

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
TUESDAY, FEBRUARY 18, 2025  
6:30 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 FEBRUARY 3, 2025:**

**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**

**COUNCIL COMMENTS**

**CONSENT AGENDA**

1. Boards and Commissions Appointment. Approve the following Mayoral Boards and Commissions appointment:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Amy Fuller	River Trail Joint Powers Committee	06-30-2027

2. Traffic Control Order - Shi-Tri 2025. Approve request from Fitness Coliseum and Friends of the Shiawassee River for use of Lot #10 from 8:00am on May 17, 2025 until noon May 18, 2025 and various streets on Sunday, May 18, 2025 from 7:00am through 12:00pm for the 5<sup>th</sup> annual Shi-Tri, and approve Traffic Control Order No. 1511 formalizing the action.

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

3. Changes to Street Lighting Contracts. Authorize amendments to the Street Lighting Contracts with Consumers Energy to reflect the replacement of one 70-watt LED and 3 HPS streetlights on the S. Washington Street bridge with 4 new LED streetlights, and authorize the Mayor and City Clerk to execute appropriate documents.

Master Plan Implementation Goals: 2.9

4. Change Order – 2024 Sidewalk Program Contract. Approve Change Order No. 2 to the 2024 Sidewalk Replacement Program Contract with Lopez Concrete Construction, LLC, adding \$12,037.50.00 for construction of an accessible concrete parking pad and sidewalk at the Hugh Parker Soccer Complex, and approve payment to the contractor up to the amended amount of \$309,317.50 upon completion of the work or portion thereof.

Master Plan Implementation Goals: 3.4, 5.2, 5.21

5. Bid Award - Chip Seal Program. Approve bid award to Highway Maintenance and Construction Company for the 2025 Chip Seal Program in the amount of \$83,935.00, plus a contingency of \$10,000.00 to be used upon written permission, and further approve payment to the contractor up to the contract amount plus the contingency.

6. Warrant No. 652. Authorize Warrant No. 652 as follows:

Vendor	Description	Fund	Amount
Gould Law PC	Services from January 14, 2025 - February 10, 2025	Varies	\$11,665.76

7. Check Register – January 2025. Affirm check disbursements totaling \$4,654,677.99 for January 2025.

### **ITEMS OF BUSINESS**

1. Recreation Passport Grant Application. Consider approval of application for a Recreation Passport Grant seeking \$150,000 in funding for the Bentley Park Pickleball and Tennis Court Project, and authorize matching funds of \$120,000 for said project.

Master Plan Implementation Goals: 5.3

2. Update – Personnel Policy Manual. Consider proposed changes to the non-union employees Personnel Policy Manual updating it to reflect current laws, practices, and policies.

3. Notice of Intent to Issue Revenue Bonds and Right to Referendum - DWSRF Project No. 7880-01. Adopt resolution of Notice of Intent to Issue Revenue Bonds and Right to Referendum thereof for the proposed issuance of bonds to finance 2025 DWSRF Project No. 7880-01 for watermain replacements, lead service line replacements, water treatment plant electrical improvements, and improvements to/abandonment of well houses and piping.

Master Plan Implementation Goals: 3.4, 3.7

4. Utility Rate Study Presentation & Discussion. A representative of Baker Tilly will provide a presentation on the latest utility rate study, followed by discussion.

Master Plan Implementation Goals: 1.5, 3.4

### **CITIZEN COMMENTS**

### **COUNCIL COMMENTS**

## **COMMUNICATIONS**

1. Tanya S. Buckelew, Planning & Building Director. January 2025 Building Department Report.
2. Tanya S. Buckelew, Planning & Building Director. January 2025 Code Violations Report.
3. Tanya S. Buckelew, Planning & Building Director. January 2025 Inspections Report.
4. Tanya S. Buckelew, Planning & Building Director. January 2025 Certificates Issued Report.
5. Kevin D. Lenkart, Public Safety Director. January 2025 Police Report.
6. Kevin D. Lenkart, Public Safety Director. January 2025 Fire Report.
7. WWTP Review Board. Minutes of January 28, 2025.
8. DDA/OMS Board. Minutes of February 5, 2025.

## **NEXT MEETING**

Monday, March 03, 2025, 6:30 p.m.

## **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – Alternate - term expires June 30, 2026  
Building Board of Appeals – Alternate - term expires June 30, 2025  
DDA/OMS Board x 2 – terms expire June 30, 2028  
Zoning Board of Appeals – Alternate – term expires June 30, 2027  
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](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

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

The Owosso City Council will conduct an in-person meeting on February 18, 2025. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL  
TUESDAY, FEBRUARY 18, 2025 AT 6:30 P.M.**

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

- **Join Zoom Meeting:**

<https://us02web.zoom.us/j/85864036503?pwd=rX1ORqgfSK7Kh8xi3yLWQoWcP7l8er.1>

**Meeting ID: 858 6403 6503**

**Passcode: 728642**

**One tap mobile**

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+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 February 18, 2025 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us). Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF FEBRUARY 3, 2025  
6:30 P.M.  
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

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

**OPENING PRAYER:** PASTOR PAUL BRUNELL  
CHRIST EPISCOPAL CHURCH

**PLEDGE OF ALLEGIANCE:** RYAN SUCHANEK, UTILITIES DIRECTOR

**PRESENT:** Mayor Robert J. Teich, Jr., Mayor Pro-Tem Jerome C. Haber,  
Councilmembers Janae L. Fear, Carl C. Ludington, Emily S. Olson,  
Rachel M. Osmer, and Christopher D. Owens.

**ABSENT:** None.

**APPROVE AGENDA**

Motion by Councilmember Olson to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 21, 2025**

Motion by Councilmember Ludington to approve the Minutes of the Regular Meeting of January 21, 2025 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

**Proclamation for Achievement of State Certifications**

Mayor Teich read aloud the following proclamation recognizing Department of Public Services and Utilities Employees for their achievements in obtaining State of Michigan EGLE Drinking Water Certifications:

**A PROCLAMATION  
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN  
RECOGNIZING CITY OF OWOSSO  
DEPARTMENT OF PUBLIC SERVICES & UTILITIES EMPLOYEES  
FOR ACHIEVING STATE CERTIFICATIONS**

WHEREAS, the City of Owosso's Department of Public Services and Utilities would like to recognize, for the second consecutive testing cycle, a record number of employees who have recently attained Drinking Water Certifications through the State of Michigan; and

WHEREAS, Daniel Humphreys, Streets Foreman within the Department of Public Works, attained the S-1 Water Distribution State Certification. In addition to the S-1 Certification, Mr. Humphreys holds an Equipment Mechanic State-Issued Motor Vehicle Maintenance Certificate; and

WHEREAS, Kevin Blair, Skilled Operator within the Department of Public Works, attained the S-3 Water Distribution State Certification; and

WHEREAS, Noah Aurand, Plant Shift Attendant at the Water Treatment Plant, attained the F-3 Water Complete Treatment/Filtration State Certification; and

WHEREAS, Brooke Stechschulte, Plant Shift Attendant at the Water Treatment Plant, attained the F-4 Water Complete Treatment/Filtration State Certification; and

WHEREAS, Ryan Suchanek, Director of Public Services & Utilities, recently attained the F-2 Water Complete Treatment/Filtration State Certification. In addition to the F-2 Certification, he also holds an S-3 Water Distribution State Certification, an A-1i Storm Water Management – Industrial Site State Certification, an A-1j Storm Water Management – Construction Site State Certification, and a Soil Erosion and Sedimentation Control Plan Review and Design State Certification; and

WHEREAS, the City of Owosso recognizes these employees for continued education in their respective fields of expertise and highlights the unprecedented number of individuals that successfully passed the State certification exams, reflecting the Department's continued commitment to excellence and professional development.

NOW, THEREFORE, BE IT PROCLAIMED that I, Robert J. Teich, Jr., Mayor of the City of Owosso, on behalf of the citizens of Owosso, hereby recognize Dan, Kevin, Noah, Brooke, and Ryan for their hard work and dedication in mastering the skills necessary to achieve their respective state certifications.

Proclaimed this 3<sup>rd</sup> day of February, 2025.

### **PUBLIC HEARINGS**

None.

### **CITIZEN COMMENTS**

Tom Manke, 2910 W. M-21, said he would like to see a post in the News section of the City website letting people know what is being done with the fire hydrants in town. Rumors are spreading that none of the hydrants work because the City does not maintain them. Utilities Director Suchanek indicated he would speak with Mr. Manke after the meeting about the City's fire hydrant maintenance program.

Nan Beal, Church of Jubilee, noted that Dan Humphreys was not present to receive recognition of his achievement because he was not aware of the new meeting time of 6:30 p.m.

### **COUNCIL COMMENTS**

Mayor Teich announced that an informational meeting will be held tomorrow at 6:00 p.m. regarding the Downtown Revolving Loan & Grant Program.

### **CONSENT AGENDA**

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

**Shiawassee River Water Trail Coalition Appointees.** Approve the appointment of City Manager Nathan R. Henne as the City's primary representative to the Shiawassee River Water Trail Coalition and Assistant City Manager Amy K. Fuller as the alternate as follows:

**RESOLUTION NO. 16-2025**

**NOMINATING CITY OF OWOSSO REPRESENTATIVES  
TO THE SHIAWASSEE RIVER WATER TRAIL COALITION**

WHEREAS, the Shiawassee River Water Trail Coalition promotes and enhances the Shiawassee River as a valuable natural resource for recreation and economic vitality; and

WHEREAS, the City of Owosso recognizes the importance of collaborating with the Coalition to support the water trail's development; and

WHEREAS, Nathan Henne, City Manager, and Amy Fuller, Assistant City Manager, have agreed to serve as the City's primary and alternate representatives, respectively.

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

FIRST: that Nathan Henne is nominated as the City's representative and Amy Fuller as the alternate representative to the Shiawassee River Water Trail Coalition.

Master Plan Implementation Goals: 1.6, 4.16, 4.20, 5.14, 6.5

**MDOT Local Street Inventory - Decertification of portions of Genesee and Howell Streets.** Approve the decertification of Genesee Street from Elm Street to the west line of the north-south alley between Elm and Shiawassee Streets and Howell Street from Cass Street to the closed portion of Genesee Street to update the local street inventory according to Public Act 51 of 1951 as follows:

**RESOLUTION NO. 17-2025**

**AUTHORIZING THE DECERTIFICATION/VACATION  
OF A PORTION OF GENESEE STREET  
FOR THE PURPOSE OF UPDATING THE LOCAL STREET INVENTORY  
UNDER PUBLIC ACT 51 OF 1951.**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, did on August 19, 1985 close Genesee Street between Elm Street and the west line of the north-south alley in block 21 in A.L. B. O. Williams Addition to the City of Owosso; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to remove this street from the local street inventory as required under Act 51, P.A. 1951 as amended.

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

FIRST: a 198' portion of Genesee Street between Elm Street and the west line of the north-south alley of block 21 in A.L. B.O. Williams Addition to the City of Owosso is hereby decertified/vacated from the MDOT local street inventory.

And

**RESOLUTION NO. 18-2025**

**AUTHORIZING THE DECERTIFICATION/VACATION  
OF A PORTION OF HOWELL STREET**

**FOR THE PURPOSE OF UPDATING THE LOCAL STREET INVENTORY  
UNDER PUBLIC ACT 51 OF 1951**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, did on October 19, 1987 close Howell Street between the north line of Cass Street and the south line of the closed Genesee Street; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to remove this street from the local street inventory as required under Act 51, P.A. 1951 as amended.

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

FIRST: a 264' portion of Howell Street between the north line of Cass Street and the south line of the closed Genesee Street is hereby decertified/vacated from the MDOT local street inventory.

Motion supported by Councilmember Ludington.

Roll Call Vote.

AYES: Councilmember Owens, Fear, Mayor Pro-Tem Haber, Councilmembers Ludington, Olson, Osmer, and Mayor Teich.

NAYS: None.

**ITEMS OF BUSINESS**

**\*Property Lease - Tillable Acreage**

City Manager Nathan R. Henne indicated that the proposed lease was posted on January 7, 2025 and no alternative offers were received.

Motion by Mayor Pro-Tem Haber to approve the following resolution authorizing the lease of approximately 10 acres of city-owned tillable land near Hopkins Lake to Shawnee Creek Farms for \$500.00 per year for a period of five years:

**RESOLUTION NO. 19-2025**

**AUTHORIZING A CROP FARMING CASH RENT AGREEMENT  
WITH MATT DUTCHER AND KEVIN DUTCHER D/B/A SHAWNEE CREEK FARMS**

WHEREAS, the city of Owosso, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Owosso City Charter adopted April 6, 1964, as amended ("Charter"); and

WHEREAS, Matt and Kevin Dutcher, doing-business-as Shawnee Creek Farms, have expressed an interest in leasing certain tillable acreage near Hopkins Lake for a five-year period; and

WHEREAS, the twenty-one day posting period required by Charter Section 14.3(b)(2) has expired without comment or counter-offer; and

WHEREAS, Charter Section 14.1 (a) provides that the power to make and to authorize the making of contracts on behalf of the city is vested in the city council and shall be exercised according to the provisions of law.



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

FIRST: the city council approves a lease agreement with Matt Dutcher and Kevin Dutcher d/b/a Shawnee Creek Farms, attached as Exhibit A, which provides for \$500.00 rent annually for the 2025-2029 crop years.

SECOND: that the mayor and the city clerk are hereby instructed and authorized to sign the document attached as Exhibit A, on behalf of the city of Owosso.

Motion supported by Councilmember Ludington.

Roll Call Vote.

AYES: Councilmembers Olson, Fear, Owens, Mayor Pro-Tem Haber, Councilmembers Osmer, Ludington, and Mayor Teich.

NAYS: None.

### **Acceptance of Utilities**

Master Plan Implementation Goals: 3.4

City Manager Henne indicated that tonight's action will bring a 21-year issue to a successful close.

Motion by Councilmember Olson to accept the sanitary sewer mains within the Woodland Trails Condominium as part of the City's wastewater collection system as follows:

### **RESOLUTION NO. 20-2025**

#### **AUTHORIZING THE ACCEPTANCE OF THE WOODLAND TRAILS SANITARY SEWER SYSTEM AS PART OF THE CITY OF OWOSSO WASTEWATER COLLECTION SYSTEM**

WHEREAS, the Woodland Trails Condominium development within the city of Owosso was completed in 2004 and included a sanitary sewer system; and

WHEREAS, the city of Owosso, Shiawassee County, Michigan, did not accept this sanitary sewer system as part of its wastewater collection system upon its completion due to defects during construction; and

WHEREAS, the city of Owosso repaired the defects in 2024 as part of the Woodland Trails Sanitary Sewer Repair Project, funded by a brownfield plan; and

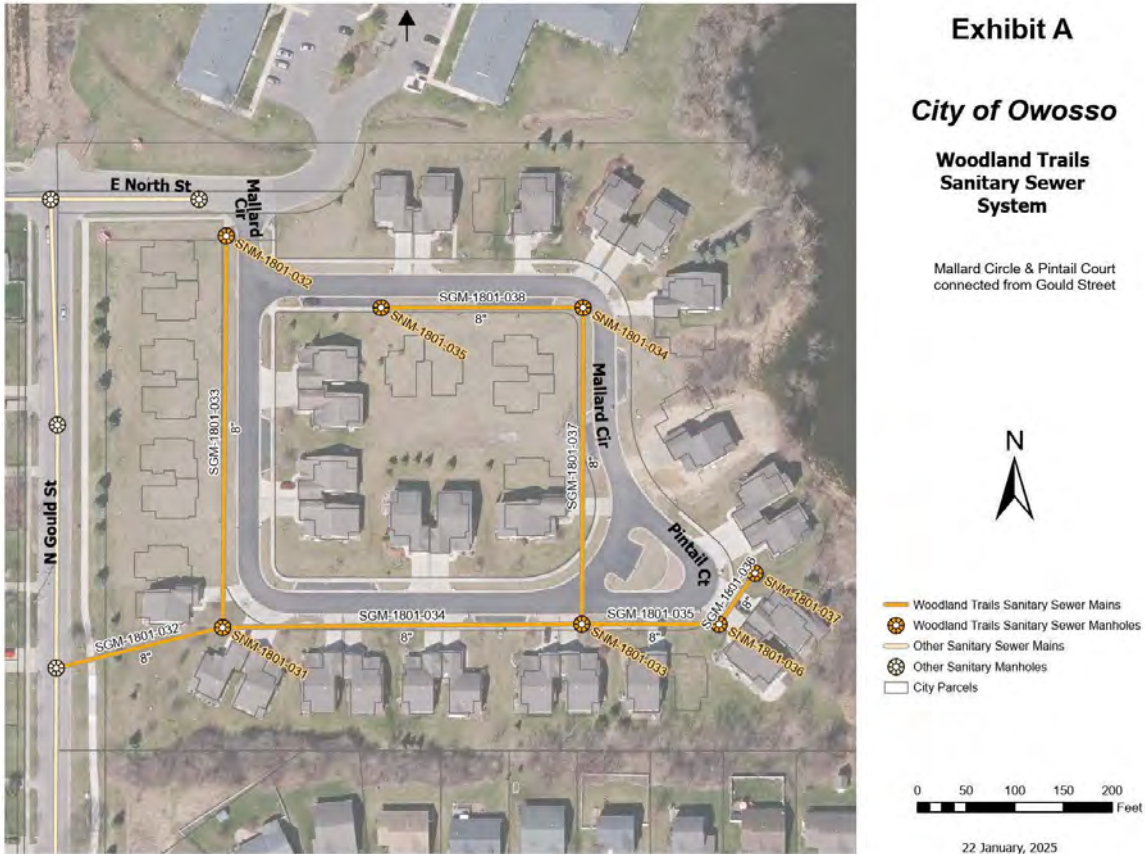
WHEREAS, the City of Owosso, by execution of this resolution, accepts the Woodland Trails Sanitary Sewer system, as shown by the map in Exhibit A, as part of its wastewater collection system and shall be responsible for any future maintenance of the system.

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

FIRST: the City of Owosso hereby accepts ownership, operation, and maintenance of the Woodland Trails Sanitary Sewer System as shown in Exhibit A.

SECOND: all sanitary sewer connections with the Woodland Trails Condominium shall be subject to the provisions of Article IV of Chapter 34 of the City of Owosso Code of Ordinances.

THIRD: this official acceptance shall become effective immediately upon adoption of this resolution.



Motion supported by Councilmember Owens.

Roll Call Vote.

AYES: Councilmember Ludington, Olson, Osmer, Owens, Fear, Mayor Pro-Tem Haber, and Mayor Teich.

NAYS: None.

### **City Budget Amendment**

Motion by Councilmember Ludington to adopt Amendment No. 1 to the 2024-2025 Budget as follows:

#### **RESOLUTION NO. 21-2025**

#### **GENERAL APPROPRIATIONS ACT (BUDGET) 6 MONTH BUDGET AMENDMENTS FOR FYE 6-30-2025**

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council has received the proposed budget for the fiscal year beginning July 1, 2024 and held a public hearing on May 20, 2024 and;

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council approved the budget for the fiscal year beginning July 1, 2024 on June 3, 2024; and

WHEREAS, amendments to the approved budget are necessary.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the City Council of the City of Owosso hereby adopts the amended Fiscal Year 2024 – 2025 Budget with six-month amendments reflected below:

**Section 1: Estimated Expenditures**

The following appropriations are hereby amended for the operations of the City Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

DEPT	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 ACTIVITY THRU 06/30/25	6-MONTH BUDGET AMENDMENTS	2024-25 PROJECTED AMT CHANGE
<b>Fund 101 - GENERAL FUND</b>					
APPROPRIATIONS					
101	CITY COUNCIL	8,060	6,211	12,560	4,500
171	CITY MANAGER	339,400	179,660	339,253	(147)
201	FINANCE	254,052	129,408	253,656	(396)
210	CITY ATTORNEY	164,600	62,435	164,600	
215	CLERK	254,983	128,663	259,281	4,298
228	INFORMATION & TECHNOLOGY	154,000	92,112	159,687	5,687
253	TREASURY	275,205	119,751	274,536	(669)
257	ASSESSING	222,748	119,615	221,814	(934)
261	GENERAL ADMIN	448,621	387,827	453,664	5,043
262	ELECTION	79,829	70,357	77,184	(2,645)
265	BUILDING & GROUNDS	835,789	97,915	837,905	2,116
270	HUMAN RESOURCES	217,410	115,097	215,472	(1,938)
301	POLICE	3,105,516	1,566,783	3,265,445	159,929
336	FIRE	4,053,099	1,295,065	4,293,630	240,531
371	BUILDING AND SAFETY	46,045	521	521	(45,524)
441	PUBLIC WORKS	1,262,732	886,074	1,247,415	(15,317)
528	LEAF AND BRUSH COLLECTION	313,011	227,430	338,392	25,381
585	PARKING	36,025	14,842	37,607	1,582
720	COMMUNITY DEVELOPMENT	37,222	37,024	233,729	196,507
751	PARKS	369,923	185,925	369,023	(900)
966	TRANSFERS OUT	52,633	25,648	287,326	234,693
TOTAL APPROPRIATIONS		12,530,903	5,748,363	13,342,700	811,797
<b>Fund 202 - MAJOR STREET FUND</b>					
APPROPRIATIONS					
451	CONSTRUCTION	1,587,350	1,236,773	1,461,147	(126,203)
463	STREET MAINTENANCE	690,735	518,410	786,595	95,860
473	BRIDGE MAINTENANCE	85,100			(85,100)
474	TRAFFIC SERVICES-MAINTENANCE	16,655	1,330	17,254	599
478	SNOW & ICE CONTROL	171,045	54,142	170,539	(506)
480	TREE TRIMMING	86,396	16,230	86,171	(225)
482	ADMINISTRATION & ENGINEERING	219,407	86,688	218,179	(1,228)

485	LOCAL STREET TRANSFER	350,000		350,000	
490	TRUNKLINE TREE TRIM & REMOVAL		106	500	500
491	TRUNKLINE STORM DRAIN, CURBS		208	287	287
494	TRUNKLINE TRAFFIC SIGNS		209	327	327
497	TRUNKLINE SNOW & ICE CONTROL	12,784	9,944	17,230	4,446
TOTAL APPROPRIATIONS		3,219,472	1,924,040	3,108,229	(111,243)

**Fund 203 - LOCAL STREET FUND**

APPROPRIATIONS					
451	CONSTRUCTION	307,350	115	307,350	
463	STREET MAINTENANCE	716,373	547,523	812,177	95,804
474	TRAFFIC SERVICES-MAINTENANCE	1,500	1,057	1,750	250
478	SNOW & ICE CONTROL	79,256	20,750	79,031	(225)
480	TREE TRIMMING	126,409	35,893	126,073	(336)
482	ADMINISTRATION & ENGINEERING	122,490	55,180	122,217	(273)
TOTAL APPROPRIATIONS		1,353,378	660,518	1,448,598	95,220

**Fund 208 - PARK/RECREATION SITES FUND**

APPROPRIATIONS					
751	PARKS	31,700	12,546	31,700	
TOTAL APPROPRIATIONS		31,700	12,546	31,700	

**Fund 239 - OMS/DDA REVLG LOAN FUND**

APPROPRIATIONS					
200	GEN SERVICES	2,814	1,131	2,581	(233)
TOTAL APPROPRIATIONS		2,814	1,131	2,581	(233)

**Fund 243 - BRA / OBRA #12 WOODWARD LOFT**

APPROPRIATIONS					
721	PROFESSIONAL SERVICES	1,003	1	1,003	
964	TAX REIMBURSEMENTS	134,065		140,137	6,072
TOTAL APPROPRIATIONS		135,068	1	141,140	6,072

**Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY**

APPROPRIATIONS					
200	GEN SERVICES	240,104	38,749	241,345	1,241
261	GENERAL ADMIN	89,179	49,364	88,962	(217)
704	ORGANIZATION	750	862	1,250	500
705	PROMOTION	15,050	9,639	17,500	2,450
706	DESIGN	7,000	2,303	10,000	3,000
707	ECONOMIC VITALITY	1,500	300	2,000	500
TOTAL APPROPRIATIONS		353,583	101,217	361,057	7,474

**Fund 249 - BUILDING INSPECTION FUND**

APPROPRIATIONS					
200	GEN SERVICES	100,506	54,700	92,201	(8,305)
371	BUILDING AND SAFETY	161,834	73,820	151,799	(10,035)
TOTAL APPROPRIATIONS		262,340	128,520	244,000	(18,340)

**Fund 254 - HOUSING & REDEVELOPMENT**

APPROPRIATIONS					
200	GEN SERVICES	125,500	373,039	516,574	391,074
TOTAL APPROPRIATIONS		125,500	373,039	516,574	391,074

**Fund 259 - OBRA-DIST#15 -ARMORY BUILDING**

APPROPRIATIONS					
721	PROFESSIONAL SERVICES	6,232	4,507	6,232	
964	TAX REIMBURSEMENTS	41,871		41,871	
TOTAL APPROPRIATIONS		48,103	4,507	48,103	

**Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)**

APPROPRIATIONS					
721	PROFESSIONAL SERVICES	12,050	11,369	12,050	
905	DEBT SERVICE	167,999		167,999	
TOTAL APPROPRIATIONS		180,049	11,369	180,049	

**Fund 273 - OBRA #9 ROBBINS LOFT**

APPROPRIATIONS					
721	PROFESSIONAL SERVICES	1,200		1,200	
964	TAX REIMBURSEMENTS	3,678		4,243	565
TOTAL APPROPRIATIONS		4,878		5,443	565

**Fund 276 - OBRA FUND DISTRICT #16 - QDOBA**

APPROPRIATIONS					
721	PROFESSIONAL SERVICES	1,704	1,256	2,960	1,256
905	DEBT SERVICE	28,172			(28,172)
964	TAX REIMBURSEMENTS			9,997	9,997
TOTAL APPROPRIATIONS		29,876	1,256	12,957	(16,919)

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

APPROPRIATIONS					
721	PROFESSIONAL SERVICES	4,144	2,972	4,144	

964	TAX REIMBURSEMENTS	50,608		50,608	
TOTAL APPROPRIATIONS		54,752	2,972	54,752	

**Fund 283 - OBRA FUND-DISTRICT#3-TIAL**

APPROPRIATIONS					
721	PROFESSIONAL SERVICES	750		750	
905	DEBT SERVICE	19,391		19,391	
TOTAL APPROPRIATIONS		20,141		20,141	

**Fund 284 - OPIOID SETTLEMENT FUND**

**Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT**

APPROPRIATIONS					
966	TRANSFERS OUT	1,413,573	488,441	488,441	(925,132)
TOTAL APPROPRIATIONS		1,413,573	488,441	488,441	(925,132)

**Fund 297 - HISTORICAL FUND**

APPROPRIATIONS					
797	HISTORICAL COMMISSION	30,598	19,893	31,437	839
798	CASTLE	14,806	6,445	21,806	7,000
799	GOULD HOUSE	10,329	1,379	2,419	(7,910)
800	COMSTOCK/WOODARD	2,000	326	4,200	2,200
TOTAL APPROPRIATIONS		57,733	28,043	59,862	2,129

**Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)**

APPROPRIATIONS					
905	DEBT SERVICE	773,150	136,325	773,150	
TOTAL APPROPRIATIONS		773,150	136,325	773,150	

**Fund 401 - CAPITAL PROJECT FUND**

**Fund 588 - TRANSPORTATION FUND**

APPROPRIATIONS					
200	GEN SERVICES	105,888	105,655	105,655	(233)
TOTAL APPROPRIATIONS		105,888	105,655	105,655	(233)

**Fund 590 - SEWER FUND**

APPROPRIATIONS

200	GEN SERVICES	2,628,755	1,456,908	2,627,583	(1,172)
549	SEWER OPERATIONS	307,880	164,203	294,288	(13,592)
901	CAPITAL OUTLAY	427,500	93,787	427,500	
905	DEBT SERVICE	124,302	62,401	124,302	
TOTAL APPROPRIATIONS		3,488,437	1,777,299	3,473,673	(14,764)

**Fund 591 - WATER FUND**

APPROPRIATIONS					
200	GEN SERVICES	895,857	335,957	912,418	16,561
552	WATER UNDERGROUND	2,042,741	813,275	1,474,891	(567,850)
553	WATER FILTRATION	1,878,385	661,224	1,877,656	(729)
901	CAPITAL OUTLAY	6,559,421	1,562,349	5,240,710	(1,318,711)
905	DEBT SERVICE	600,489	184,247	600,489	
TOTAL APPROPRIATIONS		11,976,893	3,557,052	10,106,164	(1,870,729)

**Fund 599 - WASTEWATER FUND**

APPROPRIATIONS					
200	GEN SERVICES	34,700	20,996	32,298	(2,402)
548	WASTEWATER OPERATIONS	2,007,153	1,001,686	2,026,605	19,452
901	CAPITAL OUTLAY	3,581,400	5,788,101	20,382,007	16,800,607
905	DEBT SERVICE	1,064,144	161,057	1,064,144	
TOTAL APPROPRIATIONS		6,687,397	6,971,840	23,505,054	16,817,657

**Fund 661 - FLEET MAINTENANCE FUND**

APPROPRIATIONS					
594	FLEET MAINTENANCE	474,411	206,176	478,364	3,953
901	CAPITAL OUTLAY	710,000	20,305	710,000	
TOTAL APPROPRIATIONS		1,184,411	226,481	1,188,364	3,953

**Section 2: Estimated Revenues**

The following revenues of the City Government are hereby amended for the fiscal year beginning July 1, 2024 and ending June 30, 2025 to meet the foregoing appropriations:

DEPT	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 ACTIVITY THRU 06/30/25	6-MONTH BUDGET AMENDMENTS	2024-25 PROJECTED AMT CHANGE
<b>Fund 101 - GENERAL FUND</b>					
ESTIMATED REVENUES					
000	REVENUE	11,480,001	7,133,377	12,287,496	807,495
TOTAL ESTIMATED REVENUES		11,480,001	7,133,377	12,287,496	807,495

**Fund 202 - MAJOR STREET FUND**

ESTIMATED REVENUES

000	REVENUE	2,394,472	1,435,451	2,639,640	245,168
TOTAL ESTIMATED REVENUES		2,394,472	1,435,451	2,639,640	245,168

**Fund 203 - LOCAL STREET FUND**

ESTIMATED REVENUES					
000	REVENUE	1,143,356	526,426	1,254,328	110,972
TOTAL ESTIMATED REVENUES		1,143,356	526,426	1,254,328	110,972

**Fund 208 - PARK/RECREATION SITES FUND**

ESTIMATED REVENUES					
000	REVENUE	8,500	13,683	13,650	5,150
TOTAL ESTIMATED REVENUES		8,500	13,683	13,650	5,150

**Fund 239 - OMS/DDA REVLG LOAN FUND**

ESTIMATED REVENUES					
000	REVENUE	25,250	43,197	36,750	11,500
TOTAL ESTIMATED REVENUES		25,250	43,197	36,750	11,500

**Fund 243 - BRA / OBRA #12 WOODWARD LOFT**

ESTIMATED REVENUES					
000	REVENUE	135,118	6,196	141,390	6,272
TOTAL ESTIMATED REVENUES		135,118	6,196	141,390	6,272

**Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY**

ESTIMATED REVENUES					
000	REVENUE	353,929	91,185	362,352	8,423
TOTAL ESTIMATED REVENUES		353,929	91,185	362,352	8,423

**Fund 249 - BUILDING INSPECTION FUND**

ESTIMATED REVENUES					
000	REVENUE	259,000	187,061	264,000	5,000
TOTAL ESTIMATED REVENUES		259,000	187,061	264,000	5,000

**Fund 254 - HOUSING & REDEVELOPMENT**

ESTIMATED REVENUES					
000	REVENUE	125,500	372,951	517,944	392,444
TOTAL ESTIMATED REVENUES		125,500	372,951	517,944	392,444

**Fund 259 - OBRA-DIST#15 -ARMORY BUILDING**



ESTIMATED REVENUES				
000 REVENUE	48,103		48,103	
TOTAL ESTIMATED REVENUES	48,103		48,103	

**Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)**

ESTIMATED REVENUES				
000 REVENUE	209,874		209,874	
TOTAL ESTIMATED REVENUES	209,874		209,874	

**Fund 273 - OBRA #9 ROBBINS LOFT**

ESTIMATED REVENUES				
000 REVENUE	5,878	1,902	7,443	1,565
TOTAL ESTIMATED REVENUES	5,878	1,902	7,443	1,565

**Fund 276 - OBRA FUND DISTRICT #16 - QDOBA**

ESTIMATED REVENUES				
000 REVENUE	29,876		12,253	(17,623)
TOTAL ESTIMATED REVENUES	29,876		12,253	(17,623)

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

ESTIMATED REVENUES				
000 REVENUE	54,752		54,752	
TOTAL ESTIMATED REVENUES	54,752		54,752	

**Fund 283 - OBRA FUND-DISTRICT#3-TIAL**

ESTIMATED REVENUES				
000 REVENUE	16,824	628	17,460	636
TOTAL ESTIMATED REVENUES	16,824	628	17,460	636

**Fund 284 - OPIOID SETTLEMENT FUND**

ESTIMATED REVENUES				
000 REVENUE	100	12,544	13,447	13,347
TOTAL ESTIMATED REVENUES	100	12,544	13,447	13,347

**Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT**

ESTIMATED REVENUES				
000 REVENUE	20,000	380,138	380,138	360,138
TOTAL ESTIMATED REVENUES	20,000	380,138	380,138	360,138

**Fund 297 - HISTORICAL FUND**

ESTIMATED REVENUES				
000 REVENUE	58,016	33,158	285,513	227,497
TOTAL ESTIMATED REVENUES	58,016	33,158	285,513	227,497

**Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)**

ESTIMATED REVENUES				
000 REVENUE	773,150	686,949	765,950	(7,200)
TOTAL ESTIMATED REVENUES	773,150	686,949	765,950	(7,200)

**Fund 401 - CAPITAL PROJECT FUND**

ESTIMATED REVENUES				
000 REVENUE		70,646	233,672	233,672
TOTAL ESTIMATED REVENUES		70,646	233,672	233,672

**Fund 588 - TRANSPORTATION FUND**

ESTIMATED REVENUES				
000 REVENUE	105,888	96,847	105,558	(330)
TOTAL ESTIMATED REVENUES	105,888	96,847	105,558	(330)

**Fund 590 - SEWER FUND**

ESTIMATED REVENUES				
000 REVENUE	3,385,230	1,580,252	3,487,006	101,776
TOTAL ESTIMATED REVENUES	3,385,230	1,580,252	3,487,006	101,776

**Fund 591 - WATER FUND**

ESTIMATED REVENUES				
000 REVENUE	10,774,770	3,446,157	8,496,381	(2,278,389)
TOTAL ESTIMATED REVENUES	10,774,770	3,446,157	8,496,381	(2,278,389)

**Fund 599 - WASTEWATER FUND**

ESTIMATED REVENUES				
000 REVENUE	6,135,280	6,242,610	23,629,041	17,493,761
TOTAL ESTIMATED REVENUES	6,135,280	6,242,610	23,629,041	17,493,761

**Fund 661 - FLEET MAINTENANCE FUND**

ESTIMATED REVENUES

000	REVENUE	909,648	571,626	1,031,944	122,296
	TOTAL ESTIMATED REVENUES	909,648	571,626	1,031,944	122,296

**Section 3: Adoption of Budget by Reference**

The general fund budget of the City of Owosso is hereby amended and adopted by reference, with revenues and activity expenditures as indicated in Sections 1 and 2 of this act.

