

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 21, 2016
7:30 P.M.**

The Regular Meeting will be
preceded by the
Organizational Meeting
beginning at 7:30 p.m.

Meeting to be held at City Hall
301 West Main Street

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 7, 2016:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

CITY MANAGER REPORT

CONSENT AGENDA

1. First Reading & Set Public Hearing – Historical Commission Board Adjustment. Conduct First Reading & Set a Public Hearing for Monday, December 5, 2016 to receive citizen comment regarding the proposed amendment to Chapter 2, Administration, Article IV, Boards & Commissions, Division 2, Historical Commission, Section 2-228 – *Members; Appointment, Terms, Etc.*, to increase the size of the Historical Commission.

2. First Reading & Set Public Hearing – Retirement System Board Adjustment. Conduct First Reading & Set a Public Hearing for Monday, December 5, 2016 to receive citizen comment regarding the proposed amendment to Chapter 2, Administration, Article VII, Municipal Employees' Pensions, Section 2-403, Board of trustees, to allow City of Owosso retirees to serve on the City of Owosso Employees' Retirement System Board of Trustees.
3. Glow Owosso Permission. Approve request from Owosso Main Street for use of various streets in the downtown and High School area and the closure of Main Street Plaza at various times on November 25, 2016 for Owosso Glow events, waive the insurance requirement, and approve Traffic Control Order No. 1365 formalizing the request.
4. Purchase Authorization – DPW & Water Distribution Fleet Pickup Trucks. Authorize purchase of four Ford pickup trucks for use by the DPW and Water Distribution departments from Signature Ford Lincoln Mercury in the amount of \$109,550.00 utilizing State Contract No. 071B1300009, and further authorize payment to the vendor upon satisfactory delivery of the vehicles.
5. Change Order No. 1 – 2016 Street Patches Program. Authorize Change Order No. 1-Final to the 2016 Street Patches Program contract with Eastern Asphalt Company Inc. for additional patches and saw-cutting in the amount of \$13,073.34 and further authorize payment of the contract amount, including Change Order No. 1-Final, upon satisfactory completion of the work.
6. Warrant No. 532. Authorize Warrant No. 532 as follows:

Vendor	Description	Fund	Amount
William C. Brown, P.C.	Professional services- 10/1/16-10/31/16	Various	\$11,218.00
Safebuilt Inc.	Building department services- Oct 2016	General	\$10,140.00
Sunbelt Rentals Inc.	Lift rental	Filtration	\$ 8,120.40
Logicalis Inc	Network engineering- October 2016	Various	\$ 6,272.00
State of Michigan-MDEQ	Community public water supply annual fee	Filtration	\$ 5,594.20

ITEMS OF BUSINESS

None.

COMMUNICATIONS

1. Dennis Mahoney, Historical Commission. Letter of resignation.
2. Historical Commission. Minutes of September 12, 2016.
3. Planning Commission. Minutes of September 26, 2016.
4. Parks & Recreation Commission. Minutes of September 27, 2016.
5. Downtown Development Authority/Main Street. Minutes of October 5, 2016.
6. Downtown Development Authority/Main Street. Minutes of November 2, 2016.
7. Historical Commission. Minutes of October 10, 2016.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, December 05, 2016

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2018
Historical Commission – 2 terms expire December 31, 2017

ADJOURNMENT

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

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF NOVEMBER 7, 2016
7:30 P.M.**

PRESIDING OFFICER: MAYOR BENJAMIN R. FREDERICK

OPENING PRAYER: PASTOR MARLENE WEBSTER
OWOSSO CITY CHURCH

PLEDGE OF ALLEGIANCE: MAYOR PRO TEM CHRISTOPHER T. EVELETH

PRESENT: Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth,
Councilpersons Burton D. Fox, Elaine M. Greenway, and Robert J. Teich,
Jr.

ABSENT: Councilpersons Loreen F. Bailey and Michael J. O'Leary.

APPROVE AGENDA

Motion by Mayor Pro-Tem Eveleth to approve the agenda with the addition of the Fifth Amendment to the original purchase agreement with Cargill, Incorporated as Item of Business #3.

Motion supported by Councilperson Fox and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 17, 2016

Motion by Councilperson Fox to approve the Minutes of the Regular Meeting of October 17, 2016 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Kathryn Burkholder from Consumers Energy, 1000 Grand Oaks Dr., Howell discussed the new, upgraded meters that will be coming in spring or early summer. They will have a cell phone chip in them and every night Consumers will get a text type message with notifications, including accurate reads so customers receive an accurate bill. Customers will be able to go online and look at their hourly energy usage. The outage management system will tell when customers are out of power. Communications from Consumers will be coming a month ahead of getting the new meters and then two weeks before installation. Customers do not need to be home for the installation and will be notified by a door hangar when the work is complete. Customers can opt-out from the new meters, but will see a one-time opt-out fee of \$69.39 and then \$9.72 per meter read.

Phil Hathaway, 736 Elmwood St., has known Ben Frederick since he was a child. He thanked Ben for growing up and serving the city for so many years.

Eddie Urban, 601 Glenwood, Friday is Veteran's day and Central School is having a program for veterans.

Mike Espich, 1124 Ada St., and Chair of the Parks and Recreation Commission. Started in September, 2012 to improve the skate park. Spent a year and raised money and came up with a great idea for a new park. Moving the Grove Holman location with the new park will cost around \$250,000. We won't need to build restrooms or a parking lot, since it's already there. Grove Holman is an under-utilized park since it's primarily used for winter sledding. This will bring summer activity to the park. With passage of this relocation of the skate park, we can move forward.

Mayor Frederick presented City Clerk Amy Kirkland with the following Mayoral Certificate of Recognition:

I am truly honored to recognize someone who has helped to ensure both my success in my duties and the success of our council as a whole over these many tumultuous years. Amy Kirkland has consistently exuded the highest level of professionalism in her role as Clerk for our city. Her ethics and character have never been in question as she handles each request made to her office with diligence and evenhanded care.

Owosso's residents can be certain that our elections are managed with transparency and care as Amy leads the charge on any and all initiatives which encourage additional participation by the electorate.

Time and again, Amy has sought to embrace new technologies and practices to make her office more efficient and effective in meeting the needs of residents.

As Mayor, I have had the privilege to see the seriousness with which Amy approaches her roles as Clerk of the Council. Amy holds herself to an extremely high professional standard with inspires commensurate excellence on the part of her peers. She handles difficult people and situations with patience and grace. Her thoughtful guidance and encouragement remain a constant source of strength throughout City Hall.

I am also appreciative to Amy and her husband Brad for the many roles they have taken on within our community on both a volunteer and charitable basis. Consistent with their humble character, many of their contributions will never be known as they give of themselves without seeking recognition. That is a picture of generosity and service to which we all should aspire.

