADWAY AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/07/2022	06/22/2023	07/20/2023		N

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ENF 23-0008	W MAIN ST	INSPECTED PROPERTY	CLOSED	01/03/2023	06/21/2023		06/22/2023	COMM
ENF 23-0012	CORUNNA AVE	OBTAINED PERMIT	CLOSED	01/05/2023	06/28/2023		06/29/2023	COMM/V.L.
ENF 23-0051	E KING ST	INSPECTED PROPERTY	EXTENSION GRANTED	01/18/2023	06/19/2023	07/17/2023		VAC
ENF 23-0128	DIVISION ST	INSPECTED PROPERTY	RED-TAGGED	02/06/2023	06/05/2023	07/10/2023		N
ENF 23-0202	E COMSTOCK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/08/2023	06/21/2023	07/19/2023		COMM
ENF 23-0254	YOUNG ST	INSPECTED PROPERTY	REF TO BLDG OFFICIAL	03/21/2023	06/13/2023	07/26/2023		VAC
ENF 23-0261	ROBBINS ST	RESOLVED	CLOSED	03/22/2023	06/01/2023		06/01/2023	N
ENF 23-0270	E STEWART ST	INSPECTED PROPERTY	REF TO BLDG OFFICIAL	03/29/2023	06/29/2023	07/27/2023		Y
ENF 23-0288	W EXCHANGE ST	RECHECK	RECHECK SCHEDULED	04/05/2023	06/29/2023	07/26/2023		COMM
ENF 23-0313	GRAND AVE	INSPECTED PROPERTY	LETTER SENT	04/18/2023	06/28/2023	07/26/2023		N
ENF 23-0523	W MASON	LETTER SENT	RECHECK SCHEDULED	06/05/2023	06/08/2023	08/08/2023		COMM
ENF 23-0539	E EXCHANGE ST	RESOLVED	CLOSED	06/06/2023	06/13/2023		06/13/2023	Y
ENF 23-0541	GLENWOOD AVE	HOMEOWNER CALLED IN	CLOSED	06/06/2023	06/20/2023		06/20/2023	Y
ENF 23-0542	GROVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/06/2023	06/06/2023	07/19/2023		Y
ENF 23-0556	MOORE ST	LETTER SENT	CLOSED	06/08/2023	06/08/2023		06/13/2023	N
ENF 23-0558	RIVER ST	OBTAINED PERMIT	CLOSED	06/08/2023	06/14/2023		06/14/2023	N
ENF 23-0569	WOODLAWN AVE	LETTER SENT	RECHECK SCHEDULED	06/12/2023	06/12/2023	09/12/2023		N
ENF 23-0578	S CHIPMAN ST	LETTER SENT	RECHECK SCHEDULED	06/12/2023	06/28/2023	07/12/2023		COMM
ENF 23-0609	RANDOLPH ST	RESOLVED	CLOSED	06/15/2023	06/22/2023		06/22/2023	N
ENF 23-0612	W EXCHANGE	LETTER SENT	CONTACTED PROPERTY OWNER	06/20/2023	06/19/2023	07/27/2023		N

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ENF 23-0631	N	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/22/2023	06/22/2023	09/21/2023		N
				Total Entries	45				
DEAD TREE									
ENF 23-0155	E	STEWART ST	RESOLVED	CLOSED	02/16/2023	06/19/2023		06/19/2023	N
ENF 23-0622		STRATFORD DR	LETTER SENT	RECHECK SCHEDULED	06/21/2023	06/21/2023	08/24/2023		N
				Total Entries	2				
DOG FECES									
ENF 23-0532	S	CHIPMAN ST	RESOLVED	CLOSED	06/05/2023	06/05/2023		06/05/2023	N
				Total Entries	1				
DRAIN ISSUES									
ENF 23-0500		WOODHALL CT	INSPECTED PROPERTY	RECHECK SCHEDULED	05/15/2023	06/13/2023	07/12/2023		N
				Total Entries	1				
EXTERIOR PAINT/SIDING									
ENF 20-0076		HUGGINS ST	INSPECTED PROPERTY	FINAL NOTICE	01/28/2020	06/13/2023	07/13/2023		Y
ENF 20-0119	E	OLIVER ST	INSPECTED PROPERTY	EXTENSION GRANTED	02/24/2020	06/08/2023	07/13/2023		N
ENF 20-0174	S	OAK ST	CONTACT WITH OWNER	EXTENSION GRANTED	03/18/2020	06/30/2023	10/16/2023		N
ENF 20-0210	E	MASON ST	INSPECTED PROPERTY	CLOSED	05/18/2020	06/22/2023		06/22/2023	Y
ENF 21-0040		WOODLAWN AVE	INSPECTED PROPERTY	FINAL NOTICE	01/12/2021	06/26/2023	07/26/2023		N
ENF 21-1290	W	KING ST	INSPECTED PROPERTY	CLOSED	08/18/2021	05/30/2023		06/27/2023	N
ENF 21-1563	W	WILLIAMS ST	INSPECTED PROPERTY	CONTACT WITH HOMEOWNER	10/12/2021	06/22/2023	07/20/2023		N
ENF 21-1831	S	PARK ST	INSPECTED PROPERTY	EXTENSION GRANTED	12/07/2021	06/12/2023	11/01/2023		N
ENF 22-0213		BRADLEY ST	INSPECTED PROPERTY	FINAL NOTICE	02/24/2022	06/15/2023	07/13/2023		N

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ENF 22-1462	CLYDE ST		INSPECTED PROPERTY	CLOSED	10/26/2022	05/24/2023		06/20/2023	VAC
ENF 23-0568	WALNUT ST			RECHECK SCHEDULED	06/08/2023	06/08/2023	07/06/2023		N
Total Entries					11				
FENCE VIOLATION									
ENF 22-0257	S	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/07/2022	06/15/2023	07/17/2023		COMM
ENF 23-0138	STINSON ST		EXTENSION GRANTED	CLOSED	02/13/2023	06/29/2023		06/29/2023	N
ENF 23-0321	S	WASHINGTON ST	INSPECTED PROPERTY	CLOSED	04/20/2023	06/28/2023		06/28/2023	N
ENF 23-0369	E	MAIN	RESOLVED	CLOSED	05/08/2023	06/01/2023		06/01/2023	COMM
Total Entries					4				
FIRE DAMAGE									
ENF 22-0193	S	CHIPMAN ST	INSPECTED PROPERTY	REF TO CITY ATTY	02/21/2022	06/22/2023	07/20/2023		Y
ENF 23-0174	N	HICKORY ST	INSPECTED PROPERTY	RED-TAGGED	02/23/2023	06/19/2023	07/20/2023		N
ENF 23-0198	AMENT ST		INSPECTED PROPERTY	RED-TAGGED	03/07/2023	06/05/2023	07/17/2023		VAC
ENF 23-0295	S	OAK ST	COMPLAINT LOGGED	REF TO BLDG OFFICIAL	04/17/2023	06/21/2023	07/19/2023		Y
Total Entries					4				
FIRE HYDRANT VIOLATIONS									
ENF 22-1638	BLUESTEM CT		RESOLVED	CLOSED	12/09/2022	06/15/2023		06/15/2023	N
Total Entries					1				
FRONT YARD PARKING									
ENF 23-0376	GELLATLY CT		INSPECTED PROPERTY	EXTENSION GRANTED	05/09/2023	06/19/2023	07/10/2023		N
ENF 23-0508	ADA ST		LETTER SENT	RE-OPENED	05/30/2023	06/26/2023	07/05/2023		N
ENF 23-0566	RYAN ST		RESOLVED	CLOSED	06/08/2023	06/15/2023		06/15/2023	Y

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ENF 23-0618	HIRAM ST	RESOLVED	CLOSED	06/21/2023	06/28/2023		06/28/2023	N
ENF 23-0625	GRAND AVE	RESOLVED	CLOSED	06/21/2023	06/29/2023		06/29/2023	N
ENF 23-0633	E COMSTOCK ST	LETTER SENT	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/05/2023		Y
Total Entries				6				
FURNITURE OUTSIDE								
ENF 23-0448	MICHIGAN AVE	RESOLVED	CLOSED	05/17/2023	06/22/2023		06/22/2023	Y
ENF 23-0583	PEARCE ST	RESOLVED	CLOSED	06/12/2023	06/26/2023		06/26/2023	N
ENF 23-0626	OAKWOOD AVE	LETTER SENT	RECHECK SCHEDULED	06/21/2023	06/28/2023	07/06/2023		Y
Total Entries				3				
GARAGE SALE								
ENF 23-0526	WILLOW ST	RESOLVED	CLOSED	06/05/2023	06/15/2023		06/15/2023	N
ENF 23-0531	CORUNNA AVE	RESOLVED	CLOSED	06/05/2023	06/08/2023		06/08/2023	N
Total Entries				2				
GARBAGE & DEBRIS								
ENF 20-0878	N HICKORY ST	INSPECTED PROPERTY	REF TO CITY ATTY	10/26/2020	06/19/2023	07/26/2023		N
ENF 22-0551	GRACE ST	ISSUED 3RD TICKET	REF TO CITY ATTY	05/04/2022	06/19/2023	07/24/2023		N
ENF 22-1318	GRACE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/20/2022	06/29/2023	07/13/2023		N
ENF 22-1388	YOUNG ST	LETTER SENT	PARTIALLY RESOLVED	10/11/2022	06/28/2023	07/05/2023		N
ENF 22-1417	W MAIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/18/2022	06/29/2023	07/13/2023		N
ENF 22-1558	BRADLEY ST	CONTACT WITH OWNER	EXTENSION GRANTED	11/21/2022	06/12/2023	07/13/2023		N
ENF 23-0019	S CHIPMAN ST	RESOLVED	CLOSED	01/09/2023	06/01/2023		06/01/2023	VAC
ENF 23-0221	W STEWART ST	INSPECTED PROPERTY	CLOSED	03/13/2023	06/13/2023		06/13/2023	N