**Section 4: City Council Adoption**

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

AYES: Mayor Pro-Tem Haber, Councilmembers Ludington, Olson, Fear, Osmer, Owens, and Mayor Teich.

NAYS: None.

**\*Single Audit Act Compliance**

Motion by Councilmember Osmer authorizing the following resolution accepting and placing on file the City of Owosso Federal Single Audit for the Fiscal Year Ended June 30, 2024.

**RESOLUTION NO. 22-2025**

**ACCEPTING AND PLACING ON FILE  
THE CITY OF OWOSSO, SINGLE AUDIT ACT COMPLIANCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

WHEREAS, the Owosso City Charter requires an independent audit be made of all accounts of the city government at the close of each fiscal year per Section 8.14; and

WHEREAS, the city of Owosso is required by the laws of the state of Michigan to annually have an independent audit performed in accordance with generally accepted auditing standards; and

WHEREAS, the city of Owosso is required by Title 2 US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, to complete a single audit when more than \$750,000 of federal funding is received in a fiscal year; and

WHEREAS, the city of Owosso employed Berthiaume & Company, certified public accountants, to audit the financial records of the city of Owosso and such audit has been completed and is presented this date to the city council.

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

FIRST: the City of Owosso, Single Audit Act Compliance for the Fiscal Year Ended June 30, 2024, attached hereto and made a part hereof as Exhibit A, is hereby accepted and placed on file.

SECOND: a copy of the City of Owosso, Single Audit Act Compliance for the Fiscal Year Ended June 30, 2024 will be maintained on file in the office of the city clerk for public examination, a copy will be placed in the Shiawassee District Library Owosso Branch for public examination, and copies will be sent to those required by law and agreement.

Motion supported by Councilmember Olson.

Roll Call Vote.

AYES: Councilmember Olson, Mayor Pro-Tem Haber, Councilmembers Ludington, Fear, Osmer, Owens, and Mayor Teich.

NAYS: None.

### **CITIZEN COMMENTS**

None.

### **COUNCIL COMMENTS**

Councilmember Osmer invited all Councilmembers to volunteer for the food distribution sponsored by the YMCA that will be held next Tuesday, February 11<sup>th</sup>. Volunteers should get there by 2:30 p.m., and the distribution will open at 3:00 p.m.

### **CITY MANAGER REPORT**

City Manager Henne presented the latest City Manager Report – January 2025.

### **COMMUNICATIONS**

Lizzie Fredrick, DDA/OMS Director. 2025-2029 Owosso Main Street Strategic Plan.  
Brad A. Barrett, Finance Director. Financial Report – January 2025.  
DDA/Main Street Board. Minutes of January 8, 2025.  
Historic District Commission. Minutes of January 15, 2025.  
Parks & Recreation Commission. Minutes of January 22, 2025.  
Brownfield Redevelopment Authority. Minutes of January 23, 2025.

### **NEXT MEETING**

Tuesday, February 18, 2025

### **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals – Alternate - term expires June 30, 2026  
Building Board of Appeals – Alternate - term expires June 30, 2025  
DDA/OMS Board x 2 – terms expire June 30, 2028  
Zoning Board of Appeals – Alternate – term expires June 30, 2027  
Zoning Board of Appeals – Alternate – term expires June 30, 2025

### **ADJOURNMENT**

Motion by Councilmember Ludington for adjournment at 7:11 p.m.

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

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Robert J. Teich, Jr., Mayor

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Amy K. Kirkland, City Clerk

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



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

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# MEMORANDUM

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DATE: January 28, 2025  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: Traffic Control Order # 1527

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Fitness Coliseum and the Friends of the Shiawassee River are requesting the following parking lot closure and street closure for the Shi-Tri event:

**LOCATION:**

**Comstock Lot (Lot #10) NCG/River**

**Street Closure: Water & Washington St., prior to Jerome intersection. All streets leading to Jerome, from Washington to Oakwood. A closure of Corunna Ave., just west of Gould St., and if not already in place because of construction, a closure of Corunna Ave at Washington St.**

**LOT CLOSURE DATE/TIME:**

**May 17, 2025, at 8:00am – May 18, 2025, at 12:00pm**

**STREET CLOSURE DATE/TIME:**

**May 18, 2025, 7:00am – 12:00pm**

The Public Safety Department has issued Traffic Control Order# 1527 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application and 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
1527	01/28/2025	10:28 am

REQUESTED BY  
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL  
Parking Lot Closure and Street Closure

LOCATION OF CONTROL  
Comstock Lot #10 (NCG/River)  
  
Road Closure: Water & Washington St., prior to Jerome intersection. All Streets leading to Jerome, from Washington to Oakwood. A closure of Corunna Ave, just west of Gould St., and if not already in place because of construction, a closer of Corunna Ave at Washington St.

EVENT:

Shi-Tri

LOT CLOSURE DATE/TIME:

May 17, 2025, at 8:00 am – May 18, 2025, at 12:00pm

STREET CLOSURE DATE/TIME:

May 18, 2025, 7:00am – 12:00pm

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: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_
(Individual or Group Name)

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Requested Date(s): \_\_\_\_\_ Requested Hours: \_\_\_\_\_
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): \_\_\_\_\_

Detailed description of the use for which the request is made: \_\_\_\_\_

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

- Executed Hold Harmless Agreement
Map of the Event Area with Event location highlighted
Rules or policies applicable to persons participating in proposed event
Proof of Insurance
or
Request for Insurance Waiver
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: \_\_\_\_\_

**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 1<sup>st</sup> day of event)  Additional: \_\_\_\_\_
- \$50 Additional MDOT Closure (M-21, M-71, M-52)  Additional: \_\_\_\_\_
- \$15 Additional-Expedited Fee (14-29 days prior to 1<sup>st</sup> day of event)  Additional: \_\_\_\_\_

**\$ \_\_\_\_\_ 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

## The Shi Tri - Shiawassee River Triathlon Release of Liability Agreement

To participate in The Shiawassee River Triathlon (alternatively “The Shi Tri” or “the event”), you must read, complete and sign this form. Participants under the age of 18 must have permission from a guardian over the age of 18.

In consideration of participating in The Shi Tri I hereby agree to release and discharge from liability, The Shi Tri, and all of its’ organizing parties and sponsors, (Fitness Coliseum, Friends of The Shiawassee River, all associated sponsors, the State of Michigan, Shiawassee County, Caledonia Township, The City of Owosso & The City of Corunna), all owners, directors, employees, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as “Releasees”).

1. My participation in the Shi Tri is voluntary and subjects me to the possibility of physical injury and loss of or damage to my property. Risks include, but are not limited to, drowning; accidents involving bicycles/water vessels; medical conditions resulting from physical activity; and damaged clothing or other property. I acknowledge that these risks cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the event.
2. I acknowledge that participation in The Shi Tri involves activities in and around water by participating in this event. I understand every time I leave shore in a small boat, I am a potential drowning victim. In addition there is the possibility of injury from many things, including unseen obstacles, weather, currents, waves, insects and other boats. Human powered watercraft requires physical effort which can at times be heavy, including lifting, pulling and possibly prolonged exertion in adverse conditions.
3. COVID-19: I agree that I am personally responsible for my safety and actions while volunteering or participating in the Shiawassee Triathlon (Shi-Tri) being hosted by Fitness Colosseum and Friends of the Shiawassee River. Because the Shi-Tri event is open to other individuals, I recognize that I am at higher risk of contracting COVID-19. With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue the Friends of the Shiawassee River and/or Fitness Colosseum from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me related to COVID-19 whether or not caused by the negligence of the Friends of the Shiawassee River and/or Fitness Colosseum, while participating in any activity while in, on, or around the Shi-Tri event.
4. As between each of the Releasees and me, I will be solely responsible for any and all medical and related bills that I may incur because of any injury, as well as costs related to loss or damage to my property, that I may sustain as a result of my participation in the Event, including those sustained on the premises where the Event is conducted and while I am traveling to and from such premises, regardless of the location or mode of transportation.
5. I agree to abide by all of the rules and regulations of the Shi Tri as a condition of my participation. I specifically agree to carry or wear a life jacket and, if not wearing it, to keep it

accessible to me at all times while on the water. I agree to wear a bicycle helmet the entire time I am on my bike, during the course of The Shi Tri. I understand that if I do not have a life jacket and bicycle helmet, I will not be allowed to participate in the event. I further agree not to consume alcohol, marijuana, or any other mind-altering substance while participating in or immediately prior to The Shi Tri.

6. I expressly accept and assume all of the risks inherent in participation in The Shi Tri or that might have been caused by the negligence of the Releasees. My participation in the activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.

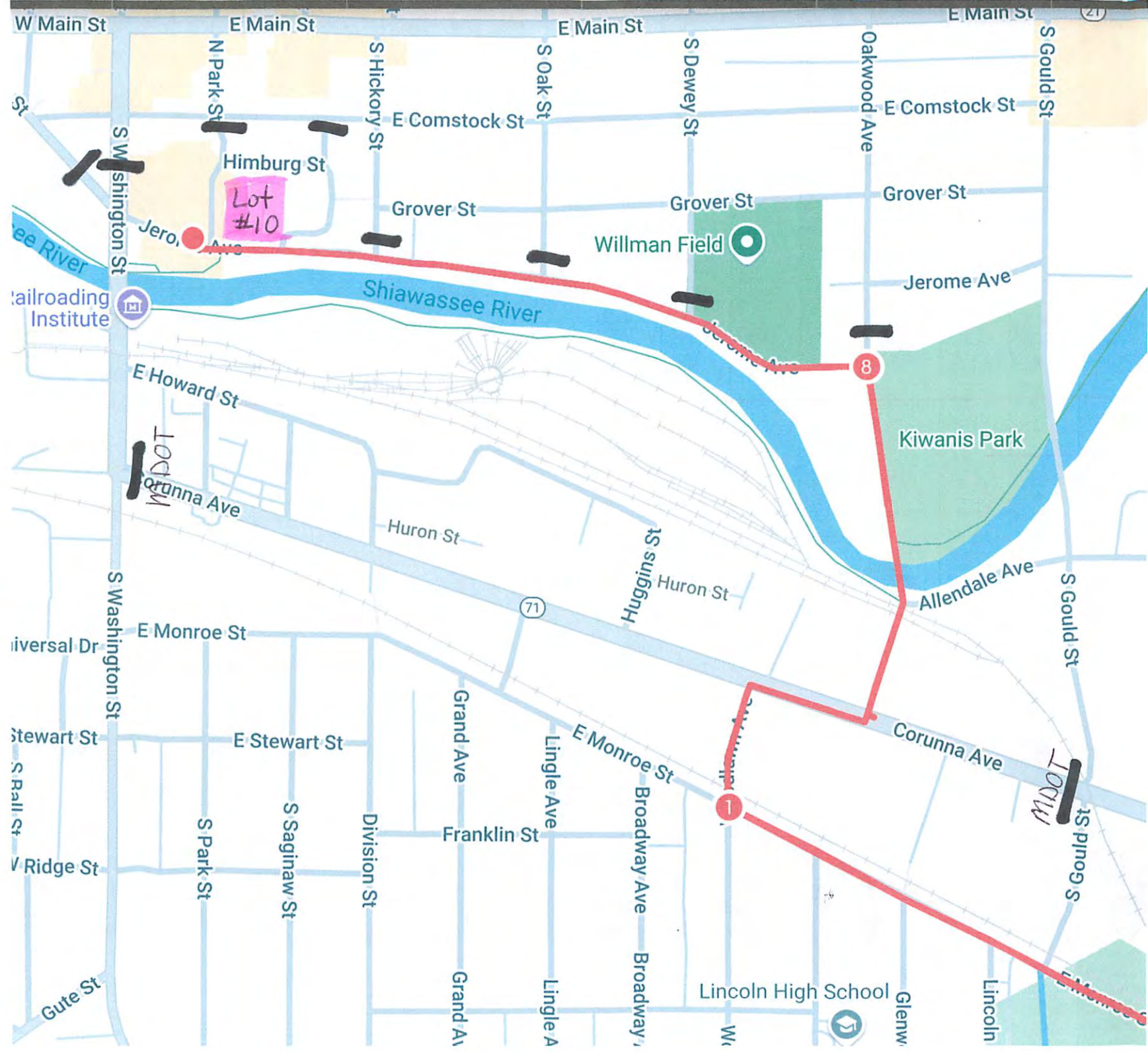
7. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in The Shi Tri, or my use of the equipment or facilities. This Agreement shall be binding on my estate, heirs, executors, administrators, successors, and assigns, as well as any other party asserting a Claim on my behalf or on behalf of my estate.

8. I hereby expressly agree that (1) this Agreement shall be governed and construed according to the laws of the state of Michigan without regard to its conflict of laws provisions and (2) any action or proceeding concerning any Claim or the meaning or effect of any provision of the Agreement shall be conducted only in the state courts located in Shiawassee County, Michigan, or the federal courts for the Eastern District of Michigan and that for such purposes, I expressly submit to the jurisdiction of such courts.

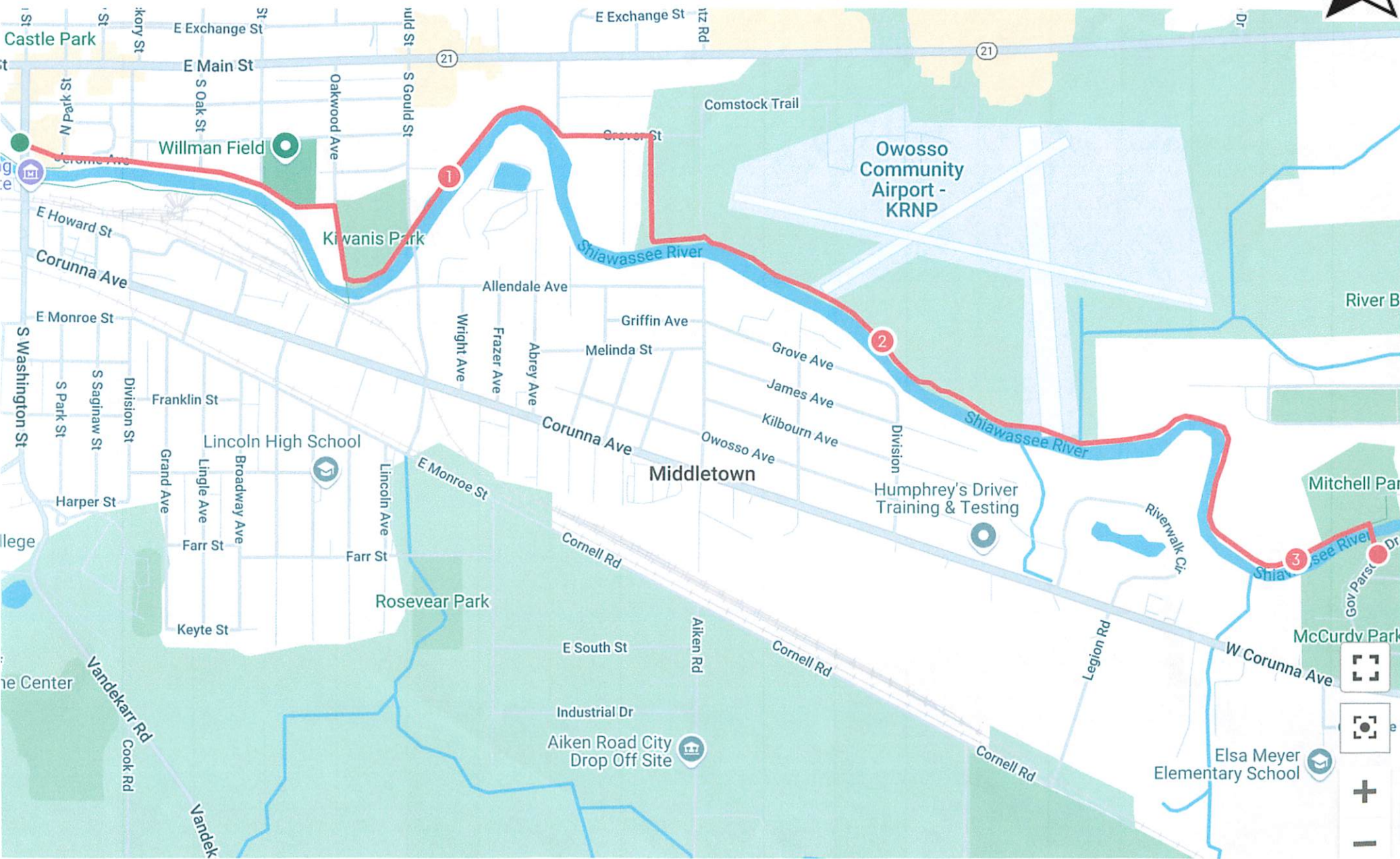
9. I hereby grant The Shi Tri and its organizers permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of The Shi Tri and its organizers and will not be returned. I hereby irrevocably authorize The Shi Tri & its organizers to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

10. I agree that if any portion of this agreement is found to be void or unenforceable the remaining portions shall remain in full force and effect.

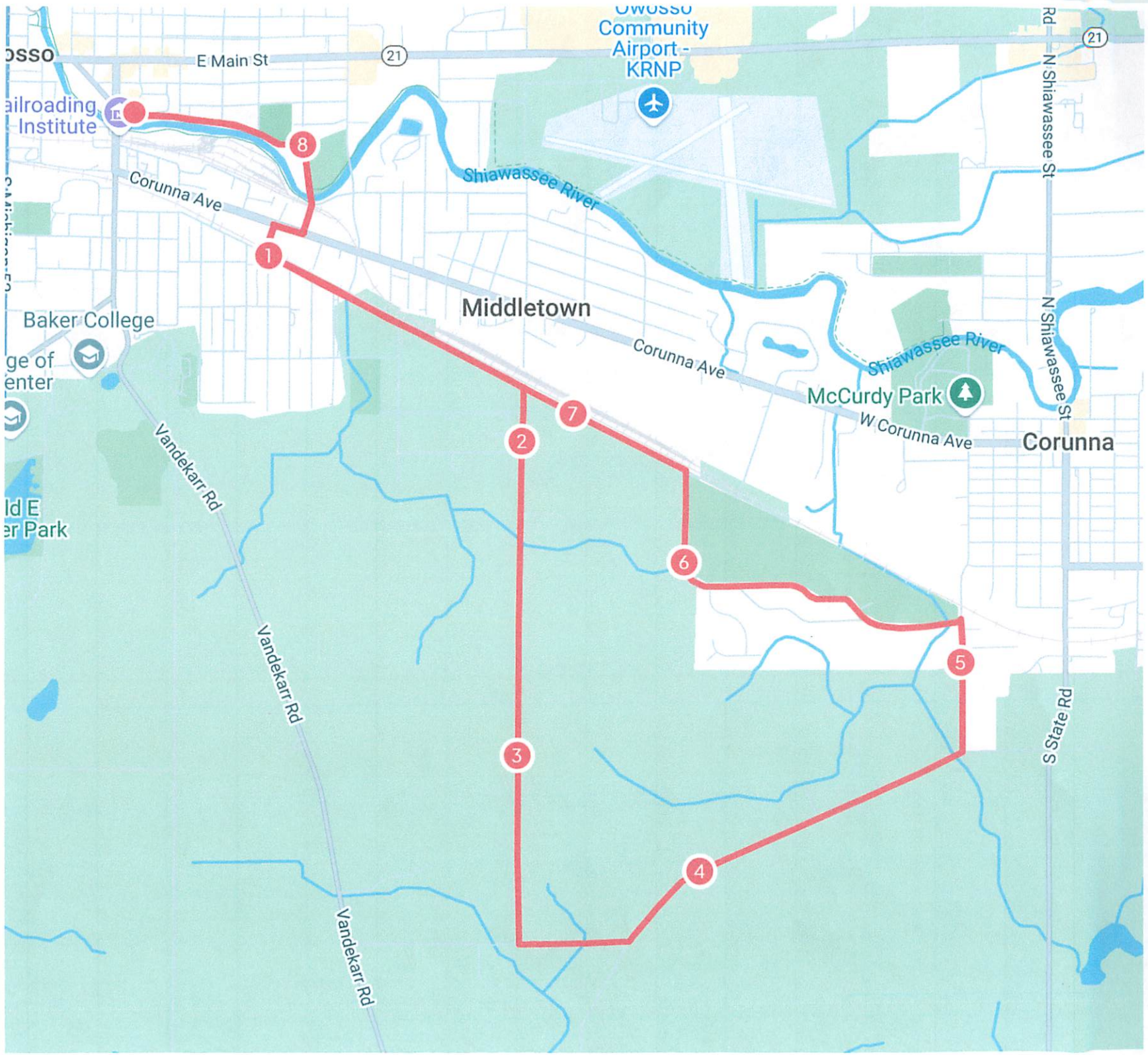
# Closure Requests



# Full Run Route



# Full Bike Route







# EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

### SCHEDULE

<p><b>Name Of Additional Insured Person(s) Or Organization(s):</b></p> <p>City of Owosso 301 W. Main St. Owosso, MI 48867</p>
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A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.



**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

**If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:**

- 1. Required by the contract or agreement; or**
- 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.**

**This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.**

**All other terms and conditions remain unchanged.**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- ELECTRONIC DATA LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
- POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
- RAILROAD PROTECTIVE LIABILITY COVERAGE PART
- UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

**SCHEDULE**

<p><b>Name Of Person(s) Or Organization(s):</b>  City of Owosso  301 W. Main St.  Owosso, MI 48867</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us of Section IV – Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.



**Evanston Insurance Company**

**COMMON POLICY DECLARATIONS**

Promotion, Event and Prize Purchasing Group

**MASTER POLICY NUMBER:** 3DS5475

**CERTIFICATE NUMBER:** 3604829

**Named Insured and Mailing Address:**

Friends of the Shiawassee River  
c/o Patrice Martin  
538 N Shiawassee St, Corunna, MI 48867

**Policy Period:** From 05/17/25 to 05/19/25 at 12:01 A.M. Standard Time at your mailing address (shown above).

**IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.**

**COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS**

LIMITS OF INSURANCE		
General Aggregate Limit (other than Products/Completed Operations)	\$2,000,000	
Products/Completed Operations Aggregate Limit	\$2,000,000	
Personal and Advertising Injury Limit	\$1,000,000	
Each Occurrence Limit	\$1,000,000	
Damage to Premises Rented to You Limit	\$300,000	Any One Premises
Medical Expense Limit	\$10,000	Any One Person

**These declarations, together with the Common Policy Conditions and Coverage Form(s) and any Endorsement(s), complete the above numbered policy.**

FORMS AND ENDORSEMENTS
SEE FORMS SCHEDULE - MDIL 1001
ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION - MEGL 2217 01 19
PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION - CG 20 01 04 13
WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US - CG 24 04 12 19

**Producer Number, Name and Mailing Address**

East Main Street Insurance Services, Inc.

Will Maddux

PO Box 1298

Grass Valley, CA 95945

Premium:	\$416.48
Surplus Tax:	\$8.33
Stamp Fee:	\$2.08
Other Fee:	\$0.00

Countersigned: 01/15/2025  
Date

By: *Will Maddux*  
AUTHORIZED REPRESENTATIVE



## MEMORANDUM

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

**DATE:** February 18, 2025  
**TO:** Owosso City Council  
**FROM:** Clayton Wehner, Director of Engineering  
**SUBJECT:** Change to Street Lighting Contract – Washington Street Bridge Lights

### RECOMMENDATION:

Recommend approval of the proposed contract amendments.

### BACKGROUND:

As part of the upcoming Michigan Department of Transportation (MDOT) M-71 project, Consumers Energy will be removing and replacing the streetlights on the Washington Street bridge to facilitate bridge deck work. There are four (4) total lights to be removed and replaced – three are existing high pressure sodium (HPS) streetlights and one (1) is a LED streetlight. All four lights will be replaced with LEDs.

The current HPS contract will be amended to reflect the removal of the 3 high pressure sodium streetlights and the current LED contract will be amended to include 3 new LED streetlights.

### FISCAL IMPACTS:

Consumers Energy will be replacing the streetlights at no cost to the city. The proposed upgrades should have a positive effect on the city's bill for street lighting as the LED bulbs are more efficient than the high pressure sodium street lights.

### MASTER PLAN IMPLEMENTATION GOALS: 2.9

Document originated by: Amy K. Kirkland, City Clerk



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING  
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 100000143162

Consumers Energy Company is authorized as of \_\_\_\_\_ by the City of OWOSSO, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of OWOSSO, dated 10/1/2013.

Lighting Type: General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/1/2013 shall remain in full force and effect.

Notification Number(s): 1069272840

Comments:

City of OWOSSO

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

(Signature)

\_\_\_\_\_

(Printed)

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

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of OWOSSO, dated 10/1/2013, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this  commission  council  board; and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN  
COUNTY OF SHIAWASSEE

I, \_\_\_\_\_, clerk of the City of OWOSSO do hereby certify that the foregoing resolution was duly adopted by the

commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_

Municipal Customer Type: City

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

- (3) 250 watt HPS Cobrahead Non-Cutoff to Remove at location S Wahington St Bridge;





**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING  
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103033853856

Consumers Energy Company is authorized as of \_\_\_\_\_ by the City of OWOSSO, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of OWOSSO, dated 9/27/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 9/27/2018 shall remain in full force and effect.

Notification Number(s): 1069276399, 1069272840

Comments: MDOT will be repairing the S Washinton St Bridge. The 4 bridge lights will be replaced during bridge repairs.

City of OWOSSO

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

(Signature)

\_\_\_\_\_

(Printed)

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

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of OWOSSO, dated 9/27/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this  commission  council  board; and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN  
COUNTY OF SHIAWASSEE

I, \_\_\_\_\_, clerk of the City of OWOSSO do hereby certify that the foregoing resolution was duly adopted by the

commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

Dated:

\_\_\_\_\_

\_\_\_\_\_

Municipal Customer Type: City

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (1) 70 watt LED White Cobrahead Cutoff to Remove at location SW Corner S Washington St Bridge;
- (4) 80 watt LED White Cobrahead Cutoff to Install at location S Washington St Bridge;



## MEMORANDUM

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

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DATE: February 18, 2025  
TO: City Council  
FROM: Clayton Wehner, Director of Engineering  
SUBJECT: Change Order No. 2 to the 2024 Sidewalk Program

### RECOMMENDATION:

Approval of Change Order No. 2, in the amount of \$12,037.50, to the Contract between the city of Owosso and Lopez Concrete Construction, LLC of Lansing, Michigan, for the 2024 Sidewalk Program.

### BACKGROUND:

On February 20, 2024, City Council approved the contract with Lopez Concrete Construction, LLC in the amount of \$137,530.00, for the 2024 Sidewalk Program for sidewalk and curb replacement during the 2024 construction season.

On December 16, 2024, City Council approved change order no. 1 in the amount of \$159,750.00 to extend the contract for the 2025 construction season bringing the total contract amount to \$297,280.00.

The Parks and Recreation Commission desires to make some accessibility improvements to the Hugh Parker Soccer Complex. The plan is to install a concrete parking pad in the parking lot on Farr Street and a sidewalk connecting the parking lot to the concessions building and pavilion.

Lopez Concrete Construction, LLC has offered to perform this work, and a change order is necessary to include it in the contract. Change Order No. 2, an increase in the amount of \$12,037.50, adds work items and quantities for the Hugh Parker Soccer Complex work, and, if approved, increases the total contract amount to \$309,317.50.

### FISCAL IMPACTS:

Additional funds for this work are to be charged to the FY2025-2026 Parks Account No. 101-751-930.000, and other funds as appropriate, in the amount of \$12,037.50.

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

**MASTER PLAN IMPLEMENTATION GOALS: 5.2**

**RESOLUTION NO.**

**AUTHORIZING CHANGE ORDER NO. 2  
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND  
LOPEZ CONCRETE CONSTRUCTION, LLC  
FOR THE 2024 SIDEWALK PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Lopez Concrete Construction, LLC on February 20, 2024 in the amount of \$137,530.00 for sidewalk replacements throughout the city during the 2024 construction season; and

WHEREAS, city council approved change order no. 1 on December 16, 2024 in the amount of \$159,750.00 to extend the contract through the 2025 construction season and increase the total contract amount to \$297,280.00; and

WHEREAS, the Parks and Recreation Commissions desires to make some accessibility improvements at the Hugh Parker Soccer Complex by installing a concrete parking pad and sidewalk at the south side of the property; and

WHEREAS, Lopez Concrete Construction, LLC has agreed to complete this work and a change order is necessary to increase the contract amount.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to amend the 2024 Sidewalk Program contract with Lopez Concrete Construction, LLC to include work for the Hugh Parker Soccer Complex increasing the contract amount by \$12,037.50 for construction of a concrete parking pad and sidewalk, bringing the contract total to \$309,317.50.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in form attached as change order no. 2 to the Contract for Services between the city of Owosso and Lopez Concrete Construction, LLC.
- THIRD: the accounts payable department is authorized to pay Lopez Concrete Construction, LLC for work satisfactorily completed up to the revised contract amount of \$309,317.50.
- FOURTH: the above additional expenses shall be paid from FY2025-26 Parks account no. 101-751-930.000, and other funds as appropriate.

**CHANGE ORDER**

No. 2

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OWNER: City of Owosso  
CONTRACTOR: Lopez Concrete Construction, LLC  
CONTRACT NAME: City of Owosso 2024 Sidewalk Program  
OWNER's P.O. NO. 45701

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

Description:

Create additional work items for the installation of a parking slab and sidewalk at the Hugh Parker Soccer Complex. This work will be funded from Parks account no. 101-751-930.000.