For these and many other reasons I am, therefore, most honored in my last official act as Mayor of Owosso to recognize Owosso City Clerk Amy Kirkland and offer my sincere thanks to her on behalf of the Council and citizenry she strives to serve.

CITY MANAGER REPORT

Sitting in for City Manager Donald D. Crawford, Assistant City Manager Susan K. Montenegro presented a project status report. On the Cargill/Sonoco roadway project, Crawford Contracting started brush clearing today at the site for the roadway and utility project. A pre-construction meeting was held for the Lincoln School project, permits have been pulled and work is underway. Staff is reviewing presentations and proposals on the AMR meter reading system. The North Street culvert is fully complete and grass is growing. Construction has been put on hold at the Shiawassee Sanitary Landfill site. Equipment condition assessment was completed last week for the SAW grant for WWTP, the structural evaluation will happen next in November. Sewer modeling has been done for the SAW grant collection system. Final plans are ready for submission to MDOT for the East Oliver Street project. Brush cleaning has been completed for the utility easement for the Heintz Road well replacement. Street patches and sidewalks are complete. City leaf crews have begun the second pass through the city today and will likely require a third pass because of the late fall. The audit team arrived today.

Mayor Frederick stated that we will definitely need to do a third sweep for leaves.

Councilperson Fox clarified when the East Oliver Street meeting with residents will take place and that is on Thursday, November 10 from 4:00pm to 6:00pm in the Council Chambers of City Hall.

CONSENT AGENDA

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

Change Order No. 2 – 2015-2016 Sidewalk Replacement Programs. Consider approval of additional work required to complete the current sidewalk replacement program in the amount of \$14,206.59.

RESOLUTION NO. 132-2016

AUTHORIZING THE EXECUTION OF CHANGE ORDER NO. 2 WITH SEIFERT CONCRETE FOR THE 2015-2016 SIDEWALK REPLACEMENT PROGRAMS

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract to Seifert Concrete to complete the 2015 and 2016 Sidewalk Replacement Programs on July 18, 2016.

WHEREAS, the City requested additional work from Seifert Concrete, which has been completed and is eligible for payment.

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

- FIRST: The City of Owosso has determined that it is advisable, necessary and in the public interest to pay Seifert Construction for work completed on the 2015-2016 Sidewalk Replacement Programs as amended by Change Order No. 2.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Amendment to the Contract for Services between the City of Owosso and Seifert Concrete increasing the total amount by \$14,206.59 to \$114,695.59.
- THIRD: The accounts payable department is authorized to pay Seifert Concrete for work satisfactorily completed on the project up to the contract amount as detailed in Change Order No. 2.
- FOURTH: The above expenses shall be paid from General Fund Account No. 202-463-728000 and 203-463-728000, Major and Local Street Maintenance Funds.

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

Name	Board/Commission	Term Expires
Michael Meyer	Building Board of Appeals	06-30-2019

2016 Annual Water Quality Report Amendment. Approve corrections, as listed, to the previously submitted 2016 Annual Water Quality Report required by the Michigan Department of Environmental Quality.

Resolution Authorizing the Purchase of SQL Server Licensing. Consider authorizing the purchase of three SQL Server Core Licenses in the amount of \$7,485.00.

RESOLUTION NO. 133-2016

AUTHORIZING THE PURCHASE OF THE SQL SERVER CORE LICENSING

WHEREAS, the city of Owosso, Shiawassee County, Michigan, Information & Technology (IT) Department recently purchased a new server for the BS&A Software that requires new Microsoft SQL Server 2016 Standard Core licenses;

WHEREAS, the City of Owosso received the Michigan Masters Computer – MiDEAL contract utilizing CDW-G; and it is hereby determined that CDW-G is qualified to provide such equipment; and

WHEREAS, this is a budgeted item from IT Equipment;

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

- FIRST: the City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase the SQL Server 2016 Standard Core licenses from CDW-G for a cost to the City of Owosso of \$7,485.00.
- SECOND: the mayor and city clerk are instructed and authorized to approve the purchase order between the City of Owosso, Michigan and CDW-G up to the amount of \$7,485.00.
- THIRD: the above expenses shall be paid from the IT Equipment fund, 101-258-978.000.

Resolution Authorizing the Purchase of an HVAC System for WWTP. Consider authorizing the purchase of a new HVAC system for the WWTP from William Floyd Mechanical Contractors and authorize payment up to the bid amount of \$107,027.00 for services once completed.

RESOLUTION NO. 134-2016

**AUTHORIZING SERVICE AGREEMENT AND PAYMENT TO
LAKESIDE EQUIPMENT CORPORATION
FOR PURCHASE OF HVAC SYSTEM
AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the replacement of a HVAC System; and

WHEREAS, the existing HVAC System boilers are beyond economical overhaul and have expended their operational service life, and competitive bids were solicited and received to replace the aged inefficient boilers with more efficient HVAC units, and William Floyd Mechanical Contractors provided the low and responsive price in the amount of \$101,027.00; and

WHEREAS, the City Utilities Director has reviewed the proposal and verified the replacement units needed to replace the HVAC heating system, and recommends authorizing William Floyd Mechanical Contractors to provide the equipment and installation services in the amount of \$101,027.00, plus contingency funds in the amount of \$6,000.00, for a total of \$107,027.00.

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

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with William Floyd Mechanical Contractors for the purchase of two each Cambridge S-950 direct fire natural gas units, and one each Cambridge S-400 direct fire natural gas unit for installation and use at the Wastewater Treatment Facility.

SECOND: The accounts payable department is authorized to submit payment to William Floyd Mechanical Contractors in an amount not to exceed \$107,027.00 upon delivery, installation and startup of said equipment as bid.

THIRD: The above expenses shall be paid from account No's. 599-901-975.000 and 599-901-977.000.

Living Nativity Permission. Approve the request from First United Methodist Church for the use of Washington and Water Streets north of North Street for a Live Nativity Scene Saturday, December 10, 2016 from 5:30pm until 10:00pm, and authorization of Traffic Control Order No. 1364 formalizing the action.

Warrant No. 531. Authorize Warrant No. 531 as follows:

Vendor	Description	Fund	Amount
Orchard Hiltz & McCliment Inc.	Water Reliability Study payment	Water	\$ 5,688.50
Michigan Municipal League Workers' Compensation Fund	3 rd installment for FY 16/17	Various	\$ 20,062.00
State of Michigan-MDOT	Payment for North St improvements	Local Streets	\$ 8,478.87
Waste Management of MI	Landfill charges 10/1/16 – 10/15/16	WWTP	\$ 13,882.93
Dickinson Wright PLLC	Shiawassee Landfill PLP group assessment payment	General	\$169,352.31
Key Government Finance Inc	Phone system final payment	General	\$ 26,256.84
Owosso Charter Township	Owosso Charter Township 2011 Water Agreement payment- 7/1/16-9/30/16	Water	\$ 10,135.39
Caledonia Charter Township	Caledonia Utility Fund payment- 7/1/16-9/30/16	Water	\$ 26,924.52

Check Register – September 2016. Affirm check disbursements totaling \$2,668,572.41 for September 2016.