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ENF 23-0231	GRAND AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	03/15/2023	06/28/2023	07/13/2023		N
ENF 23-0341	MARTIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	04/26/2023	06/28/2023	07/12/2023		N
ENF 23-0347	W STEWART ST	RESOLVED	CLOSED	05/01/2023	06/15/2023		06/15/2023	N
ENF 23-0362	N SAGINAW ST	RESOLVED	CLOSED	05/04/2023	06/21/2023		06/21/2023	N
ENF 23-0449	S WASHINGTON ST	RESOLVED	CLOSED	05/17/2023	06/05/2023		06/05/2023	N
ENF 23-0490	RIVER	RESOLVED	CLOSED	05/24/2023	06/22/2023		06/22/2023	Y
ENF 23-0513	FLETCHER ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/31/2023	06/21/2023	07/06/2023		N
ENF 23-0516	GLENWOOD AVE	INSPECTED PROPERTY	2ND NOTICE SENT	06/01/2023	06/27/2023	07/05/2023		N
ENF 23-0518	RYAN ST	INSPECTED PROPERTY	2ND NOTICE SENT	06/01/2023	06/29/2023	07/06/2023		N
ENF 23-0537	N CHIPMAN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	06/06/2023	06/27/2023	07/06/2023		N
ENF 23-0546	ABBOTT ST	HOMEOWNER CALLED IN	EXTENSION GRANTED	06/07/2023	06/29/2023	07/13/2023		N
ENF 23-0565	S WASHINGTON ST	LETTER SENT	PARTIALLY RESOLVED	06/08/2023	06/29/2023	07/13/2023		N
ENF 23-0567	MARTIN ST	RESOLVED	CLOSED	06/08/2023	06/15/2023		06/15/2023	N
ENF 23-0592	NAFUS ST	RESOLVED	CLOSED	06/13/2023	06/27/2023		06/27/2023	N
ENF 23-0596	DIVISION ST	INSPECTED PROPERTY	2ND NOTICE SENT	06/13/2023	06/27/2023	07/13/2023		VAC
ENF 23-0606	NAFUS ST	RESOLVED	CLOSED	06/15/2023	06/29/2023		06/29/2023	N
ENF 23-0610	LYNN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/19/2023	06/27/2023	07/11/2023		N
ENF 23-0634	E COMSTOCK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/10/2023		Y
ENF 23-0641	N SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/05/2023		N
ENF 23-0642	MILWAUKEE	LETTER SENT	RECHECK SCHEDULED	06/27/2023	06/27/2023	07/06/2023		Y

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ENF 23-0643		HUNTINGTON DR	INSPECTED PROPERTY	RECHECK SCHEDULED	06/27/2023	06/27/2023	07/05/2023		N
ENF 23-0645	N	LANSING ST	INSPECTED PROPERTY	LETTER SENT	06/27/2023	06/28/2023	07/11/2023		Y
ENF 23-0654	E	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/12/2023		VAC
ENF 23-0655	N	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/05/2023		N
Total Entries					32				
GARBAGE/JUNK IN ROW									
ENF 23-0381	E	KING ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/10/2023	06/29/2023	07/13/2023		Y
ENF 23-0452	N	HICKORY ST	RESOLVED	CLOSED	05/17/2023	06/05/2023		06/05/2023	Y
ENF 23-0466		DIVISION ST	RESOLVED	CLOSED	05/22/2023	06/07/2023		06/07/2023	N
ENF 23-0475	E	COMSTOCK	RESOLVED	CLOSED	05/22/2023	06/13/2023		06/13/2023	Y
ENF 23-0483	N	SAGINAW ST	RESOLVED	CLOSED	05/23/2023	06/13/2023		06/13/2023	N
ENF 23-0493		STATE ST	RESOLVED	CLOSED	05/25/2023	06/07/2023		06/07/2023	N
ENF 23-0512		ADAMS ST	RESOLVED	CLOSED	05/31/2023	06/07/2023		06/07/2023	N
ENF 23-0514	N	DEWEY ST	RESOLVED	CLOSED	06/01/2023	06/15/2023		06/15/2023	N
ENF 23-0515	E	EXCHANGE ST	RESOLVED	CLOSED	06/01/2023	06/26/2023		06/26/2023	N
ENF 23-0517		RYAN ST	RESOLVED	CLOSED	06/01/2023	06/08/2023		06/08/2023	N
ENF 23-0522	N	DEWEY ST	RESOLVED	CLOSED	06/05/2023	06/12/2023		06/12/2023	Y
ENF 23-0525	N	CHIPMAN ST	RECHECK	CLOSED	06/05/2023	06/12/2023		06/12/2023	N
ENF 23-0530		DIVISION ST	RESOLVED	CLOSED	06/05/2023	06/26/2023		06/26/2023	N
ENF 23-0533	S	LYON ST	RESOLVED	CLOSED	06/05/2023	06/12/2023		06/12/2023	N
ENF 23-0534		JEROME AVE	RESOLVED	CLOSED	06/05/2023	06/12/2023		06/12/2023	N

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ENF 23-0536	N	DEWEY ST	RESOLVED	CLOSED	06/05/2023	06/19/2023		06/19/2023	Y
ENF 23-0543		OAKWOOD AVE	RESOLVED	CLOSED	06/07/2023	06/21/2023		06/21/2023	Y
ENF 23-0544	E	COMSTOCK ST	RESOLVED	CLOSED	06/07/2023	06/28/2023		06/28/2023	Y
ENF 23-0548		MACK ST	RESOLVED	CLOSED	06/07/2023	06/14/2023		06/14/2023	N
ENF 23-0550	N	BALL ST	RESOLVED	CLOSED	06/07/2023	06/14/2023		06/14/2023	N
ENF 23-0552		GRAND AVE	RESOLVED	CLOSED	06/07/2023	06/14/2023		06/14/2023	Y
ENF 23-0553	W	KING ST	RESOLVED	CLOSED	06/07/2023	06/14/2023		06/14/2023	N
ENF 23-0555		RYAN ST	RESOLVED	CLOSED	06/07/2023	06/14/2023		06/14/2023	N
ENF 23-0563	E	EXCHANGE	RESOLVED	CLOSED	06/08/2023	06/15/2023		06/15/2023	Y
ENF 23-0571	E	KING ST	RESOLVED	CLOSED	06/12/2023	06/26/2023		06/26/2023	Y
ENF 23-0573	N	DEWEY ST	RESOLVED	CLOSED	06/12/2023	06/19/2023		06/19/2023	N
ENF 23-0574		GOODHUE ST	RESOLVED	CLOSED	06/12/2023	06/26/2023		06/26/2023	Y
ENF 23-0575	N	PARK ST	RESOLVED	CLOSED	06/12/2023	06/26/2023		06/26/2023	N
ENF 23-0576	N	PARK	RESOLVED	CLOSED	06/12/2023	06/19/2023		06/19/2023	N
ENF 23-0577	N	WASHINGTON ST	RESOLVED	CLOSED	06/12/2023	06/19/2023		06/19/2023	N
ENF 23-0580	E	MASON ST	RESOLVED	CLOSED	06/12/2023	06/19/2023		06/19/2023	Y
ENF 23-0584		GRAND AVE	RESOLVED	CLOSED	06/12/2023	06/19/2023		06/19/2023	N
ENF 23-0588		ADAMS ST	RESOLVED	CLOSED	06/13/2023	06/20/2023		06/20/2023	N
ENF 23-0589	N	WATER ST	RESOLVED	CLOSED	06/13/2023	06/20/2023		06/20/2023	N
ENF 23-0591		ISHAM ST	LETTER SENT	RECHECK SCHEDULED	06/13/2023	06/22/2023	07/06/2023		N
ENF 23-0594	W	KING ST	RESOLVED	CLOSED	06/13/2023	06/20/2023		06/20/2023	Y

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ENF 23-0595		CORUNNA AVE	RESOLVED	CLOSED	06/13/2023	06/20/2023		06/20/2023	Y
ENF 23-0597	S	CEDAR ST	RESOLVED	CLOSED	06/13/2023	06/20/2023		06/20/2023	N
ENF 23-0598	N	HICKORY ST	RESOLVED	CLOSED	06/14/2023	06/28/2023		06/28/2023	N
ENF 23-0599		PINE ST	RESOLVED	CLOSED	06/14/2023	06/21/2023		06/21/2023	N
ENF 23-0600		PINE ST	RESOLVED	CLOSED	06/14/2023	06/28/2023		06/28/2023	N
ENF 23-0601		RIVER ST	RESOLVED	CLOSED	06/14/2023	06/21/2023		06/21/2023	Y
ENF 23-0602	E	EXCHANGE ST	RESOLVED	CLOSED	06/14/2023	06/19/2023		06/19/2023	N
ENF 23-0603	E	MASON ST	RESOLVED	CLOSED	06/14/2023	06/21/2023		06/21/2023	N
ENF 23-0604	N	WASHINGTON ST	RESOLVED	CLOSED	06/14/2023	06/21/2023		06/21/2023	N
ENF 23-0611	N	DEWEY ST	RESOLVED	CLOSED	06/19/2023	06/27/2023		06/27/2023	N
ENF 23-0613		MILWAUKEE	LETTER SENT	RECHECK SCHEDULED	06/20/2023	06/27/2023	07/06/2023		N
ENF 23-0619		PINE ST	RESOLVED	CLOSED	06/21/2023	06/29/2023		06/29/2023	N
ENF 23-0621	E	NORTH ST	RESOLVED	CLOSED	06/21/2023	06/29/2023		06/29/2023	N
ENF 23-0623	N	DEWEY ST	RESOLVED	CLOSED	06/21/2023	06/28/2023		06/28/2023	N
ENF 23-0624		LINGLE AVE	RESOLVED	CLOSED	06/21/2023	06/28/2023		06/28/2023	N
ENF 23-0627		FLETCHER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/21/2023	06/21/2023	07/06/2023		N
ENF 23-0635	E	MASON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/05/2023		Y
ENF 23-0638		STEVENS DR	INSPECTED PROPERTY	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/05/2023		N
ENF 23-0640	N	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/05/2023		N
ENF 23-0647		QUEEN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/12/2023		N

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Enf. Number	Address		Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 23-0648	PINE ST		INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/12/2023		Y
ENF 23-0651	E	COMSTOCK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/05/2023		Y
Total Entries					58				
IMMINENT DANGER OF STRUCTURE									
ENF 22-0059	S	DEWEY ST	INSPECTED PROPERTY	REF TO CITY ATTY	01/21/2022	06/05/2023	07/12/2023		VAC
Total Entries					1				
LAWN MAINTENANCE									
ENF 23-0385	S	SHIAWASSEE ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/25/2023	07/11/2023		COMM
ENF 23-0386	W	MAIN ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/25/2023	07/11/2023		COMM
ENF 23-0387	N	HICKORY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/15/2023	06/20/2023	07/11/2023		N
ENF 23-0389		ADAMS ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/27/2023	07/11/2023		N
ENF 23-0391		ADAMS ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/27/2023	07/11/2023		VAC
ENF 23-0392	N	SHIAWASSEE ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/27/2023	07/11/2023		N
ENF 23-0396		STATE ST	REF TO MOWING CONTRACTOR	PARTIALLY RESOLVED	05/15/2023	06/20/2023	07/11/2023		Y
ENF 23-0399	S	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/15/2023	06/20/2023	07/11/2023		VAC
ENF 23-0401	E	EXCHANGE ST	INSPECTED PROPERTY	CLOSED	05/15/2023	06/20/2023		06/20/2023	N
ENF 23-0404		CORUNNA AVE	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/27/2023	07/11/2023		VAC
ENF 23-0405		GLENWOOD AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	05/15/2023	06/20/2023	07/11/2023		VAC
ENF 23-0408		MEADOW DR	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/25/2023	07/11/2023		VAC
ENF 23-0418		DIVISION ST		RECHECK SCHEDULED	05/15/2023	06/25/2023	07/11/2023		VAC