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

<u>Item No.</u>	<u>Description</u>	<u>Quantity Change</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
101	Excavation, Earth	36	Cyd	\$35.00	\$1,260.00
102	Subbase, CIP	12	Cyd	\$25.00	\$300.00
103	Conc Pavt, Misc, Nonreinf, 7 inch	60	Syd	\$81.00	\$4,860.00
104	Detectable Warning Surface, Modified	5	Ft	\$95.00	\$475.00
105	Sidewalk, Conc, 4 inch	625	Sft	\$6.50	\$4,062.50
106	Turf Establishment, Performance	60	Syd	\$18.00	\$1,080.00
				<b>Total Change:</b>	<b>\$12,037.50</b>

<b>CHANGE IN CONTRACT PRICE</b>
Original Contract Price \$ <u>137,530.00</u>
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>1</u> : \$ <u>159,750.00</u>
Contract Price prior to this Change Order: \$ <u>297,280.00</u>
Increase (Decrease) of this Change Order: \$ <u>12,037.50</u>
Contract Price incorporating this Change Order: \$ <u>309,317.50</u>

<b>CHANGE IN CONTRACT TIMES</b>
Original Contract Times: Substantial Completion: <u>October 5, 2024</u> Ready for Final Payment: _____ (days or dates)
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>1</u> : Substantial Completion: <u>364 days</u> Ready for Final Payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: <u>October 4, 2025</u> Ready for Final Payment: _____ (days or dates)
Increase (Decrease) of this Change Order: Substantial Completion: <u>0 days</u> Ready for Final Payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>October 4, 2025</u> Ready for Final Payment: _____ (days or dates)

RECOMMENDED:

By: Clayton Wehner

ENGINEER (Authorized Signature)  
Title: Director of Engineering  
Date: 2/6/2025

APPROVED:

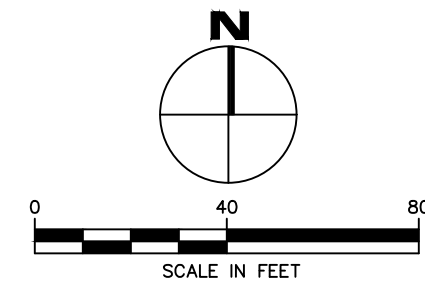
By: \_\_\_\_\_

OWNER (Authorized Signature)  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ACCEPTED:

By: [Signature]

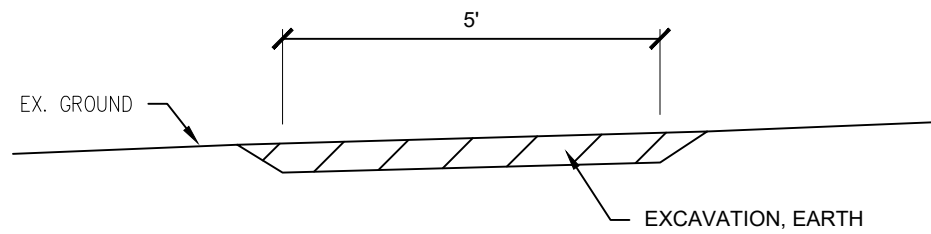
CONTRACTOR (Authorized Signature)  
Title: Member  
Date: 02/06/2025



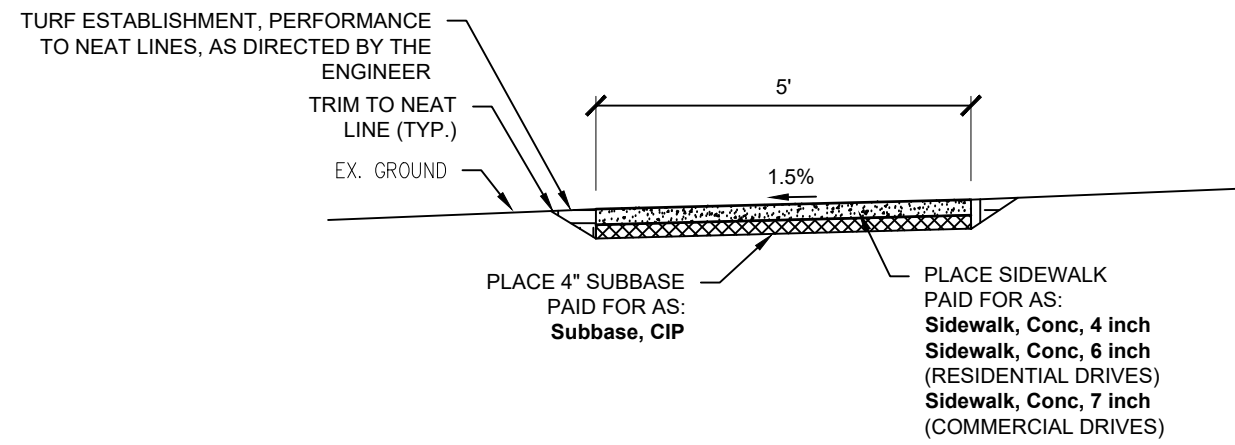
### CONSTRUCTION PLAN

CONSTRUCTION QUANTITIES		
QUANTITY	UNIT	WORK ITEM
36	Cyd	Excavation, Earth
12	Cyd	Subbase, CIP
60	Syd	Conc Pavt, Misc, Nonreinf, 7 inch
5	Ft	Detectable Warning Surface, Modified
625	Sft	Sidewalk, Conc, 4 inch
60	Syd	Turf Establishment, Performance

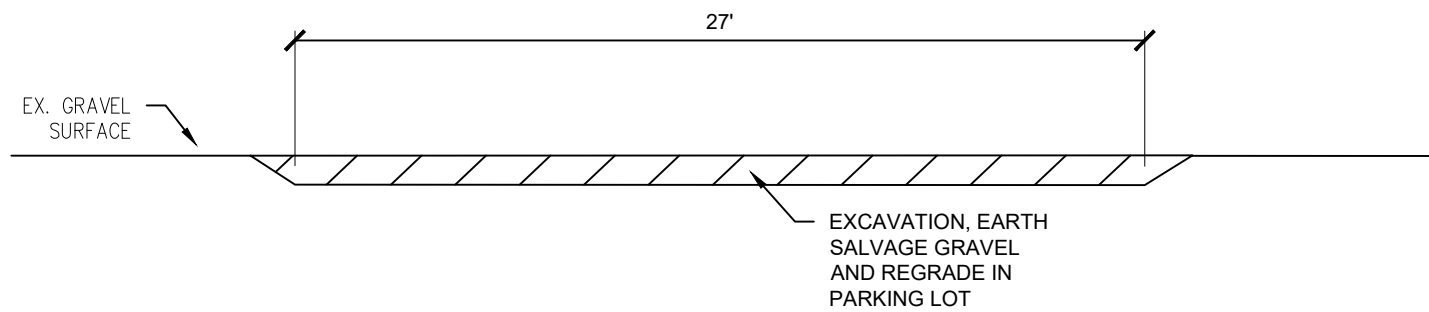




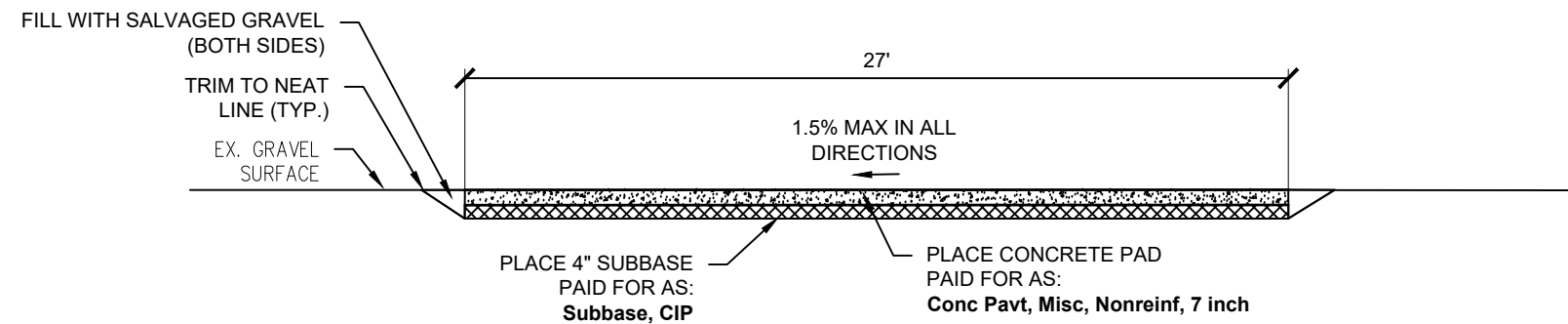
**EXISTING CROSS SECTION  
SIDEWALK WITHIN CITY PARK PROPERTY**  
NOT TO SCALE



**PROPOSED CROSS SECTION  
SIDEWALK WITHIN CITY PARK PROPERTY**  
NOT TO SCALE



**EXISTING CROSS SECTION  
PARKING LOT WITHIN CITY PARK PROPERTY**  
NOT TO SCALE



**PROPOSED CROSS SECTION  
PARKING LOT WITHIN CITY PARK PROPERTY**  
NOT TO SCALE

# CROSS SECTIONS



## MEMORANDUM

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

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**DATE:** February 18, 2025  
**TO:** Owosso City Council  
**FROM:** Clayton Wehner, Director of Engineering  
**SUBJECT:** 2025 Chip Seal Project Award

### RECOMMENDATION:

Approval of the low responsive bid from Highway Maintenance and Construction Company (Romulus, MI) for the 2025 Chip Seal Project in the amount of \$83,935.00.

### BACKGROUND:

On February 4, 2025, the city received bids for its 2025 Chip Seal Project. This work is necessary to improve the street wearing surface and to preserve the structural integrity of various streets, in accordance with best pavement management program practices. Three contractor bids were received, with Highway Maintenance and Construction Company confirmed as the low responsible bidder.

The Chip Seal Project shall commence on or about (not earlier than) July 7, 2025 and be completed on or about August 30, 2025.

### FISCAL IMPACTS:

The project is funded by the FY25-26 Local Street Maintenance Account No. 203-463-818.000, in the amount of \$83,935.00. Contingency funding in the amount of \$10,000.00 for additional work with prior written authorization by staff is also requested where needed.

**ATTACHMENTS:** (1) Resolution, 2025 Chip Seal Project  
(2) Bid Tabulation 2025 Chip Seal Project  
(3) 2025 Chip Seal Project Map

**RESOLUTION NO.**

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH  
HIGHWAY MAINTENANCE AND CONSTRUCTION COMPANY FOR  
THE 2025 CHIP SEAL PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to perform surface improvements along portions of selected streets as set forth in the contract documents; and

WHEREAS, the City has sufficient funds to perform said improvements from its local street maintenance funds to facilitate undertaking of the project; and

WHEREAS, the City of Owosso sought bids for the 2025 Chip Seal Project, and a bid was received from Highway Maintenance and Construction Company and it is hereby determined that Highway Maintenance and Construction Company is qualified to provide such services and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to employ Highway Maintenance and Construction Company for the 2025 Chip Seal Project.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the contract for services between the City of Owosso, Michigan and Highway Maintenance and Construction Company, in an amount not to exceed \$83,935.00.
- THIRD: the accounts payable department is authorized to pay Highway Maintenance and Construction Company for work satisfactorily completed on the project up to the Contract amount of \$83,935.00, plus a contingency in the amount of \$10,000.00 to be used only upon written authorization, for a total of \$93,935.00.
- FOURTH: the above expenses shall be paid from the FY25-26 local street maintenance account no. 203-463-818.000.

**EXHIBIT A**

**Contract for Services Between**

**The City of Owosso**

**and**

**Highway Maintenance and Construction Company**

**2025 Chip Seal Program**

**February 2025**

## CONTRACT

THIS AGREEMENT is made on February \_\_\_\_, 2025 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and HIGHWAY MAINTENANCE AND CONSTRUCTION COMPANY ("contractor"), a Michigan company, whose address is 12101 Wahrman Street, PO Box 74411, Romulus, Michigan 48174.

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

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

The contractor agrees to furnish all of the materials, equipment and labor necessary and to abide by all the duties and responsibilities applicable to it for the project entitled "2025 Chip Seal Program", in accordance with the requirements and provisions of the following documents, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

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

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

(A) The city shall pay to the contractor for the performance of the contract, the unit prices as given in the bid forms not to exceed eighty-three thousand nine hundred thirty-five dollars (\$83,935.00). No additional work shall be performed unless a change order is issued by the city.

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

### **ARTICLE III – Assignment**

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

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

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

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

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

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

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

**ARTICLE VI – Notice**

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

**ARTICLE VII - Indemnification**

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

**ARTICLE VIII - Entire agreement**

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

FOR CONTRACTOR

By \_\_\_\_\_

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

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

THE CITY OF OWOSSO

By \_\_\_\_\_

Its: Robert J. Teich, Jr., Mayor

Date:

By \_\_\_\_\_

Its: Amy K. Kirkland, City Clerk

Date:

CITY OF OWOSSO BID TABULATION SHEET

DATE: 2/4/2025  
DEPT: Engineering

SUBJECT: 2025 Chip Seal Project

**Bid Contained Math Error**

				Engineer's Estimate		Highway Maintenance & Construction PO Box 74411 Romulus, MI 48174-0411 734-941-8885		Pavement Maintenance Systems, LLC 384 Industrial Parkway Drive Imlay City, MI 48444-1348 810-724-4767		Fahrner Asphalt Sealers LLC 2224 Veterans Memorial Pkwy Saginaw, MI 48601 989-752-9200	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	SEAL, DOUBLE CHIP	10,500	SYD	\$ 6.50	\$ 68,250.00	\$ 6.25	\$ 65,625.00	\$ 6.50	\$ 68,250.00	\$ 7.13	\$ 74,865.00
2	FINAL SWEEPING	15	HRS	\$ 250.00	\$ 3,750.00	\$ 200.00	\$ 3,000.00	\$ 105.00	\$ 1,575.00	\$ 200.00	\$ 3,000.00
3	SEAL, FOG	10,500	SYD	\$ 1.50	\$ 15,750.00	\$ 1.22	\$ 12,810.00	\$ 0.85	\$ 8,925.00	\$ 1.12	\$ 11,760.00
4	TRAFFIC CONTROL	1	LSUM	\$ 7,500.00	\$ 7,500.00	\$ 2,500.00	\$ 2,500.00	\$ 6,800.00	\$ 6,800.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL BID:</b>					\$ 95,250.00		\$ 83,935.00		\$ 85,550.00		\$ 99,625.00

DEPT. HEAD: Clayton Wehner

GENERAL LIABILITY INSURANCE  
EXPIRATION DATE: 4/1/2025

AWARDED: \_\_\_\_\_

PURCH. AGENT: [Signature] 2/5/25

WORKERS COMPENSATION INSURANCE  
EXPIRATION DATE: 4/1/2025

COUNCIL APPROVED: \_\_\_\_\_

STAFF REC.: Highway Maintenance and Construction Company

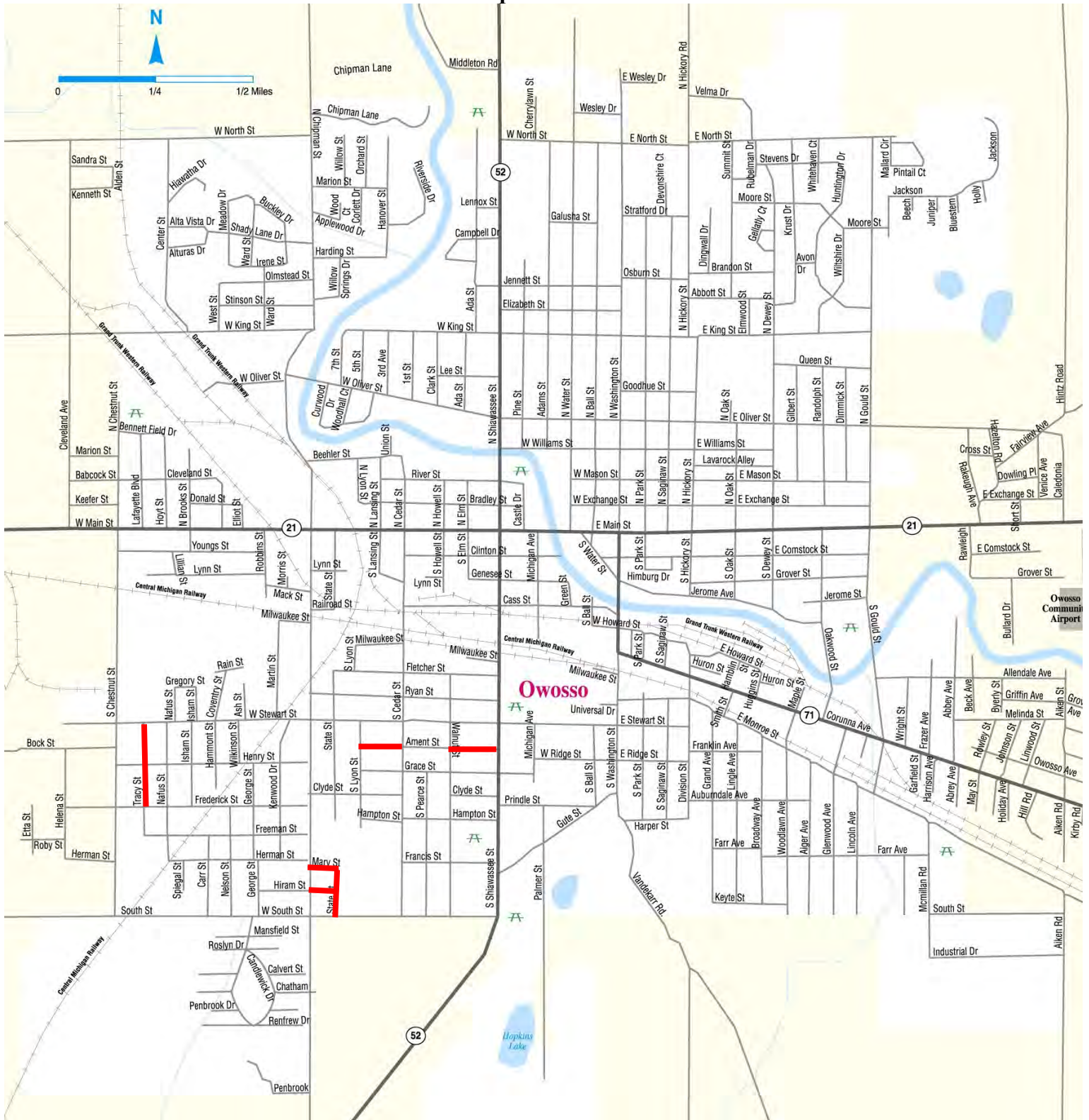
SOLE PROPRIETORSHIP  
EXPIRATION DATE: NA

PO NUMBER: \_\_\_\_\_

202.463.818.000  
203.463.818.000

# CITY OF OWOSSO 2025 CHIP SEAL PROJECT

**Chip Seal Streets**







Warrant 652  
February 11, 2025

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
2-11-2025	Gould Law PC	Services from January 14, 2025 - February 10, 2025	Varies	\$11,665.76
		Total		<b>\$11,665.76</b>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
01/03/2025	11340 (A)	ALLSTAR TOWING & REPAIR	ALLSTAR TOWING & REPAIR	TOW FOR FLAT TIRE CHANGE OFD	250.00
01/03/2025	11341 (A)	B S & A SOFTWARE	B S & A SOFTWARE	CHIP COMPLIANT CARD READERS (4)	1,400.00
01/03/2025	11342 (A)	BODMAN PLC	BODMAN PLC	LEGAL CORRESPONDANCES 11/14/2024	122.50
01/03/2025	11343 (A)	BOUND TREE MEDICAL LLC	BOUND TREE MEDICAL LLC	SUPPLIES FOR OFD	969.97
01/03/2025	11344 (A)	BRUCKMAN'S MOVING & STORAGE	SEBRUCKMAN'S MOVING & STORAGE	SEDDA MONTHLY STORAGE JULY 2024 - JUNE	200.00
01/03/2025	11345 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US	38.32
01/03/2025	11346 (A)	ELECTION SOURCE	ELECTION SOURCE	BALLOT CODING - NOVEMBER 2024 ELECTI	5,319.00
01/03/2025	11347 (A)	FISHBECK, THOMPSON, CARR & HUE	FISHBECK, THOMPSON, CARR & HUE	WTP PHASE 1 PREENGINEERING WORK (CW	6,404.56
01/03/2025	11348 (A)	GILBERT'S DO IT BEST HARDWARE	GILBERT'S DO IT BEST HARDWARE	NOVEMBER 2024 REGULAR PURCHASES	1,378.91
01/03/2025	11349 (A)	LUNGHAMER FORD OF OWOSSO	LUNGHAMER FORD OF OWOSSO	OFD MEDIC 1 - OIL CHANGE, FILTERS,	196.23
01/03/2025	11350 (A)	NATIONAL VISION ADMINISTRATORS	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE PREMIUM JAN. 2025	911.08
01/03/2025	11351 (A)	PHP INSURANCE COMPANY	PHP INSURANCE COMPANY	HEALTH INSURANCE PREMIUM	104,348.95
01/03/2025	11352 (A)	PVS TECHNOLOGIES, INC.	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE AT WWTP FYE 6-30-202	9,777.18
01/03/2025	11353 (A)	QUADIENT FINANCE USA INC	QUADIENT FINANCE USA INC	SUPPLY PURCHASE	31.35
01/03/2025	11354 (A)	RAMPARTS LLC	RAMPARTS LLC	PARTS FOR GORMAN RUPP 40 IC PUMP	2,489.90
01/03/2025	11355 (A)	RUTHY'S LAUNDRY CENTER	RUTHY'S LAUNDRY CENTER	PUBLIC SAFETY UNIFORM CLEANING	600.51
01/03/2025	11356 (A)	SHIAWASSEE DISTRICT LIBRARY	SHIAWASSEE DISTRICT LIBRARY	TAX COLLECTION 12/16/2024 - 01/01/2C	18,877.98
01/03/2025	11357 (A)	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE POLICY	8,129.14
01/03/2025	11358 (A)	STAPLES BUSINESS CREDIT	STAPLES BUSINESS CREDIT	DECEMBER 2024 STAPLES ORDERS	188.84
01/03/2025	11359 (A)	TAYLOR AND MORGAN CPA PC	TAYLOR AND MORGAN CPA PC	ACCOUNTANT SERVICES JANUARY 2024-DEC	1,085.00
01/03/2025	11360 (A)	THOMAS SCIENTIFIC	THOMAS SCIENTIFIC	SELECTED ITEMS FROM 2024 ANNUAL LAB	31.09
01/03/2025	11361 (A)	VERIZON WIRELESS	VERIZON WIRELESS	M2M ACCOUNT SHARE	125.10
01/03/2025	11362 (A)	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT SERVICES	7,810.72
01/17/2025	11363 (A)	ALLSTAR TOWING & REPAIR	ALLSTAR TOWING & REPAIR	OIL CHANGE 21-03	65.00
			ALLSTAR TOWING & REPAIR	REPLACE P-REAR WINDOW, OIL CHANGE 21	635.00
			ALLSTAR TOWING & REPAIR	OPD # 2223 VIN# 0236 NEW TIRES, FRON	1,963.00
			ALLSTAR TOWING & REPAIR	OIL CHANGE 22-07	65.00
			ALLSTAR TOWING & REPAIR	REMOVE & REPLACE EGR VALVE	417.49
			ALLSTAR TOWING & REPAIR	OIL CHANGE 24-06	65.00
			ALLSTAR TOWING & REPAIR	OIL CHANGE CAR 17-05	65.00
			ALLSTAR TOWING & REPAIR	OIL CHANGE 24-06	65.00
			ALLSTAR TOWING & REPAIR	OIL CHANGE CAR 17-05	65.00
			ALLSTAR TOWING & REPAIR	OPD 1908 VIN# 2538 - TIRES, ROTORS &	2,554.00
					<u>5,959.49</u>
01/17/2025	11364 (A)	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	DECEMBER 2024 AMAZON ORDERS	103.98
			AMAZON CAPITAL SERVICES	DECEMBER 2024 AMAZON ORDERS	51.06
					<u>155.04</u>
01/17/2025	11365 (A)	BOUND TREE MEDICAL LLC	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	982.78
01/17/2025	11366 (A)	CDW GOVERNMENT, INC.	CDW GOVERNMENT, INC.	QTY 4 ESET ANTI VIRUS LICENSE	236.00
01/17/2025	11367 (A)	CONSUMERS ENERGY	CONSUMERS ENERGY	CITY OF OWOSSO ACCOUNTS	95,852.47
01/17/2025	11368 (A)	DALTON ELEVATOR LLC	DALTON ELEVATOR LLC	FYE6-30-2025 CYLINDER RENTAL/OXYGEN/	370.76
01/17/2025	11369 (A)	DBI BUSINESS INTERIORS	DBI BUSINESS INTERIORS	OFFICE CHAIR FOR CURWOOD CASTLE	273.36
01/17/2025	11370 (A)	ENG INC	ENG INC	ENGINEERING SERVICE SFOR 2024 DWRSF	262.00
			ENG INC	STEWART STREET PRE ENGINEERING WATEF	550.00
					<u>812.00</u>
01/17/2025	11371 (A)	ENLOW ENVIRO LLC	ENLOW ENVIRO LLC	HG BLUE FOR SCUM WELL PROCESS	625.80
01/17/2025	11372 (A)	ETNA SUPPLY COMPANY	ETNA SUPPLY COMPANY	FYE6-25WATER INVENTORY AND PARTS-PUF	706.00
			ETNA SUPPLY COMPANY	STOCK ORDER	710.40
			ETNA SUPPLY COMPANY	STOCK ORDER	3,765.20
					<u>3,765.20</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
					5,181.60
01/17/2025	11373 (A)	FISHBECK, THOMPSON, CARR & HUE	FISHBECK, THOMPSON, CARR & HUE	WTP FILTERS IMPROVEMENT PROJECT DWRF	1,312.84
				FISHBECK, THOMPSON, CARR & HUE	4,240.00
				ENGINEERING SERVICES-WTP ELECTRICAL	132.50
				FISHBECK, THOMPSON, CARR & HUE	9,393.50
				ENGINEERING SERVICES FOR WWTP SOLIDS	<u>15,078.84</u>
				FISHBECK, THOMPSON, CARR & HUE	9,393.50
				ENGINEERING - WELLS REHAB AND ABANDC	<u>15,078.84</u>
01/17/2025	11374 (A)	GILBERT'S DO IT BEST HARDWARE	GILBERT'S DO IT BEST HARDWARE	GILBERT DECEMBER ORDERS	276.53
01/17/2025	11375 (A)	GRAINGER INC	GRAINGER INC	ROUTINE PURCHASES NOT TO EXCEED \$200	702.63
			GRAINGER INC	ROUTINE PURCHASES NOT TO EXCEED \$200	365.88
					<u>1,068.51</u>
01/17/2025	11376 (A)	GRAYMONT WESTERN LIME INC	GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,663.76
01/17/2025	11377 (A)	GREEN TECH SYSTEMS LLC	GREEN TECH SYSTEMS LLC	2022-2024 WATER LINE REPLACEMENT PRC	4,158.50
01/17/2025	11378 (A)	H2O COMPLIANCE SERVICES INC	H2O COMPLIANCE SERVICES INC	H2O CROSS CONNECTION CONTROL PROGRAM	767.81
01/17/2025	11379 (A)	IDEXX DISTRIBUTION CORPORATION	IDEXX DISTRIBUTION CORPORATION	WV200I GAMMA IRRAD COLILERT 100ML 20	1,161.49
01/17/2025	11380 (A)	INTEGRITY BUSINESS SOLUTIONS	INTEGRITY BUSINESS SOLUTIONS	ICOPY PAPER FOR CITY HALL QUOTE # 357	179.95
01/17/2025	11381 (A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND FUEL	5,649.42
			J & H OIL COMPANY	GAS AND FUEL	4,615.63
					<u>10,265.05</u>
01/17/2025	11382 (A)	JCI JONES CHEMICALS INC	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE - WTP FYE6-30-20	2,582.02
			JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE - WWTP FYE6-30-2	5,665.69
					<u>8,247.71</u>
01/17/2025	11383 (A)	JON HARRIS	JON HARRIS	ELECTRICAL INPECTIONS DEC. 2024	1,095.88
			JON HARRIS	PAYMENT FOR INPECTIONS OVER 175 FOR	3,685.00
					<u>4,780.88</u>
01/17/2025	11384 (A)	LOGICALIS INC	LOGICALIS INC	PVT WIRELESS 802.1X CONFIGURATION -	1,462.50
01/17/2025	11385 (A)	MARK BOOTH	MARK BOOTH	MECHANICAL & PLUMBING INSPECTIONS	1,620.00
01/17/2025	11386 (A)	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	BULK CARBON DIOXIDE FOR FYE 6-30-202	2,448.60
01/17/2025	11387 (A)	MEMORIAL HEALTHCARE WELLNESS	MEMORIAL HEALTHCARE WELLNESS	MEMBERSHIP FEES JAN. 2025	214.00
01/17/2025	11388 (A)	MICHIGAN WATER ENVIRONMENT ASS	MICHIGAN WATER ENVIRONMENT ASS	2025 WASTEWATER ADMINISTRATORS CONFE	425.00
				MICHIGAN WATER ENVIRONMENT ASS2025 JOINT EXPO AND OPERATOR DAYS	160.00
					<u>585.00</u>
01/17/2025	11389 (A)	MISS DIG SYSTEM, INC.	MISS DIG SYSTEM, INC.	MISS DIG MEMBERSHIP FEES	4,517.86
01/17/2025	11390 (A)	MUNICIPAL EMPLOYEES RETIREMENI	MUNICIPAL EMPLOYEES RETIREMENI	EMPLOYER CONTRIBUTIONS	67,088.50
				MUNICIPAL EMPLOYEES RETIREMENI	650.00
				VALUATION REQUEST FEE	<u>67,738.50</u>
01/17/2025	11391 (A)	NAPA AUTO PARTS	NAPA AUTO PARTS	PARTS/SUPPLIES-INVOICE TO BE SIGNED	1,224.05
01/17/2025	11392 (A)	NEOGEN CORPORATION	NEOGEN CORPORATION	700002857 COLITAG P/A WATER TEST KIT	286.00
01/17/2025	11393 (A)	PROFESSIONAL ANSWERING SERVICE	PROFESSIONAL ANSWERING SERVICE	24 HOUR ANSWERING SERVICES	75.00
01/17/2025	11394 (A)	RCL CONSTRUCTION CO INC	RCL CONSTRUCTION CO INC	WWTP IMPROVEMENTS PHASE 1 - CWRP PRC	221,028.40
			RCL CONSTRUCTION CO INC	WWTP CLARIFIER PROJECT PROJECT 5919.	617,507.03
					<u>838,535.43</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
01/17/2025	11395 (A)	REPUBLIC SERVICES INC	REPUBLIC SERVICES INC	REFUSE SERVICE 7/1/23-6/30/24 PER BI	435.99
01/17/2025	11396 (A)	SAFETY-KLEEN SYSTEMS INC	SAFETY-KLEEN SYSTEMS INC	FYE6-30-2025 WWTP-QUARTERLY REPLACE/	365.80
01/17/2025	11397 (A)	SHIAWASSEE DISTRICT LIBRARY	SHIAWASSEE DISTRICT LIBRARY	TAX COLLECTION 01/02/2025 - 01/15/20	170,918.24
01/17/2025	11398 (A)	SPICER GROUP, INC.	SPICER GROUP, INC.	ENGINEERING SERVICES-CITY HALL IMPRC	9,207.25
01/17/2025	11399 (A)	THE ACCUMED GROUP	THE ACCUMED GROUP	COLLECTION FEE DEC. 2024	4,879.77
01/17/2025	11400 (A)	USA BLUE BOOK	USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$200	42.55
			USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$200	59.01
			USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$200	443.48
					<u>545.04</u>
01/17/2025	11401 (A)	VERIZON WIRELESS	VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	540.64
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: C	86.68
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES H.	40.72
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	613.56
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: E	116.43
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: E	43.34
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	89.06
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: I	185.50
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: W	107.68
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: W	134.02
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: I	43.34
					<u>2,000.97</u>
01/17/2025	11402 (A)	W W WILLIAMS COMPANY LLC, THE W W WILLIAMS COMPANY LLC, THE	W W WILLIAMS COMPANY LLC, THE W W WILLIAMS COMPANY LLC, THE	ANNUAL GENERATOR MAINTENANCE AND TES	1,785.93
01/17/2025	11403 (E)	BASIC	BASIC	ANNUAL FSA SUBSCRIPTION FEE	1,128.60
01/17/2025	11404 (E)	HUNTINGTON NATONAL BANK -CREDIHUNTINGTON NATONAL BANK -CREDI	HUNTINGTON NATONAL BANK -CREDIHUNTINGTON NATONAL BANK -CREDI	CITY CREDIT CARD PURCHASES	345.00
01/17/2025	11405 (E)	MAILCHIMP	MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	19.50
			MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	17.00
					<u>36.50</u>
01/17/2025	11406 (E)	STATE OF MICHIGAN-DEPT OF T M	STATE OF MICHIGAN-DEPT OF T M	MIDEAL MEMBERSHIP ID#234-CITY OF OWC	230.00
01/31/2025	11407 (A)	ABSOPURE WATER COMPANY LLC	ABSOPURE WATER COMPANY LLC	FYE6-30-2025 WATER FOR LAB USE ONLY.	150.95
01/31/2025	11408 (A)	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	JANUARY 2025 PURCHASES	36.99
			AMAZON CAPITAL SERVICES	JANUARY 2025 PURCHASES	216.88
			AMAZON CAPITAL SERVICES	JANUARY 2025 PURCHASES	357.63
			AMAZON CAPITAL SERVICES	DECEMBER 2024 AMAZON ORDERS	409.40
					<u>1,020.90</u>
01/31/2025	11409 (A)	APPLIED SPECIALTIES INC	APPLIED SPECIALTIES INC	LIMECURE-25 - LIME SOFTENING CHEMICA	17,597.25
01/31/2025	11410 (A)	APPRIVER LLC	APPRIVER LLC	EMAIL SPAM FILTERING ANNUAL RENEWAL	879.06
01/31/2025	11411 (A)	BIO-CARE INC	BIO-CARE INC	RESPIRATORY TESTING FOR OFD - ON SIT	1,483.50
01/31/2025	11412 (A)	BISBEE INFRARED SERVICES INC	BISBEE INFRARED SERVICES INC	2024 ANNUAL INFRARED INSPECTION	600.00
01/31/2025	11413 (A)	BODMAN PLC	BODMAN PLC	GRIEVANCE ARBITRATIONS LABOR COST	2,756.25
01/31/2025	11414 (A)	BRUCKMAN'S MOVING & STORAGE	SEBRUCKMAN'S MOVING & STORAGE	SEDDA MONTHLY STORAGE JULY 2024 - JUNE	200.00
01/31/2025	11415 (A)	CDW GOVERNMENT, INC.	CDW GOVERNMENT, INC.	MS SURFACE LAPTOP AND ACCESSORIES	106.19
			CDW GOVERNMENT, INC.	MS SURFACE LAPTOP AND ACCESSORIES	1,837.52
			CDW GOVERNMENT, INC.	QTY 2 MICROSOFT OFFICE 365 LICENSE S	151.48
			CDW GOVERNMENT, INC.	3 SERVER BACKUP LICENSES FOR VERITAS	300.00
					<u>2,395.19</u>
01/31/2025	11416 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US	38.32
01/31/2025	11417 (A)	CMP DISTRIBUTORS INC	CMP DISTRIBUTORS INC	ID TAGS FOR OPD	244.25
01/31/2025	11418 (A)	COMMUNITY IMAGE BUILDERS	COMMUNITY IMAGE BUILDERS	108 N CHIPMAN ST	521.50