Check Register – October 2016. Affirm check disbursements totaling \$1,339,520.52 for October 2016.

Motion supported by Councilperson Greenway.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Fox, Greenway, Teich, and Mayor Frederick.

NAYS: None

ABSENT: Councilperson Bailey and O'Leary.

ITEMS OF BUSINESS

Planning Commission Amended Bylaws – Change in Meeting Time

Motion by Mayor Pro-Tem Eveleth to approve the proposed amended bylaws for the City's Planning Commission as follows:

RESOLUTION NO. 135-2016

AMENDING THE CITY OF OWOSSO PLANNING COMMISSION BYLAWS ARTICLE V, SECTION 5.1: MEETINGS CHANGING THE MEETING TIME

WHEREAS, Article V, Section 5.1: Meetings, of the planning commission bylaws requires meetings be held on the fourth Monday of each month beginning at 7:00 pm and conclude by 9:00 pm; and

WHEREAS, the current planning commission members find that meeting day and time to be inconvenient; and

WHEREAS, the Commission recommends the bylaws be changed to reflect a new meeting time.

NOW THEREFORE BE IT RESOLVED that Article V, Meetings, of the Owosso Planning Commission Bylaws be amended as follows:

ARTICLE V. Meetings

Section 5.1 The Planning Commission shall hold its regular monthly meetings in the City Council Chambers, located at 301 W. Main St., Owosso, Michigan on the fourth Monday of each month. All meetings shall begin at ~~7:30 p.m. and must end by 9:00 p.m.~~ **6:30 p.m. and must end by 8:30 p.m.**, unless adjournment is postponed by action of the majority of the Commissioners present. Additional meetings may be scheduled on the city's annual calendar to reflect additional planning needs or conflicts with holidays and other meetings.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Councilpersons Teich, Fox, Greenway, Mayor Pro-Tem Eveleth, and Mayor Frederick.

NAYS: None

ABSENT: Councilpersons O'Leary and Bailey.

Location Approval Reconsideration – Skate Park

Motion by Councilperson Teich to reconsider the decision regarding the location of the new skate park made during the October 17, 2016 Council meeting. (The original motion to approve the placement of the new skate park at Grove Holman Park failed for lack of affirmative votes.)

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Teich, Fox, Greenway, and Mayor Frederick.

NAYS: None.

ABSENT: Councilpersons Bailey and O'Leary.

The item recommending placement of the new skate park at Grove Holman Park can now be reconsidered.

Motion by Mayor Pro-Tem Eveleth to approve the recommendation of the Parks & Recreation Commission to place the new skate park in Grove Holman Park near the location of the former pool as follows:

RESOLUTION NO. 136-2016

**RESOLUTION AUTHORIZING THE PLACEMENT OF A NEW SKATE PARK
AT GROVE HOLMAN PARK**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Parks & Recreation Commission met September 27, 2016 and recommends approval of Grove Holman Park as the location for the new skate park yet to be built; and

WHEREAS, the new skate park would aid the Parks & Recreation Commission in achieving its number one priority to promote healthy lifestyles, attract tourists and offer recreational outlets; and

WHEREAS, the Parks and Recreation Commission, along with staff, will be seeking funding for the new skate park through donations and future grants.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan approves the location, as stated above.

BE IT FURTHER RESOLVED THAT the city council hereby permits members of the Parks and Recreation Commission to solicit funds and grants for this project in accordance with city ordinance and policy.

Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Councilpersons Teich, Fox, Mayor Pro-Tem Eveleth, Councilperson Greenway, and Mayor Frederick.

NAYS: None

ABSENT: Councilpersons Bailey and O'Leary.

Fifth amendment to the original purchase agreement with Cargill, Incorporated

Motion by Mayor Pro-Tem Eveleth to approve amendment number five to the purchase agreement with Cargill, Incorporated, listing the correct sale price of \$67,081.00 and updating the legal description of the property as follows:

RESOLUTION NO. 137-2016

**FIFTH AMENDMENT TO SALE AND PURCHASE OF PROPERTY AGREEMENT
WITH CARGILL, INCORPORATED**

WHEREAS, the city entered into a purchase agreement with Cargill, Incorporated on June 15, 2015 to sell a vacant industrial-zoned 18.766 acre parcel commonly known as 1509 West Oliver Street; and

WHEREAS, after the city of Owosso has completed its due diligence, recognizing the need to keep a small portion of the original property to contain a portion of the public roadway giving access to the property, the total amount of acreage has changed, therefore changing the total sale price and the legal description; and

WHEREAS, Article II, Section 2.1 of the original purchase agreement is deleted in its entirety and replaced with the following;

“In consideration of Seller's agreement to sell the Property, Cargill agrees to pay to Seller as the full purchase price (the "Purchase Price") for the Property the sum of SIXTY SEVEN THOUSAND EIGHT ONE and NO/100 DOLLARS (\$67,081.00), which sum is calculated at the rate of THREE THOUSAND SEVEN HUNDRED and NO/100 DOLLARS (\$3,700.00) per acre and on the basis of the Property comprising 18.13 acres. The Purchase Price shall be paid by Cargill to Seller in full on the Closing Date by check or by wire transfer of funds to an account designated by Seller.”

and

WHEREAS, the new legal description is as follows:

PART OF THE SOUTH 1/2 OF SECTION 14, TOWN 7 NORTH, RANGE 2 EAST, OWOSSO TOWNSHIP AND CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN, DESCRIBED AS BEGINNING AT A POINT ON THE EAST-WEST ¼ LINE OF SAID SECTION 14 WHICH IS N89°59'47"E, ALONG SAID EAST-WEST 1/4 LINE, 2469.13 FEET FROM THE WEST 1/4 CORNER OF SAID SECTION 14; THENCE CONTINUING N89°59'47"E, ALONG SAID EAST-WEST ¼ LINE, 183.85 FEET TO THE INTERIOR 1/4 CORNER OF SAID SECTION 14; THENCE S01°41'55"W, ALONG THE NORTH-SOUTH 1/4 LINE OF SAID SECTION 14, 33.01 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF KING STREET; THENCE N90°00'00"E, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, 418.35 FEET; THENCE S42°07'54"E, 1066.59 FEET; THENCE N48°37'29"E, 34.45 FEET; THENCE S42°56'25"E, 177.70 FEET; THENCE S47°12'54"E, 180.00 FEET; THENCE S47°56'18"W, 53.13 FEET; THENCE S42°08'10"E, 124.19 FEET; THENCE S42°52'00"W, 78.93 FEET; THENCE 58.33 FEET ALONG THE ARC OF A 78.00 FOOT RADIUS CURVE TO LEFT HAVING A DELTA ANGLE OF 42°50'48" AND A CHORD BEARING AND DISTANCE OF S21°26'39"W, 56.98 FEET; THENCE S00°01'18"W, 46.00 FEET; THENCE N89°58'43"W, 419.90 FEET TO A POINT ON THE NORTHWESTERLY RIGHT OF WAY LINE OF GREAT LAKES CENTRAL RAILROAD; THENCE N40°33'37"W, ALONG SAID NORTHWESTERLY RAILROAD RIGHT OF WAY LINE, 1761.20 FEET TO THE POINT OF BEGINNING.