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			CONTRACTOR						
ENF 23-0419		MONROE	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2023	06/27/2023	07/11/2023		N
ENF 23-0427		HARDING AVE	RESOLVED	CLOSED	05/16/2023	06/06/2023		06/06/2023	N
ENF 23-0435	N	SHIAWASSEE ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/17/2023	06/27/2023	07/11/2023		N
ENF 23-0443		ALGER AVE	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/17/2023	06/20/2023	07/11/2023		VAC
ENF 23-0451	N	WASHINGTON	INSPECTED PROPERTY	RECHECK SCHEDULED	05/17/2023	06/20/2023	07/11/2023		VAC
ENF 23-0455	S	PARK	INSPECTED PROPERTY	CLOSED	05/18/2023	06/04/2023		06/07/2023	VAC
ENF 23-0462		MARTIN ST	INSPECTED PROPERTY	CLOSED	05/22/2023	06/08/2023		06/08/2023	N
ENF 23-0478	S	PARK	REF TO MOWING CONTRACTOR	CLOSED	05/22/2023	06/04/2023		06/07/2023	VAC
ENF 23-0480		MONROE ST	RESOLVED	CLOSED	05/23/2023	06/27/2023		06/27/2023	VAC
ENF 23-0487	N	CEDAR ST	INSPECTED PROPERTY	RE-OPENED	05/24/2023	06/27/2023	07/11/2023		Y
ENF 23-0488		CLYDE ST	RESOLVED	CLOSED	05/24/2023	06/06/2023		06/06/2023	VAC
ENF 23-0489		HAMBLIN ST	RESOLVED	CLOSED	05/24/2023	06/06/2023		06/06/2023	VAC
ENF 23-0495		PRINDLE ST	RESOLVED	CLOSED	05/25/2023	06/06/2023		06/06/2023	VAC
ENF 23-0499		CLINTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/30/2023	06/20/2023	07/11/2023		VAC
ENF 23-0501	N	LANSING ST	RESOLVED	CLOSED	05/30/2023	06/06/2023		06/06/2023	N
ENF 23-0502	N	HICKORY ST	RESOLVED	CLOSED	05/30/2023	06/06/2023		06/06/2023	N
ENF 23-0503	E	KING ST	LETTER SENT	RECHECK SCHEDULED	05/30/2023	06/29/2023	07/11/2023		N
ENF 23-0504		GROVER ST	RESOLVED	CLOSED	05/30/2023	06/06/2023		06/06/2023	N
ENF 23-0506		LYNN ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/30/2023	06/25/2023	07/11/2023		N

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ENF 23-0507	ADA ST	RESOLVED	CLOSED	05/30/2023	06/06/2023		06/06/2023	Y
ENF 23-0519	E MAIN ST	RESOLVED	CLOSED	06/01/2023	06/14/2023		06/14/2023	VAC
ENF 23-0524	MICHIGAN AVE	RESOLVED	CLOSED	06/05/2023	06/14/2023		06/14/2023	VAC
ENF 23-0527	WEST ST	RESOLVED	CLOSED	06/05/2023	06/14/2023		06/14/2023	VAC
ENF 23-0528	WARD	RESOLVED	CLOSED	06/05/2023	06/05/2023		06/05/2023	N
ENF 23-0529	N CHIPMAN	RESOLVED	CLOSED	06/05/2023	06/27/2023		06/27/2023	COMM
ENF 23-0535	W NORTH ST	RESOLVED	CLOSED	06/05/2023	06/14/2023		06/14/2023	N
ENF 23-0538	CLYDE ST	RESOLVED	CLOSED	06/06/2023	06/14/2023		06/14/2023	N
ENF 23-0545	HUNTINGTON DR	RESOLVED	CLOSED	06/07/2023	06/27/2023		06/27/2023	N
ENF 23-0549	ADA ST	RESOLVED	CLOSED	06/07/2023	06/20/2023		06/20/2023	VAC
ENF 23-0554	W STEWART ST	RESOLVED	CLOSED	06/07/2023	06/20/2023		06/20/2023	Y
ENF 23-0560	E OLIVER ST	RESOLVED	CLOSED	06/08/2023	06/22/2023		06/22/2023	N
ENF 23-0564	S WASHINGTON	CONTACT WITH OWNER	CLOSED	06/08/2023	06/12/2023		06/12/2023	VAC
ENF 23-0582	PEARCE ST	CONTACT WITH OWNER	RECHECK SCHEDULED	06/12/2023	06/20/2023	07/11/2023		VAC
ENF 23-0587	QUEEN ST	INSPECTED PROPERTY	CLOSED	06/13/2023	06/20/2023		06/20/2023	VAC
ENF 23-0628	N DEWEY ST	RESOLVED	CLOSED	06/21/2023	06/21/2023		06/21/2023	Y
ENF 23-0636	E MASON ST	CONTACT WITH PROPERTY MANAGER	RECHECK SCHEDULED	06/26/2023	06/30/2023	07/05/2023		VAC
ENF 23-0652	HUGGINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/11/2023		Y
ENF 23-0653	N LANSING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/11/2023		Y

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ENF 23-0657	N	CEDAR ST	LETTER SENT	RECHECK SCHEDULED	06/29/2023	06/29/2023	07/11/2023		N
				Total Entries	52				
LIVING IN TENTS									
ENF 23-0340		RANDOLPH ST	REF TO POLICE	CLOSED	04/24/2023	06/27/2023		06/27/2023	N
ENF 23-0586	E	MASON ST	INSPECTED PROPERTY	CLOSED	06/13/2023	06/15/2023		06/15/2023	Y
				Total Entries	2				
MULTIPLE VIOLATIONS									
ENF 20-0052		GENESEE ST	INSPECTED PROPERTY	CLOSED	01/17/2020	06/28/2023		06/29/2023	N
ENF 20-0182		CORUNNA AVE	RESOLVED	CLOSED	05/11/2020	06/22/2023		06/22/2023	COMM
ENF 20-0917	W	EXCHANGE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/03/2020	06/22/2023	07/20/2023		N
ENF 21-0802		HAMBLIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/01/2021	06/28/2023	07/27/2023		VAC
ENF 21-1095	E	MASON ST	INSPECTED PROPERTY	1ST TICKET ISSUED	07/20/2021	06/29/2023	07/31/2023		Y
ENF 21-1578		ROBBINS ST	INSPECTED PROPERTY	LEGAL ACTION	10/14/2021	06/22/2023	07/19/2023		COMM
ENF 21-1821	N	SAGINAW ST	RESOLVED	CLOSED	12/07/2021	06/22/2023		06/22/2023	N
ENF 21-1883	W	MAIN ST	INSPECTED PROPERTY	1ST TICKET ISSUED	12/17/2021	06/29/2023	07/27/2023		N
ENF 21-1884		PRINDLE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/17/2021	06/08/2023	07/13/2023		N
ENF 22-0035	W	MAIN ST	INSPECTED PROPERTY	REF TO BLDG OFFICIAL	01/11/2022	06/28/2023	07/05/2023		COMM
ENF 22-0238	E	MAIN ST	INSPECTED PROPERTY	1ST TICKET ISSUED	03/03/2022	06/29/2023	07/20/2023		N
ENF 22-0356		MILWAUKEE ST	INSPECTED PROPERTY	REF TO CITY ATTY	03/25/2022	06/19/2023	07/24/2023		N
ENF 22-0387		RANDOLPH ST	RESOLVED	CLOSED	03/30/2022	06/22/2023		06/22/2023	N
ENF 22-0690	S	CHIPMAN ST	INSPECTED PROPERTY	FINAL NOTICE	05/19/2022	06/28/2023	09/28/2023		N

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ENF 22-0925		MEADOW DR	INSPECTED PROPERTY	REF TO CITY ATTY	06/22/2022	06/22/2023	07/20/2023		VAC
ENF 22-1150	S	DEWEY ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	08/15/2022	06/21/2023	07/13/2023		N
ENF 22-1174		ADA ST	RESOLVED	CLOSED	08/17/2022	06/14/2023		06/14/2023	N
ENF 22-1190		PEARCE ST	RESOLVED	CLOSED	08/22/2022	06/20/2023		06/20/2023	Y
ENF 22-1197		OAKWOOD AVE	INSPECTED PROPERTY	REF TO CITY ATTY	08/23/2022	06/08/2023	07/13/2023		Y
ENF 22-1317	E	HOWARD ST	INSPECTED PROPERTY	PENDING 1ST TICKET	09/19/2022	06/14/2023	07/13/2023		N
ENF 22-1346	N	ELM ST	RESOLVED	CLOSED	10/03/2022	06/19/2023		06/19/2023	N
ENF 22-1428		GARFIELD AVE	CONTACT WITH OWNER	PARTIALLY RESOLVED	10/19/2022	06/01/2023	07/10/2023		VAC
ENF 22-1429		ALGER AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/19/2022	06/05/2023	07/12/2023		VAC
ENF 22-1487		BEEHLER ST	RESOLVED	CLOSED	11/01/2022	06/01/2023		06/01/2023	Y
ENF 22-1492		WOODLAWN AVE	CONTACT WITH OWNER	FINAL NOTICE	11/02/2022	06/12/2023	07/12/2023		N
ENF 22-1525		CORUNNA AVE	RESOLVED	CLOSED	11/09/2022	06/22/2023		06/22/2023	COMM
ENF 22-1531		WOODLAWN AVE	INSPECTED PROPERTY	PENDING 2ND TICKET	11/14/2022	06/22/2023	07/06/2023		N
ENF 22-1618		LINGLE AVE	RESOLVED	CLOSED	12/06/2022	06/28/2023		06/28/2023	N
ENF 22-1640	E	EXCHANGE ST	RESOLVED	CLOSED	12/12/2022	06/26/2023		06/26/2023	Y
ENF 22-1647		BEEHLER ST	LETTER SENT	RECHECK SCHEDULED	12/12/2022	06/12/2023	07/12/2023		N
ENF 22-1671	W	KING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/19/2022	06/19/2023	07/06/2023		N
ENF 23-0006		FLETCHER ST	RESOLVED	CLOSED	01/03/2023	06/13/2023		06/13/2023	N
ENF 23-0029	N	OAK ST	CONTACT WITH PROPERTY MANAGER	RECHECK SCHEDULED	01/09/2023	06/21/2023	07/31/2023		N
ENF 23-0156	S	CHIPMAN ST	INSPECTED PROPERTY	1ST TICKET ISSUED	02/16/2023	06/29/2023	07/13/2023		N