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
			COMMUNITY IMAGE BUILDERS	PLANNING, ZONING & DEVELOPMENT ADVIS	785.75
					<u>1,307.25</u>
01/31/2025	11419 (A)	D & K TRUCK COMPANY INC	D & K TRUCK COMPANY INC	SALT TRUCK PARTS	98.75
			D & K TRUCK COMPANY INC	WWTP DUMP TRUCK MIDEAL 071B6600119..	103,652.00
					<u>103,750.75</u>
01/31/2025	11420 (A)	ESO SOLUTIONS INC	ESO SOLUTIONS INC	EMS 1 AND FIRE RESCUE 1 ACADEMY WITH	2,143.00
01/31/2025	11421 (A)	FASTENAL COMPANY	FASTENAL COMPANY	STOCK HARDWARE	102.40
01/31/2025	11422 (A)	FISHBECK, THOMPSON, CARR & HUE	FISHBECK, THOMPSON, CARR & HUE	ENGINEERING DESIGN/BIDDING SERVICES/	7,351.50
01/31/2025	11423 (A)	FRONT LINE SERVICES INC	FRONT LINE SERVICES INC	TOWER 1 REPAIR - ON SITE	415.00
01/31/2025	11424 (A)	GOULD LAW PC	GOULD LAW PC	LEGAL SERVICES	10,590.84
01/31/2025	11425 (A)	GOYETTE MECHANICAL	GOYETTE MECHANICAL	BOILER IGNITER REPLACEMENT	281.93
01/31/2025	11426 (A)	GRAYMONT WESTERN LIME INC	GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,699.67
			GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,540.91
					<u>17,240.58</u>
01/31/2025	11427 (A)	GREAT LAKES CENTRAL RAILWAY	INGREAT LAKES CENTRAL RAILWAY	INRR SIGNAL DEVICE MAINTENANCE - N. CH	7,298.53
01/31/2025	11428 (A)	HUTSON INC OF MICHIGAN	HUTSON INC OF MICHIGAN	FYE6-30-2025 ROUTINE PARTS/SUPPLIES-	1,383.62
01/31/2025	11429 (A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND FUEL	4,533.42
01/31/2025	11430 (A)	JCI JONES CHEMICALS INC	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE - WWTP FYE6-30-2	6,855.26
			JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE - WTP FYE6-30-2C	1,383.23
					<u>8,238.49</u>
01/31/2025	11431 (A)	JESSICA UNANGST	JESSICA UNANGST	REIMBURSEMENT FOR RETIREMENT GIFTS	133.67
01/31/2025	11432 (A)	JON HARRIS	JON HARRIS	ELECTRICAL INPECTIONS JAN. 2025 - SF	435.88
01/31/2025	11433 (A)	KENNEDY INDUSTRIES, INC.	KENNEDY INDUSTRIES, INC.	SPARE PARTS FOR FLYGT PUMPS (PER QUC	2,128.70
01/31/2025	11434 (A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	SUPERSHIRTS FOR OPD	284.20
			LANSING UNIFORM CO.	NAME BAR FOR OFD	22.95
					<u>307.15</u>
01/31/2025	11435 (A)	LUDINGTON ELECTRIC, INC.	LUDINGTON ELECTRIC, INC.	CHAIRMAN LIGHTS ALONG CASS ST.	374.32
			LUDINGTON ELECTRIC, INC.	PANEL FOR GILBERTS LOT PLAZA STAGE F	1,935.00
			LUDINGTON ELECTRIC, INC.	DOWN TOWN LIGHTS & PLUGS FOR GLOW	120.00
			LUDINGTON ELECTRIC, INC.	DOWN TOWN LIGHTS & PLUGS FOR GLOW	120.00
			LUDINGTON ELECTRIC, INC.	DOWN TOWN LIGHTS & PLUGS FOR GLOW	218.92
			LUDINGTON ELECTRIC, INC.	LIGHTS FOR CURWOOD CASTLE	1,875.00
					<u>4,643.24</u>
01/31/2025	11436 (A)	LUNGHAMER FORD OF OWOSSO	LUNGHAMER FORD OF OWOSSO	OFD MEDIC 1 OIL CHANGE AND TIRE ROTP	208.55
01/31/2025	11437 (A)	LYNN PEAVEY COMPANY	LYNN PEAVEY COMPANY	EVIDENCE SUPPLIES	693.13
01/31/2025	11438 (A)	MACQUEEN EMERGENCY GROUP	MACQUEEN EMERGENCY GROUP	CONNECTORS FOR OFD	275.00
			MACQUEEN EMERGENCY GROUP	HALLIGAN BAR AND VARIOUS MOUNTS	208.66
			MACQUEEN EMERGENCY GROUP	EQUIPMENT FOR OFD	70.45
			MACQUEEN EMERGENCY GROUP	FIRE HELMET FOR OFD	375.00
			MACQUEEN EMERGENCY GROUP	OFD ENGINE #1 VIN #8319 - INSURANCE	34,224.54
					<u>35,153.65</u>
01/31/2025	11439 (A)	MEMORIAL HEALTHCARE	MEMORIAL HEALTHCARE	PREEMPLOYMENT DRUG SCREENS	207.00
01/31/2025	11440 (A)	MERIT LABORATORIES INC	MERIT LABORATORIES INC	FYE6-30-2025 ANNUAL WATER TESTING SE	106.00
			MERIT LABORATORIES INC	FYE6-30-2025 ANNUAL WATER TESTING SE	64.00

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
			MERIT LABORATORIES INC	FYE6-30-2025 ANNUAL WATER TESTING SE	144.00
					<u>314.00</u>
01/31/2025	11441 (A)	MEYER ELECTRIC INC	MEYER ELECTRIC INC	TROUBLESHOOT/REPAIR WRIGHT ST LIFT	306.00
01/31/2025	11442 (A)	MICHIGAN WATER ENVIRONMENT ASSM	MICHIGAN WATER ENVIRONMENT ASSM	WEA OPERATORS DAY	1,380.00
01/31/2025	11443 (A)	MUNICIPAL SUPPLY CO.	MUNICIPAL SUPPLY CO.	OCTOBER PARTS REPLACEMENT	1,134.70
01/31/2025	11444 (A)	NATHAN HENNE	NATHAN HENNE	REIMBURSEMENT FOR TABLET CASE EXPENS	79.45
01/31/2025	11445 (A)	NATIONAL VISION ADMINISTRATORS	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE PREMIUM	888.46
01/31/2025	11446 (A)	NCL OF WISCONSIN INC	NCL OF WISCONSIN INC	DPD POWDER PILLOWS	565.70
01/31/2025	11447 (A)	NEOGEN CORPORATION	NEOGEN CORPORATION	700002857 COLITAG P/A WATER TEST KIT	1,209.80
01/31/2025	11448 (A)	NORTHERN PUMP & WELL INC	NORTHERN PUMP & WELL INC	HS 4 PUMP.LABOR, MOBILIZATION, DEMOE	2,181.00
01/31/2025	11449 (A)	PHP INSURANCE COMPANY	PHP INSURANCE COMPANY	HEALTH INSURANCE PREMIUM	100,560.53
01/31/2025	11450 (A)	PRO-COMM INC	PRO-COMM INC	SHIPPING CHARGE FOR OPD	15.00
01/31/2025	11451 (A)	PVS NOLWOOD CHEMICALS INC	PVS NOLWOOD CHEMICALS INC	300410 SODIUM FLUORIDE GRANULAR 50#	1,900.00
01/31/2025	11452 (A)	PVS TECHNOLOGIES, INC.	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE AT WWTP FYE 6-30-202	10,098.05
01/31/2025	11453 (A)	R & R FIRE TRUCK REPAIR INC	R & R FIRE TRUCK REPAIR INC	AIR COMPRESSOR REAIR - OFD - ON SITE	905.47
01/31/2025	11454 (A)	RUTHY'S LAUNDRY CENTER	RUTHY'S LAUNDRY CENTER	PUBLIC SAFETY UNIFORM CLEANING	525.75
01/31/2025	11455 (A)	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE POLICY	6,173.34
01/31/2025	11456 (A)	STAPLES BUSINESS CREDIT	STAPLES BUSINESS CREDIT	JANUARY 2025 PURCHASES	539.33
01/31/2025	11457 (A)	SUMMIT COMPANIES	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION	716.75
01/31/2025	11458 (A)	TETRA TECH INC	TETRA TECH INC	ENGINEERING FOR THE WASHINGTON PARK	6,000.00
01/31/2025	11459 (A)	THE ARGUS-PRESS	THE ARGUS-PRESS	LEGAL PRINTING SERVICES 2 YEARS	191.57
01/31/2025	11460 (A)	TRUCK & TRAILER SPECIALTIES	TRUCK & TRAILER SPECIALTIES	SALT TRUCK PARTS	772.62
01/31/2025	11461 (A)	UNITED PARCEL SERVICE	UNITED PARCEL SERVICE	SHIPPING FOR WWTP	5.97
			UNITED PARCEL SERVICE	SHIPPING CHARGES FOR OFD	8.38
					<u>14.35</u>
01/31/2025	11462 (A)	VERIZON WIRELESS	VERIZON WIRELESS	M2M ACCOUNT SHARE	125.12
01/31/2025	11463 (A)	VERMEER OF MICHIGAN INC	VERMEER OF MICHIGAN INC	STUMP GRINDER PARTS	417.24
01/31/2025	11464 (A)	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES	6,936.22
			WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES	<u>8,310.64</u>
					15,246.86
01/31/2025	11465 (A)	WEB ASCENDER	WEB ASCENDER	QUARTERLY HOSTING FOR CITY'S WEBSITE	430.00
01/03/2025	137966	BERTHIAUME & COMPANY	BERTHIAUME & COMPANY	ANNUAL AUDIT CHARGES 2023-2025	29,050.00
01/03/2025	137967	CENTRAL MICHIGAN DIESEL, INC.	CENTRAL MICHIGAN DIESEL, INC.	ENGINE 1 FUEL PUMP REPAIR	1,118.18
01/03/2025	137968	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE JANUARY 2025	6,257.41
01/03/2025	137969	HAVILAND	HAVILAND	HAVAFLOK POLYMER, 2300 LB TOTE	9,810.20
01/03/2025	137970	INTERNATIONAL INSTITUTE OF MUN	INTERNATIONAL INSTITUTE OF MUN	IIMC MEMBERSHIP - 2025	195.00
01/03/2025	137971	JUDY CRAIG	JUDY CRAIG	MAIL COURIER SERVICE DEC. 2024	180.50
01/03/2025	137972	KENT COMMUNICATIONS INC	KENT COMMUNICATIONS INC	DECEMBER 31, 2024 UTILITY BILLING WI	3,240.19
01/03/2025	137973	MICHIGAN DEPARTMENT OF STATE	MICHIGAN DEPARTMENT OF STATE	PLATE RENEWALS	52.00
01/03/2025	137974	OWOSSO CHARTER TWP TREAS &	OWOSSO CHARTER TWP TREAS &	2024 OWOSSO DRAIN ASSESSMENT PER AGF	643.77
01/03/2025	137975	OWOSSO CHARTER TWP TREAS &	OWOSSO CHARTER TWP TREAS &	2024 OWOSSO DRAIN ASSESSMENT PER AGF	262.10
01/03/2025	137976	OWOSSO CHARTER TWP TREAS &	OWOSSO CHARTER TWP TREAS &	2024 OWOSSO DRAIN ASSESSMENT PER AGF	171.97
01/03/2025	137977	OWOSSO PUBLIC SCHOOLS	OWOSSO PUBLIC SCHOOLS	TAX COLLECTION 12/16/2024 - 01/01/2C	179,151.45
01/03/2025	137978	S & K FARM & YARD	S & K FARM & YARD	REPAIR OF OFD MOTORIZED TOOLS	84.28
01/03/2025	137979	SHIAWASSEE COUNTY CLERK	SHIAWASSEE COUNTY CLERK	NOVEMBER 2024 ELECTION EXPENSES	62.86
01/03/2025	137980	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	TAX COLLECTION 12/16/2024 - 01/01/2C	115,674.69
01/03/2025	137981	STATE OF MICHIGAN	STATE OF MICHIGAN	NPDES ANNUAL PERMIT FEE FOR 2025	5,500.00
01/17/2025	137982	ARMSTRONG MICKY	ARMSTRONG MICKY	UB refund for account: 3732196013	52.67
01/17/2025	137983	CAMPBELL JASON M	CAMPBELL JASON M	UB refund for account: 3964070001	12.00
01/17/2025	137984	CARL & SUE LUDINGTON	CARL & SUE LUDINGTON	WATER SERVICE LINE REIMBURSEMENT	4,605.97
01/17/2025	137985	COUNTYLINE POWER, LLC	COUNTYLINE POWER, LLC	WATER TREATMENT PLANT SCADA UPGRADE	48,361.75
01/17/2025	137986	D & D TRUCK & TRAILER PARTS	D & D TRUCK & TRAILER PARTS	FYE6-30-2025 PARTS/SUPPLIES-INDIVIDU	480.56
01/17/2025	137987	DASEN TED	DASEN TED	UB refund for account: 5113070011	116.48
01/17/2025	137988	IRONS HAILEY	IRONS HAILEY	UB refund for account: 5639070006	63.17
01/17/2025	137989	KAREN KRISH	KAREN KRISH	EMPLOYEE FSA REQUEST FOR MEDICAL EQU	35.60

CHECK REGISTER FOR CITY OF OWOSSO  
 CHECK DATE FROM 01/01/2025 - 01/31/2025

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
01/17/2025	137990	LAMPHERE PLUMBING & HEATING	LAMPHERE PLUMBING & HEATING INC	CABLE CLEAN DRAIN PIPES	483.00
01/17/2025	137991	MCKAY AMBER	MCKAY AMBER	UB refund for account: 5538070003	224.98
01/17/2025	137992	MCKAY LAWRENCE	MCKAY LAWRENCE	UB refund for account: 5538070002	100.00
01/17/2025	137993	MICHAEL DOWLER	MICHAEL DOWLER	REIMBURSEMENT FOR ASSESSING CLASS FE	80.00
01/17/2025	137994	MICHIGAN MUNICIPAL LEAGUE (UIA)	MICHIGAN MUNICIPAL LEAGUE (UIA)	UNEMPLOYMENT QUARTERLY PAYMENT	68.06
01/17/2025	137995	OWOSSO PUBLIC SCHOOLS	OWOSSO PUBLIC SCHOOLS	TAX COLLECTION 01/02/2025 - 01/15/20	1,000,801.34
01/17/2025	137996	RICOH USA	RICOH USA	PRINTING EXPENSES 10/01/2024 - 12/31	1,303.20
01/17/2025	137997	ROBERT LACINA	ROBERT LACINA	OVERPAYMENT REFUND	250.00
01/17/2025	137998	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	MOBILE HOME TAX DISBURSEMENT DEC, 20	1,377.50
01/17/2025	137999	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	TAX COLLECTION 01/02/2025 - 01/15/20	1,152,873.87
01/17/2025	138000	SHIAWASSEE FAMILY YMCA	SHIAWASSEE FAMILY YMCA	DECEMBER 2024 GYM MEMBERSHIPS	113.90
01/17/2025	138001	SHIAWASSEE HEALTH & WELLNESS	SHIAWASSEE HEALTH & WELLNESS	COSSAP GRANT 15PBJA-21-GG-04538-COAF	2,635.45
01/17/2025	138002	SIMONI SYSTEMS INC.	SIMONI SYSTEMS INC.	REPAIR AMPLIFIER - ON SITE	443.00
01/17/2025	138003	SPARTAN STORES LLC	SPARTAN STORES LLC	VG'S CARD PURCHASES DEC. 2024	514.64
01/17/2025	138004	STECHSCHULTE DAVID	STECHSCHULTE DAVID	UB refund for account: 1575000001	46.34
01/17/2025	138005	THE TOWN TUB	THE TOWN TUB	UB refund for account: 1576000002	14.06
01/17/2025	138006	TODD WYZYNAJTYS	TODD WYZYNAJTYS	GODADDY.COM RENEWAL REIMBURSEMENT	599.98
				GODADDY ISSUES PART 2	209.97
					809.95
01/17/2025	138007	TYLER JUDY	TYLER JUDY	UB refund for account: 2754690010	123.88
01/17/2025	138008	VERIDUS MICHIGAN LLC	VERIDUS MICHIGAN LLC	OWNERS REP - CITY HALL REHABILITATIC	2,961.32
01/17/2025	138009	WIN'S ELECTRICAL SUPPLY OF OWC	WIN'S ELECTRICAL SUPPLY OF OWC	FYE6-30-2025 SUPPLIES-INVOICE TO BE	12.60
01/17/2025	138010	WOMBAT SERVICES	WOMBAT SERVICES	2025 STORM DRAINAGE IMPROVEMENTS	4,968.00
01/31/2025	138011	CALEDONIA CHARTER TOWNSHIP	CALEDONIA CHARTER TOWNSHIP	CALDONIA UTILITY FUND PAYMENT QUARTE	42,922.22
01/31/2025	138012	COMPASS MINERALS AMERICA INC	COMPASS MINERALS AMERICA INC	FY24/25 ROAD SALT-SEASONAL FILL PER	7,028.33
			COMPASS MINERALS AMERICA INC	FY24/25 ROAD SALT-SEASONAL FILL PER	6,443.68
			COMPASS MINERALS AMERICA INC	FY24/25 ROAD SALT-SEASONAL FILL PER	3,444.98
			COMPASS MINERALS AMERICA INC	FY24/25 ROAD SALT-SEASONAL FILL PER	6,997.17
					23,914.16
01/31/2025	138013	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-542-000-010-	566.79
01/31/2025	138014	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-751-000-077-	1,133.85
01/31/2025	138015	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-673-004-005-	30.72
01/31/2025	138016	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-010-018-023-	502.47
01/31/2025	138017	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-660-029-001-	460.45
01/31/2025	138018	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-010-002-025-	20.46
01/31/2025	138019	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-390-003-007-	723.00
01/31/2025	138020	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-070-003-013-	614.83
01/31/2025	138021	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 050-140-000-004-	508.89
01/31/2025	138022	CUMMINS SALES AND SERVICE	CUMMINS SALES AND SERVICE	CUMMINS DIAGNOSTIC SOFTWARE RENEWAL	785.00
01/31/2025	138023	DASEN TED	DASEN TED	UB refund for account: 5113070011	128.87
01/31/2025	138024	DAYSTARR COMMUNICATIONS	DAYSTARR COMMUNICATIONS	CASTLE PHONE AND INTERNET - DECEMBER	77.30
01/31/2025	138025	DAYSTARR COMMUNICATIONS	DAYSTARR COMMUNICATIONS	CITY OF OWOSSO PHONE & INTERNET	1,733.75
01/31/2025	138026	H K ALLEN PAPER CO	H K ALLEN PAPER CO	ROUTINE PURCHASES NOT TO EXCEED \$200	382.00
01/31/2025	138027	HARRIS ELECTRIC LLC	HARRIS ELECTRIC LLC	SERVICE CALL FOR OFD POWER ISSUE - C	140.00
01/31/2025	138028	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT SERVICES	DECEMBER 2024 HOME DEPOT ORDERS	1,203.44
01/31/2025	138029	IMS ALLIANCE	IMS ALLIANCE	NAME TAGS FOR OFD	163.70
01/31/2025	138030	INDUSTRIAL SUPPLY OF OWOSSO IN	INDUSTRIAL SUPPLY OF OWOSSO IN	ROUTINE PURCHASES NOT TO EXCEED \$200	13.95
01/31/2025	138031	JABB MANAGEMENT, LLC	JABB MANAGEMENT, LLC	BD Payment Refund	233.50
01/31/2025	138032	KENT COMMUNICATIONS INC	KENT COMMUNICATIONS INC	2025 ASSESSMENT CHANGE NOTICES	1,266.86
01/31/2025	138033	LAMPHERE PLUMBING & HEATING IN	LAMPHERE PLUMBING & HEATING IN	ANNUAL PM FOR HV AND HVAC UNITS	1,224.72
01/31/2025	138034	LANDRIS ALISSA	LANDRIS ALISSA	UB refund for account: 5112570006	395.86
01/31/2025	138035	LLOYD MILLER & SONS, INC	LLOYD MILLER & SONS, INC	PARTS FOR DPW	361.45
01/31/2025	138036	MICH BUSINESS POWERED BY MDPA	MICH BUSINESS POWERED BY MDPA	2025 MICH BUSINESS MEMBERSHIP	140.00
01/31/2025	138037	MICHIGAN RURAL WATER ASSOCIATIM	MICHIGAN RURAL WATER ASSOCIATIM	RWA WTR OPERATORS SCHOOL	755.00
01/31/2025	138038	NORTH AMERICAN OVERHEAD DOOR IN	NORTH AMERICAN OVERHEAD DOOR IN	RARAGE DOOR EYES	53.00
01/31/2025	138039	OWOSSO BOLT & BRASS CO	OWOSSO BOLT & BRASS CO	ROUTINE PURCHASES NOT TO EXCEED \$200	122.76

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
01/31/2025	138040	OWOSSO CHARTER TOWNSHIP	OWOSSO CHARTER TOWNSHIP	WATER AGREEMENT QTR ENDING 12/31/202	18,747.46
01/31/2025	138041	OWOSSO COMMUNITY AIRPORT	OWOSSO COMMUNITY AIRPORT	FY 21/22 ANNUAL CONTRIBUTION FROM TH	4,996.50
01/31/2025	138042	OWOSSO HITCH & PLOW	OWOSSO HITCH & PLOW	UB refund for account: 1202500001	58.57
01/31/2025	138043	OWOSSO-WATER FUND	OWOSSO-WATER FUND	QUARTERLY WATER BILLS OCT. - DEC. 20	8,190.04
01/31/2025	138044	Q-MATION INC.	Q-MATION INC.	AVEVA YEAR 1 SUBSCRIPTION LICENSING	10,591.00
01/31/2025	138045	SHATTUCK SPECIALTY ADVERTISING	SHATTUCK SPECIALTY ADVERTISING	SHATTUCK SPECIALTY ADVERTISING SIGNAGE FOR HARMON PATRIDGE PARK	320.00
				SHATTUCK SPECIALTY ADVERTISING SIGN FOR PUBLIC PARKING AT CURWOOD F	295.00
					<u>615.00</u>
01/31/2025	138046	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	PERMIT FEE FOR 2025 WATER MAIN REPLA	3,400.00
01/31/2025	138047	SHIAWASSEE HEALTH & WELLNESS	SHIAWASSEE HEALTH & WELLNESS	COSSAP GRANT 15PBJA-21-GG-04538-COAE	2,570.16
01/31/2025	138048	STATE OF MICHIGAN	STATE OF MICHIGAN	AERIAL IMAGERY - GIS DEVELOPEMENT -	4,418.55
01/31/2025	138049	STATE OF MICHIGAN	STATE OF MICHIGAN	SOR REGISTRATION FEE DEC. 2024	90.00
01/31/2025	138050	STATE OF MICHIGAN	STATE OF MICHIGAN	COST SHARE AGREEMENT WITH MDOT FOR S	98,440.57
01/31/2025	138051	TIRE FACTORY	TIRE FACTORY	TIRE PATCH FOR OFD	28.99
01/31/2025	138052	TOMLINSON BRENDA	TOMLINSON BRENDA	UB refund for account: 2240340014	123.81
01/31/2025	138053	UTILITIES INSTRUMENTATION SERV	UTILITIES INSTRUMENTATION SERV	2025 UIS CRUISE SUBSCRIPTION FEES FC	1,849.00
01/31/2025	138054	WAKELAND OIL COMPANY	WAKELAND OIL COMPANY	CARWASH CHARGES FOR PUBLIC SAFETY	462.00
01/31/2025	138055	WILLIAMS HEATING-COOLING	WILLIAMS HEATING-COOLING	LOOK AT AND FIX BOILER	156.56
01/31/2025	138056	WITHERELL TODD	WITHERELL TODD	UB refund for account: 1610500007	105.17
01/31/2025	138057	WOMBAT SERVICES	WOMBAT SERVICES	2025 STORM DRAINAGE IMPROVEMENTS	8,891.99

<b>1 TOTALS:</b>					
Total of 218 Checks:					4,654,677.99
Less 0 Void Checks:					0.00
Total of 218 Disbursements:					<u>4,654,677.99</u>





## MEMORANDUM

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

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**DATE:** February 11, 2025

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

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

**SUBJECT:** Resolution authorizing Recreation Passport Grant

### RECOMMENDATION:

Authorization of a Recreation Passport Grant for \$150,000 for revitalizing the pickleball and tennis courts at Bentley Park and authorizing \$120,000 in matching funds.

### BACKGROUND:

The city of Owosso voters passed a park millage in August of 2024. The Parks and Recreation Commission has used the 5-year Parks and Recreation Master Plan to guide them on planning projects for the millage funds. To date, they have voted to allocate \$10,000 for new scoreboards at Bennett Softball Fields, \$175,000 to expand and enhance the splash pad at Bentley Park (tied to the completion of the pickleball and tennis court project), and \$60,000 for the Bentley Park Pickleball and Tennis Court project. To help maximize the impact of the millage dollars, they are requesting an additional \$60,000 for this project from the city's General Fund.

The courts at Bentley Park were originally constructed in the 1970s as tennis courts. By 2021, the courts were badly cracked and needed repairs. The Commission hired a contractor to use a membrane-type product to extend the life span of the courts by 5-10 years. They also converted some of the space to pickleball courts. Over the last four years, the pickleball courts have become considerably popular and members of the public have requested more courts and improved facilities.

At the January 2025 meeting of the Parks and Recreation Commission, the Commission approved a plan to apply for a DNR Recreation Passport Grant for the Bentley Park Pickleball and Tennis Court Project. This plan includes removing the north fence line and tearing out the current courts. Six new pickleball courts and one tennis court would be installed utilizing the existing footprint and the north fence line would be installed new. This plan also includes lighting updates.

The Recreation Passport Grant deadline is April 1, 2025. The city would find out if the project is funded by January 2026 and would plan construction for July 2026.

### FISCAL IMPACTS:

The total cost of the project will be \$270,000. Funds will be from the Parks and Recreation Millage Fund Account in the amount of \$60,000, the General Fund for \$60,000, and the Recreation Passport Grant in the amount of \$150,000.

**RESOLUTION NO.**

**SEEKING A RECREATION PASSPORT GRANT THROUGH  
THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

WHEREAS, Bentley Park is a noted destination point within the city of Owosso and the current pickleball and tennis courts in the park were constructed in the 1970's, and regular maintenance cannot effectively address the difficulties of the aging infrastructure; and

WHEREAS, the city of Owosso and its partners intend to rehabilitate the park's pickleball courts and tennis courts; and

WHEREAS, the State of Michigan Department of Natural Resources is accepting Recreation Passport Grant applications for up to \$150,000 towards new or rehabilitated park facilities; and

WHEREAS, the city of Owosso supports the submission of an application titled "Bentley Park Pickleball and Tennis Court Project" to the Recreation Passport Grant Program for development of pickleball and tennis courts at Bentley Park; and,

WHEREAS, the proposed application is supported by the city of Owosso 5-year Parks and Recreation Master Plan; and,

WHEREAS, the city of Owosso agrees to make a financial commitment to the project in the amount of one hundred and twenty thousand dollars (\$120,000) in matching funds.

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

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to apply for a Recreation Passport Grant through the Michigan Department of Natural resources in the amount of \$150,000 for the Bentley Park Pickleball and Tennis Court Project, with project costs estimated to at \$270,000.

SECOND: it hereby commits to funding the remaining estimated project costs of one hundred and twenty thousand dollars (\$120,000) as follows: Parks Millage Funds Account 208-756-974.000 in the amount of sixty thousand dollars (\$60,000) and City General Fund Account 101-751-930.000 in the amount of sixty thousand dollars (\$60,000) during the 2026-27 fiscal year.



## MEMORANDUM

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

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**DATE:** February 5, 2025

**TO:** Owosso City Council

**FROM:** Brad Barrett, Finance Director

**SUBJECT:** Resolution Authorizing Publication of Notice of Intent to Issue Bonds - Project No. 7880.01

**RECOMMENDATION:**

Approve an authorizing resolution to publish a Notice of Intent to issue revenue bonds to finance Drinking Water Revolving Fund (DWSRF) project (7880.01).

**BACKGROUND:**

The City of Owosso has been allocated funding under the state of Michigan revolving loan fund to finance infrastructure improvements to its water distribution system and water treatment plant.

A Notice of Intent (NOI) to issue revenue bonds is necessary for the project per Public Act 94 of 1933. The notice will begin a 45-day referendum period during which voters have the right to petition for a vote on the revenue bonds.

DWSRF project No. 7880.01 will finance the following improvements:

Water main replacements on the following streets:

- Olmstead from Ward to Chipman
- Harding from Willow Springs to Hanover
- Hanover from Harding to Riverside
- Grace from Cedar to Shiawassee
- Young from Chestnut to Brooks
- Nafus from Frederick to south end

Lead Service Line Replacement: Non-compliant water service line replacement city-wide

Water Treatment Plant: Electrical improvements around the plant

Wells: Removal and replacement of building and piping at LW1 and PW2. Abandonment of well PW1 and removal of building

The NOI will authorize a maximum bond principal of \$11,620,000. The state has agreed to purchase \$11,161,000 and provide principle forgiveness in the amount of \$1,865,000. This will net a \$9,296,000 liability to the city. In addition, a \$459,000 grant has been awarded by the state.