Containing 18.13 acres of land and being subject to easements, rights of way or restrictions of record.

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

FIRST: The Article II, Section 2.1 of the Purchase Agreement is amended to \$67,081.00.

SECOND: The legal description of the Property is amended as shown.

THIRD: The Mayor and City Clerk are instructed and authorized to execute appropriate documents to amend this purchase agreement and execute the sale.

Motion supported by Councilperson Teich.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Greenway, Fox, Teich, and Mayor Frederick.

NAYS: None.

ABSENT: Councilpersons O'Leary and Bailey.

COMMUNICATIONS

N. Bradley Hissong, Building Official. October 2016 Building Department Report.

N. Bradley Hissong Building Official. October 2016 Code Violations Report.

Kevin D. Lenkart, Public Safety Director. October 2016 Police Report.

Kevin D. Lenkart, Public Safety Director. October 2016 Fire Report.

CITIZEN COMMENTS AND QUESTIONS

Mike Cline, 621 Wright Ave., there's a tree on city property between the Gould Street Bridge and the water treatment plant that is hanging down. It is causing stress on the wires from the tree laying on it, across Allendale. The south side of the Gould Street Bridge between Corunna Avenue has all of the lights out and it's very dark at night.

Schaffer Fox, 510 E. Oliver St., thank you, Ben for being from Owosso and for being our mayor. These are huge shoes for someone to fill. Ben, you're like Clark Kent, you lift people up and get the job done! Thank you for all you've done! What a great ambassador and what a great leader! Good luck in your future.

Eddie Urban, 601 Glenwood, wish more people would come to the Council meetings and see what's going on. Loves everyone here, keep up the good work.

Mike Espich, 1124 Ada, thanked Council for the reconsideration of the skate park, we greatly appreciate it! Ben's my kind of politician, get things done!

Councilperson Fox, as we look to tomorrow, there are five seats that must be filled. Even more important than the Council election is the street bond proposal. I hope that the bond passes so that street issues are easier to deal with. Encourage people to vote yes on the bond. Thank all of the citizens that were involved in the bond committee, they did a good job.

Councilperson Greenway, it's been a pleasure to work with you, Ben, and watch how you handle yourself in situations. Do a good job!

Councilperson Teich, I knew both Ben and Chris from Kiwanis and was approached to run for Council. Ben, it's a pleasure to work with you and learn from you and has been an honor to be on Council with you.

Councilperson Fox, Ben and I have not been on the same side of all the issues. This Council has always supported whatever was accepted/passed in unity and work together to make sure it's done.

Mayor Pro-Tem Eveleth, Ben, you are all right! Ben set a standard for the way a meeting gets run and for efficiency and civil discussion. Thank you, Ben, for your long service to the city.

Mayor Frederick, I'll be back later this month to have my picture hung on the wall. Three different councils have had the confidence to name me as mayor. I'm the youngest, but most senior member of the Council. Very grateful, thank you all!

ADJOURNMENT

Motion by Mayor Pro-Tem Eveleth for adjournment at 8:21 p.m.

Motion supported by Councilperson Greenway and concurred in by unanimous vote.

Benjamin R. Frederick, Mayor

Jessica Unangst, Director of Human Resources
Recording Secretary



MEMORANDUM

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

DATE: November 16, 2016

TO: Owosso City Council

FROM: Robert V. Doran, Historical Facilities Director

SUBJECT: Increase the membership of the Historical Commission from eight (8) members at large to ten (ten) members at large

RECOMMENDATION:

The Historical Commission finds it prudent and reasonable to recommend that we increase our membership from eight (8) members at large to ten (10) members at large (plus one Councilmember). Currently members of the Historical Commission are responsible to work on specific committees. These include:

- Education
- Merchandising
- Volunteers
- Marketing & Social Media
- Fundraising
- Facilities
- Exhibitions and Events
- Acquisitions

As we continue to grow and add capacity, looking toward a self-sustainable framework that includes a new fiscal relationship with the City of Owosso, we would like to add the following committees:

- Legal
- Finance and Accounting

We believe that adding additional members will allow us to meet and exceed the needs of the Historical Commission and the community.

RESOLUTION NO.

**FIRST READING AND SET PUBLIC HEARING FOR
AN AMENDMENT TO CHAPTER 2, ADMINISTRATION,
ARTICLE IV, BOARDS & COMMISSIONS, DIVISION 2, HISTORICAL COMMISSION,
SECTION 2-228 – MEMBERS; APPOINTMENT, TERMS, ETC.
TO INCREASE THE SIZE OF THE HISTORICAL COMMISSION**

WHEREAS, the Owosso Historical Commission currently consists of one (1) member from the City Council and eight (8) members at large appointed for three year terms; and

WHEREAS, the Owosso Historical Commission wishes to raise the number from eight (8) members at large to ten (10) members at large; and

WHEREAS, this increase in membership will allow the Historical Commission the flexibility to meet and exceed the needs of the community.

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

SECTION 1. AMENDMENT. That existing Article IV, Buildings & Commissions; Division 2, Historical Commission; section 2-228 – members; appointment, terms, etc., be amended to read:

Sec. 2-228. - Members; appointment, terms, etc.

The members of the historical commission shall be appointed by the city council. Membership shall consist of one (1) member from the council and ~~eight (8)~~ **ten (10)** members at large appointed for three-year terms. No member at large shall be appointed to the historical commission for more than two (2) successive terms unless one (1) year has elapsed after his or her second term expires.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, December 5 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

SECTION 3. AVAILABILITY. The ordinance may be purchased or inspected in the City Clerk's Office, Monday through Friday between the hours of 9:00 a.m. and 5 p.m.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.



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

MEMORANDUM

TO: City of Owosso Council

FROM: William C. Brown, City Attorney

DATE: November 17, 2016

RE: Pension Board Ordinance Amendment

At a recent City of Owosso Pension Board Meetings the issue had been discussed as to whether the City Ordinance should to be amended to allow retired members to serve on the Pension Board if there are no active members able or willing to serve. As certain employee groups are closed it is, and will become, more difficult to get active members to serve on the board. At the last Pension Board Meeting the board passed the attached Resolution and asked that the Council consider the attached Ordinance Amendment and put it on for first reading.