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ENF 23-0157	N	LANSING ST	CONTACT WITH OWNER	PARTIALLY RESOLVED	02/17/2023	06/28/2023	07/26/2023		Y
ENF 23-0161	N	SAGINAW ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/20/2023	06/21/2023	07/17/2023		N
ENF 23-0172		GRAND AVE	LETTER SENT	PARTIALLY RESOLVED	02/22/2023	06/29/2023	07/12/2023		N
ENF 23-0281		STATE ST	INSPECTED PROPERTY	1ST TICKET ISSUED	04/04/2023	06/29/2023	07/26/2023		Y
ENF 23-0294	N	SHIAWASSEE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	04/17/2023	06/13/2023	07/06/2023		Y
ENF 23-0316		HAMMONT ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	04/19/2023	06/22/2023	07/06/2023		N
ENF 23-0322	S	WASHINGTON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	04/20/2023	06/21/2023	07/17/2023		N
ENF 23-0350		HARDING AVE	RESOLVED	CLOSED	05/02/2023	06/13/2023		06/13/2023	N
ENF 23-0352		LAFAYETTE BLVD	INSPECTED PROPERTY	LETTER SENT	05/02/2023	06/27/2023	07/06/2023		N
ENF 23-0361		OAKWOOD AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/04/2023	06/27/2023	07/11/2023		N
ENF 23-0368		BROADWAY AVE	2ND NOTICE SENT	RECHECK SCHEDULED	05/08/2023	06/19/2023	07/17/2023		N
ENF 23-0371	W	KING ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/08/2023	06/29/2023	07/31/2023		VAC
ENF 23-0372		PINE ST	HOMEOWNER CALLED IN	RECHECK SCHEDULED	05/08/2023	06/30/2023	08/31/2023		N
ENF 23-0425	S	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/16/2023	06/27/2023	07/27/2023		N
ENF 23-0453	N	LANSING ST	RESOLVED	CLOSED	05/18/2023	06/13/2023		06/13/2023	Y
ENF 23-0494	W	STEWART ST	RESOLVED	CLOSED	05/25/2023	06/29/2023		06/29/2023	Y
ENF 23-0509		BRANDON ST	RESOLVED	CLOSED	05/30/2023	06/07/2023		06/07/2023	N
ENF 23-0510		DEVONSHIRE CT	RESOLVED	CLOSED	05/31/2023	06/21/2023		06/21/2023	Y
ENF 23-0521	E	EXCHANGE ST	RESOLVED	CLOSED	06/05/2023	06/19/2023		06/19/2023	N
ENF 23-0547		BROADWAY AVE	RESOLVED	CLOSED	06/07/2023	06/21/2023		06/21/2023	N

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ENF 23-0551		LINGLE AVE	LETTER SENT	RECHECK SCHEDULED	06/07/2023	06/07/2023	08/07/2023		N
ENF 23-0562	N	DEWEY ST	RESOLVED	CLOSED	06/08/2023	06/20/2023		06/20/2023	Y
ENF 23-0570	E	COMSTOCK ST	RESOLVED	CLOSED	06/12/2023	06/20/2023		06/20/2023	Y
ENF 23-0579		STATE ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	06/12/2023	06/25/2023	07/11/2023		VAC
ENF 23-0581	E	MASON ST	RESOLVED	CLOSED	06/12/2023	06/19/2023		06/19/2023	N
ENF 23-0585		WOODLAWN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	06/12/2023	06/19/2023	07/10/2023		N
ENF 23-0605	W	OLIVER ST	LETTER SENT	RECHECK SCHEDULED	06/15/2023	06/15/2023	08/07/2023		N
ENF 23-0614		GLENWOOD AVE	LETTER SENT	RECHECK SCHEDULED	06/20/2023	06/20/2023	07/05/2023		Y
ENF 23-0616	S	LYON ST	LETTER SENT	RECHECK SCHEDULED	06/20/2023	06/27/2023	07/13/2023		Y
ENF 23-0617		CLINTON ST	LETTER SENT	RECHECK SCHEDULED	06/21/2023	06/21/2023	07/05/2023		Y
ENF 23-0629	N	PARK ST	LETTER SENT	RECHECK SCHEDULED	06/21/2023	06/28/2023	07/12/2023		N
ENF 23-0632		CORUNNA AVE	LETTER SENT	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/11/2023		COMM
ENF 23-0639	N	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/26/2023	06/26/2023	07/05/2023		Y
ENF 23-0644		STEVENS DR	INSPECTED PROPERTY	RECHECK SCHEDULED	06/27/2023	06/27/2023	07/05/2023		N
Total Entries					68				
NO BUILDING PERMIT									
ENF 23-0181	E	MAIN ST	OBTAINED PERMIT	CLOSED	02/27/2023	06/21/2023		06/21/2023	VAC
ENF 23-0206		ADAMS ST	INSPECTED PROPERTY	CLOSED	03/09/2023	06/08/2023		06/13/2023	N
ENF 23-0272		ORCHARD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/03/2023	06/22/2023	07/06/2023		N
ENF 23-0540	E	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/06/2023	06/28/2023	07/12/2023		VAC
ENF 23-0620	E	NORTH ST	LETTER SENT	CLOSED	06/21/2023	06/21/2023		06/27/2023	N

07/03/23

Code Enforcement Activity

18/21

JUNE 2023

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 23-0630	KEYTE ST	OBTAINED PERMIT	CLOSED	06/22/2023	06/28/2023		06/28/2023	N
ENF 23-0646	WILLOW SPRINGS DR	OBTAINED PERMIT	CLOSED	06/28/2023	07/03/2023		07/03/2023	N
ENF 23-0649	GRAND AVE	LETTER SENT	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/27/2023		Y
Total Entries				8				
RENTAL REGISTRATION								
ENF 23-0135	WALNUT ST	RENTAL REG FORM SUBMITTED	CLOSED	02/10/2023	06/20/2023		06/20/2023	Y
ENF 23-0136	RIVER ST	RENTAL REG FORM SUBMITTED	CLOSED	02/10/2023	06/20/2023		06/20/2023	Y
ENF 23-0283	STATE ST	NOT A RENTAL	CLOSED	04/04/2023	06/28/2023		06/29/2023	Y
ENF 23-0344	N SAGINAW ST	INSPECTED PROPERTY	LETTER SENT	04/28/2023	06/28/2023	07/29/2023		Y
ENF 23-0456	LYNN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/18/2023	06/19/2023	07/19/2023		Y
ENF 23-0472	E MASON ST	RENTAL REG FORM SUBMITTED	CLOSED	05/22/2023	06/16/2023		06/16/2023	Y
ENF 23-0492	S CHIPMAN	INSPECTED PROPERTY	LETTER SENT	05/25/2023	06/22/2023	07/22/2023		Y
ENF 23-0520	PINE ST	NOT A RENTAL	CLOSED	06/01/2023	06/08/2023		06/08/2023	N
Total Entries				8				
ROW VIOLATIONS								
ENF 23-0409	W WILLIAMS ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/15/2023	06/15/2023		06/15/2023	N
ENF 23-0511	PINE ST	RESOLVED	CLOSED	05/31/2023	06/15/2023		06/15/2023	Y
ENF 23-0572	N PARK ST	RESOLVED	CLOSED	06/12/2023	06/19/2023		06/19/2023	N
ENF 23-0593	W STEWART ST	RESOLVED	CLOSED	06/13/2023	06/27/2023		06/27/2023	N
ENF 23-0637	RIVERSIDE DR		LETTER SENT	06/26/2023	06/26/2023	08/10/2023		N

07/03/23

Code Enforcement Activity

19/21

JUNE 2023

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 23-0656	N WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/29/2023	06/29/2023	07/06/2023		N
				Total Entries	6			
SCRAPPING MATERIALS								
ENF 23-0133	CORUNNA AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/09/2023	06/27/2023	07/11/2023		N
				Total Entries	1			
SEWER DISCHARGE								
ENF 23-0476	BROADWAY AVE	LETTER SENT	CLOSED	05/22/2023	05/22/2023		06/05/2023	Y
ENF 23-0477	BROADWAY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	05/22/2023	06/29/2023	07/20/2023		N
				Total Entries	2			
SIDEWALK VIOLATION								
ENF 23-0590	PINE ST	RESOLVED	CLOSED	06/13/2023	06/27/2023		06/27/2023	N
ENF 23-0607	HAMMONT ST	RESOLVED	CLOSED	06/15/2023	06/22/2023		06/22/2023	N
ENF 23-0608	HAMMONT ST	RESOLVED	CLOSED	06/15/2023	06/22/2023		06/22/2023	N
				Total Entries	3			
TEMPORARY STRUCTURES								
ENF 21-0380	GRACE ST	INSPECTED PROPERTY	PENDING 2ND TICKET	03/11/2021	06/29/2023	07/13/2023		N
ENF 21-1643	ABBOTT ST	INSPECTED PROPERTY	PENDING 1ST TICKET	10/26/2021	06/29/2023	07/13/2023		N
ENF 21-1759	HERMAN ST	RESOLVED	CLOSED	11/18/2021	06/26/2023		06/26/2023	Y
ENF 22-0236	GRAND AVE	INSPECTED PROPERTY	1ST TICKET ISSUED	03/03/2022	06/29/2023	07/27/2023		N
ENF 22-0305	E MASON ST	INSPECTED PROPERTY	FINAL NOTICE	03/15/2022	06/05/2023	07/12/2023		N
ENF 22-1587	ABREY AVE	LETTER SENT	RECHECK SCHEDULED	11/30/2022	06/01/2023	07/12/2023		N
ENF 22-1588	FRAZER AVE	RESOLVED	CLOSED	11/30/2022	06/01/2023		06/01/2023	N