**FISCAL IMPACTS:**

Estimated debt payment (\$9.296M) of \$566,230 over 20 years at 2.0% from Fund 591 (Water Fund)

Attachments: Resolution with Notice of Intent – DWRF Project 7880.01

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE PROJECT  
EXPENDITURES WITH BOND PROCEEDS AND AUTHORIZING  
PUBLICATION OF NOTICE OF INTENT TO ISSUE BONDS

At a regular meeting of the City Council of the City of Owosso, Shiawassee County, Michigan, held on February 18, 2025.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

WHEREAS, the City of Owosso (the “City”) proposes to issue its revenue bonds, in one or more series (the “Bonds”) under Act 94, Public Acts of Michigan, 1933, as amended (“Act 94”), to finance improvements to the City’s water supply system (the “System”), consisting of (i) improvements to, and replacement of components of, the City’s water treatment plant, including without limitation, electrical and related improvements throughout the water treatment plant, (ii) removal, replacement, and abandonment of wells, and (iii) replacement of water mains and service lines, as well as the restoration of property, streets, rights-of-way and easements affected by the improvements, and all other work necessary and incidental to these improvements (collectively, the “Project”); and

WHEREAS, it is anticipated that the City will advance a portion of the costs of the Project prior to the issuance of the Bonds, to be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the City intends by this resolution to qualify amounts advanced by the City to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations; and

WHEREAS, a notice of intent to issue the Bonds must be published in order to comply with the requirements of Section 33 of Act 94.

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

1. The Project shall consist of the water supply system improvements described in the preamble hereto.

2. The maximum principal amount of Bonds expected to be issued for the Project is \$11,620,000.

3. The City hereby declares its official intent to issue the Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse the City’s advances to the Project as described in the preamble and as anticipated by this resolution.

4. The Bonds shall be authorized by proper proceedings subsequent to this resolution.

5. The Clerk is hereby instructed to publish the following notice attached hereto as Exhibit A once in a newspaper of general circulation in the City.

6. All prior resolutions and parts of resolutions insofar as they may be in conflict with this resolution are hereby rescinded.

RESOLUTION DECLARED ADOPTED.

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

STATE OF MICHIGAN            )  
  ) SS  
COUNTY OF SHIAWASSEE    )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Owosso, Shiawassee County, Michigan, held on February 18, 2025, the original of which is on file in my office. I further certify that notice of the meeting was given pursuant to and in compliance with the Open Meetings Act, as amended.

\_\_\_\_\_  
Amy K. Kirkland, CMC, City Clerk  
City of Owosso

## EXHIBIT A

### NOTICE OF INTENT TO ISSUE BONDS BY THE CITY OF OWOSSO, MICHIGAN

NOTICE IS HEREBY GIVEN, that the City of Owosso, Michigan, intends to issue revenue bonds, in one or more series, in the principal amount of not to exceed \$11,620,000 for the purpose of defraying the cost of improvements to the City's water supply system (the "System"), consisting of (i) improvements to, and replacement of components of, the City's water treatment plant, including without limitation, electrical and related improvements throughout the water treatment plant, (ii) removal, replacement, and abandonment of wells, (iii) replacement of water mains and service lines, as well as the restoration of property, streets, rights-of-way and easements affected by the improvements, and all other work necessary and incidental to these improvements, and (iv) payment of the costs of issuing the bonds and capitalized interest, if any.

The bonds will mature in not to exceed forty (40) years after the date of original issuance, and will bear interest from their date at a rate or rates to be determined at the time of sale thereof but in no event to exceed such rates as may be permitted by law.

The bonds will be issued under the provisions of Act 94, Public Acts of Michigan, 1933, as amended, and an ordinance of the City Council and will be payable from the net revenues of the System and any improvements, enlargements and extensions thereto, and a statutory lien on said revenues will be established by said resolution. The City will covenant and agree to fix and maintain at all times while any of the bonds shall be outstanding such rates for service furnished by the System as shall be sufficient to provide for payment of the necessary expenses of operation, maintenance and administration of the System and of the principal of and interest on the bonds when due and to provide for such other expenditures and funds for the System as are required by the resolution authorizing the issuance of bonds. In addition, the bonds may be secured by the full faith and credit of the City as limited by applicable constitutional, statutory, and charter limitations on the taxing power of the City.

#### RIGHT TO PETITION FOR REFERENDUM

This notice is given, by order of the City Council of the City of Owosso, to and for the benefit of the electors of the City in order to inform them of their right to petition for a referendum upon the question of the issuance of the aforesaid bonds. The bonds will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors in the City, whichever is the lesser, shall have been filed with the undersigned City Clerk. In the event that such a petition is filed, the bonds will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the City qualified to vote and voting thereon at a general or special election.

FURTHER INFORMATION

Further information relative to the issuance of said bonds and the subject matter of this notice may be secured at the office of the City Clerk of the City of Owosso, 301 West Main Street, Owosso, Michigan 48867.

This notice is given pursuant to the provisions of Act 94, Public Acts of Michigan, 1933, as amended.

Amy K. Kirkland, CMC  
City Clerk  
City of Owosso





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

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# MEMORANDUM

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DATE: February 11, 2025

TO: Mayor & City Council

FROM: Jessica Unangst, Director of HR & Administrative Services

RE: Personnel Policy Manual Update

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The Personnel Policy Manual covers all non-union employees (we call them General City). It has been almost 5 years since we have made updates. I have attached a draft of the Manual with “Track Changes” so you can see my recommended changes. I will update the Table of Contents once approved and all changes have been made.

The updates include:

1. Corrections, typos and punctuation throughout the document.
2. Updated the Non-Discrimination & Anti-Harassment Policy, Definitions of Harassment, (b) – added additional protected characteristics, per U.S. Equal Employment Opportunity Commission’s (EEOC) guidance.
3. Updated the Equal Employment Opportunity Policy – added additional protected characteristics, matching #2 above.
4. Updated Non-Discrimination & Anti-Harassment Policy, Definitions of Harassment, b. – added additional protected characteristics, matching #2 above.
5. Added mention to our new Timesheets program for work hour tracking, instead of timecards, throughout the document.
6. Under Classification Plan, updated procedure on if a new position is created.
7. Updated Examinations – added additional protected characteristics, matching #2 above.
8. Vacation – I researched other municipalities and the amount of vacation time given, the City Manager updated the vacation days to reflect my findings. Unused vacation payouts also were updated, given the new accruals.

9. Bereavement Leave – updated the time off to work days, instead of calendar days.
10. Retirement, Retirement Option A – Struck the language mentioning the prior City plan.
11. Retirement, Retirement Option B – Updated the company that provides our 401a plan and the updated match on employee contributions.
12. Section 125 Flexible Spending Account Plan – made few minor tweaks based on our current offerings.
13. Short Term Disability Benefits – Added language to address Michigan’s new Earned Sick Time Act (ESTA).
14. Long-Term Disability – updated to reflect the life insurance company making the determination of how long benefits will continue.
15. Romantic or Sexual Relationships – added language to address disciplinary action.
16. Post Resignation/Termination Procedures – Updated to include our new vendors for retirement plans.
17. Struck Signatures – we have never utilized these lines.
18. Family and Medical Leave Act – Added “physical or mental” conditions.
19. Technology Use – Struck our old policy and updated to a new policy (mirrored City of Saginaw) and updated the Certificate of Receipt for all employees to sign.
20. Voice Mail Policy – added additional protected characteristics, matching #2 above.
21. Use of City Vehicles by City Employees – Updated reimbursement amount when using employee’s own vehicle (instead of only being paid 1/4 of the IRS rate, we are increasing it to 1/2).
22. Public Relations/Medical Inquiries – Added the Assistant City Manager as an individual designated to speak on the City’s behalf.
23. Smoke-Free Workplace Policy – Added e-cigarettes
24. Michigan’s Earned Sick Time Act (ESTA) – New policy per Michigan law that goes into effect on 2/21/25.
25. Generative Artificial Intelligence (AI) Chatbot Usage Policy – Created a new policy to address AI concerns.
26. Lactation/Breastfeeding Policy – New policy to comply with the 2022 PUMP Act.

It is without hesitation that I recommend approval of the updated Personnel Policy Manual.

Master Plan Goals: 1.17, 2.8, 3.2, 3.5, 4.22.

**RESOLUTION NO.**  
**A RESOLUTION APPROVING AN UPDATED PERSONNEL  
POLICY MANUAL  
FOR THE CITY OF OWOSSO**

WHEREAS, the City Council, previously adopted the City of Owosso Personnel Policy Manual on May 18, 2020; and

WHEREAS, the Director of Human Resources has presented the City Council the revised Personnel Policy Manual; and

WHEREAS, the City Council has reviewed the revised Manual and finds it in the best interest of the City and its employees to adopt the revisions; and

WHEREAS, the City Council finds that the proposed revisions will serve to further inform employees of City personnel policies and that current and sound personnel policies are an essential part of recruiting and retaining excellent employees and extending high quality services to the public.

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

- FIRST: The City of Owosso Personnel Policy Manual updated February 18, 2025 is hereby approved and adopted by the City Council.
- SECOND: This Resolution and the Manual shall take effect immediately, on February 18, 2025. All General City employees of the City shall be provided a copy of such Employee Handbook and shall sign an acknowledgement and receipt.
- THIRD: The Mayor and Councilmembers approve this resolution.

# City of Owosso

## PERSONNEL POLICY MANUAL

July 1985

Adopted November 4, 1985  
by the City Council

Additions/Revision Made  
and Adopted by the  
City Council on  
July 10, 1989  
December 18, 1989  
January 7, 1991  
August 19, 1991  
January 16, 2001  
March 18, 2002  
March 6, 2006  
September 22, 2009  
May 18, 2020  
[February 18, 2025](#)

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# **FOREWORD**

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

# **INTRODUCTION**

## **Purpose of the Personnel Manual**

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

## **Personnel Director**

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

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

## **Employer Rights**

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

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

## **Equal Employment Opportunity Policy**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the City of Owosso, where employment is based upon personal capabilities and qualifications without discrimination because of [race, color, religion, national origin, age, disability, height, weight, marital status, gender, gender identity, gender expression, genetic information, pregnancy, pregnancy-related decisions, military status, sexual orientation](#) ~~race, color, religion, sex, age, national origin, disability,~~ or any other protected characteristic as established by law.

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

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

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

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

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

## Definitions of Harassment

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

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

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

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

## Individuals and Conduct Covered

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

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

## Retaliation Is Prohibited

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

### **Complaint Procedure**

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

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

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

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

### **The Investigation**

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

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

### **Responsive Action**

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

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

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

### **Employees with Disabilities Policy**

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

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

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

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

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

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

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

## **Conflict of Interest**

### **In General**

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

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

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

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

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

### **Outside Employment**

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

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

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



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

**Acceptance of Gifts**

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

**Reporting Potential Conflicts**

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

# **EMPLOYMENT**

## **Initial Employment Period**

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

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

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

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

## **Employee Categories**

Employees of the City fall into the following categories:

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

### **Full-Time Employee**

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

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

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

### **Part-Time Employee**

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

### **Temporary Employee**

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

### **Seasonal Employee**

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

### **Flexible Work Arrangements**

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

## **Transfers and Promotions**

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

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

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

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

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

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

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

## **Classification Plan**

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

## **Pay Grades**

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

## **Examinations**

Unless the Human Resources Director determines otherwise, all full-time positions filled by recruitment from outside the City shall be filled through an interview process and the City reserves the option to conduct competitive exams for the appointment process of positions which require technical skill(s). All appointments and promotions in the City service shall be made without regard to race, color, religion, national origin, age, disability, height, weight, marital status, gender, gender identity, gender expression, genetic information, pregnancy, pregnancy-related decisions, military status, sexual orientation ~~race, color, creed, national origin, sex, religious affiliation, age, height, weight, marital status, disability status,~~ or any other protected characteristic as established by law, and shall be based on merit and fitness. Examinations may be written, oral, physical and/or performance tests or any combination of these which may take into consideration such factors as education, experience, aptitude, knowledge, skill, character, or any other qualifications which may

enter into the determination of the relative fitness of applicants. Promotional examinations shall be open to all regular employees who meet the necessary requirements.

### **Physical Examination**

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

### **Disciplinary Action**

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

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

#### **IMMEDIATE DISMISSALS/MISCONDUCT**

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

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

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of City documents
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment (including Sexual Harassment) and/or Equal Employment Opportunity Policies
- Time card or payroll-~~voucher~~ violations
- False representation of another employee
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Inability to communicate effectively with co-workers/customers, including responding in a timely manner

- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker or resident
- Possession of unauthorized dangerous weapons on the premises, whether or not an employee holds a permit to carry such a weapon
- Unauthorized possession, use or copying of any records that are the property of the City
- Unauthorized posting or removal of notices from bulletin boards
- Excessive absenteeism or lateness
- Marring, defacing or other willful destruction of any supplies, equipment or property of the City
- Failure to call or directly contact their supervisor when they will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the City's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours
- Sleeping on duty
- Solicitation or acceptance of bribes, fees, or other items of value to influence performance of work for the City
- Making or publishing of false, vicious or malicious statements concerning any employee, Department Manager, or the City.

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

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

#### **DISCIPLINE OTHER THAN IMMEDIATE TERMINATION**

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

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

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

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## **WRITTEN WARNINGS**

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

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



# **COMPENSATION**

## **Performance Management and Compensation Programs**

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

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

## **Performance Management Program Schedule**

Employees may receive constructive work reviews on the following schedule:

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

- a. a yearly performance review .

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

- a. an annual work and salary review.

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

## **Payment of Wages**

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

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

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

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

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

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

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

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

## **Overtime Pay**

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

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

Each day, the time the employee starts and finishes work must be recorded [on a time card in Timesheets](#). The employee's supervisor must approve all hours worked at the end of each [weekpay period in Timesheets](#). All additional overtime worked must be approved by a supervisor each day. Additionally, time records with overtime must be signed by the supervisor and must be turned in to

the Payroll office by 11:00 a.m. the Monday preceding payday in order for an employee's pay to be processed for payday.

## **Time Records**

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

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

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

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

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

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

## **Personnel Records**

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

Name and/or marital status

Address and/or telephone number

# of eligible dependents

W-4 deductions

Person to contact in case of emergency

# LEAVE TIME

## Vacation

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

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

<del>Length of Service</del>	<del>Total Vacation Days</del>
<del>4-0-3</del> years of service	<del>150</del>
<del>5-9-7</del> years of service	<del>1318</del>
<del>10-148-10</del> years of service	<del>1520</del>
<del>15-1911-12</del> years of service	<del>1722</del>
<del>2013+</del> years of service	<del>2025</del>

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

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

## **Unused Vacation Days**

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

<u>Vacation Days Earned Per Year</u>	<u>Maximum Unused Days Paid</u>
<del>1015</del>	<del>02</del>
<del>1318</del>	<del>35</del>
<del>1520</del>	<del>57</del>
<del>1722</del>	<del>79</del>
<del>2025</del>	<del>1012</del>

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

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

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

## **Personal Business Days**

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

## **Holidays**

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

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

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

## **Bereavement Leave**

Bereavement leave is granted for purposes of allowing the employee the opportunity to attend the funeral/memorial and/or attending to matters related to the death. If a delay is necessary, approval is required from the employee's immediate supervisor. The City may request documentation for verification purposes. An employee shall be allowed five (5) ~~work calendar~~ days as funeral leave.

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

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

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

## **Jury Duty**

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

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

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

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

## **Military Leave**

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

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

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

### **Absence Due to Illness**

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

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

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

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

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



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

[In compliance with Michigan's Earned Sick Time Act \(ESTA\), please see Appendix L.](#)

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

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

### **Leave of Absence Without Pay**

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

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

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

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

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

### Continuing Benefit Plan Coverage

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

### Salary Action

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

### Vacation and Personal Time

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

### Performance Appraisal

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

### Returning/Not Returning From a Leave

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

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

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

## **Return to Work Policy**

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

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

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

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

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

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

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

# **EMPLOYEE BENEFITS**

## **Disclaimer**

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

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

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

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

## **Health Insurance**

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

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

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

### **Health Insurance Opt-Out**

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

### **Dental Insurance**

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

## **Vision Insurance**

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

## Life Insurance

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

## Retirement

### Retirement-Option A

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

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

**Retirement-Option B**

- (a) General City employees hired after January 1, 2006 may participate in a Defined Contribution (401a) pension program by making contributions to the ~~ICMA-RC Governmental Money Purchase Plan and Trust~~ MERS Defined Contribution (DC) plan immediately upon hire.
- (b) Vacation, sick leave, life insurance, hospitalization insurance, and all other benefits shall terminate at the date of the employee's retirement.
- (c) Employees may make contributions to the program in such amounts as permitted by the Federal laws and regulations.
- (d) The employer will contribute to the employee's defined contribution account, a maximum of ~~four-six~~ percent (46%) of the employee's gross annual salary. The City will match employee contributions dollar for dollar, up to a maximum of 3%. If an employee contributes an additional 1%, the City will match that 1%, for a total of 7% City contribution. If an employee contributes an additional 3%, the City will match that 3%, for a total of 9% city contribution.
- (e) Employees are one hundred percent (100%) vested in their contributions. Employees will become vested in the Employer's contributions in accordance with the following schedule :
  - 50% upon completion of two (2) years of service
  - 60% upon completion of three (3) years of service
  - 70% upon completion of four (4) years of service
  - 80% upon completion of five (5) years of service
  - 90% upon completion of six (6) years of service
  - 100% upon completion of seven (7) years of service



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

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

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

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

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

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

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

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

### **Eligibility**

For all regular, full-time employees, the employee must exhaust the employee's bank of sick [and ESTA](#) time prior to the short-term disability taking effect.

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

### **Medical certification**

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

### **Benefit payment**

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

### **Return to work**

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

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

supervisor that the employee is not returning, whichever is sooner. Such employees may be considered for reemployment. An employee who returns to work following a short-term disability leave will be considered as having continuous service.

## **Long-Term Disability**

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

## **Workers' Compensation Benefits**

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

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

## **Employee Assistance Program**

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

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

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

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

### **Longevity**

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

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

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

### **Expense Reimbursement**

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

### **Conferences and Workshops**

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

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

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

### **Administration of Employee Development Program**

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

### **Political Activity**

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

# **ON-THE-JOB**

## **Attendance, Punctuality and Dependability**

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

## **Appearance and Conduct**

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

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

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

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

## **Anti-Nepotism Policy**

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

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

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

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

### **Romantic or Sexual Relationships**

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

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

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

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

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

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

whom the supervisor/manager has or has had such a relationship. [If a romantic relationship does occur, discipline up to and including termination will occur.](#)

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

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

### **Violence in the Workplace**

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

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

### **Accidents and Emergencies**

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

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

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

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

### **Open Door Policy**

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



## **Internal Complaint Procedures**

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

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

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

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

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

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

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

### **Bulletin Boards**

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

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

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

## **Internal Investigations and Searches**

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

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

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

## **Reference Checks**

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

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

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

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

## **Tape Recording Policy**

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

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

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

## **Tuition Reimbursement Policy**

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

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

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

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

# **LEAVING THE CITY OF OWOSSO**

## **Resignation**

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

## **Post Resignation/Termination Procedures**

### Exit Interview

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

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

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

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

### Benefits

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

Final Paycheck

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

Retirement Plan

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

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

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

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

\_\_\_\_\_  
Mayor

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

ACKNOWLEDGMENT

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

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

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

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

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

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

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

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

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

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

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

however, in emergency situations notice may be given by a spokesperson for the employee.

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

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

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

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



11. An employee who has been absent for medical reasons must obtain a return to work release from the physician which must certify the employee is fit for duty without restriction or specify the type, nature and duration of any work restriction, if applicable.
12. An employee on FMLA leave for twelve (12) weeks or less shall be returned to work either to the position held prior to taking the leave, or to an equivalent position. An employee is returned to the position with the same rights the employee would have had if the employee had been continuously employed during the FMLA leave. An employee is not entitled to any greater rights or benefits than the employee would have been entitled had the employee not taken the leave.
13. An employee seeking to return to work with medical restrictions shall be returned to work in line with the employee's seniority to an available position, if any, which the restricted employee is capable and qualified to perform. If an employee cannot be placed in a suitable position, the employee will be placed on continued leave status until an appropriate accommodation can be made, up to a maximum of twelve (12) months. Nothing in this provision is intended to preclude the rights and obligations of either the employee or the City of Owosso under the American with Disabilities Act (ADA) and related state law.
14. Once an employee has expended the full 12-week allotment of leave time, the employee is no longer entitled to the benefits and protections of this Section, which include, but are not limited to, the right to continued health insurance benefits and the right to be returned to the prior position or an equivalent position. An employee's failure to return to work at the expiration of FMLA leave may result in termination of employment.
15. If an employee on FMLA leave fails to return to work, and the reason for the failure to return to work is due to circumstances within the employee's control, such employee shall reimburse the City of Owosso for the health insurance premiums paid on behalf of the employee during the leave.

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

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

shall qualify as an exigency, and agree to the timing and duration of the leave. The employee will be required to provide certification of a qualifying exigency leave, on the first occasion that an employee requests such leave.

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

## **SOCIAL SECURITY NUMBER PRIVACY POLICY**

### **Purpose**

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

### **Policy**

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

### **Procedure**

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

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

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

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

## TECHNOLOGY USE AND ELECTRONIC RECORDS, INTERNET AND E-MAIL POLICY

### **I. Overview**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **H. Technology**

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

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

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

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

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

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

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

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

### **III. Internet**

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

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

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

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

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

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

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

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

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



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

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

The purpose of this [Technology Use and Electronic Records Policy](#) is to establish guidelines and policies for use of the computer, internet, and e-mail systems owned by the City of Owosso, as well as for the preservation of the public records created and received using these systems.

**Commented [JU1]:** This is from the City of Saginaw, just changed to City of Owosso.

This Policy is developed in recognition of the current work environment, where a large portion of communications between public employees transacting public business on behalf of the City is done through electronic means. Although there are many benefits to working in an electronic forum, there are also many challenges, including the ability to easily modify electronic documents and concerns about the security of public records. Adherence to this Policy will provide consistency, efficiency, and openness to the public and help lessen any potential negative impacts to the City as it increases its reliance on electronic methods of conducting City business.

## Definitions

1. *Electronic mail (e-mail):* A means of exchanging electronic messages and documents using telecommunications links. A complete e-mail message not only includes the contents of the communication, but also the transactional information, aka metadata (dates and times that messages were sent, received, opened, deleted, etc., as well as aliases and names of members of groups), and any attachments. Transactional information can be found and printed or saved from the e-mail system.
2. *Electronic records:* Electronic records include e-mail messages, word documents, electronic spreadsheets, digital images, and databases. Electronic records are kept in computer networks, servers, personal computers, USB storage, Geographic Information System (GIS) databases and digital image.
3. *Public Record or Record:* Recorded information that is prepared, owned, used, in the possession of, or retained by the City in the performance of an official function, as more fully defined and interpreted under the Freedom of Information Act (FOIA), being MCL 15.231 et seq.
4. *Text Messages:* Recorded messages sent from a cell phone used for City business through the cell phone number or other electronic device that has a phone number.
5. *Transitory Record:* Records relating to activities of the City or its employees or elected or appointed officials that have temporary value and do not need to be retained once their

intended purpose has been fulfilled. A transitory record is that which does not set policy, establish guidelines or procedures certify a transaction, or become a receipt.

6. Non-Records: Recorded information in the possession of the City that is not needed to document the performance of an official function, such as drafts, duplicates, convenience copies, publications, and other materials that do not document agency activities.

7. Personal Records: Records that document strictly non-governmental business or activities.

### **Electronic Communications and Internet Use**

1. **Purpose:** The purpose of this Technology Use and Electronic Records Policy is to assist the City employees in their day-to-day conduct of business activities. This Policy sets forth the City's policies regarding the use of e-mail, internet, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, and other telephonic communication equipment. All authorized users are expected to be familiar with and comply with this policy. Violation of this policy can lead to system privileges being revoked and/or disciplinary action, including, but not limited to, termination of employment. The City encourages the use of these media and associated services, as they can make communication more efficient and effective, and because they can provide valuable information about vendors, customers, technology, and new products and services. However, all employees and others connected with the City should remember that electronic media and services provided by the City are public property and their purpose is to facilitate and support City business. All users of these systems have a duty to use these resources in a professional and lawful manner. The computer network and e-mail systems are the property of the City. All electronic communication and other information transmitted by, received from, or stored in these systems are the property

of the City. Employees have no expectation of privacy with regard to their use of the City's computer network and e-mail system.

**2. Prohibited Uses:**

a. Electronic media shall not be used for knowingly transmitting, retrieving, or storing any communication that:

i. Is in violation of local, state or federal law;

ii. Shares technology in a way that violates federal copyright laws;

iii. Circumvents the Open Meetings Act;

iv. Misrepresents the user's identity, except where authorized as part of a law enforcement operation, task or purpose;

v. Results in a hostile workplace environment;

vi. Contains an offensive, obscene, disruptive or malicious message;

vii. Is discriminatory or harassing;

viii. Is defamatory or threatening;

ix. Is for political or religious purposes;

x. Is for purposes of lobbying or solicitation;

xi. Creates or forwards chain letters;

xii. Violates license governing the use of software;

xiii. Creates any liability for the City of Owosso; and/or

xiv. Is for Personal Use without approval from their manager.

b. The Internet and/or World Wide Web shall not be used for the following purposes:

i. Commercial purposes other than the business of the City;

ii. Participating in gambling, betting pools or investment clubs;

iii. Downloading non-business related data;

iv. Downloading non-approved applications or programs;

v. Is for personal use without approval from their manager; and/or

vi. Political activities in violation of state law.

### **3. Personal Use:**

The computers, electronic media, and associated services provided by the City are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending and/or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. This limited personal use applies whether the employee is working or on personal time. Management can limit and/or cease personal use at any time for any reason. Any electronic mail or other record that is created as a result of an employee's personal use of the City's computers, electronic media, or other associated services may be considered a public record that would be subject to disclosure under the Freedom of Information Act. All email originating from or received by the City's computer systems is City property, and there is no individual right of privacy on the City's computers, electronic media, and associated services. Personal use of such systems may be monitored by your supervisor and/or department head as deemed necessary.

### **4. E-Mail:**

a. Only City employees who have an e-mail account and password are permitted to use these systems. However, passwords do not imply confidentiality, nor do they grant the user an expectation of privacy. All users of the system must receive a copy of this policy and acknowledge receipt of same in writing. Copies of such signed acknowledgment will be kept in the employee's personnel file. Upon separation of an employee from City employment, that user's e-mail account will be terminated.

b. Electronic Records may be subject to the Michigan Freedom of Information Act and discovery in litigation to the same extent as and with the same exemptions as those applicable to paper documents. The City reserves the right to inspect and monitor any e-mail, business or personal, found in its system for its business activities, and to disclose the contents of any e-mail to appropriate personnel.

c. Employees should also consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with

litigation. Therefore, employees are required to maintain the highest standards of good grammar, courtesy, and professionalism when creating and transmitting electronic records.

d. For purposes of record retention, electronic records related to an email account are subject to the same retention/disposal schedule applicable to City paper files and documents of like type.

e. The City's IT Department shall be responsible for establishing, maintaining, and monitoring all City-provided e-mail accounts. Requests for new accounts must be approved by the IT Department.

f. It is the responsibility of each employee to organize, extract, and purge e-mail at their workstation in accordance with the applicable record retention schedule.

g. The IT Department shall establish the maximum e-mail account size for each employee. It is the responsibility of each employee to manage their email account within these storage limitations.

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

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

5. **Text Messages and Emails:** Employees should understand that emailing on personal email or text messages on personal equipment related to City business are subject to public disclosure laws and discovery in litigation involving the City. Only City issued email addresses or City issued phones may be used for City business. Personal email addresses and personal phones should not be used for City-related business. Any employee who does use a personal device to send an email or text message for City-related business must comply with the City record retention policy before any such email or text message is deleted. Messages that only remind the receiver of a meeting or to read their email are permitted.

#### 6. **Internet/World Wide Web:**

a. Use of the Internet shall be for the purpose of, or in support of education; research; state, local or national government affairs; economic development; City-related activities; public service; work-related communications and individual professional development.

b. Employees should not have any expectation of privacy regarding websites accessed through the computer system. Computer systems may leave "tracks" at websites visited. Therefore, any incidental use of the Internet for personal use must be conducted with the highest level of

professionalism. Personal use should be limited and not interfere with work responsibilities or work time. City does not allow personal devices on the City network.

c. It is unacceptable to interfere with, or disrupt another network's users' files, or service equipment. Such interference or disruption includes, but is not limited to:

i. Exceeding normal user privileges.

ii. Creating accounts or using any account without authorization.

iii. Probing or tampering with any security feature or file.

iv. Exploiting any security vulnerability.

v. Distribution of unsolicited advertising.

vi. Transmitting excessive amounts of non-business related e-mail.

vii. Propagation of computer worms or viruses.

viii. Transmission of any type or quantity that causes disruption of service to others.

ix. Using the network to make unauthorized entry, or other acceptable use, to other computational, information, or communications devices or resources.

x. Sending, receiving, transferring, storing, or using sniffers, spoofers, hacking scripts, etc.

xi. Employees who share their passwords with others and/or leave their computers unattended with an open web browser may be held responsible for any resulting unauthorized usage.

7. **Software:** The City prohibits the unauthorized use of City software. The City expects its employees to conduct themselves responsibly in this regard. Employees will refrain from making or using unauthorized copies of software programs. Employees may not install or run outside software on City computers. Software requests must be approved, purchased, and installed by IT Department staff.

8. **Reporting Violations:** Use of the computer system to engage in any communications or uses that are in violation of any City policy, including, but not limited to, the acquisition, possession, or transmission of defamatory, obscene, offensive, or harassing material, is strictly prohibited. If you are harassed or discriminated against through the use of the City computer system, you must immediately report this to the Human Resources Department. Any employee who violates this Policy may be subject to discipline as set forth in this Policy.

9. **Electronic Records Retention:** In order for the City to function administratively, undergo periodic audits, provide for its legal requirements, and document its heritage, it must manage its records properly. Therefore, the City requires its employees to retain and destroy electronic records

that are created, sent and received in the course of conducting official business in accordance with the City's approved Records Retention and Disposal Schedule.

10. **Right to Monitor:** All City-supplied technology and City-supplied work records belong to the City and not to the employee. The City may routinely monitor the use of City-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

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

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

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

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

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

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

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

**Certificate of Receipt**

I, \_\_\_\_\_ (please print) certify that I have received a copy of the City of Owosso's ~~Technology Use, Internet, and E-mail~~ Electronic Communications and Internet Use Policy dated ~~June, 2008~~ February, 2025.

I further acknowledge that I have read the City of Owosso's ~~Technology Use, Internet, and E-mail~~ Electronic Communications and Internet Use Policy dated ~~June, 2008~~ February, 2025 and understand the policy and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the IT Department. I understand the Policy is effective and agree to fully comply with all allowances, provisions and requirements of this policy and understand this policy applies to me in all aspects of my employment/service with the City of Owosso.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **VOICE MAIL POLICY**

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

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

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

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

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

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

The City's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning [race, color, religion, national origin, age, disability, height, weight, marital status, gender, gender identity, gender expression, genetic information, pregnancy, pregnancy-related decisions, military status, sexual orientation](#) ~~race, color, religion, sex, age, national origin, disability~~ or any other classification protected by law.

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

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

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

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the City's letterhead.

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

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

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

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

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



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

### **PURPOSE**

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

### **PROCEDURES**

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

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

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

- The only reimbursement or compensation employees will receive for transportation purposes is for specific mileage reimbursement, unless designated in an employee contract. When a City vehicle is not available, a City employee who uses the employee’s own vehicle for strictly a City purpose shall receive mileage reimbursement based on the current IRS reimbursement standard rate. If an employee uses the employee’s own vehicle when a City vehicle is available, then the employee shall be reimbursed at a rate of  $\frac{1}{2}$   ~~$\frac{3}{4}$~~  of IRS reimbursement standard rate. The employee must submit the reimbursement application within seven (7) days. Day, time, start location, end location, and calculation of total miles must be submitted with the application. The City Manager shall pre-approve this

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

## **DRUG & ALCOHOL ABUSE**

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

### Drug Testing

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

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

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

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

### Progressive Discipline

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

## **WEAPON-FREE WORKPLACE POLICY**

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

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

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

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

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

## **EMERGENCY CLOSING POLICY**

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

### **City Closings**

Employees may obtain broadcast information regarding the City's status on [WJSZ-Z92.5 FM](#). Employees' immediate supervisor will attempt to notify them two hours prior to their scheduled start time.