WCB/jmr
Enclosure

cc: Mr. Donald Crawford, City Manager
Ms. Amy K. Kirkland, City Clerk

RESOLUTION NO. R-01-2016

**RESOLUTION OF CITY OF OWOSSO
RETIREMENT SYSTEM BOARD**

WHEREAS the Owosso Code at Section 2-403 creates a Board of Trustees for the Owosso Retirement System;

WHEREAS the ordinance currently requires seven (7) members on the Board of Trustees consisting of:

- (1) The mayor or a councilman who is not eligible to participate in the retirement system as a member or retirant;
- (2) A second councilman who is not eligible to participate in the retirement system as a member or retirant;
- (3) A citizen who has the qualifications required by the Charter for holding an elective city office and who is not eligible to participate in the retirement system as a member or retirant, to be appointed by the council;
- (4) A police officer member to be chosen by the police officer members;
- (5) A firefighter member to be chosen by the firefighter members; and
- (6) Two (2) general city members: One (1) general city member to be chosen by non-unionized general city members and one (1) general city member to be chosen by the unionized general city members.

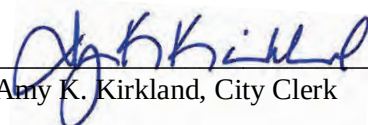
WHEREAS new general city members and new AFSCME union members have been closed out of the pension plan; and

WHEREAS the number of employees available to serve on the Board of Trustees is thereby reduced and it would be beneficial to have a retiree serve on the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF OWOSSO RETIREMENT SYSTEM BOARD OF TRUSTEES:

- FIRST: That the Owosso City Council amend City Code Section 2-403 to allow a retiree on the Retirement System Board of Trustees.
- SECOND: That the Amendment call for the retiree Board Member to be elected from any closed employee group, including but not limited to general city members and AFSCME union members, after it has been determined that no active members are willing and able to serve.
- THIRD: That the amendment require that only active and retired members of a closed employee group including but not limited to general city members and AFSCME union members will vote for the retiree Board Member.

I hereby certify that the foregoing document is a true and correct copy of a resolution adopted by the City of Owosso Employees' Retirement System Board of Trustees at the regular meeting of October 26, 2016 and which has not been rescinded or modified in any way whatsoever and is at present in full force and effect.



Amy K. Kirkland, City Clerk

RESOLUTION NO.

**SETTING A PUBLIC HEARING TO CONSIDER AMENDING
OWOSSO CITY CODE SECTION 2.403 TO ALLOW RETIREES TO SERVE
ON THE RETIREMENT SYSTEM BOARD OF TRUSTEES**

WHEREAS, the City of Owosso has a pension system designed to provide a defined benefit to City employees after they retire; and

WHEREAS, the pension system is administered by a Board of Trustees, comprised in part of current City employees elected to represent the various groups that make up the staff; and

WHEREAS, cost reduction measures have led to the closure of the system to new members of some employee groups; and

WHEREAS, the continued retirement of employees that are members of the system has resulted in an ever-smaller pool of employees qualified to serve on the board; and

WHEREAS, it is vital to maintain the board's oversight of the system consistent with the City Charter provisions that originally created the pension system in 1964; and

WHEREAS, the current Board of Trustees has carefully considered the options available and recommends that the ordinance that now governs the pension system be amended to allow City of Owosso retirees to serve on the board of trustees; and

WHEREAS, the item must now be considered by the City Council and a public hearing by the Council is required before any such ordinance amendment can be acted upon.

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

SECTION 1. ADDITION. That Section 2-403(a)(7) be added to Section 2-403, Board of trustees, of the Code of the City of Owosso to read:

Sec. 2-403. – Board of trustees.

- (a) There is hereby created a board of trustees (the "board") in whom is vested the general administration, management, and responsibility for the proper operation of the retirement system and for making effective the provisions of this article. The board shall consist of seven (7) trustees as follows:
- (1) The mayor or a councilman who is not eligible to participate in the retirement system as a member or retirant;
 - (2) A second councilman who is not eligible to participate in the retirement system as a member or retirant;
 - (3) A citizen who has the qualifications required by the Charter for holding an elective city office and who is not eligible to participate in the retirement system as a member or retirant, to be appointed by the council;
 - (4) A police officer member to be chosen by the police officer members;
 - (5) A firefighter member to be chosen by the firefighter members; and
 - (6) Two (2) general city members: One (1) general city member to be chosen by non-unionized general city members and one (1) general city member to be chosen by the unionized general city members.

(7) If there are no active members of the employee groups listed in sub-paragraphs (4) (5) and (6) above able or willing to serve, a retired member of the group may be elected by active and retired members of such group.

(b) The choosing of the trustees provided for in paragraphs (4), (5), and (6), above, shall be held in the month of May in each year under such rules and regulations as the board shall, from time to time, adopt.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, December 5, 2016 at or about 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

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

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



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

MEMORANDUM

DATE: November 9, 2016

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1365

Owosso Main Street proposes the use of the following for the Owosso Glow events being held on November 25th 2016.

1. Glow Owosso Tree Lighting Ceremonies - Main Street Plaza from 3:00 pm to 9:00 pm.
2. Glow Parade - Line-up on N. Washington in front of and around Fayette Square, then south down Washington St. to Jerome Ave.
3. Glow 5K - Mason St, from Water to Washington St.;
Washington St from Mason to North St.
North St, east to the entrance to Owosso High School
Returning along the same route to the starting point

The Public Safety Department has issued Traffic Control Order No. 1365 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval of the application, waiver of the insurance requirement, and authorization of the traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1365

11/9/16

9:00 am

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Main Street Plaza Closure, Street Closure

LOCATION OF CONTROL

1. Glow Tree Ceremonies - Main St. Plaza
2. Glow Parade – Line up on N. Washington in front of and around Fayette Square, then south down Washington St. to Jerome Ave.
3. Glow 5K - Mason St. from Water to Washington St.
Washington St. from Mason to North St.
North St. to the entrance to Owosso High School
Return along same route to starting point

EVENT: **Friday, November 25, 2016**

1. Tree Lighting Ceremony: 3:00 pm – 9:00 pm
2. Glow Parade: 5:30 pm – 8:00 pm
3. Glow 5K Run Walk: 2:00 pm – 7:00 pm

APPROVED BY COUNCIL

_____, 20 ____

REMARKS

Request single barricades on N. Washington at intersections between Oliver and Main Streets for the parade; CRW will provide additional traffic control for the parade and 5K



APPLICATION FOR USE OF
PARKING LOTS, PARADES, OR SIMILAR EVENTS

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

The request for use of the parking lots, parade, or similar event shall be submitted to the Director of Public Safety not less than 14 days nor more than 120 days before the date for which the use is requested.