20/21

WINDOWS

07/03/23

Code Enforcement Activity

21/21

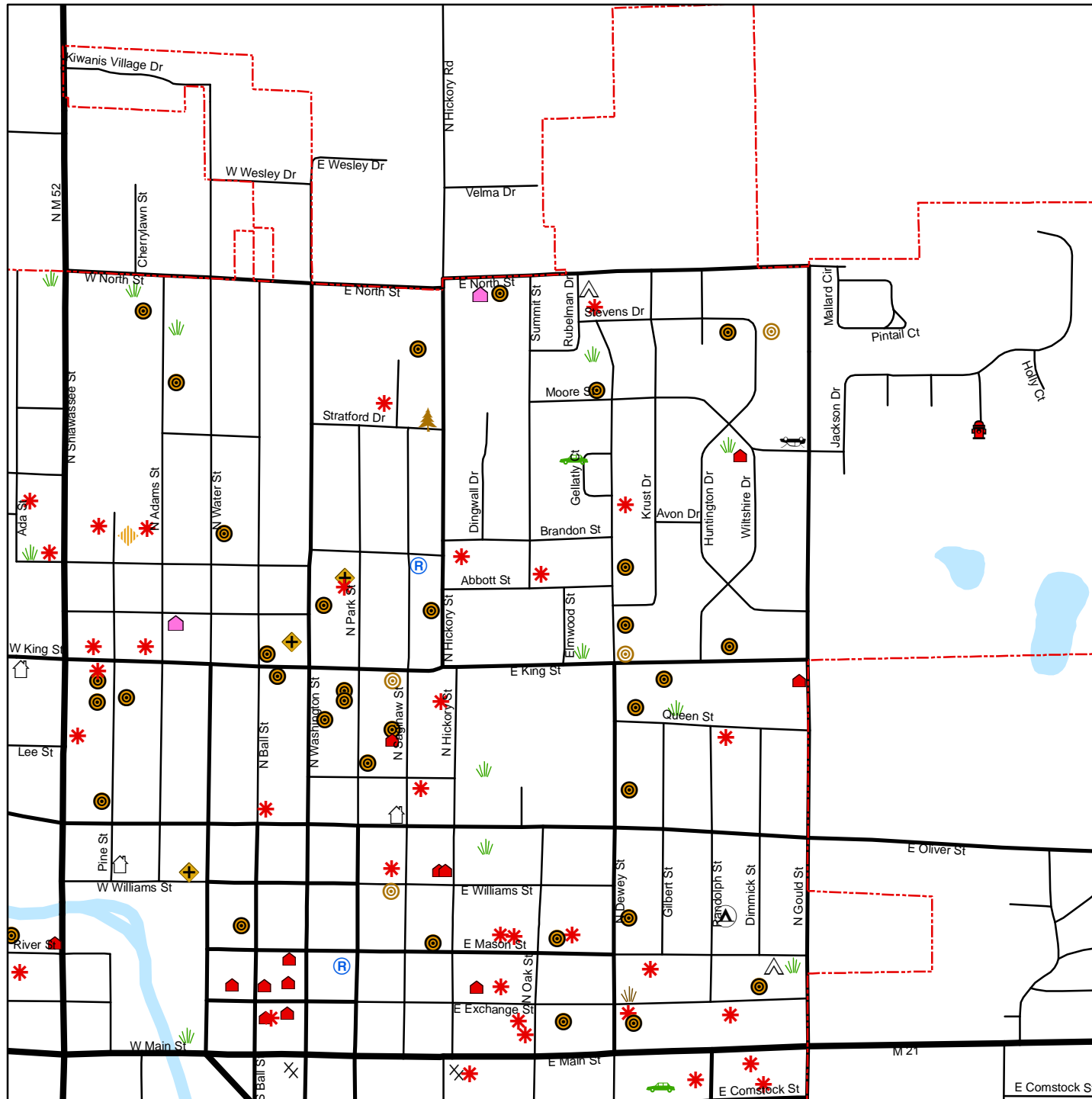
JUNE 2023

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 23-0095	BROADWAY AVE	INSPECTED PROPERTY	2ND NOTICE SENT	01/30/2023	06/26/2023	07/24/2023		N
Total Entries				1				
ZONING								
ENF 20-0866	STATE ST	INSPECTED PROPERTY	REF TO CITY ATTY	10/20/2020	06/12/2023	07/12/2023		COMM
ENF 23-0650	S OAK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/28/2023	06/28/2023	07/24/2023		N
Total Entries				2				
Total Records:		352	Total Pages:			21		

City of Owosso

Code Enforcement Activity June 2023

NE Quadrant



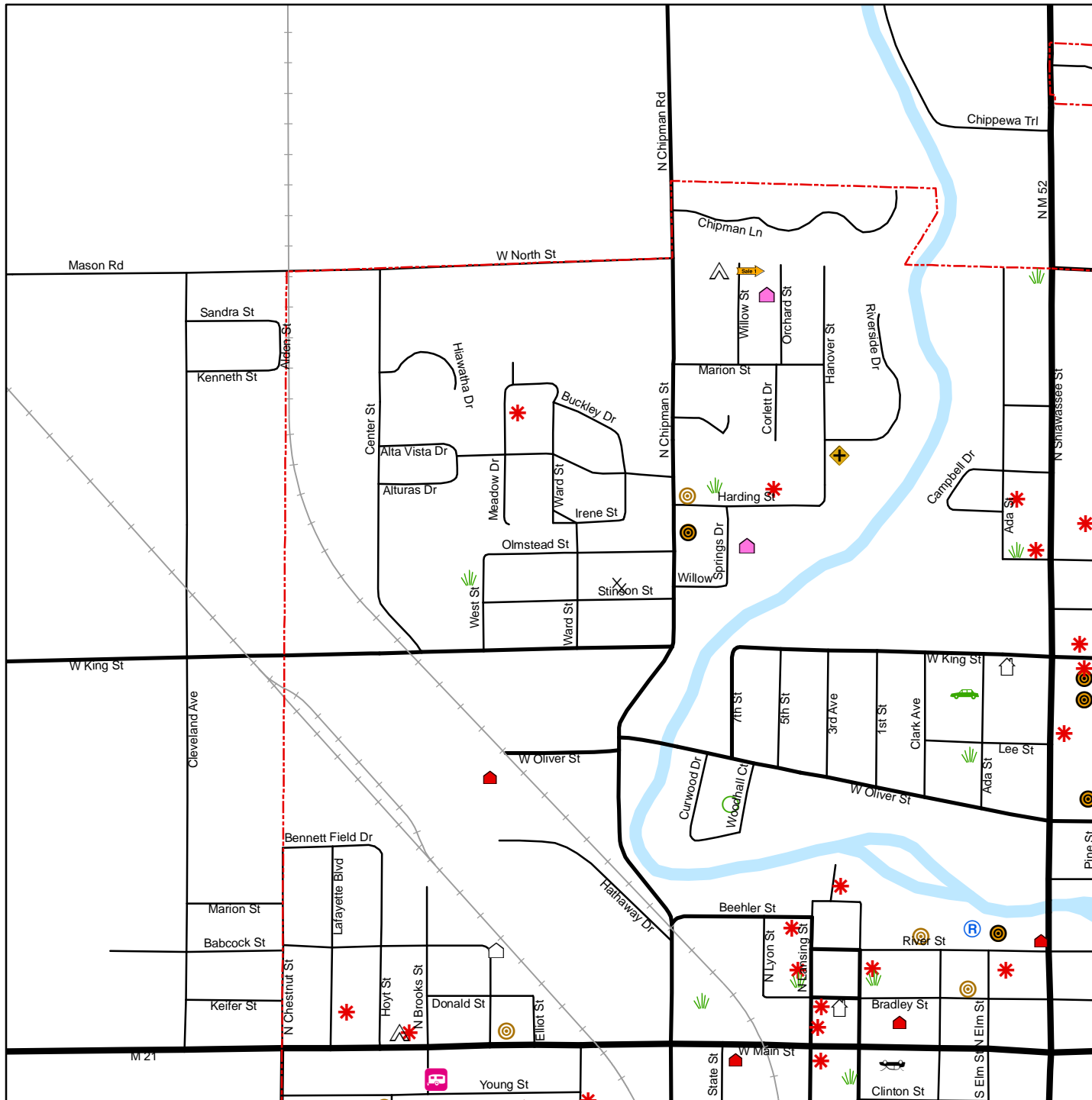
0 300 600 900 1,200 Feet



City of Owosso

Code Enforcement Activity June 2023

NW Quadrant



Category

- Auto Repair/Junk Vehicle
- Building Violation
- Drain Issues
- Exterior Paint/Siding
- Fence Violation
- Front Yard Parking
- Garage Sale
- Garbage & Debris
- Garbage/Junk In ROW
- Lawn Maintenance
- Multiple Violations
- No Building Permit
- Rental Registration
- ROW Violations
- Sidewalk Violation
- Temporary Structures
- Trailer Violations
- Vacant Structures