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

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

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

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



## **PUBLIC RELATIONS/MEDIA INQUIRIES**

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

### Exceptions

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

### Procedure

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

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

## **SMOKE-FREE WORKPLACE POLICY**

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

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

The Smoke-Free Workplace policy applies to:

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

Smoking is permitted in the parking lot of each building.

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

Resolving complaints about smoking:

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

## **Building Security Policy**

### **PURPOSE**

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

### **DEFINITION**

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

### **SECURITY**

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

### **PROCEDURE**

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

## Michigan's Earned Sick Time Act (ESTA)

All employees including full-time, part-time, seasonal, and temporary workers are eligible to accrue paid ESTA sick time. Employees will accrue one (1) hour of paid ESTA sick time for every 30 hours worked. Leave time and holidays are not included as hours worked. ESTA sick time will begin accruing on an employee's first day of employment or February 21, 2025, whichever is later, but cannot be accessed until after 90 days of employment. Employees can use earned ESTA sick time for any of the following reasons:

1. The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventive medical care for the employee.
2. For the employee's family member's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
3. If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
4. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For the purpose of this policy, "family member" includes all of the following:

- Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- A person to whom the employee is legally married under the laws of any state or a domestic partner.
- A grandparent.
- A grandchild.
- A biological, foster or adopted sibling.
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Accrued ESTA sick time can be used in 0.5 hour increments with as much notice as is practicable given the circumstances of the absence. Employees are asked to provide notice 7 days in advance, if they are aware of the need to use ESTA sick time or as soon as reasonably practicable. Once accrued, you can use up to 72 hours of ESTA sick time each year. Employees can accrue a maximum of 72 hours of ESTA sick time per calendar year.

Unused, accrued paid ESTA sick time will be carried over into the next benefit year without a maximum. However, only a maximum of 72 hours of accrued ESTA sick time can be used in a year. Sick time will be paid at the employee's regular rate of pay. For the purposes of this policy, a year is defined as the City's fiscal year (July 1 to June 30).

All unused, accrued ESTA sick time will be forfeited at the time of separation, unless the employee is reinstated within 6 months.

Employees will not be penalized or retaliated against in any way for requesting or using accrued ESTA paid sick time for the purposes designated above. Employees who feel as though their rights under this act have been violated can file a complaint with the Wage and Hour Division of the Michigan Department of Labor and Economic Growth or bring civil action against the City of Owosso.

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

Generative Artificial Intelligence (AI) Chatbot Usage Policy

Purpose

With the increasing popularity of generative AI chatbots such as OpenAI’s ChatGPT and Google’s Bard, it has become necessary to outline the proper use of such tools while working at the City of Owosso. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible use. Our goal is to protect employees, residents, suppliers, customers and the city from harm.

Overview

While AI chatbots can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or “prompt” the chatbot in a conversational manner to find answers to questions or to create or edit written content.

Some examples of what could be created using an AI chatbot include:

- Emails and letters.
- Reports and other publications.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting city information or sensitive information about an employee, resident, customer, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading or—in some cases—fabricated.

Eligibility

This policy applies to all employees of the City of Owosso and to all work associated with the City of Owosso that those employees perform, whether on or off company premises.

Policy

Limited use of generative AI chatbots will be allowed while performing work for the City of Owosso with the approval of your department manager. City email addresses, credentials or phone numbers can be used to create an account with these technologies. No company data of any kind may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI chatbots must inform their department manager in writing how the chatbot will be used. Managers must approve or deny requests within 7 days.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the chatbot, that information cannot be used for work purposes.

Acceptable uses include:

- For general-knowledge questions meant to enhance your understanding on a work-related topic.

- [To brainstorm ideas related to projects you are working on.](#)
- [To create formulas for Excel spreadsheets or similar programs.](#)
- [To develop or debug code, to be verified before deployment.](#)
- [To draft an email or letter.](#)
- [To summarize online research or to create outlines for content projects to assist in full coverage of a topic. Only content written by employees may be included in a final product.](#)

[Unacceptable uses include:](#)

- [Using any text created by an AI chatbot in final work products of any kind.](#)
- [Copying and pasting, typing, or in any way submitting company content or data of any kind into the AI chatbot.](#)
- [Failing to properly cite an AI chatbot when used as a resource.](#)

[Any violation of this policy will result in disciplinary action, up to and including termination.](#)

**[Ethical Use](#)**

[Employees must use generative AI chatbots in accordance with all of the City of Owosso's conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the city. Such use will result in disciplinary action, up to and including termination.](#)

**[Monitoring](#)**

[The City of Owosso's Technology Use Policy and relevant monitoring policies still apply when using generative AI chatbots with city equipment.](#)

Lactation/Breastfeeding Policy

Objective

As part of our family-friendly policies and benefits, the City of Owosso supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday.

Accommodation for Lactating Employees

For up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. The City of Owosso has a designated room available for this purpose.

Employees must reserve the room by contacting the Director of HR. Employees who work offsite or in other locations will be accommodated with a private area as necessary.

Breaks will be allowed as the employee needs to pump. The frequency and duration of breaks will vary by employee. The schedule of breaks can be agreed to with the employee's immediate supervisor, based upon the employee's need to express.

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



# City of Owosso

## Utility Requirements Discussion and Overview

February 18, 2025

**Michigan offices**

2852 Eyde Parkway, Suite 150  
East Lansing, MI 48823

1000 Town Center, 27<sup>th</sup> floor  
Southfield, MI 48075

# Discussion Overview

Water Utility

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Wastewater Treatment Plant

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Sewer Utility

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# Water Utility Estimated Capital Improvement Plan

<b>Project Name/Description</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
WTP Plant Replacement Project (tentative) - Membrane Plant Design and Permit (Engineering Construction & Admin)	\$200,000	\$200,000	-	-	-	-
SCADA Controls - WTP - Phase 1 (DWSRF 7497-01) (Engineering Construction & Admin)	350,000	-	-	-	-	-
Electrical System and Grounding Improvements (possible DWSRF) (Construction)	-	1,000,000	-	-	-	-
Equipment Storage Building (WTP) (Construction)	-	-	\$85,000	-	-	-
Lagoon Security Fence (Construction)	-	-	85,000	-	-	-
Roof Replacement (Construction)	-	-	-	-	\$470,000	-
Sub-basement Sump Pump Improvements (Construction)	-	-	50,000	-	-	-
Internal Pipe Cleaning - Clarifier Effluent to Filter Influent (Service)	150,000	-	-	-	-	-
Hi Service Pneumatic Controller (Service)	30,000	-	-	-	-	-
Pump and Motor Replacement (WWTP) (Equipment)	15,000	15,000	15,000	\$15,000	15,000	\$15,000
Rehabilitate Palmer Well #3A (Service)	-	-	-	-	45,000	-
Palmer #2 Well Rehab (Construction)	-	-	-	50,000	-	-
WTP Well Rehab (2) LW13 and LW1 (Service)	45,000	45,000	-	-	-	-
WTP Hintz Well Rehab (Construction)	-	-	50,000	-	-	-
Well House LW1, P@ & P1 and mechanical equipment improvements (possible DWSRF)	-	1,000,000	-	-	-	-
Lagoon 2 & 3 - Lime Sludge Removal (Service)	496,000	-	-	-	-	-
Backwash Lagoon No 1 Rehab (Service)	-	60,000	-	-	-	-
Backwash Lagoon No 2 Rehab (Service)	-	60,000	-	-	-	-
Altitude Valves (2) - Replace or rebuild (Construction)	-	-	50,000	-	-	-
Lagoon 1 - Lime Sludge Removal (Service)	-	266,000	-	-	-	-
Lagoon 4 - Lime Sludge Removal (Service)	-	-	-	-	664,000	-
Lime Residuals Mechanical Dewatering (Construction)	-	-	-	-	-	15,000,000
Aerator Improvements (Service)	-	-	260,000	-	-	-
Replace Chlorine Distribution Tanks (Service)	-	-	-	-	1,500,000	-
SCADA Controls - WTP - Phase 1 (DWSRF 7497-01) (Construction)	1,850,000	-	-	-	-	-
Transmission Water Main Replacement Project (Construction/Maintenance)	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Sub-totals</b>	<b>3,136,000</b>	<b>4,146,000</b>	<b>2,095,000</b>	<b>1,565,000</b>	<b>4,194,000</b>	<b>16,515,000</b>
<b>Plus: Inflation Allowance (5%)</b>	<b>156,800</b>	<b>207,300</b>	<b>214,738</b>	<b>246,683</b>	<b>903,833</b>	<b>4,562,790</b>
<b>Total Capital Improvements</b>	<b>\$3,292,800</b>	<b>\$4,353,300</b>	<b>\$2,309,738</b>	<b>\$1,811,683</b>	<b>\$5,097,833</b>	<b>\$21,077,790</b>



# Water Utility Estimated Capital Improvement Plan

<b>Project Name/Description</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
Exchange Street Water Main Replacement (Construction/Maintenance)	-	\$833,750	-	-	-	-
Campbell Drive Water Main Replacement (Construction/Maintenance)	-	-	-	-	\$474,000	-
Broadway Avenue Water Main Replacement (Construction/Maintenance)	-	-	-	\$241,000	-	-
King Street Water Main Replacement (Construction/Maintenance)	-	-	-	718,750	-	-
Water Street Water Main Replacement (Construction/Maintenance)	-	-	-	-	-	\$695,750
Martin Street Water Main Replacement (Construction/Maintenance)	-	-	-	-	709,000	-
Huntington Drive Water Main Replacement (Construction/Maintenance)	-	-	-	-	488,750	-
Dewey Street Water Main Replacement (Construction/Maintenance)	-	-	-	-	1,644,500	-
Elm Street Water Main Replacement (Construction/Maintenance)	-	-	-	-	-	320,000
Comstock Street Water Main Replacement (Construction/Maintenance)	-	-	-	-	891,250	891,250
Monroe Street Water Main Replacement (Construction/Maintenance)	-	-	-	1,150,000	-	-
Ball Street Water Main Replacement (Construction/Maintenance)	-	-	-	1,725,000	-	-
Mason Street Water Main Replacement (Construction/Maintenance)	-	-	\$569,250	-	-	-
2025 Water Main Replacement Project (Construction/Maintenance)	\$343,000	895,000	-	-	-	-
Gilbert Street Water Main Replacement (Construction/Maintenance)	391,000	-	-	-	-	-
Clinton Street Water Main Replacement (Construction/Maintenance)	635,375	-	-	-	-	-
Stewart Street Water Main Replacement (Construction/Maintenance)	300,000	-	-	-	-	-
2028 Water Main Replacement Project (Construction/Maintenance)	-	-	-	1,344,000	1,237,000	-
2027 Water Main Replacement Project (Construction/Maintenance)	-	-	2,412,250	2,297,125	-	-
2029 Water Main Replacement Project (Construction/Maintenance)	-	-	-	-	-	2,651,625
Water Service Line Replacement Project (Construction/Maintenance)	1,200,000	1,300,000	1,400,000	1,500,000	1,600,000	1,700,000
Jerome Street Water Service Line Replacement (Construction/Maintenance)	-	69,300	-	-	-	-
Chipman Street Water Main Replacement (2) (Construction/Maintenance)	-	-	1,075,250	-	-	-
Chipman Street Water Main Replacement (1) (Construction/Maintenance)	-	-	569,250	-	-	-
Cedar Street Water Main Replacement (Construction/Maintenance)	-	-	2,530,000	-	-	-
Woodlawn Avenue Water Main Replacement (Local) (Construction/Maintenance)	-	460,000	-	-	-	-
Sub-totals	2,869,375	3,558,050	8,556,000	8,975,875	7,044,500	6,258,625
Plus: Inflation Allowance (5%)	143,469	177,903	876,990	1,414,822	1,518,134	1,729,143
<b>Total Capital Improvements</b>	<b>\$3,012,844</b>	<b>\$3,735,953</b>	<b>\$9,432,990</b>	<b>\$10,390,697</b>	<b>\$8,562,634</b>	<b>\$7,987,768</b>



# Water Utility Estimated Capital Improvement Plan

<u>Project Name/Description</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
2026 Water Main Replacement Project (Construction/Maintenance)	-	\$1,798,000	\$2,042,000	-	-	-
Shady Lane Water Main Replacement (Construction/Maintenance)	-	690,000	-	-	-	-
2024 Water Main Replacement Project (Construction/Maintenance)	\$599,375	-	-	-	-	-
WTP Filter Rehab (DWSRF 7497-01) (Construction)	3,000,000	-	-	-	-	-
Booster Station Upgrade (Construction)	-	-	1,000,000	-	-	-
CO2 Distribution System Rehab (Construction)	-	-	-	\$380,000	-	-
WTP Filter Rehab (basement level equipment/control panels on first floor) (Construction)	-	-	-	500,000	-	-
WTP Reservoir Design/High Service Pump Replacement (Construction)	-	-	-	-	\$20,000,000	-
Filter valves, actuators & meters installed with controls (Construction)	-	-	-	500,000	-	-
WTP River Crossing Raw Water Main Replacements (Construction)	-	-	-	-	1,000,000	-
Chlorine Distribution Tanks (Construction)	-	-	-	-	1,000,000	-
Fluoride Distribution System (Construction)	-	-	-	-	250,000	-
Filter Effluent Piping Replacement (Construction)	-	-	-	130,000	-	-
Rehabilitate Juniper #1 Well (Service)	-	-	-	-	-	\$45,000
Plant Effluent Prop Meter (Other)	25,000	-	-	-	-	-
<b>Sub-totals</b>	<b>3,624,375</b>	<b>2,488,000</b>	<b>3,042,000</b>	<b>1,510,000</b>	<b>22,250,000</b>	<b>45,000</b>
<b>Plus: Inflation Allowance (5%)</b>	<b>181,219</b>	<b>124,400</b>	<b>311,805</b>	<b>238,014</b>	<b>4,795,014</b>	<b>12,433</b>
<b>Sub-total Capital Improvements</b>	<b>\$3,805,594</b>	<b>\$2,612,400</b>	<b>\$3,353,805</b>	<b>\$1,748,014</b>	<b>\$27,045,014</b>	<b>\$57,433</b>
<b>Total Capital Improvement Plan</b>	<b>\$10,111,238</b>	<b>\$10,701,653</b>	<b>\$15,096,533</b>	<b>\$13,950,394</b>	<b>\$40,705,481</b>	<b>\$29,122,990</b>
<b>6 Year Total</b>						<b>\$119,688,288</b>
SCADA Controls - WTP - Phase 1 (DWSRF 7491-01) (Engineering Construction & Admin)	\$350,000					
SCADA Controls - WTP - Phase 1 (DWSRF 7491-01) (Construction)	1,850,000					
WTP Filter Rehab (DWSRF 7497-01) (Construction)	2,795,398					
<b>Total bond funded existing bond funded</b>	<b>\$4,995,398</b>					
<b>Proposed bond funded</b>		<b>\$9,401,653</b>	<b>\$13,696,533</b>	<b>\$12,450,394</b>	<b>\$39,105,481</b>	<b>\$27,422,990</b>
<b>Proposed cash funded</b>	<b>\$5,115,840</b>	<b>\$1,300,000</b>	<b>\$1,400,000</b>	<b>\$1,500,000</b>	<b>\$1,600,000</b>	<b>\$1,700,000</b>



# Estimated Funding Requirements – Full Capital Plan

	Fiscal Year Ending					
	2025	2026	2027	2028	2029	2030
<b><u>Revenue Requirements</u></b>						
Operation and maintenance	\$3,416,265	\$3,518,753	\$3,624,316	\$3,733,045	\$3,845,036	\$3,960,387
Outside City revenues to Townships	352,873	458,735	596,356	751,409	939,261	1,080,150
General fund contribution	243,345	326,352	424,258	534,565	668,206	768,437
Existing debt service	603,652	740,346	858,489	871,089	1,235,642	1,244,244
Proposed debt service [1]			2,341,852	2,341,852	2,341,852	2,341,852
Proposed debt service [2]					4,358,446	4,358,446
Cash funded capital improvements	4,911,238	1,300,000	1,400,000	1,500,000	1,600,000	1,700,000
<b>Totals</b>	<b>\$9,527,373</b>	<b>\$6,344,186</b>	<b>\$9,245,271</b>	<b>\$9,731,960</b>	<b>\$14,988,443</b>	<b>\$15,453,516</b>
<b><u>Revenues</u></b>						
Water ready to serve charge	806,754	1,048,780	1,363,414	1,717,902	2,147,378	2,469,485
Metered sales	3,897,811	5,067,154	6,587,300	8,299,998	10,374,998	11,931,248
Metered sales - wholesale usage	316,236	411,107	534,439	673,393	841,741	968,002
Other [3]	343,221	343,221	343,221	343,221	343,221	343,221
<b>Totals</b>	<b>\$5,364,022</b>	<b>\$6,870,262</b>	<b>\$8,828,374</b>	<b>\$11,034,514</b>	<b>\$13,707,338</b>	<b>\$15,711,956</b>
Rate increases		<b>30.00%</b>	<b>30.00%</b>	<b>26.00%</b>	<b>25.00%</b>	<b>15.00%</b>
<b><u>Estimated Cash Balance</u></b>						
Change in cash balance	(\$4,163,351)	\$526,076	(\$416,898)	\$1,302,554	(\$1,281,106)	\$258,440
Beginning cash balance	5,107,442	944,091	1,470,167	1,053,269	2,355,823	1,074,717
<b>Ending cash balance</b>	<b>\$944,091</b>	<b>\$1,470,167</b>	<b>\$1,053,269</b>	<b>\$2,355,823</b>	<b>\$1,074,717</b>	<b>\$1,333,157</b>
90-day minimum O&M expense cash requirement	<b>\$854,066</b>	<b>\$879,688</b>	<b>\$906,079</b>	<b>\$933,261</b>	<b>\$961,259</b>	<b>\$990,097</b>
<b><u>Quarterly Bill - 18ccf - Inside City</u></b>						
Demand charge - 5/8 inch meter	\$43.50	\$57.00	\$74.00	\$93.00	\$116.00	\$133.00
Capital charge - 5/8 inch meter	28.64	37.00	48.00	60.00	75.00	86.00
Usage	60.12	78.12	101.52	127.98	160.02	183.96
<b>Total</b>	<b>\$132.26</b>	<b>\$172.12</b>	<b>\$223.52</b>	<b>\$280.98</b>	<b>\$351.02</b>	<b>\$402.96</b>

[1] An estimated \$36 million bond issue amortized over 30 years at a 5.00% interest rate.

[2] An estimated \$67 million bond issue amortized over 30 years at a 5.00% interest rate.

[3] Consists of permits, hydrant rental, interest income, and other revenues.



# Estimated Funding Requirements – 2025 DWSRF Only

	Fiscal Year Ending					
	2025	2026	2027	2028	2029	2030
<b><u>Revenue Requirements</u></b>						
Operation and maintenance	\$3,416,265	\$3,518,753	\$3,624,316	\$3,733,045	\$3,845,036	\$3,960,387
Outside City revenues to Townships	352,873	363,459	378,979	395,768	439,896	453,093
General fund contribution	243,345	258,571	269,612	281,556	312,950	322,338
Existing debt service	<b>603,652</b>	<b>740,346</b>	<b>858,489</b>	<b>871,089</b>	<b>1,235,642</b>	<b>1,244,244</b>
Cash funded capital improvements	416,595	302,225	272,778	361,593	437,397	313,444
Totals	<b><u>\$5,032,730</u></b>	<b><u>\$5,183,354</u></b>	<b><u>\$5,404,174</u></b>	<b><u>\$5,643,051</u></b>	<b><u>\$6,270,921</u></b>	<b><u>\$6,293,506</u></b>
Rate increases		<b><u>3.00%</u></b>	<b><u>4.27%</u></b>	<b><u>4.43%</u></b>	<b><u>11.15%</u></b>	<b><u>3.00%</u></b>
<b><u>Quarterly Bill - 18ccf - Inside City</u></b>						
Demand charge - 5/8 inch meter	\$43.50	\$45.00	\$47.00	\$49.00	\$54.00	\$56.00
Capital charge - 5/8 inch meter	28.64	29.00	30.00	31.00	34.00	35.00
Usage	60.12	61.92	64.62	67.50	75.06	77.40
Total	<b><u>\$132.26</u></b>	<b><u>\$135.92</u></b>	<b><u>\$141.62</u></b>	<b><u>\$147.50</u></b>	<b><u>\$163.06</u></b>	<b><u>\$168.40</u></b>

\*Rate increases per MFCI municipal advisors.



# Wastewater Treatment Plan Estimated Capital Improvement Plan

<b>Project Name/Description</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
Auxiliary Roof Replacement (Construction)	-	\$300,000	-	-	-	-
Administration Building / Lab Rehab (Construction)	-	250,000	-	-	-	-
Primary Clarifier Steel Coating (Construction)	-	-	\$150,000	-	-	-
Security Cameras (Construction)	-	-	30,000	-	-	-
Plant Improvements - Phase 1: Filtration, Disinfection, Electrical, SCADA (Construction)	\$10,000,000	10,000,000	-	-	-	-
Tertiary and Roughing Tower Pumps Rehabilitation (Construction)	50,000	50,000	50,000	\$50,000	\$50,000	\$50,000
Nitrification Towers Rehabilitation Project (Construction)	-	-	-	15,000,000	-	-
Secondary Clarifier Replacement (Construction)	-	-	-	-	7,000,000	-
Digester Demo	-	-	500,000	-	-	-
Retention Basin (Construction)	-	-	-	-	20,000,000	-
Sludge Dryer (Construction)	-	-	-	-	-	5,000,000
<b>Subtotal</b>	<b>\$10,050,000</b>	<b>\$10,600,000</b>	<b>\$730,000</b>	<b>\$15,050,000</b>	<b>\$27,050,000</b>	<b>\$5,050,000</b>
Plus: Inflation Allowance (5%)	502,500	530,000	74,825	2,372,256	5,829,444	1,395,222
<b>Total Capital Improvements</b>	<b>\$10,552,500</b>	<b>\$11,130,000</b>	<b>\$804,825</b>	<b>\$17,422,256</b>	<b>\$32,879,444</b>	<b>\$6,445,222</b>
<b>6 Year Total</b>						<b>\$79,234,247</b>
Cash funded - depreciation expense and contributions	\$414,000	\$739,000	\$804,825	\$914,000	\$937,694	\$962,099
Bond funded	10,138,500	10,391,000	-	16,508,256	31,941,750	5,483,123
2025 bond issue	\$20,529,500					
2028 bond issue				\$53,933,129		
<b>Rounded</b>	<b>\$21,000,000</b>			<b>\$54,000,000</b>		





# Estimated Funding Requirements

	Fiscal Year Ending					
	2025	2026	2027	2028	2029	2030
<b>Revenue Requirements</b>						
Operation and maintenance	\$2,174,353	\$2,238,084	\$2,303,726	\$2,371,338	\$2,440,978	\$2,512,707
Cash funded improvements	414,000	739,000	804,825	854,825	876,744	899,320
Debt service [1]	704,969	2,517,102	2,513,718	6,027,810	6,028,885	6,029,613
<b>Total revenue requirements</b>	<b><u>\$3,293,322</u></b>	<b><u>\$5,494,186</u></b>	<b><u>\$5,622,269</u></b>	<b><u>\$9,253,973</u></b>	<b><u>\$9,346,607</u></b>	<b><u>\$9,441,640</u></b>
<b>Revenue Requirement by Unit</b>						
City of Owosso	\$2,117,795	\$3,342,989	\$3,430,739	\$5,373,312	\$5,436,243	\$5,500,860
Owosso Township	459,431	893,394	907,666	1,676,616	1,687,294	1,698,211
Caledonia Township	313,314	636,796	645,749	1,227,050	1,233,845	1,240,782
City of Corunna	402,784	621,007	638,115	976,995	989,225	1,001,786
<b>Total revenue requirements</b>	<b><u>\$3,293,324</u></b>	<b><u>\$5,494,186</u></b>	<b><u>\$5,622,269</u></b>	<b><u>\$9,253,973</u></b>	<b><u>\$9,346,607</u></b>	<b><u>\$9,441,639</u></b>
Percentage difference		<b><u>67%</u></b>	<b><u>2%</u></b>	<b><u>65%</u></b>	<b><u>1%</u></b>	<b><u>1%</u></b>
<b>Estimated Cash Balance</b>						
Change in cash balance	(\$2)	\$0	\$0	\$0	\$0	\$1
Beginning cash balance	1,361,752	1,361,750	1,361,750	1,361,750	1,361,750	1,361,750
<b>Ending cash balance</b>	<b><u>\$1,361,750</u></b>	<b><u>\$1,361,750</u></b>	<b><u>\$1,361,750</u></b>	<b><u>\$1,361,750</u></b>	<b><u>\$1,361,750</u></b>	<b><u>\$1,361,751</u></b>

[1] Assumes a \$21 million bond issue amortized over a 30 year period at 5.00% interest rate.  
Assumes a \$54 million bond issue amortized over a 30 year period at 5.00% interest rate.



# Sewer Utility Capital Improvement Plan

<u>Project Name/Description</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Sanitary Sewer Interceptor (Construction/Maintenance)	-	-	-	\$1,800,000	\$1,800,000	-
Sanitary Sewer Rehab - Open Cut (Construction/Maintenance)	\$400,000	\$400,000	\$400,000	400,000	400,000	\$400,000
Sanitary Sewer River Crossing at M-52 Bridge (Construction/Maintenance)	50,000	-	-	750,000	750,000	-
Sub-totals	450,000	400,000	400,000	2,950,000	2,950,000	400,000
Plus: Inflation Allowance (5%)	22,500	20,000	41,000	464,994	635,743	110,513
Total Capital Improvements	<u>\$472,500</u>	<u>\$420,000</u>	<u>\$441,000</u>	<u>\$3,414,994</u>	<u>\$3,585,743</u>	<u>\$510,513</u>
6 Year Total						<u>\$8,844,750</u>
Cash funded	\$472,500	\$420,000	\$441,000	\$463,050	\$486,203	\$510,513
Bond funded				2,951,944	3,099,540	



# Estimated Funding Requirements

	Fiscal Year Ending					
	2025	2026	2027	2028	2029	2030
<b><u>Revenue Requirements</u></b>						
Operation and maintenance						
Collection system expenses	\$737,568	\$759,695	\$782,486	\$805,960	\$830,139	\$855,043
WWTP O&M	1,480,952	1,524,359	1,569,068	1,615,118	1,662,550	1,711,405
WWTP replacement	263,209	484,566	529,400	563,455	578,384	593,760
WWTP debt	373,634	1,334,064	1,332,271	3,194,739	3,195,309	3,195,695
Existing debt service	138,075	135,625	138,175	132,600	83,050	81,750
Proposed debt service [1]			447,000	447,000	447,000	447,000
Cash funded capital improvements	472,500	420,000	441,000	463,050	486,203	510,513
<b>Totals</b>	<b>\$3,465,938</b>	<b>\$4,658,309</b>	<b>\$5,239,400</b>	<b>\$7,221,922</b>	<b>\$7,282,635</b>	<b>\$7,395,166</b>
<b><u>Revenues</u></b>						
Metered sales	3,170,830	4,280,621	5,479,195	6,848,994	7,054,464	7,266,098
Other revenues [2]	148,924	148,924	148,924	148,924	148,924	148,924
<b>Totals</b>	<b>\$3,319,754</b>	<b>\$4,429,545</b>	<b>\$5,628,119</b>	<b>\$6,997,918</b>	<b>\$7,203,388</b>	<b>\$7,415,022</b>
Rate increases		<b>35.00%</b>	<b>28.00%</b>	<b>25.00%</b>	<b>3.00%</b>	<b>3.00%</b>
<b><u>Estimated Cash Balance</u></b>						
Change in cash balance	(\$146,184)	(\$228,764)	\$388,719	(\$224,004)	(\$79,247)	\$19,856
Beginning cash balance	2,332,024	2,185,840	1,957,076	2,345,795	2,121,791	2,042,544
<b>Ending cash balance</b>	<b>\$2,185,840</b>	<b>\$1,957,076</b>	<b>\$2,345,795</b>	<b>\$2,121,791</b>	<b>\$2,042,544</b>	<b>\$2,062,400</b>
90-day minimum O&M expense cash requirement	<b>\$713,841</b>	<b>\$1,025,671</b>	<b>\$1,053,306</b>	<b>\$1,544,818</b>	<b>\$1,566,596</b>	<b>\$1,588,976</b>
<b><u>Quarterly Bill - 18ccf</u></b>						
Demand charge - 5/8 inch meter	\$42.23	\$57.01	\$72.97	\$91.21	\$93.95	\$96.77
Usage	91.80	124.02	158.76	198.54	204.48	210.60
<b>Total</b>	<b>\$134.03</b>	<b>\$181.03</b>	<b>\$231.73</b>	<b>\$289.75</b>	<b>\$298.43</b>	<b>\$307.37</b>

[1] Assumes a \$6,300,000 bond issue amortized over 25 years at a 5.00% interest rate.

[2] Consists of penalties, interest income, and other revenues.



# Disclosure

The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought.