The submission of a request by an individual or organization for a traffic control order pursuant to these rules and regulations shall constitute an agreement to indemnify and hold the City and its officers and employees harmless from any and all liability arising from the event or activities for which the request is made.

Name of individual or group: Owosso Main Street Date: 11/10/16

Primary Contact Person
Name: John Hankerd
Title: Event Manager
Address: 116 W. Exchange St
Owosso, MI 48867
Phone: 989-725-2979

Requested Date(s): Friday 11/25/16 Requested Hours: 3:00pm - 9:00pm

Area Requested (Parking Lot - Parade Route): Main Street Plaza

Detailed description of the use for which the request is made: Glow Owosso Tree

Lighting & Holiday Ceremonies

- ☐ Attach copies of any rules or policies applicable to persons participating in the event.
- ☐ Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.
- or
- ☒ The City Council may waive such 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.

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

Approved ☐ Not Approved ☐ Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



APPLICATION FOR USE OF
PARKING LOTS, PARADES, OR SIMILAR EVENTS

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

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The submission of a request by an individual or organization for a traffic control order pursuant to these rules and regulations shall constitute an agreement to indemnify and hold the City and its officers and employees harmless from any and all liability arising from the event or activities for which the request is made.

Name of individual or group: Owosso Main Street Date: 11/10/16

Primary Contact Person
Name: Debra Adams

Title: Event Manager

Address: _____

Owosso, MI 48867

Phone: 989-723-5055

Requested Date(s): Friday 11/25/16 Requested Hours: 5:30pm - 8:00pm

Area Requested (Parking Lot - Parade Route): line-up on streets surrounding Fayette Square;
parade route south on N. Washington from Oliver St to Jerome Ave

Detailed description of the use for which the request is made: Glow Owosso Parade

- ☐ Attach copies of any rules or policies applicable to persons participating in the event.
- ☐ Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.
- or
- ☒ The City Council may waive such 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.

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

Approved ☐ Not Approved ☐ Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson



APPLICATION FOR USE OF
PARKING LOTS, PARADES, OR SIMILAR EVENTS

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

The request for use of the parking lots, parade, or similar event shall be submitted to the Director of Public Safety not less than 14 days nor more than 120 days before the date for which the use is requested.

The submission of a request by an individual or organization for a traffic control order pursuant to these rules and regulations shall constitute an agreement to indemnify and hold the City and its officers and employees harmless from any and all liability arising from the event or activities for which the request is made.

Name of individual or group: Owosso Main Street Date: 11/10/16

Primary Contact Person
Name: Denise Widdows

Title: Event Manager

Address: 221 N. Washington St

Owosso, MI 48867

Phone: 989-472-4277

Requested Date(s): Friday 11/25/16 Requested Hours: 2:00pm - 7:00pm

Area Requested (Parking Lot - Parade Route): See attached map for route

Detailed description of the use for which the request is made: Glow Owosso 5K Run/Walk

- ☐ Attach copies of any rules or policies applicable to persons participating in the event.
- ☐ Evidence to the City of insurance coverage applicable to the event or activity naming the City as an additional insured in an amount of not less than \$500,000 combined single limit.
- or
- ☒ The City Council may waive such 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.

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Do Not Write Below This Line - For Officials Use Only

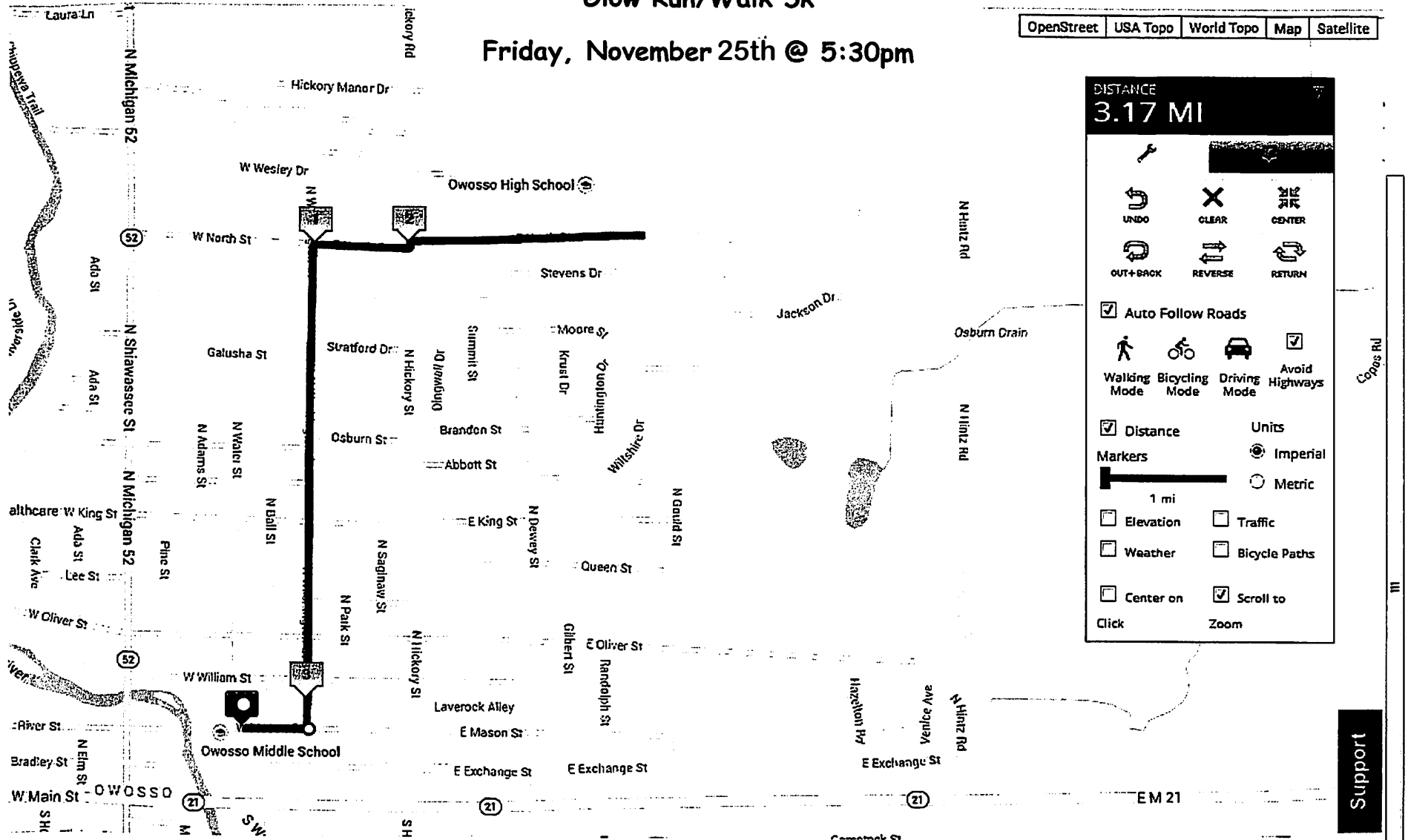
Approved ☐ Not Approved ☐ Date: _____ Traffic Control Order Number _____

Cc: DDA - Director
WCIA - Chairperson

Glow Run/Walk 5k

Friday, November 25th @ 5:30pm

OpenStreet USA Topo World Topo Map Satellite



***Please Call Josh Adams w/ any questions*



MEMORANDUM

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

DATE: November 16, 2016
TO: The Owosso City Council
FROM: Mark Mitchell Public Works Superintendent
SUBJECT: Fleet pickup purchases

RECOMMENDATION:

Recommend council waive the competitive bid process and approve the purchase of four new pickups, two pickups for the DPW, two for the Water Distribution, using State of Michigan Contract No. 071B1300009.