Other Features

- City Limit
 - Railroads
 - River & Lakes
- 0 300 600 900 1,200 Feet

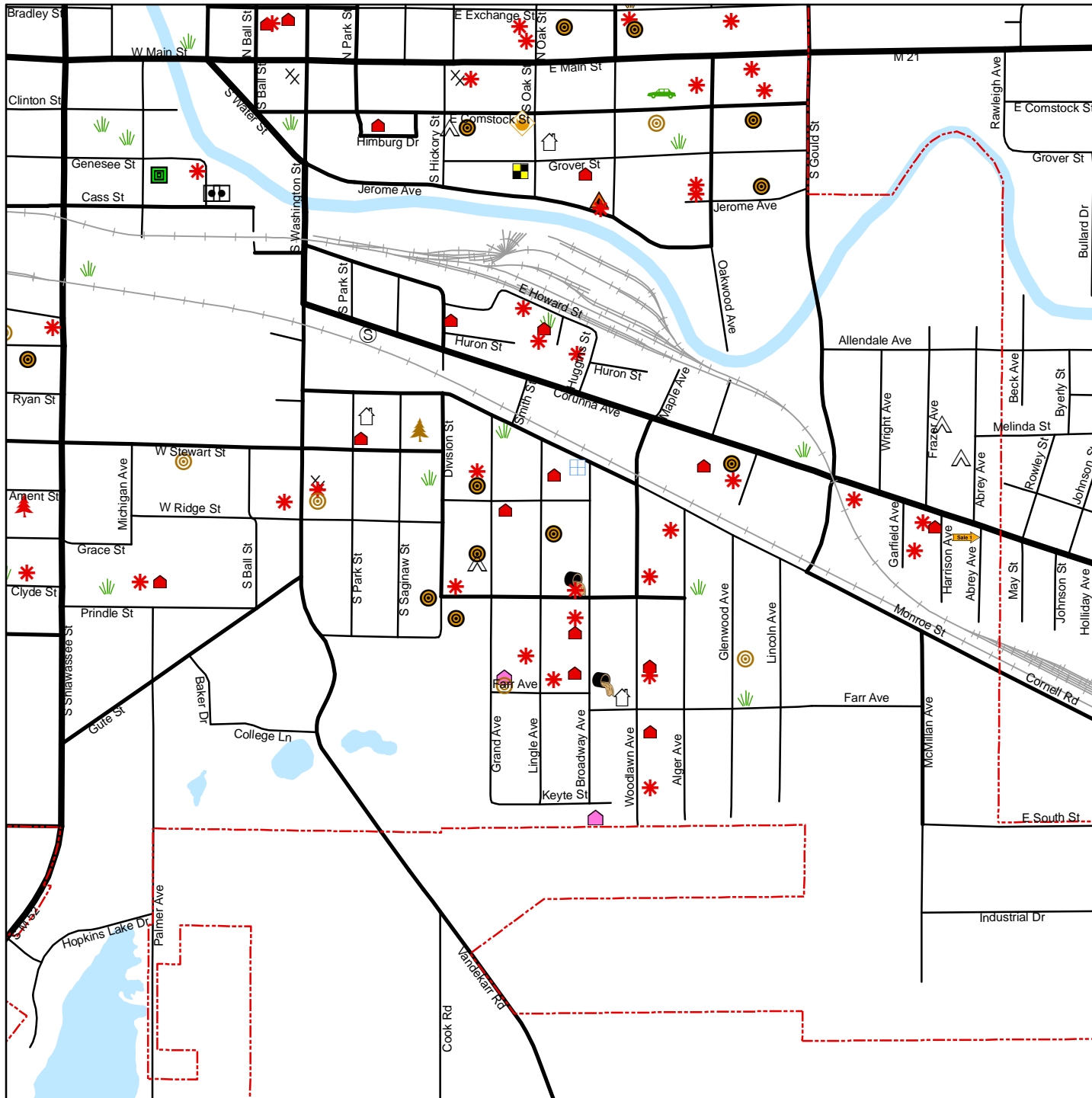


City of Owosso

Code Enforcement Activity

June 2023

SE Quadrant



Category

- Appliances
- Brush
- Building Violation
- Dead Tree
- Exterior Paint/Siding
- Fence Violation
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garage Sale
- Garbage & Debris
- Garbage/Junk In ROW
- Imminent Danger Of Structure
- Lawn Maintenance
- Multiple Violations
- No Building Permit
- Scrapping Materials
- Sewer Discharge
- Temporary Structures
- Tree Violations
- Windows
- Zoning

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

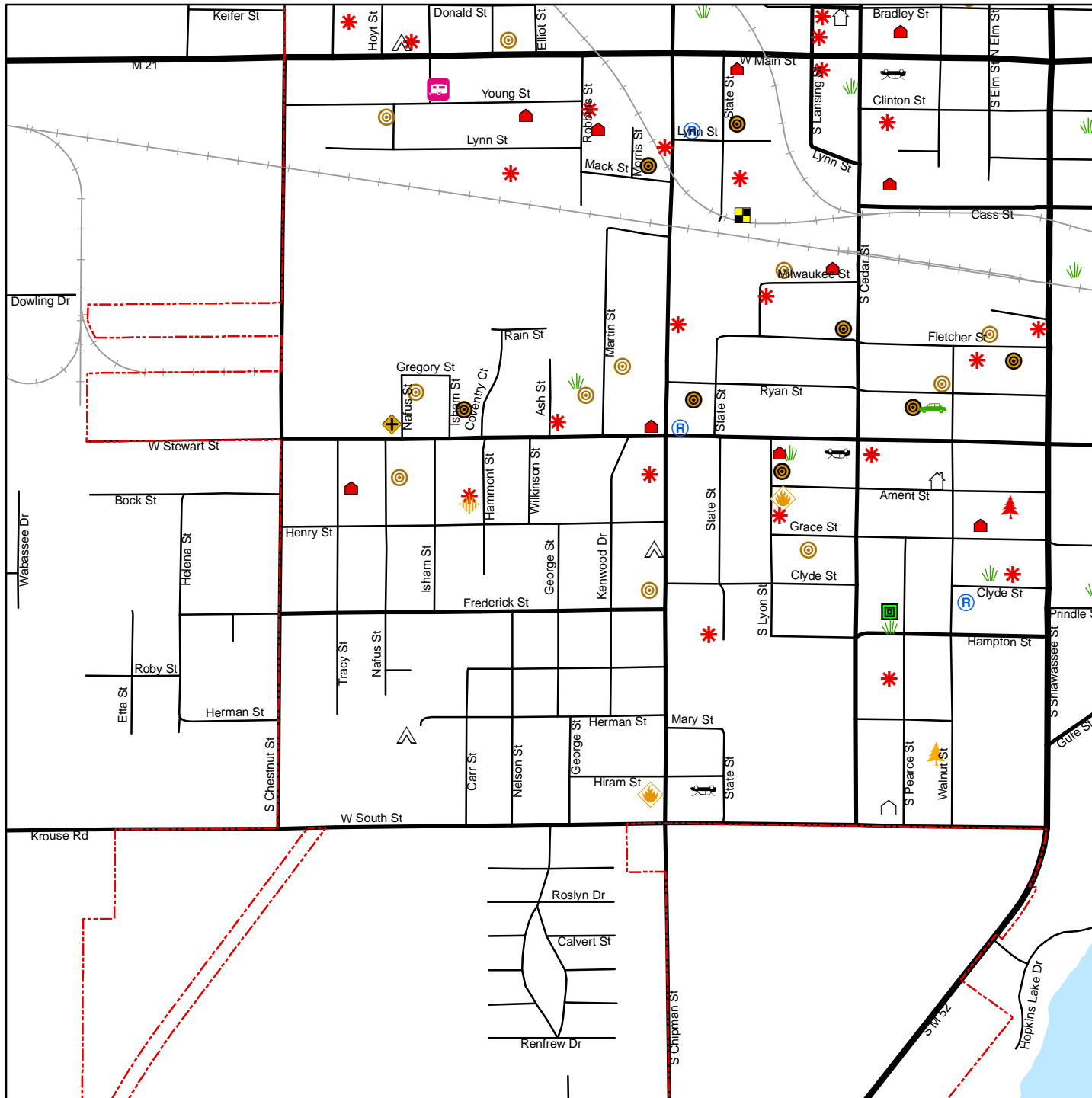


City of Owosso

Code Enforcement Activity

June 2023

SW Quadrant



Category

- Auto Repair/Junk Vehicle
- Building Violation
- Exterior Paint/Siding
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garbage & Debris
- Garbage/Junk In ROW
- Lawn Maintenance
- Multiple Violations
- Rental Registration
- ROW Violations
- Sidewalk Violation
- Temporary Structures
- Trailer Violations
- Tree Violations
- Trees Hanging Over ROW
- Vacant Structures
- Zoning

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



Monthly Inspection List
JUNE 2023

BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR Total Inspections:	40
HARRIS, JON	ELECTRICAL INSPECTOR Total Inspections:	20
HISSONG, BRAD	BUILDING OFFICIAL Total Inspections:	99
FREEMAN, GREG	CODE ENFORCEMENT Total Inspections:	221
MAYBAUGH, BRAD	CODE ENFORCEMENT Total Inspections:	194
Grand Total Inspections:		574

CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2023

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ADULT USE RECREATIONAL RETAIL												
				1								1
				\$5,000								\$5,000
AMPHITHEATER												
				1								1
				\$50								\$50
BENTLEY PARK RENTAL												
11	6	8	5	11	1							42
\$300	\$150	\$225	\$150	\$300	\$25							\$1,150
EXCESS MARIHUANA GROWER												
												0
												\$0
GROWER LICENSE												
	2											2
	\$10,000											\$10,000
HARMON PATRIDGE PARK RENTAL												
3	2	1	4	16	6							32
\$75	\$50	\$50	\$100	\$550	\$175							\$1,000
MOBILE FOOD VENDING (Food Truck License)												
					1							1
					150							\$150
PROCESSOR LICENSE												
1												1
\$5,000												\$5,000
PROVISIONING CENTER												
				1								1
				\$5,000								\$5,000
RECREATIONAL GROW												
	1											1
	\$5,000											\$5,000
RENTAL (Renewals)												
2	1	4	0	6								13
\$100	\$150	\$200		\$300								\$750
RENTAL REGISTRATIONS (New)												
1	3	4	1	2	5							16
\$50	\$100	\$150	\$50	\$100	\$550							\$1,000
RESIDENTIAL DESIGNATED PARKING												
1					1							2
\$840					\$840							\$1,680
TOTALS:												
19	15	17	10	38	14	0	0	0	0	0	0	113
\$6,365	\$15,450	\$625	\$300	\$11,300	\$1,740	\$0	\$0	\$0	\$0	\$0	\$0	\$35,780



OWOSSO POLICE DEPARTMENT

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

MEMORANDUM

DATE: 12 July 2023
TO: Owosso City Council
FROM: Eric E. Cherry
Police Department Lieutenant
RE: June 2023 Police Activity Report

Master Plan Goal 3.1, 3.2

The Investigative Services Bureau attended the monthly multidisciplinary meeting for all forensic interviews conducted. This is where investigators, CPS, Voices for Children and Shiawassee County Prosecutors discuss where each case is at of the reported sexual assault investigations.

The Police Department Administration attended the Shiawassee County Area Law Enforcement (SCALE) Chief's meeting. We discussed staffing levels throughout summer events and when/where help may be needed in the different municipalities.

The Police Department Administration and payroll staff attended a meeting on software that would automate scheduling and integrate the scheduling software with payroll, reducing management time on scheduling and payroll.

The Police Department Administration attended meetings to try to find automated parking ticket solution that would make the payment process more efficient.

The members involved in the COSSUP grant attended multiple meetings regarding the start-up of the program for law enforcement assisted diversion (LEAD) and quick response team (QRT) for the opioid pandemic.