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<b>From:</b>	<b>Building Department</b>
<b>To:</b>	<b>Owosso City Council</b>
<b>Report Month:</b>	<b>JANUARY 2025</b>

<b>Category</b>	<b>Estimated Cost</b>	<b>Permit Fee</b>	<b>Number of Permits</b>
DEMOLITION	\$13,000	\$300	2
Electrical	\$0	\$3,260	17
FOUNDATION - RESIDENTIAL	\$24,123	\$910	2
Mechanical	\$0	\$3,844	24
Plumbing	\$0	\$580	4
RES. CONDO NEW BUILD	\$180,000	\$1,885	1
ROOF	\$103,982	\$1,365	7
ROW-UTILITY	\$0	\$100	2
SIGN PERMIT	\$0	\$74	1
UTILITIES	\$0	\$50	1
WINDOWS	\$31,849	\$180	2
<b>Totals</b>	<b>\$352,954</b>	<b>\$12,548</b>	<b>63</b>

<b>2024 COMPARISON TOTALS</b>
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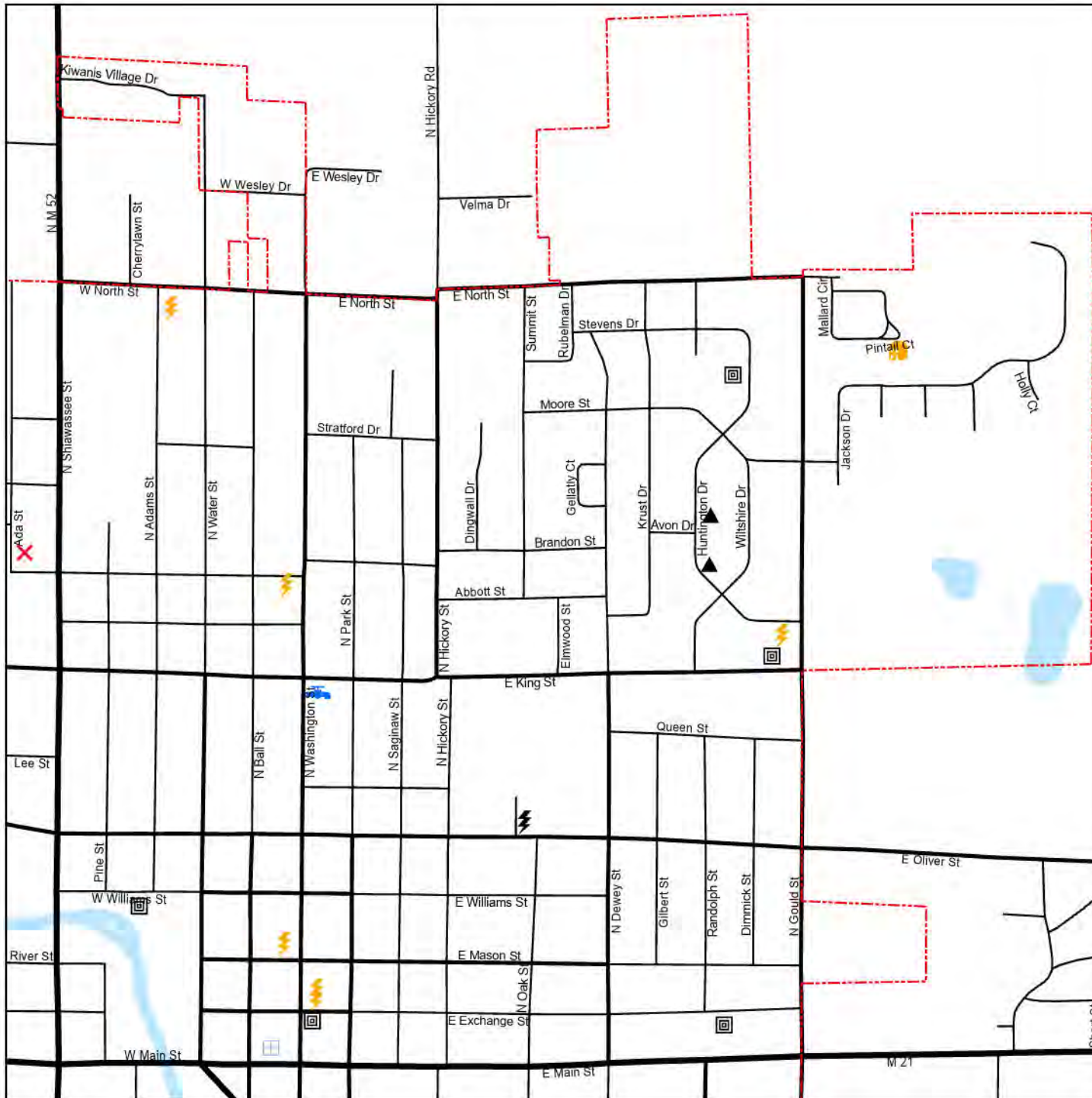
<b>JANUARY 2024</b>
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<b>\$977,198</b>	<b>\$24,132</b>	<b>66</b>
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# City of Owosso

Permit Activity  
January 2025

NE Quadrant



## Category

- Demolition
- Electrical
- Electrical & Mechanical
- Mechanical
- Plumbing
- Res. Condo New Build
- Roof
- Windows

## Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

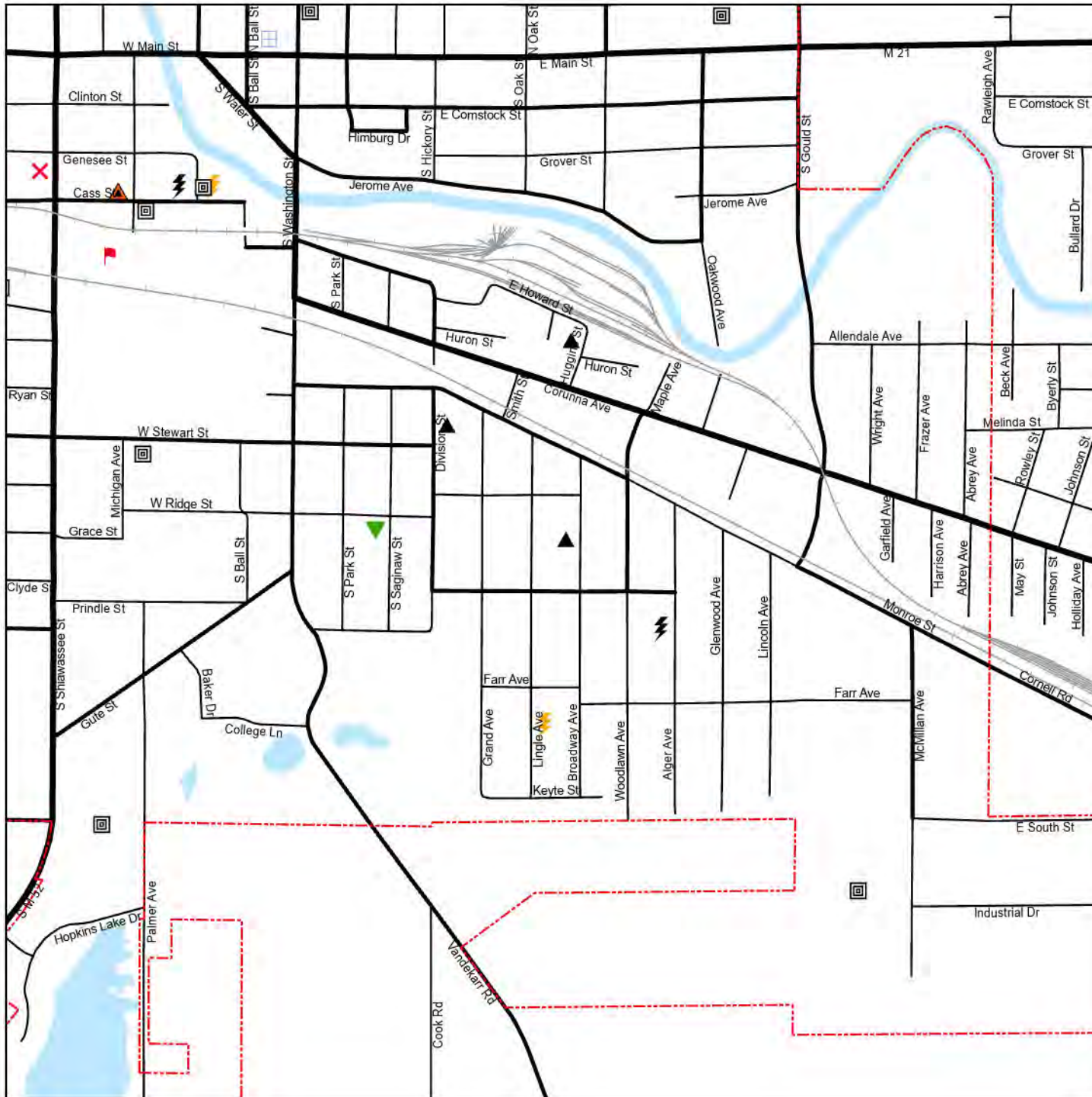




# City of Owosso

Permit Activity  
January 2025

SE Quadrant



## Category

- ✕ Demolition
- ⚡ Electrical
- ⚡ Electrical & Mechanical
- ▲ Foundation - Residential
- Ⓜ Mechanical
- ▲ Roof
- ⚠ ROW-Utility
- 🚩 Sign Permit
- Ⓜ Windows

## Other Features

- City Limit
- Railroads
- 🌊 River & Lakes

0 300 600 900 1,200 Feet





# City of Owosso

Permit Activity  
January 2025

SW Quadrant

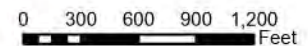


## Category

- X Demolition
- ⚡ Electrical
- ⚡ Electrical & Mechanical
- ▼ Foundation - Residential
- Mechanical
- \* Multiple Permits
- ▲ Roof
- ▲ ROW-Utility
- ▢ Sign Permit

## Other Features

- City Limit
- Railroads
- River & Lakes



**Code Enforcement Activity**  
**JANUARY 2025**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<b><u>ACCESSORY STRUCTURES</u></b>								
ENF 24-0655	DEWEY ST	INSPECTED PROPERTY	FINAL NOTICE	04/17/2024	01/21/2025	05/29/2025		N
				<b>Total Entries</b>	<b>1</b>			
<b><u>APPLIANCES</u></b>								
ENF 25-0043	CLYDE ST	RESOLVED	CLOSED	01/15/2025	01/22/2025		01/22/2025	N
ENF 25-0013	MOORE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/06/2025	01/21/2025	02/06/2025		N
				<b>Total Entries</b>	<b>2</b>			
<b><u>AUTO REP/JUNK VEH</u></b>								
ENF 24-1750	MAIN ST	RESOLVED	CLOSED	10/30/2024	01/29/2025		01/29/2025	Y
ENF 24-1913	MAIN ST	CONTACT WITH OWNER	RECHECK SCHEDULED	11/25/2024	01/29/2025	02/05/2025		COMM
ENF 24-1987	STEWART ST	CONTACT WITH OWNER	EXTENSION GRANTED	12/18/2024	01/28/2025	02/10/2025		N
ENF 24-1995	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/23/2024	01/28/2025	02/11/2025		Y
ENF 25-0061	JACKSON DR	LETTER SENT	RECHECK SCHEDULED	01/30/2025	01/30/2025	02/13/2025		N
				<b>Total Entries</b>	<b>5</b>			
<b><u>BUILDING VIOL</u></b>								
ENF 19-0167	TRACY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/15/2019	01/08/2025	02/10/2025		N
ENF 22-0677	SHIAWASSEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/19/2022	01/27/2025	02/24/2025		VAC
ENF 23-0631	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/22/2023	01/27/2025	02/24/2025		N
ENF 21-1156	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/01/2023	01/15/2025	02/24/2025		N
ENF 21-0307	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/03/2021	01/29/2025	02/26/2025		COMM
ENF 22-0167	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/15/2022	01/07/2025	03/06/2025		N
ENF 22-1586	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	01/07/2025	03/17/2025		COMM

**Code Enforcement Activity**  
**JANUARY 2025**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 23-0612	EXCHANGE	INSPECTED PROPERTY	DEMO PENDING	06/20/2023	01/07/2025	03/17/2025		N
<b>Total Entries</b>				<b>8</b>				
<b><u>BUILDING VIOLATIONS</u></b>								
ENF 24-1951	SHIAWASSEE ST	OBTAINED PERMIT	CLOSED	12/10/2024	01/28/2025		01/28/2025	Y
ENF 24-1989	CLEVELAND ST	OBTAINED PERMIT	CLOSED	12/18/2024	01/02/2025		01/02/2025	VAC
ENF 24-1994	DEWEY ST	OBTAINED PERMIT	CLOSED	12/23/2024	01/13/2025		01/13/2025	N
ENF 25-0056	WOODLAWN AVE	OBTAINED PERMIT	CLOSED	01/28/2025	01/30/2025		01/30/2025	N
ENF 23-0849	CARMODY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/08/2023	01/06/2025	02/06/2025		VAC
ENF 24-1236	GREEN ST	LETTER SENT	RECHECK SCHEDULED	08/06/2024	01/09/2025	02/10/2025		VACANT
<b>Total Entries</b>				<b>6</b>				
<b><u>CHICKENS/DUCKS</u></b>								
ENF 24-1281	FREDERICK ST	INSPECTED PROPERTY	1ST TICKET ISSUED	08/13/2024	01/08/2025	02/05/2025		N
<b>Total Entries</b>				<b>1</b>				
<b><u>DEAD TREE</u></b>								
ENF 24-1926	WATER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/27/2024	01/29/2025	02/27/2025		N
<b>Total Entries</b>				<b>1</b>				
<b><u>DEMO BY NEGLECT HDC</u></b>								
ENF 22-1109	MAIN ST	DISMISSED	RECHECK SCHEDULED	08/05/2022	01/15/2025	05/01/2025		COMM
<b>Total Entries</b>				<b>1</b>				
<b><u>DRAIN ISSUES</u></b>								
ENF 25-0020	MAIN ST	RESOLVED	CLOSED	01/07/2025	01/13/2025		01/13/2025	N
<b>Total Entries</b>				<b>1</b>				
<b><u>FIRE DAMAGE</u></b>								

**Code Enforcement Activity**  
**JANUARY 2025**

<b>Enf. Number</b>	<b>Address</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>Filed</b>	<b>Last Action Date</b>	<b>Next Action Date</b>	<b>Date Closed</b>	<b>Rental</b>
ENF 24-1977	MOORE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/17/2024	01/06/2025	02/06/2025		N
ENF 24-0034	MILWAUKEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/17/2024	01/08/2025	02/10/2025		Y
ENF 25-0041	BROADWAY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/15/2025	01/22/2025	02/26/2025		N
<b>Total Entries</b>				<b>3</b>				
<b><u>FRONT YARD PARKING</u></b>								
ENF 24-1960	KING ST	RESOLVED	CLOSED	12/11/2024	01/09/2025		01/09/2025	N
ENF 24-1996	PARK ST	RESOLVED	CLOSED	12/26/2024	01/08/2025		01/08/2025	N
ENF 25-0028	MARTIN ST	RESOLVED	CLOSED	01/09/2025	01/15/2025		01/15/2025	N
ENF 25-0047	NORTH ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/21/2025	01/21/2025	02/04/2025		N
ENF 25-0048	OLIVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/21/2025	01/21/2025	02/04/2025		N
ENF 25-0049	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/21/2025	01/21/2025	02/04/2025		N
ENF 25-0055	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/27/2025	01/27/2025	02/06/2025		N
<b>Total Entries</b>				<b>7</b>				
<b><u>FURNITURE OUTSIDE</u></b>								
ENF 24-1723	OLIVER ST	RESOLVED	CLOSED	10/28/2024	01/02/2025		01/02/2025	N
ENF 24-1935	DEWEY ST	RESOLVED	CLOSED	12/03/2024	01/14/2025		01/14/2025	N
ENF 24-1962	CHIPMAN ST	RESOLVED	CLOSED	12/12/2024	01/15/2025		01/15/2025	COMM
ENF 24-1970	NELSON ST	INSPECTED PROPERTY	CLOSED	12/16/2024	01/02/2025		01/02/2025	N
ENF 24-1990	AMENT ST	RESOLVED	CLOSED	12/19/2024	01/09/2025		01/09/2025	N
<b>Total Entries</b>				<b>5</b>				
<b><u>GARBAGE &amp; DEBRIS</u></b>								
ENF 24-1879	SAGINAW ST	RESOLVED	CLOSED	11/19/2024	01/23/2025		01/23/2025	N

**Code Enforcement Activity**  
**JANUARY 2025**

<b>Enf. Number</b>	<b>Address</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>Filed</b>	<b>Last Action Date</b>	<b>Next Action Date</b>	<b>Date Closed</b>	<b>Rental</b>
ENF 24-1906	DIMMICK ST	RESOLVED	CLOSED	11/21/2024	01/27/2025		01/27/2025	N
ENF 24-1923	COMSTOCK ST	RESOLVED	CLOSED	11/26/2024	01/07/2025		01/07/2025	Y
ENF 24-1940	DEWEY ST	RESOLVED	CLOSED	12/09/2024	01/06/2025		01/06/2025	N
ENF 24-2003	WILLIAMS ST	INSPECTED PROPERTY	CLOSED	12/30/2024	01/15/2025		01/15/2025	N
ENF 25-0005	RYAN ST	RESOLVED	CLOSED	01/06/2025	01/21/2025		01/21/2025	Y
ENF 25-0010	GLENWOOD AVE	INSPECTED PROPERTY	NO VIOLATION	01/06/2025	01/06/2025		01/06/2025	N
ENF 25-0015	WOODLAWN AVE	RESOLVED	CLOSED	01/07/2025	01/07/2025		01/07/2025	VACANT
ENF 25-0024	CHIPMAN ST	RESOLVED	CLOSED	01/08/2025	01/22/2025		01/22/2025	N
ENF 25-0027	CASS ST	RESOLVED	CLOSED	01/09/2025	01/15/2025		01/15/2025	N
ENF 24-1508	FLETCHER ST	INSPECTED PROPERTY	2ND TICKET ISSUED	09/23/2024	01/28/2025	02/06/2025		N
ENF 24-1873	GRACE ST	INSPECTED PROPERTY	LETTER SENT	11/19/2024	01/15/2025	02/06/2025		N
ENF 25-0044	EXCHANGE ST	LETTER SENT	INSPECTION PENDING	01/15/2025	01/24/2025	02/07/2025		Y
ENF 24-0651	HOWARD ST	INSPECTED PROPERTY	EXTENSION GRANTED	04/16/2024	01/07/2025	02/10/2025		N
ENF 24-1766	MAIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/04/2024	01/28/2025	02/11/2025		Y
ENF 24-1991	BRANDON ST	INSPECTED PROPERTY	FINAL NOTICE	12/19/2024	01/28/2025	02/11/2025		Y
ENF 25-0014	WOODLAWN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/07/2025	01/28/2025	02/11/2025		Y
ENF 23-1355	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	01/15/2025	02/24/2025		N
ENF 24-0008	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/04/2024	01/27/2025	02/24/2025		N
ENF 24-0614	KENWOOD DR	INSPECTED PROPERTY	RECHECK SCHEDULED	04/04/2024	01/13/2025	03/13/2025		N
<b>Total Entries</b>				<b>20</b>				

**GARBAGE CANS**

**Code Enforcement Activity**  
**JANUARY 2025**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0032	PINE ST	RESOLVED	CLOSED	01/13/2025	01/21/2025		01/21/2025	N
<b>Total Entries</b>				<b>1</b>				
<b><u>GARBAGE/JUNK IN ROW</u></b>								
ENF 24-1870	WILLIAMS ST	RESOLVED	CLOSED	11/19/2024	01/07/2025		01/07/2025	N
ENF 24-1933	WOODLAWN AVE	RESOLVED	CLOSED	12/02/2024	01/08/2025		01/08/2025	N
ENF 24-1967	ALGER AVE	RESOLVED	CLOSED	12/12/2024	01/02/2025		01/02/2025	N
ENF 24-1968	ALGER AVE	RESOLVED	CLOSED	12/12/2024	01/02/2025		01/02/2025	N
ENF 24-1971	HAMPTON AVE	RESOLVED	CLOSED	12/16/2024	01/23/2025		01/23/2025	N
ENF 24-1985	OAKWOOD AVE	RESOLVED	CLOSED	12/18/2024	01/13/2025		01/13/2025	N
ENF 24-2000	KING ST	RESOLVED	CLOSED	12/30/2024	01/06/2025		01/06/2025	Y
ENF 24-2001	FRAZER AVE	RESOLVED	CLOSED	12/30/2024	01/14/2025		01/14/2025	Y
ENF 24-2002	PEARCE ST	RESOLVED	CLOSED	12/30/2024	01/23/2025		01/23/2025	N
ENF 25-0001	EXCHANGE	RESOLVED	CLOSED	01/02/2025	01/09/2025		01/09/2025	N
ENF 25-0012	STEWART ST	RESOLVED	CLOSED	01/06/2025	01/23/2025		01/23/2025	N
ENF 25-0017	NORTH ST	RESOLVED	CLOSED	01/07/2025	01/14/2025		01/14/2025	N
ENF 25-0018	WATER ST	RESOLVED	CLOSED	01/07/2025	01/22/2025		01/22/2025	N
ENF 25-0019	WATER ST	RESOLVED	CLOSED	01/07/2025	01/23/2025		01/23/2025	N
ENF 25-0023	DEWEY ST	RESOLVED	CLOSED	01/07/2025	01/14/2025		01/14/2025	N
ENF 25-0026	SUMMIT ST	RESOLVED	CLOSED	01/08/2025	01/15/2025		01/15/2025	N
ENF 25-0029	CEDAR ST	RESOLVED	CLOSED	01/09/2025	01/23/2025		01/23/2025	N
ENF 25-0031	LINGLE AVE	RESOLVED	CLOSED	01/09/2025	01/15/2025		01/15/2025	N

**Code Enforcement Activity**  
**JANUARY 2025**

<b>Enf. Number</b>	<b>Address</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>Filed</b>	<b>Last Action Date</b>	<b>Next Action Date</b>	<b>Date Closed</b>	<b>Rental</b>
ENF 25-0033	SAGINAW ST	RESOLVED	CLOSED	01/13/2025	01/21/2025		01/21/2025	N
ENF 25-0034	SUMMIT ST	RESOLVED	CLOSED	01/13/2025	01/30/2025		01/30/2025	N
ENF 25-0036	ADAMS ST	RESOLVED	CLOSED	01/14/2025	01/21/2025		01/21/2025	N
ENF 25-0037	KING ST	RESOLVED	CLOSED	01/14/2025	01/22/2025		01/22/2025	N
ENF 25-0038	ADAMS ST	RESOLVED	CLOSED	01/14/2025	01/22/2025		01/22/2025	Y
ENF 25-0042	EXCHANGE ST	RESOLVED	CLOSED	01/15/2025	01/22/2025		01/22/2025	N
ENF 25-0050	HICKORY ST	RESOLVED	CLOSED	01/22/2025	01/29/2025		01/29/2025	N
ENF 25-0057	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/28/2025	01/28/2025	02/04/2025		N
ENF 25-0046	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/21/2025	01/29/2025	02/05/2025		COMM
ENF 25-0060	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/29/2025	01/29/2025	02/05/2025		N
ENF 25-0022	CHIPMAN ST	INSPECTED PROPERTY	LETTER SENT	01/07/2025	01/23/2025	02/06/2025		Y
ENF 25-0052	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/22/2025	01/29/2025	02/06/2025		N
ENF 25-0051	GROVER ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/22/2025	01/29/2025	02/12/2025		Y
<b>Total Entries</b>				<b>31</b>				
<b><u>HDC - NOTICE OF VIOLATION</u></b>								
ENF 24-1529	WASHINGTON	INSPECTED PROPERTY	REF TO CITY MANAGER	09/25/2024	01/23/2025	02/24/2025		COMM
ENF 24-1528	WASHINGTON ST	EXTENSION GRANTED	RECHECK SCHEDULED	09/25/2024	01/29/2025	02/26/2025		COMM
ENF 24-1527	EXCHANGE ST	CONTACT WITH OWNER	RECHECK SCHEDULED	09/25/2024	01/02/2025	03/03/2025		COMM
ENF 24-1717	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/24/2024	01/28/2025	04/28/2025		COMM
<b>Total Entries</b>				<b>4</b>				
<b><u>HEALTH &amp; SAFETY</u></b>								

**Code Enforcement Activity**  
**JANUARY 2025**

<b>Enf. Number</b>	<b>Address</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>Filed</b>	<b>Last Action Date</b>	<b>Next Action Date</b>	<b>Date Closed</b>	<b>Rental</b>
ENF 25-0009	RANDOLPH ST	CONTACT WITH PROPERTY MANAGER	CLOSED	01/06/2025	01/14/2025		01/15/2025	N
ENF 21-0921	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	06/23/2021	01/07/2025	03/06/2025		VAC
<b>Total Entries</b>				<b>2</b>				
<b><u>HOUSE FIRE</u></b>								
ENF 25-0054	BALL ST	COMPLAINT LOGGED	RECHECK SCHEDULED	01/27/2025	01/27/2025	02/27/2025		N
<b>Total Entries</b>				<b>1</b>				
<b><u>HOUSE NUMBERS</u></b>								
ENF 24-1587	BRADLEY ST	INSPECTED PROPERTY	CLOSED	10/07/2024	01/13/2025		01/13/2025	N
ENF 24-1730	LAFAYETTE BLVD	INSPECTED PROPERTY	CLOSED	10/29/2024	01/28/2025		01/28/2025	Y
ENF 24-1735	BRANDON ST	INSPECTED PROPERTY	CLOSED	10/29/2024	01/29/2025		01/29/2025	N
ENF 24-1891	KRUST DR	RESOLVED	CLOSED	11/20/2024	01/27/2025		01/27/2025	N
ENF 24-1905	DIMMICK ST	INSPECTED PROPERTY	CLOSED	11/21/2024	01/27/2025		01/27/2025	N
ENF 24-1949	GILBERT ST	INSPECTED PROPERTY	CLOSED	12/09/2024	01/13/2025		01/13/2025	N
ENF 24-1950	GILBERT ST	INSPECTED PROPERTY	CLOSED	12/09/2024	01/13/2025		01/13/2025	N
ENF 24-1953	ADA ST	RESOLVED	CLOSED	12/10/2024	01/13/2025		01/13/2025	N
ENF 24-1955	ADA ST	RESOLVED	CLOSED	12/10/2024	01/13/2025		01/13/2025	N
ENF 24-1957	ADA ST	INSPECTED PROPERTY	CLOSED	12/10/2024	01/13/2025			N
ENF 25-0007	CHIPMAN ST	LETTER SENT	RECHECK SCHEDULED	01/06/2025	01/06/2025	02/10/2025		COMM
<b>Total Entries</b>				<b>11</b>				

**IMMINENT DANGER OF STRUCTURE**



**Code Enforcement Activity**  
**JANUARY 2025**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 22-0059	DEWEY ST	VIOLATION EXISTS	RECHECK SCHEDULED	01/21/2022	01/15/2025	02/12/2025		VAC
				<b>Total Entries</b>	<b>1</b>			
<b><u>MISC.</u></b>								
ENF 25-0058	GRACE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/29/2025	01/29/2025	02/19/2025		VAC
				<b>Total Entries</b>	<b>1</b>			
<b><u>MULTIPLE VIOLATIONS</u></b>								
ENF 24-0936	WOODLAWN AVE	INSPECTED PROPERTY	CLOSED	05/29/2024	01/02/2025		01/02/2025	N
ENF 24-1008	LANSING ST	INSPECTED PROPERTY	CLOSED	06/13/2024	01/07/2025		01/07/2025	Y
ENF 24-1635	PINE ST	INSPECTED PROPERTY	CLOSED	10/16/2024	01/07/2025		01/07/2025	Y
ENF 24-1675	BALL ST	RESOLVED	CLOSED	10/22/2024	01/08/2025		01/08/2025	N
ENF 24-1976	BRADLEY ST	INSPECTED PROPERTY	CLOSED	12/16/2024	01/07/2025		01/07/2025	N
ENF 25-0002	EXCHANGE ST	RESOLVED	CLOSED	01/02/2025	01/15/2025		01/15/2025	N
ENF 25-0004	OLIVER ST	INSPECTED PROPERTY	CLOSED	01/02/2025	01/15/2025		01/15/2025	N
ENF 25-0025	COMSTOCK ST	RESOLVED	CLOSED	01/08/2025	01/22/2025		01/22/2025	Y
ENF 23-1108	MAIN ST	INSPECTED PROPERTY	LEGAL ACTION	10/17/2023	01/21/2025	02/04/2025		N
ENF 25-0053	SOUTH ST	CONTACT WITH OWNER	INSPECTION PENDING	01/21/2025	01/28/2025	02/04/2025		COMM
ENF 23-1358	HICKORY ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/12/2023	01/22/2025	02/05/2025		N
ENF 24-0833	MILWAUKEE ST	INSPECTED PROPERTY	PENDING 3RD TICKET	05/15/2024	01/28/2025	02/05/2025		N
ENF 24-1845	GROVER ST	LETTER SENT	PARTIALLY RESOLVED	11/13/2024	01/22/2025	02/05/2025		N
ENF 24-1867	LINGLE AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/19/2024	01/22/2025	02/05/2025		N
ENF 24-1876	RIDGE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/19/2024	01/22/2025	02/05/2025		N

**Code Enforcement Activity**  
**JANUARY 2025**

<b>Enf. Number</b>	<b>Address</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>Filed</b>	<b>Last Action Date</b>	<b>Next Action Date</b>	<b>Date Closed</b>	<b>Rental</b>
ENF 21-1578	ROBBINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/14/2021	01/06/2025	02/06/2025		COMM
ENF 24-0091	STATE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/06/2024	01/06/2025	02/06/2025		N
ENF 24-0890	STEWART ST	FINAL NOTICE SENT	RECHECK SCHEDULED	05/21/2024	01/06/2025	02/06/2025		N
ENF 24-0113	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/13/2024	01/27/2025	02/10/2025		Y
ENF 24-0333	LYNN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	03/06/2024	01/08/2025	02/10/2025		N
ENF 24-1262	LINGLE AVE	INSPECTED PROPERTY	1ST TICKET ISSUED	08/08/2024	01/28/2025	02/10/2025		N
ENF 24-1294	YOUNG ST	INSPECTED PROPERTY	1ST TICKET ISSUED	08/15/2024	01/28/2025	02/10/2025		N
ENF 21-1592	STEWART ST	INSPECTED PROPERTY	LEGAL ACTION	10/19/2021	01/28/2025	02/11/2025		N
ENF 25-0006	FREDERICK ST	LETTER SENT	RECHECK SCHEDULED	01/06/2025	01/29/2025	02/12/2025		N
ENF 25-0030	PEARCE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/09/2025	01/29/2025	02/12/2025		Y
ENF 25-0059	MASON ST	LETTER SENT	RECHECK SCHEDULED	01/29/2025	01/29/2025	02/12/2025		N
ENF 24-1183	BALL ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/26/2024	01/14/2025	02/17/2025		VACANT LOT
ENF 24-1313	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/20/2024	01/29/2025	02/19/2025		COMM
ENF 25-0011	SHIAWASSEE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/06/2025	01/23/2025	02/27/2025		N
ENF 24-0495	OLIVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/19/2024	01/06/2025	03/06/2025		N
ENF 23-1352	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	01/07/2025	03/10/2025		N
ENF 24-0907	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/23/2024	01/13/2025	03/31/2025		VAC
ENF 25-0008	YOUNG ST	CONTACT WITH OWNER	EXTENSION GRANTED	01/06/2025	01/28/2025	03/31/2025		N
ENF 23-1365	STEWART ST	CONTACT WITH OWNER	RECHECK SCHEDULED	12/13/2023	01/13/2025	04/16/2025		N
ENF 24-0140	MELINDA AVE	CONTACT WITH OWNER	RECHECK SCHEDULED	02/21/2024	01/15/2025	04/30/2025		Y

**Code Enforcement Activity**  
**JANUARY 2025**

<b>Enf. Number</b>	<b>Address</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>Filed</b>	<b>Last Action Date</b>	<b>Next Action Date</b>	<b>Date Closed</b>	<b>Rental</b>
ENF 25-0035	ADAMS ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/14/2025	01/21/2025	07/14/2025		N
				<b>Total Entries</b>	<b>36</b>			
<b><u>PLUMBING VIOLATIONS</u></b>								
ENF 25-0040	GROVER ST	INSPECTED PROPERTY	LETTER SENT	01/14/2025	01/14/2025	02/14/2025		Y
				<b>Total Entries</b>	<b>1</b>			
<b><u>RENTAL REGISTRATION</u></b>								
ENF 24-1077	COMSTOCK ST	2ND NOTICE SENT	CLOSED	07/01/2024	01/13/2025		01/13/2025	Y
ENF 24-1400	HICKORY ST	RENTAL REG FORM SUBMITTED	CLOSED	09/10/2024	01/13/2025		01/13/2025	Y
ENF 24-1747	LAFAYETTE BLVD	RENTAL REG FORM SUBMITTED	CLOSED	10/30/2024	01/29/2025		01/29/2025	Y
ENF 24-1931	CEDAR ST	RENTAL REG FORM SUBMITTED	CLOSED	11/27/2024	01/02/2025		01/02/2025	Y
ENF 24-1932	COMSTOCK ST	LETTER SENT	CLOSED	11/27/2024	01/13/2025		01/13/2025	Y
ENF 25-0039	GROVER ST	COMPLAINT LOGGED	LETTER SENT	01/14/2025	01/14/2025	02/14/2025		Y
				<b>Total Entries</b>	<b>6</b>			
<b><u>SIGN VIOLATION</u></b>								
ENF 24-1973	MAIN ST	RESOLVED	CLOSED	12/16/2024	01/02/2025		01/02/2025	COMM
ENF 25-0003	PARK ST	INSPECTED PROPERTY	RESOLVED	01/02/2025	01/02/2025		01/02/2025	N
				<b>Total Entries</b>	<b>2</b>			
<b><u>TEMPORARY STRUCTURES</u></b>								
ENF 24-1117	SOUTH ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/11/2024	01/14/2025	02/28/2025		Y
ENF 23-0658	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/29/2023	01/07/2025	03/06/2025		N
ENF 24-1013	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/17/2024	01/06/2025	03/06/2025		N