BACKGROUND:

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

Signature Ford Lincoln Mercury was awarded the State of Michigan bid for vehicles of which pickups are included. The bid meets the definition of the aforementioned Section 2-345(3) a joint purchase with another governmental unit. The State bid price varies with the options needed for particular units.

The vehicles purchased will be:

2	4X4 Pickups	DPW
2	4X2 Pickups	Water Distribution

FISCAL IMPACTS:

Trucks for DPW and Water Distribution are for fleet upgrades, older trucks will be repurposed or sold. Payment for these vehicles will come from the following accounts:

DPW	Acct. # 661-901-979000	\$109,550.00
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Document originated by: Mark Mitchell, Public Works Superintendent.

RESOLUTION NO.

**RESOLUTION AUTHORIZING PURCHASE OF FLEET VEHICLES (PICKUPS)
FROM OWOSSO MOTORS, INC. D/B/A SIGNATURE FORD LINCOLN MERCURY
UTILIZING CONTRACT # 071B1300009**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has Public Works, Wastewater and Filtration Departments requiring the use of pickups; and

WHEREAS, these vehicles must be periodically replaced to ensure a mechanically sound and reliable fleet is available at all times; and

WHEREAS, the City of Owosso desires to purchase four new pickups at this time and staff has determined it is in the best interest of the City to utilize State of Michigan Contract No. 071B1300009, held by Owosso Motors, Inc. d/b/a Signature Ford Lincoln Mercury, for said purchase; and

WHEREAS, city ordinance section 2-345(3) provides for an exception to competitive bidding when the best interest of the city would be served by jointly purchasing with another governmental unit.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase the following vehicles from Signature Ford Lincoln Mercury using State of Michigan Contract No. 071B1300009:

2	4X4 Pickups	DPW	\$27,928.00 ea
2	4X2 Pickups	Water Distribution	\$26,847.00 ea

SECOND: The Deputy Director of Public Services is hereby instructed and authorized to sign any necessary documents to complete said purchase.

THIRD: Payment is authorized to Signature Ford Lincoln Mercury in the total amount of \$109,550.00 upon delivery and acceptance of the vehicles. Payment shall be made for vehicles as they become available and accepted.

FOURTH: Said purchase shall be paid for using funds from the following account in the noted amount:

DPW	Acct. # 661-901-979000	\$109,550.00
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November 16, 2016

City of Owosso DPW
Attn: Daniel Humphreys
522 Milwaukee Street
Owosso, MI 48867

Dear Daniel Humphreys:

Price on 2017 Vehicle State of Michigan Contract# 071B1300009
and Macomb County Contract# 71-15 Bid:

(2) 2017 Ford F250 Regular Cab 4x4 Pickup 8' Box in Red	\$27,928.00 ea
(2) 2017 Ford F350 Regular Cab 4x2 Pickup 8' Box in Red	\$26,847.00 ea
Total Delivered Price	\$109,550.00

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

Order Cutoff Date: TBD.

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

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

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

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

Macomb#71-15 T.4, T.5, T.6, T.7, T.8, T.9
2017 F-250 Reg. Cab,
SuperCab, Crew Cab
Major Standard Equipment

MECHANICAL

- Brakes – Four-Wheel Disc Anti-lock Brake System
- Engine 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
- Fuel Tanks
 - 29 Gallon (Diesel Engine) — 142" or 148" Wheelbase
 - 34 Gallon (Diesel Engine) — 160" or 164" Wheelbase
 - 34 Gallon (Gas Engine) — NA 176" Wheelbase
 - 48 Gallon (Gas and Diesel Engine) — 176" Wheelbase
- TorqShift-G six-speed automatic w/SelectShift®

EXTERIOR

- Bumpers – front & rear, black painted
- Doors
 - Two (Regular Cab only)
 - Four (SuperCab/Crew Cab only)
- Fender vents – front
- Front License Plate Bracket
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
 - 2-Ton mechanical (250/350 SRW)
- Lamps – pickup box and cargo area
- Moldings – tailgate and box-rail
- Tailgate – Removable w/key lock & Tailgate Lift Assist
- "Three-Blink" lane change signal
- Tow hooks – front, two (2)
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels F-250/F-350 SRW – 17" Argent Painted Steel w/painted hub covers/center ornaments
 - Manual Locking Hubs (4x4)
 - Spare tire, wheel, lock & carrier
- Windshield wipers – intermittent

INTERIOR/COMFORT

- 2.3" Productivity Screen in IP Cluster
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Convenience
 - Coat hooks – LH/RH color-coordinated
 - Dash top tray
 - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
 - Handles, grab – driver & front-passenger
 - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
 - Map lights – dual (front and rear w/Crew Cab)
 - Powerpoint, auxiliary
- Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
- Instrument panel – color-coordinated w/dual glove box, 4 air registers w/positive shut off, powerpoint
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
- Mirror – rearview 11.5" day/night
- Outside Temperature Display

- Overhead console w/dual storage bins and map lights (NA Regular Cab)
- Powerpoint – auxiliary two (2) in instrument panel
- Scuff plates – front, color-coordinated
- Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage (manual lumbar – driver's side), front center-seat w/integrated restraint
- Steering – power
- Steering – damper
- Steering wheel – black vinyl with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror
- Window – Rear, fixed
- Windshield Wipers – intermittent

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control)
- Airbags
 - Driver and Passenger frontal and side airbag/curtain
 - Passenger side airbag deactivation switch
- Belt-Minder® (front safety belt reminder)
 - chime & flashing warning light on I/P if belts not buckled
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Center High-mounted Stop Lamp (CHMSL)
- Driver and passenger frontal and side airbag/curtain; passenger side deactivation Switch
- Headlamps – Quad beam jewel effect halogen
- Individual Tire Pressure Monitoring System
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
- Safety belts – w/height adjustment D-ring
- Safety Canopy® System
- SecuriLock® Passive Anti-Theft System; includes MyKey® owner controls feature (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control
- Underhood service light