June - 5 YEAR AVERAGE

	2019-Jun	2020-Jun	2021-Jun	2022-Jun	2023-Jun	Jun 5YR AVG
Part I Crimes	21	31	28	30	34	28.8
Part II Crimes	114	68	79	69	85	83
Violent Crimes	6	13	9	10	11	9.8
Total Reports	182	162	180	155	179	171.6
Felony Arrests	11	8	16	7	6	9.6
Total Arrests	64	21	33	34	36	37.6
Traffic Stops	73	30	20	35	58	43.2
All Dispatched Events	790	730	879	863	898	832

LAST 12 MONTHS

	2022-Jul	2022-Aug	2022-Sep	2022-Oct	2022-Nov	2022-Dec	2023-Jan	2022-Feb	2023-Mar	2023-Apr	2023-May	2023-Jun	Last 12 Months	Average
Part I Crimes	30	33	31	26	30	15	20	16	26	23	31	34	315	26.25
Part II Crimes	86	103	99	85	83	78	71	71	96	95	129	85	1,081	90.08
Violent Crimes	12	11	9	9	11	3	5	5	4	7	6	11	93	7.75
Total Reports	152	186	171	168	171	151	141	133	170	182	194	179	1,998	166.5
Felony Arrests	6	13	5	13	7	2	8	7	8	5	6	6	86	7.17
Total Arrests	42	46	38	42	48	35	44	33	39	31	40	36	474	39.5
Traffic Stops	36	49	65	52	197	192	213	222	130	151	78	58	1,443	120.25
All Dispatched Events	882	943	1132	1032	1167	991	1071	1006	969	1004	1061	898	12,156	1013



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

MEMORANDUM

DATE: July 5, 2023

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: June 2023 Fire & Ambulance Report

Attached are the statistics for the Owosso Fire Department (OFD) for June 2023. The Owosso Fire Department responded to 248 incidents in the month of June.

OFD responded to 32 fire calls and responded to 216 EMS calls.

Previous Month ▾

Jun 1, 2023 - Jun 30, 2023 ▾

13%

FIRE

Percentage of Total Incidents

87%

EMS

Percentage of Total Incidents

248

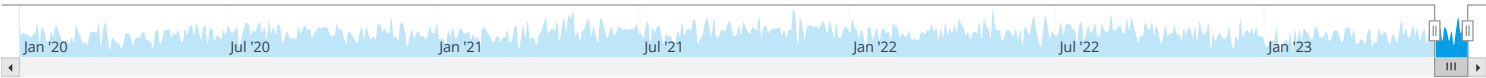
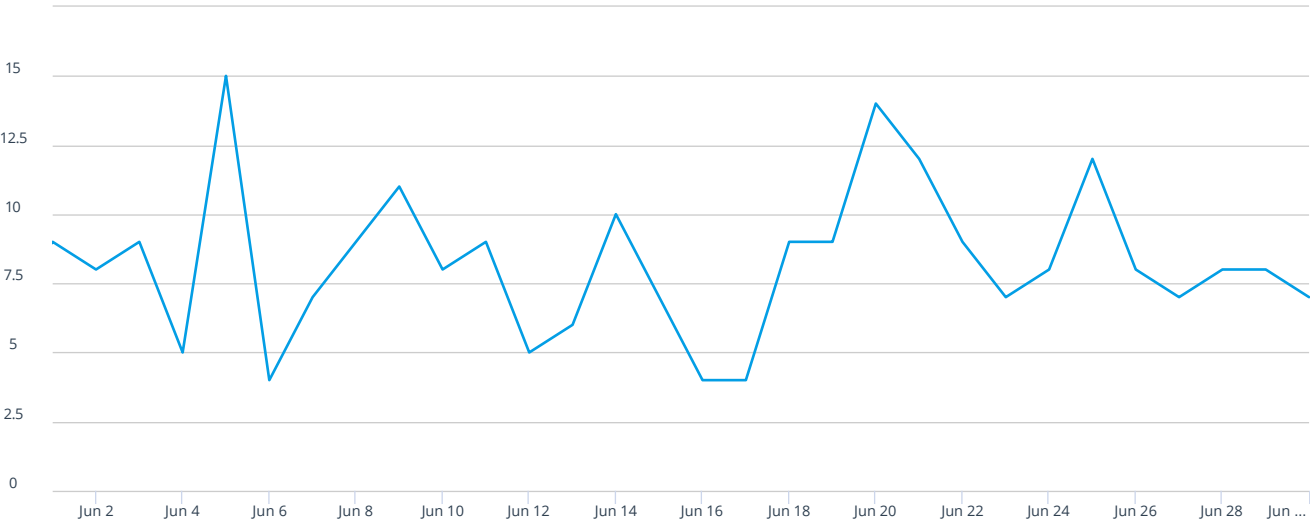
INCIDENTS

In Selected Time Slice

30

DAYS

In Selected Time Slice



Counts % Rows % Columns % All

Week Ending	6/4/23	6/11/23	6/18/23	6/25/23	7/2/23	7/9/23	7/16/23	7/23/23	7/30/23	8/6/23	8/13/23	8/20/23	8/27/23	Total
(11) Structure Fire	1	3	1											5
(14) Natural vegetation fire			1											1
(15) Outside rubbish fire				1										1
(32) Emergency medical service (EMS) incident	27	55	41	59	34									216
(35) Extrication, rescue					1									1
(40) Flammable gas or liquid condition, other				1										1
(41) Combustible/f... spills & leaks				1										1
(42) Chemical release, reaction, or toxic condition				1	1									2
(55) Public service assistance		1			1									2
(60) Good intent call, other		1												1
(61) Dispatched and canceled en route	2			3										5
(63) Controlled burning					1									1
(70) False alarm and false call, other			1											1
(73) System or detector malfunction	1	2		2										5

Week Ending	6/4/23	6/11/23	6/18/23	6/25/23	7/2/23	7/9/23	7/16/23	7/23/23	7/30/23	8/6/23	8/13/23	8/20/23	8/27/23	Total
(74) Unintentional system/detect... operation (no fire)		1	1	1										3
UNK				2										2
Total	31	63	45	71	38									248

**MINUTES
OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY
MEETING OF JUNE 14, 2023**

Note: Authority Member Haber's term expired and participation has been struck from the record. <Robert's Rules of Order, 9th edition, pg. 36.>

Meeting was called to order at 7:31 a.m. by Chairperson Susan Osika.

Roll Call.

Members Present: Gregory Brodeur, Michael Dowler, Janae Fear, Dallas Lintner, Julie Omer, Susan Osika, ~~Jerry Haber~~, Randy Woodworth.

Members Absent: None.

AGENDA:

It was moved by Authority Member Woodworth and supported by Authority Member Brodeur to approve the agenda for June 14, 2023 as presented.

Yeas all. Motion passed.

MINUTES:

It was moved by Authority Member Brodeur and supported by Authority Member Woodworth to approve the minutes of June 23, 2022 as presented.

Yeas all. Motion passed.

COMMUNICATIONS: None.

PUBLIC COMMENTS: Kevin Agnituck and Greg, Owners of Qdoba Mexican Grill/Southwind Restaurants, introduced themselves and outlined their request for consent to sell the real estate, for the TIF to remain in place throughout the sale of the real estate and beyond and their plan to escrow funds to cover any shortfalls between the loan payments and the Tax Increment Financing (TIF). They signed a 10-year franchise agreement and will be leasing back forty-eight percent of the retail square footage.

Mr. Agnituck was also requesting clarification as to whether or not the shortfall amounts they are paying now (\$12,000 per year difference between the loan payment and the what the TIF is collecting) will be able to be collected back after the loan is repaid.

ITEMS OF BUSINESS:

1. Book Developer Approved Reimbursements as Liabilities for Active Brownfield TIFs: Woodard Station, Wesener, Armory and J&H Oil.

City Manager Henne explained this was being done for accounting purposes and clarified this would formalize the developer reimbursement portion, but not change any of the development agreements or brownfield plans.

Motion by Authority Member Woodworth and supported by Authority Member Brodeur to record developer approved reimbursements as liabilities on the City of Owosso financials as follows:

RESOLUTION NO. 01-2023

**RESOLUTION AUTHORIZING FINANCE DIRECTOR TO BOOK LIABILITIES FOR
CURRENT BROWNFIELD DEVELOPER REIMBURSEMENTS – WOODARD,
WESENER, ARMORY, J & H OIL**

WHEREAS, the Brownfield Redevelopment Authority has agreed to reimbursement developers' eligible expenses for certain brownfield projects; and

WHEREAS, the brownfield projects being reimbursed – or slated for reimbursement – according to agreements respective brownfield plans are: Woodard Station, Wesener, Armory, and J& H Oil; and

WHEREAS, this is a budgeted item from fund 243, 246, 259, and 277 respectively.

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

FIRST: The authority authorizes the Finance Department to book the following liabilities as developer reimbursements for the corresponding brownfield plans and subsequent reimbursement agreements:

1. Fund 243 – Woodard: \$1,314,567.57
2. Fund 246 – Wesener: \$276,010
3. Fund 259 - Armory: \$316,674.94
4. Fund 277 – J&H Oil: \$388,358.62

YEAS: Omer, Lintner, Brodeur, Woodworth, ~~Haber~~, Dowler, Chairperson Osika.

NAYS: None.

Motion Passed.

2. Suspend Reimbursement to TiAI Products for Lack of sufficient Receipts.

City Manager Henne detailed that as part all of the reimbursement agreements with active brownfields, developer/owners are required to provide eligible receipts for expenses to be reimbursed by the Authority. TiAI has provided a little over \$21,000 in receipts, hence reimbursements have ceased until more receipts are received. Reimbursement agreement and plan indicate \$58,600 is available for developer reimbursement. If receipts are subsequently provided, reimbursements will continue. He is requesting formal Board action on this item.

The Board asked what communication means have been used. City Manager Henne indicated that phone calls, emails and letters have all been attempted.

Motion by Authority Member Brodeur, ~~supported by Authority Member Haber~~ to suspend reimbursement payments to TiAI Products for lack of sufficient receipts submitted for eligible developer reimbursed activities until such time the City of Owosso receives those receipts as follows:

RESOLUTION NO. 02-2023

RESOLUTION AUTHORIZING THE SUSPENSION OF DEVELOPER REIMBURSEMENTS TO TIAL PRODUCTS FOR LACK OF SUFFICIENT RECEIPTS

WHEREAS, the City of Owosso Brownfield Redevelopment Authority approved a brownfield plan and reimbursement agreement with Tial Products in 2007; and

WHEREAS, beginning in the year 2008, Developer reimbursements shall be made on the basis of the balance available after the Authority reimburses the City of Owosso related to the Cass Street improvements; and

WHEREAS, the developer has not submitted evidence of the eligible costs to the BRA in the total amount of the reimbursable eligible expenses outlined in the plan (\$58,600 – Schedule 4 of Amended Plan).