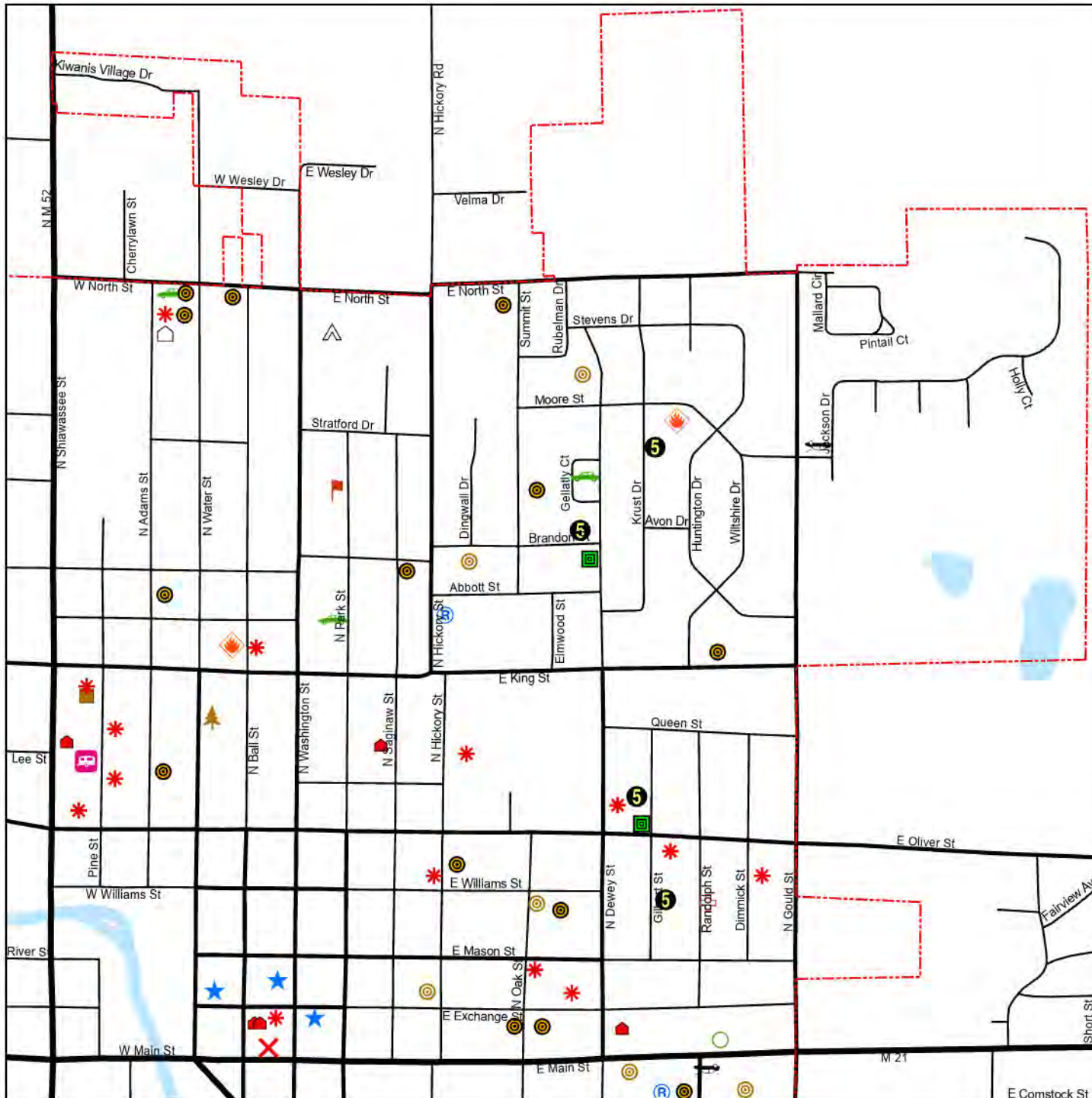
**Code Enforcement Activity**  
**JANUARY 2025**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental	
ENF 25-0021	GRAND AVE	LETTER SENT	RECHECK SCHEDULED	01/07/2025	01/07/2025	07/07/2025		Y	
<b>Total Entries</b>				<b>4</b>					
<b><u>TIRES</u></b>									
ENF 24-1978	CLARK ST	RESOLVED	CLOSED	12/17/2024	01/09/2025		01/09/2025	N	
<b>Total Entries</b>				<b>1</b>					
<b><u>TRAILER VIOLATIONS</u></b>									
ENF 24-1982	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/17/2024	01/08/2025			N	
<b>Total Entries</b>				<b>1</b>					
<b><u>VACANT STRUCTURES</u></b>									
ENF 24-0728	ADAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/01/2024	01/27/2025	03/27/2025		VAC	
<b>Total Entries</b>				<b>1</b>					
<b><u>WATER/WELL VIOLATION</u></b>									
ENF 24-1321	OAKWOOD AVE	INSPECTED PROPERTY	CLOSED	08/22/2024	01/07/2025		01/07/2025	IND	
<b>Total Entries</b>				<b>1</b>					
<b><u>WINDOWS</u></b>									
ENF 25-0016	CASS ST	LETTER SENT	RECHECK SCHEDULED	01/07/2025	01/07/2025	02/12/2025		N	
<b>Total Entries</b>				<b>1</b>					
<b>Total Records:</b>		<b>167</b>				<b>Total Pages:</b>	<b>11</b>		

# City of Owosso

## Code Enforcement Activity January 2025

### NE Quadrant



#### Category

- Auto Repair/Junk Vehicle
- Building Violations
- Dead Tree
- Demo By Neglect Hdc
- Drain Issues
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garbage & Debris
- Garbage Cans
- Garbage/Junk In ROW
- HDC - Notice Of Violation
- Health & Safety
- House Numbers
- Multiple Violations
- Rental Registration
- Sign Violation
- Temporary Structures
- Trailer Violations
- Vacant Structures

#### Other Features

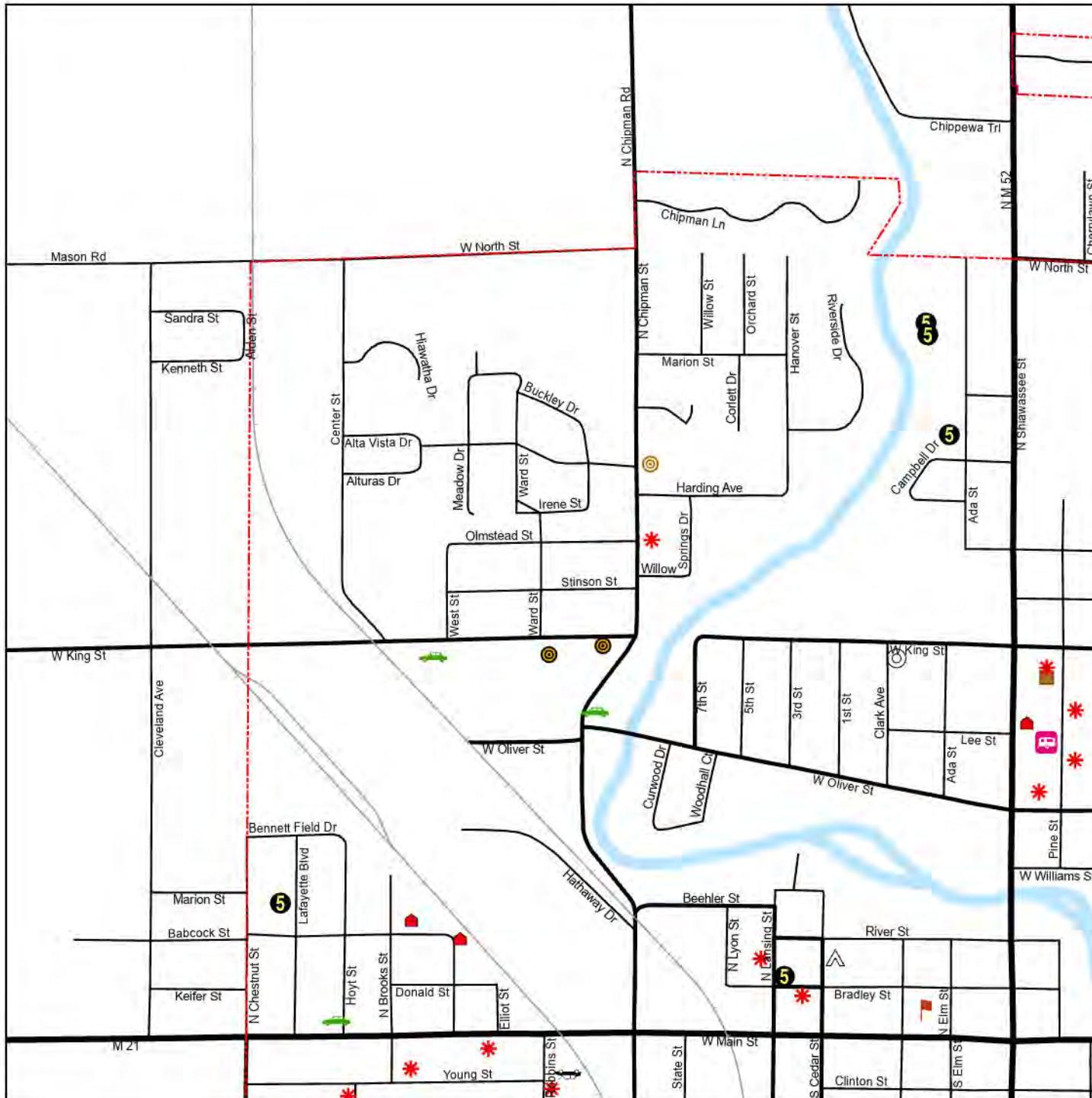
- City Limit
  - Railroads
  - River & Lakes
- 0 300 600 900 1,200 Feet



# City of Owosso

## Code Enforcement Activity January 2025

### NW Quadrant

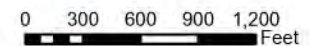


#### Category

- Auto Repair/Junk Vehicle
- Building Violations
- Front Yard Parking
- Garbage & Debris
- Garbage Cans
- Garbage/Junk In ROW
- House Numbers
- Multiple Violations
- Sign Violation
- Temporary Structures
- Tires
- Trailer Violations

#### Other Features

- City Limit
- Railroads
- River & Lakes

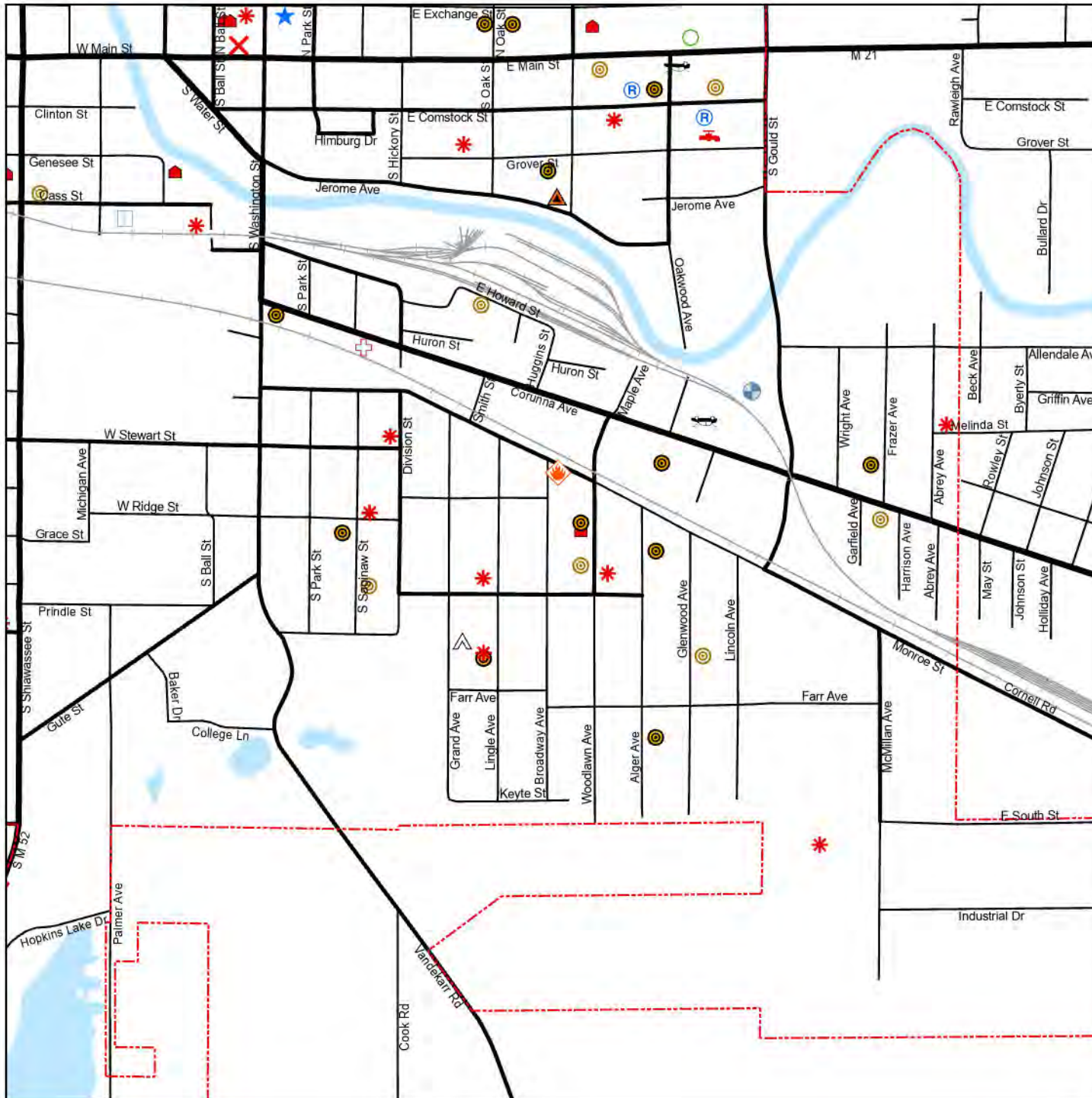


# City of Owosso

## Code Enforcement Activity

### January 2025

### SE Quadrant



- Category**
- Auto Repair/Junk Vehicle
  - Building Violations
  - Demo By Neglect Hdc
  - Drain Issues
  - Fire Damage
  - Garbage & Debris
  - Garbage/Junk In ROW
  - HDC - Notice Of Violation
  - Health & Safety
  - Imminent Danger Of Structure
  - Multiple Violations
  - Plumbing Violations
  - Rental Registration
  - Temporary Structures
  - Windows
  - Water/Well Violation

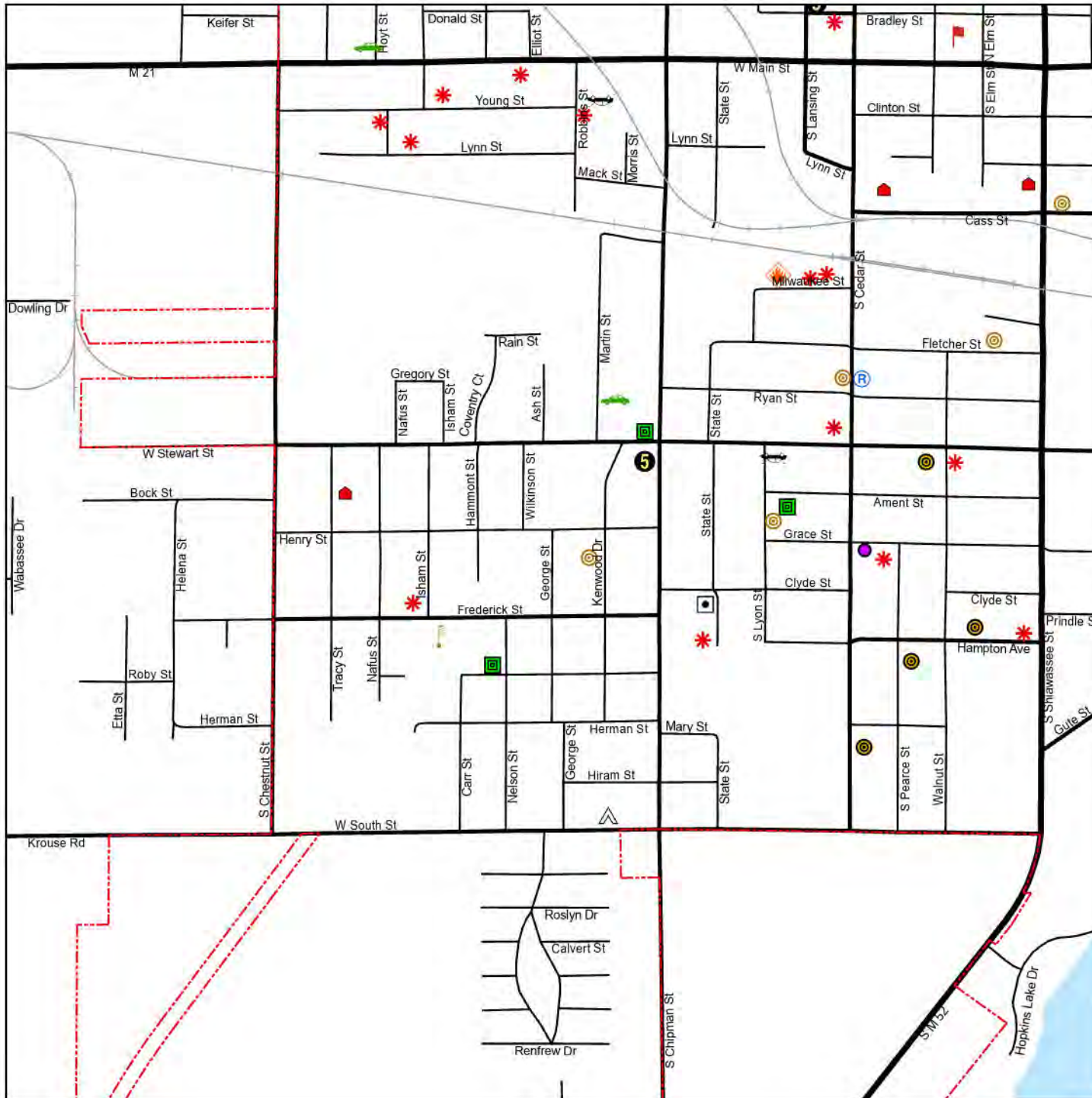
- Other Features**
- City Limit
  - Railroads
  - River & Lakes
- 0 300 600 900 1,200 Feet
- N

# City of Owosso

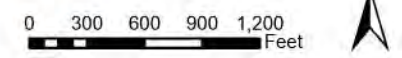
## Code Enforcement Activity

### January 2025

### SW Quadrant



- Category**
- Appliances
  - Auto Repair/Junk Vehicle
  - Building Violations
  - Chickens/Ducks
  - Fire Damage
  - Front Yard Parking
  - Furniture Outside
  - Garbage & Debris
  - Garbage/Junk In ROW
  - House Numbers
  - Misc.
  - Multiple Violations
  - Rental Registration
  - Sign Violation
  - Temporary Structures
- Other Features**
- City Limit
  - Railroads
  - River & Lakes





**Monthly Inspection List  
JANUARY 2025**

CHARLES, NATHAN	BUILDING OFFICIAL Total Inspections:	<b>53</b>
BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR Total Inspections:	<b>22</b>
HARRIS, JON	ELECTRICAL INSPECTOR Total Inspections:	<b>28</b>
FREEMAN, GREG	CODE ENFORCEMENT Total Inspections:	<b>107</b>
MAYBAUGH, BRAD	CODE ENFORCEMENT Total Inspections:	<b>87</b>
<b>Grand Total Inspections:</b>		<b>297</b>

**CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2025**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>ADULT USE RECREATIONAL RETAIL</b>												
1												1
\$5,000												\$5,000
<b>AMPHITHEATER</b>												
												0
												\$0
<b>BENTLEY PARK RENTAL</b>												
				1	2	5	4	1				13
				\$25	\$50	\$125	\$125	\$25				\$350
<b>GROWER LICENSE (Medical)</b>												
												0
												\$0
<b>HARMON PATRIDGE PARK RENTAL</b>												
					1		2					3
					\$25		\$50					\$75
<b>MOBILE FOOD VENDING (Food Truck License)</b>												
												0
												\$0
<b>PROCESSOR LICENSE</b>												
1												1
\$5,000												\$5,000
<b>PROVISIONING CENTER</b>												
												0
												\$0
<b>RECREATIONAL GROW</b>												
												0
												\$0
<b>RENTAL (Renewals)</b>												
5												5
\$250												\$250
<b>RENTAL REGISTRATIONS (New)</b>												
3												3
\$150												\$150
<b>RESIDENTIAL DESIGNATED PARKING</b>												
6												6
\$740												\$740
<b>TOTALS:</b>												
16	0	0	0	1	3	5	6	1	0	0	0	32
\$11,140	\$0	\$0	\$0	\$25	\$75	\$125	\$175	\$25	\$0	\$0	\$0	\$11,565



# OWOSSO POLICE DEPARTMENT

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

## MEMORANDUM

DATE: 12 February 2025  
 TO: Owosso City Council  
 FROM: Eric E. Cherry  
 Police Department Captain  
 RE: January 2025 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.*

*Owosso Police administration meet with Shiawassee Health & Wellness and Owosso Memorial Hospital staff about potential grant opportunities to fund a shared social worker position.*

*Our Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP) team met on multiple occasions and also completed some field work with persons that were effected by overdose.*

*The Department Administration and City IT meet with several vendors to prepare quotes for security cameras inside and outside the public safety building.*

*The Department Administration attended the M.A.G.N.E.T. board meeting where staffing changes to the unit (Michigan State Police) were discussed and 2024 cases were highlighted to board members.*

### January - 5 YEAR AVERAGE

	2021-Jan	2022-Jan	2023-Jan	2024-Jan	2025-Jan	Jan 5YR AVG
Part I Crimes	23	28	20	17	23	22.2
Part II Crimes	60	63	71	72	65	66.2
Violent Crimes	1	3	5	6	7	4.4
Total Reports	144	141	141	133	160	143.8
Felony Arrests	4	4	8	6	5	5.4
Total Arrests	25	24	44	30	22	29
Traffic Stops	108	26	213	79	105	106.2
All Dispatched Events	882	785	1071	940	835	902.6

**LAST 12 MONTHS**

	2024- Feb	2024- Mar	2024- Apr	2024- May	2024- Jun	2024- Jul	2024- Aug	2024- Sep	2024- Oct	2024- Nov	2024- Dec	2025- Jan	Last 12 Months	Average
Part I Crimes	16	26	23	31	34	30	26	25	29	19	17	23	299	24.92
Part II Crimes	96	95	129	85	111	99	97	80	95	81	70	65	1103	91.92
Violent Crimes	4	7	6	11	12	17	10	3	9	7	4	7	97	8.08
Total Reports	170	183	194	179	202	178	184	176	161	153	139	160	2079	173.25
Felony Arrests	8	5	6	6	10	7	8	4	14	8	6	5	87	7.25
Total Arrests	39	31	40	36	45	31	45	34	39	40	23	22	425	35.42
Traffic Stops	130	151	78	58	82	100	63	80	27	34	48	105	956	79.67
All Dispatched Events	969	1004	1061	898	903	915	886	1003	692	607	606	835	10,379	864.92



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

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# ***MEMORANDUM***

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DATE: February 4, 2025

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: January 2025 Fire & Ambulance Report

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Attached are the statistics for the Owosso Fire Department (OFD) for January 2025. The Owosso Fire Department responded to 267 incidents in the month of January.

OFD responded to 18 fire or rescue calls and EMS responded to 236 EMS calls.

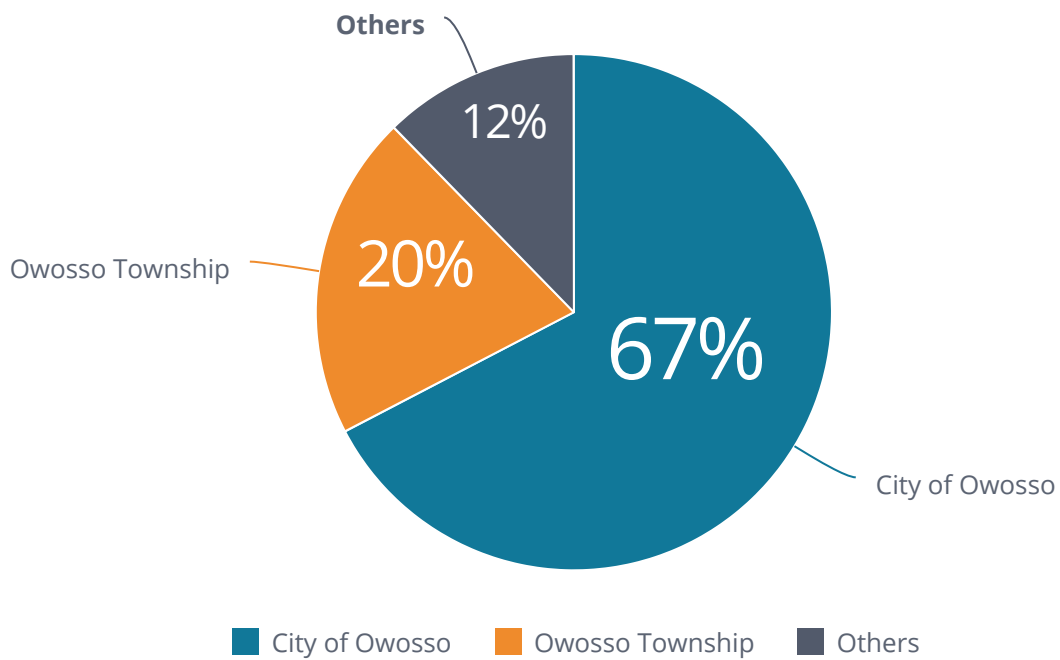
Wires Down	2
Rescue	2
Car Fire	1
False Alarm	5
Building Fire-Owosso	1
Fire-Mutual Aid	1
Gas Leak	3
Smoke Investigation	7
Total	18

# Call Volume per Zone EMS

Filter statement

Filters **Days in Dispatched** 1/1/25 to 1/31/25 | **Is Locked** true | **Is Active** true

Scene Zone	# of unique Incident Number
City of Owosso	159
Corunna EMS Coverage Area	6
Fairfield Township	6
Middlebury Township	7
Out of County Calls	3
Owosso Township	48
PERRY Ambulance Coverage Area	1
Rush Township	4
N/A	2



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

January 28, 2025

4:30 P.M.

W.W.T.P.

1. Roll (4:40 P.M.)  
Members Present: R. Suchanek, L. Walker, Jonathon Archer (new member representing Owosso Township), Amy Holek (new member representing Caledonia Township)  
Alternates Present: N. Henne  
Others Present: T. Guysky, WWTP Superintendent/Board Secretary  
J. Bloomfield, Owosso Twp/Caledonia Twp Utility Authority  
B. Langtry, Owosso Twp/Caledonia Twp Utility Authority
2. Agenda Approval: Motion by Suchanek to add discussion regarding Board alternates and approve modified agenda. Support by Archer. No discussion. Motion carries 4-0.
3. Board Alternate Requirements: Guysky noted per 1977 WWTP Agreement, each service unit must designate an alternate Board member. It was confirmed that City of Owosso and Owosso Township currently have an alternate in place, while Caledonia Township and City of Corunna do not. Holek and Walker, respectively indicated they would work on meeting this requirement.
4. Minutes of the September 24, 2024 meeting: Motion by Suchanek to approve the September 24, 2024 meeting minutes. Support by Walker. No Discussion. Motion carries 4-0.
5. Secretary's Report:
  - a) Plant Performance Summary (September-December 2024): Guysky discussed the Ammonia-Nitrogen permit exceedance in September, as well as the limited troubleshooting options and noted full permit compliance in the October through December months.
  - b) Plant Operations and Staffing: Guysky noted ongoing challenges with the plant process due to construction activities. One of the two operator/mechanic staff retired in December, with no replacement planned for that position. The plant is currently advertising for one attendant position.
  - c) WWTP Project Updates: Guysky updated the Board on the current projects. The Solids Handling Project is nearing completion, with only one small punch list item remaining. The Phase I Project work is progressing at the expected pace thus far, with disinfection and filtration equipment startup scheduled for late February 2025. The Secondary Clarifier construction is well underway, with the new drying bed available for use.

6. Old Business:
  - a) Equivalent Sewer Use Ordinance: Guysky provided updates on the state of each service unit's sewer use ordinance.
    1. Owosso Township: Up to date with correct amendments in place.
    2. Caledonia Township: Recent amendments contained a typographical error and were missing one definition amendment. There is also a historical typographical error that has been noticed and will need correction. Guysky will provide Holek with the corrections and she will begin the amendment process.
    3. Utility Authority: The ordinance has not been updated. Guysky noted Michigan EGLE reporting requires the City of Owosso to confirm from time to time that complete and correct interjurisdictional agreements are in place. The City will be unable to confirm this with the Utility Authority ordinance in its current state.
7. New Business:
  - a) 2024 Service Unit Flow Summary: Guysky explained the flow data summaries included in the meeting packet, with special emphasis on the June-October averages and their meaning.
  - b) Continuation of Public Virtual Option for Review Board Meetings: Following discussion, motion by Suchanek to continue the virtual option for the public as currently operated. Support by Archer. No further discussion. Motion carried 4-0.
8. Citizens'/Members' Comments:

NONE
9. Adjourn: Motion to adjourn by Holek. Support by Walker. No discussion. Motion carries 4-0. Meeting adjourned at 5:17 p.m.

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



**REGULAR MEETING MINUTES OF THE  
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY  
CITY OF OWOSSO**

**February 5, 2025, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Vice-Chair Lance Omer at 7:31 A.M.

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Vice-Chair Lance Omer, Mayor Robert J. Teich Jr., and Commissioners Daylen Howard, Jill Davis, and Dakota Woodworth. Commissioner Josh Ardelean arrived at 7:36 A.M. and left at 8:00 A.M.

**ABSENT:** Chair Bill Gilbert

**STAFF PRESENT:** Lizzie Fredrick, OMS & DDA Director

**AGENDA:**

**MOVED BY TEICH SUPPORTED BY WOODWORTH TO APPROVE THE FEBRUARY 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL  
MOTION CARRIED**

**MINUTES:**

**MOVED BY TEICH, SUPPORTED BY HOWARD TO APPROVE THE JANUARY 8, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.**

**AYE: ALL  
MOTION CARRIED**

**PUBLIC COMMENTS:** None

**REPORTS:** Fredrick presented the monthly financial reports.

**ITEMS OF BUSINESS:**

- 1. Fiscal Year 2024-2025 Budget Amendments:** Fredrick reviewed the proposed budget amendments highlighting a decrease in estimated Income-Promotion (248,000.674.400) due to Chocolate Walk ticket sales being overseen by the Lebowsky Center for Performing Arts and a reallocation of \$51,946.00 from Transfer to General Fund to Contractual Services, Building Maintenance-DPW, and the four OMS Committee budgets.

Fredrick clarified the additional funds allocated to Contract Services will include an increase in landscaping services and go towards flower planter construction and removal projects.

Fredrick noted that the additional funds allocated to Building Maintenance-DPW will cover costs for waste removal, maintenance for the old streetlights, and reinstallation of old streetlights in locations where they're currently missing.

Fredrick confirmed that approximately \$2,000 will be allocated to the Glow Owosso budget for a new holiday installation and that the timeline for the streetlight reinstallation project may span the current and next fiscal year.

**MOVED BY HOWARD, SUPPORTED BY ARDELEANTO ADOPT THE FISCAL YEAR 2024-2025 BUDGET AMENDMENTS AS PRESENTED.**

**AYE: ALL**

**MOTION CARRIED**

- 2. 2025-2030 Capital Improvement Plan:** Fredrick presented the 2025-2030 Capital Improvement Plan including the Downtown Streetlight Replacement Project, Parking Lot #9 Reconstruction, Main Street Plaza Masonry Repair 2.0, and Downtown Mural Project.

Fredrick noted that the Main Street Plaza Masonry Repair 2.0 is estimated to be completed in 2025 and that the Downtown Mural Project was added based on the 2025-2029 OMS Strategic Plan, which prioritizes murals and public art.

**COMMITTEE UPDATES:**

- 1. Promotion:** Davis shared that the Committee reviewed pricing for photos with The Mattesons Photography with the goal of highlighting downtown's vibrancy, obtaining promotional photos that won't become outdated due to business turnover, and collecting indoor promotional photos for events and activities that take place during the winter months.

Davis noted that the Committee decided to upgrade the quality of the gift bag this year and discussed increasing the ticket cost to \$20 for 2026 to provide event guests with a reusable tote bag.

Fredrick estimated that Chocolate Walk tickets would be available for purchase by Valentine's Day.

- 2. Organization:** Ardelean provided updates on the progress of the OMS Sponsorship webpage and Volunteer Database.
- 3. Design:** Fredrick reviewed the January Committee Meeting Minutes including updates on the Lebowsky Public Art Project and Fountain Park Seasonal Expansion.

Fredrick confirmed that the location for the Lebowsky Center's projector is still under review by the Michigan Department of Transportation and that the location requested was on Main Street between the Lebowsky Center Box Office and Huntington Bank.

Fredrick shared that the Michigan Main Street Vibrancy Grant application is due in April and that the Lebowsky Public Art Project may be an eligible project for funding.

- 4. Economic Vitality:** Howard noted that the Committee is still accepting applications for the Match on Main grant and that the February 4<sup>th</sup> Revolving Loan & Grant Program had approximately 20 people in attendance.

Howard announced that Nail Boutique Salon & Day Spa is the February Business of the Month.

Fredrick notified the Board that the Committee will be scoring a fire suppression grant application for the Revolving Loan & Grant Program at the February Committee meeting and that the grant application would come to the Board for review in March if approved by the Committee.

**DIRECTOR UPDATES:** Fredrick notified the Board that the national conference for Main Street America will be in early April in Philadelphia and that Michigan Main Street will be hosting a conference in Lansing in late February where Fredrick will be presenting Revolving Loan Funds to other Michigan communities.

**BOARD COMMENTS:** Omer shared that the Board and four Committees have vacancies and help from the community and volunteer involvement is appreciated.

**ADJOURNMENT:**

**MOVED BY TEICH, SUPPORTED BY HOWARD TO ADJOURN AT 8:08 A.M.  
AYES: ALL  
MOTION CARRIED**

**NEXT MEETING MARCH 5, 2025.**

**DRAFT**