NOW THEREFORE BE IT RESOLVED by the Owosso Brownfield Redevelopment Authority that:

FIRST: The City of Owosso Brownfield Redevelopment Authority has theretofore determined that it is advisable, necessary and in the public interest to suspend developer reimbursements to

Tial Products until more receipts are provided related to the eligible costs outlined in the amended brownfield plan and in accordance with the reimbursement agreement.

Motion on the table is amended to note the receipts are to be submitted to the City of Owosso.

YEAS: Dowler, Haber, Woodworth, Brodeur, Lintner, Omer, Chairperson Osika.

NAYS: None.

Motion Passed.

3. Suspend Reimbursement to Robbins Lofts for Lack of sufficient Receipts.

City Manager Henne explained the Brownfield for Robbins Loft expires in 2026 and it calls for more than what has been completed. Receipts were not submitted and reimbursement payments have been withheld; the fund balance is growing.

Motion by Authority Member Woodworth and supported by Authority Member Omer to suspend reimbursement payments to Robbins Loft for lack of sufficient receipts until such time as City of Owosso receives those receipts as follows:

RESOLUTION NO. 03-2023

RESOLUTION AUTHORIZING THE SUSPENSION OF DEVELOPER REIMBURSEMENTS TO ROBBINS LOFTS FOR LACK OF SUFFICIENT RECEIPTS

WHEREAS, the City of Owosso Brownfield Redevelopment Authority approved a brownfield plan and reimbursement agreement with Robbins Lofts in 2006; and

WHEREAS, beginning in the year 2007, Developer reimbursements shall be made on the basis of the balance available; and

WHEREAS, the developer has not submitted evidence of the eligible costs to the BRA in the total amount of the reimbursable eligible expenses outlined in the plan (total amount unclear because all components of the plan were not completed).

NOW THEREFORE BE IT RESOLVED by the Owosso Brownfield Redevelopment Authority that:

FIRST: The City of Owosso Brownfield Redevelopment Authority has theretofore determined that it is advisable, necessary and in the public interest to suspend developer reimbursements to Robbins Lofts until more receipts are provided related to the eligible costs outlined in the brownfield plan and in accordance with the reimbursement agreement.

YEAS: Omer, Lintner, Brodeur, Woodworth, Haber, Dowler, Chairperson Osika.

NAYS: None.

Motion Passed.

4. Consider Consent and Clarification Agreement – Qdoba BRA

City Manager Henne explained that PA 381 and agreements with Southwind indicate in order to transfer ownership of real estate with a TIF plan, owner should provide a written request which the Authority approves. A Consent and Clarification Agreement has been drafted by Southwind. This agreement defies the loan agreement and adds costs to the plan by requiring the City to reimburse the owner for all shortfall payments made by the developer as a result of insufficient tax capture. Henne stated the developer/owner agreed to take on the risk of annual shortfall payments.

Authority Member Woodworth detailed TIFs are historically transferred with a sale. The question is whether the shortfall will be saddled to the taxpayers. In the agreement, the developer escrows \$96,000 to mitigate that risk. The Authority does not want to set a precedent of being unfriendly to developers.

Motion by Authority Member Woodworth that the sale of Qdoba plaza (901 W Main Street) would be approved with the TIF transfer.

No support for the motion. Motion Failed.

Clarity needs to be provided to the buyer. A possible amendment needs to be made to the agreement that they have to pay off loan entirely upon transfer and BRA plan amendment to consider authorization of shortfall payment reimbursement.

Motion by Authority Member Omer and supported by Brodeur to table the issue until legal counsel has been sought regarding the actual agreement and whether it needs to be amended with guidance from the attorney regarding payments of the shortfall.

YEAS: Dowler, Haber, Brodeur, Omer, Lintner, Chairperson Osika.

NAYS: Woodworth.

Motion passes to table the issue.

Authority members discussed the agreement was specific to pay loans and 'other things,' which need to be defined. The loan was always meant to be paid off before the expiration of the TIF. The main difference is why TIF was built out fourteen years beyond the loan if not to recapture the shortfalls.

PUBLIC COMMENTS: None.

BOARD COMMENTS: Authority Member Dowler asked if there was a provision for the Authority to retain undisbursed funds to be used for other projects (ie. BRA Revolving Fund) and he inquired into the local site remediation revolving fund.

ADJOURNMENT:

Meeting adjourned.

Nathan R. Henne, City Manager

cf

**PARKS AND RECREATION COMMISSION
REGULAR MEETING**

Draft Minutes of Wednesday, June 28, 2023

7:00 p.m.

Hugh Parker Fields, Pavilion

- CALL TO ORDER:** Commissioner Workman called the meeting to order at 7:00 p.m.
- PLEDGE OF ALLEGIANCE:** Was recited
- ROLL CALL:** Was taken by Amy Fuller
- MEMBERS PRESENT:*** Chairman Workman, Vice Chair Selbig, Commissioners Maginity, Smith, Horton, Rodman, and Bila.
- MEMBERS ABSENT:*** None
- OTHERS PRESENT:*** Amy Fuller
- APPROVAL OF AGENDA:** COMMISSIONER RODMAN MADE A MOTION TO APPROVE THE AGENDA FOR JUNE 28, 2023. MOTION SUPPORTED BY COMMISSIONER SMITH. AYES ALL, MOTION CARRIED.
- APPROVAL OF MINUTES:** COMMISSIONER SMITH MADE A MOTION TO APPROVE THE MINUTES FOR MAY 24, 2023 WITHOUT CHANGES. MOTION SUPPORTED BY COMMISSIONER RODMAN. AYES ALL, MOTION CARRIED.
- PUBLIC COMMENTS:**
- Commissioner Smith stated that she was happy to see the Owosso Pride event at Curwood Park went well. Commissioner Maginity commented on the new swing bench at Curwood Park.
- COMMUNICATIONS:**
- None.
- OLD BUSINESS REPORT:**
- Amy Fuller reported that the permanent cornhole boards were installed at Collamer Park along with the swing bench near the kayak landing in Curwood Park. The new scoreboard for the baseball fields will arrive in August. The water fountain for Collamer Park has arrived and will be installed this summer.
- ITEM OF BUSINESS:**
- Hugh Park Fields and Rosevear Park: There was discussion on both parks. Amy Fuller reported that the YMCA had asked the Commission to consider adding sidewalk and widening the entrance gate to allow for ADA accessibility. The Commission requested that staff get a cost estimate for doing this.
- Fitness Course: Commissioner Selbig will visit Harmon Patridge and have suggestions for a fitness course at the next meeting.
- Hopkins Lake Trails: Commissioner Maginity and Bila reported that they marked the trails last month. Commissioner Maginity also reported that the new trail map helped a lot.

Skate Contest: Chairman Workman talked about the skate contest that was held at Grove Holman Park on June 24th.

Future Meeting Locations: There was discussion on future meeting locations and dates. MOTION BY COMMISSIONER RODMAN TO CANCEL THE JULY MEETING AND TO HOLD THE AUGUST 23, 2023 MEETING AT HARMON PATRIDGE PARK. MOTION SUPPORTED BY COMMISSIONER HORTON. AYES ALL, MOTION CARRIED.

Next Meeting: August 23, 2023, at 7:00 PM at Harmon Patridge Park.

PUBLIC/COMMISSIONERS COMMENTS: Commissioner Smith asked about the Recreational Service Agreement with the Michigan Pirates at Lions Field. Amy Fuller explained that the city is leasing the currently unused field to the youth baseball team for \$1 annually.

ADJOURNMENT: COMMISSIONER SMITH MADE A MOTION TO ADJOURN AT 7:45 P.M. MOTION SUPPORTED BY COMMISSIONER MAGINITY. AYES ALL, MOTION CARRIED.

Respectfully submitted by:
Amy Fuller, Assistant City Manager



Regular Meeting of the Owosso Historical Commission

Minutes of July 10, 2023 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chair Mark Erickson

MEMBERS PRESENT: Commissioners Elaine Greenway, Bill Moull, and Susan Osika.

MEMBERS ABSENT: Commissioners Debra Adams, Robert Hooper and Lance Little.

OTHERS PRESENT: Amy Fuller, Assistant City Manager, Denice Grace, Castle Docent

CHAIR ERICKSON CALLED THE MEETING TO ORDER AT 6:02 P.M.

APPROVE MINUTES – May 8, 2023

Motion by Commissioner Greenway to approve minutes as presented, supported by Commissioner Moull.

Passed by voice vote.

APPROVE AGENDA – June 12, 2023

Motion by Commissioner Osika to approve agenda as presented, supported by Commissioner Greenway.

Passed by voice vote.

ITEMS OF BUSINESS

Expenses:

1. Gould House Landscaping: Amy Fuller suggested hiring Peterson Landscaping to finish the gardening project at the Gould House by installing weed barrier and gravel in the pathway. She also stated that Jayne Brown had secured an additional \$250 for the gardening grant. Motion by Osika to hire Peterson Landscaping for \$725.00 from the Gould House Building Maintenance budget. Supported by Commissioner Moull. Passed by voice vote.
2. Gould House gutter repair: Amy Fuller showed the Commission pictures of the broken gutter on the back of the Gould House and suggested asking DPW to repair it along with asking DPW to remove the weeds growing at the back of the property, onto the neighbors garage. Motion by Osika to have DPW fix the gutter and weeds. Supported by Greenway. Passed by voice vote.

3. Gould House tree removal: Amy Fuller shared that DPW plans to remove a dying tree in the Gould House lawn at the corner of Oliver and Washington Streets and showed a picture of the tree.
4. Advertising expense: Amy Fuller shared a request for advertising to the Commission, the group decided to save their advertising dollars for a later date.

Castle 100th Anniversary: Commissioner Greenway shared that the wine and cheese event had been rescheduled from July 15th to August 12. There was discussion on volunteers for this event and which buildings in Curwood Park would be open.

FINANCIAL REVIEW AND DISCUSSION:

Amy Fuller provided a summary of the Revenue and Expense Report as well as the cash balance. She also shared that the refrigerator in apartment #2 broke over the holiday weekend and had to be replaced by DPW. Denice Grace shared the June Castle financial reports.

PUBLIC COMMENT PERIOD

None.

COMMISSIONER COMMENTS

Commissioner Greenway encouraged any ideas for the upcoming events to be shared with her.

ADJOURNMENT

Commissioner Moull moved to adjourn the meeting. Commissioner Osika supported. The voice vote was unanimous to adjourn the meeting at 6:49 P.M.

Respectfully submitted by:
Amy Fuller, Assistant City Manager