DRIVER ASSIST

- AutoLamp (Auto On/Off Headlamps) with Rainlamp Wiper Activated Headlamps
- Hill Start Assist

FUNCTIONAL

- Audio – AM/FM stereo (speakers; four (4) w/Reg. Cab, six (6) w/Super and Crew Cabs)
- Axle
 - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2 (F-250 and F-350)
 - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4 (F-250 and F-350)
 - Rear – Non-Limited-Slip (F-250/F-350)
- Battery
 - Gas engine – 650-CCA, 72-AH (XL only)
 - Diesel engine – 750-CCA, 78-AH, dual (6.7L Power Stroke® Diesel engine)
- Heavy-Duty Alternator (157 AMP)
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front

9950# GVWR Regular Cab 8 Ft. Box, 142"WB, 10000# GVWR

☐	Base Price 4x2 (F2A/600a), (T.4)	\$21,095.00
☒	Base Price 4x4 (F2B/600a), (T.6)	\$23,648.00
☐	Base Price 4x4 (F2B/600a), (T.9) (6.7L Diesel Engine)	\$32,243.00

10000# GVWR SuperCab 6 3/4 Ft. SHORT Box, 148"WB, 10000# GVWR

☐	Base Price 4x2 (X2A/600a)	\$23,314.00
☐	Base Price 4x4 (X2B/600a), (T.7)	\$25,601.00

10000# GVWR SuperCab 8 Ft. Box, 164"WB, 10000# GVWR

☐	Base Price 4x2 (X2A/600a), (T.5)	\$23,320.00
☐	Base Price 4x4 (X2B/600a) (T.8)	\$25,781.00

10000# GVWR Crew Cab 6 3/4 Ft. SHORT Box, 160" WB, 10000# GVWR

☐	Base Price 4x2 (W2A/600a)	\$24,720.00
☐	Base Price 4x4 (W2B/600a)	\$27,177.00

10000# GVWR Crew Cab 8 Ft. Box , 176" WB, 10000# GVWR

☐	Base Price 4x2 (W2A/600a)	\$24,900.00
☐	Base Price 4x4 (W2B/600a)	\$27,361.00

<u>Available Standard Options</u>		<u>Price</u>	
	<u>Option</u>	<u>Reg.&Super/Crewcab</u>	
☐	6.7L Power Stroke 4V Diesel V8 (B20)/TorqShift 6-Spd Auto.	99T/44W	8,595.00
☐	Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
☒	Seat, Vinyl High Back Buckets (Regular Cab only)	LS	355.00
☐	Seats, Cloth High Back Buckets	4S	515.00/615.00
☐	Tires, LT245/75Rx17E All-Terrain (5)	TBM	165.00
☐	Tires, LT265/70R17E OWL All-Terrain (4)(Spare is BSW)	TCD	455.00
☐	17" Aluminum Wheels	64W	600.00
☐	CNG/LPG Prep Fuel Capable Engine	98F	315.00
☐	Engine Idle Shutdown (avail. w/6.7L diesel Only)	63T	250.00
☐	Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R	250.00
☐	Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry	90L/54K	915.00/1125.00cc
☐	Powercode Remote Start System(Req. Power Equip. Grp.)	76S	195.00
☐	Dual Alternators, Diesel only (total of 377 amps)	67B	115.00
☒	Extra-Extra Heavy Duty Alternator 240 amp (Gas Engine Only)	67E	85.00
☒	Dual Batteries (78 Amp.) (Gas Engine Only)	86M	210.00
☐	110V/400W Outlet	43C	75.00
☐	Electric Shift on the fly (4x4 only)	213	185.00
☐	Keys Extra (Regular) \$35.00 x __ =	Sig	35.00 ea
☐	Keys Extra (With Power Group) \$220.00 x __ =	Sig	220.00 ea
☒	Trailer Brake Controller	52B	270.00
☐	Transmission Power Take-Off Provision , Diesel Only	62R	280.00
☒	Cab Steps Molded Black	18B	320.00/370.00
☐	Privacy Glass with Heated Backlight/Rear Window Defrost	43B/924	90.00
☐	Reverse Vehicle Aid Sensor	76R	245.00
☐	Rear View Camera (NA w/Pickup Box Delete)	871	470.00
☒	Roof Clearance Lights	592	80.00
☐	Tailgate Step, Incl. Tailgate Assist, Step & Handle	85G	375.00

[] AM/FM w/Single CD/MP3 Player/Clock w/4 speakers	585	275.00
[] Speed Control	525	235.00
[x] Upfitter Switches (6) located in overhead console)	66S	165.00
[] Upfitter Interface Module	18A	295.00
[] 9900 GVWR Package	68D	100.00
[x] 4x4 Off-Road Pkg (Incl.Skid Plates, E-Locking Axle & AT Tires)17X/X3E/TBM	950.00	
[] Snow Plow Prep Package(N/A with 67H)	473	85.00
[] Camper Package	471	160.00
[x] Snow Plow/Camper Package	47B	245.00
[] Suspension Package, Heavy Service(N/A with 473)	67H	125.00
[] XL Decor Group (Chrome front and rear step bumper, Bright chrome hub covers and center ornaments)	17F	220.00
[] XL Value Pkg (Chrome front and rear step bumper, AM/FM Stereo/Single CD w/4 Speakers, Bright chrome hub covers and center ornaments, & Cruise Control	96V	720.00
[] XL Value Pkg with SYNC System (All of the above listed & SYNC Entertainment & Bluetooth Technology System)	96V/91M	1085.00
[] Pickup Box Delete(8' box only)	66D	(465.00)
[] Rearview Camera Prep Kit for Box Delete (Includes Loose Camera, Wiring Bundle, and Electrochromic Mirror w/Video Display)	872	470.00
[] Heavy Service Package for Pickup Box Delete Only	63R	125.00
[] Spare Tire & Rim (for Box delete only)	512	295.00
[] Axle, Electronic Locking	X3_	390.00
[] Daytime running Lights	942	45.00
[] Skid Plate Package	41P	100.00
[] Box Link Cleats	66B	75.00
[] Drop in Plastic Bedliner	85L	350.00
[x] Tough Bed(Spray-in-bedliner)	85S	495.00
[] Bed Mat(N/A w/85S Tough Bed Spray-in-Bedliner)	85M	180.00
[x] Splash Guards/Mud Flaps	61S/62S	130.00
[x] Wheel Well Liner	61M	180.00
[x] Exterior Backup Alarm	76C	140.00
[] LED Box Light	66L	60.00
[x] LED Warning Strokes-Amber	91S	655.00

Total Price \$27,928.00 ea

Colors for F-250

Exterior Colors	Interior Steel (Grey)	
Race Red	[PQ]	[x]
Blue Jeans Metallic	[N1]	[]
Caribou Metallic	[H5]	[]
Ingot Silver Metallic	[UX]	[]
Shadow Black	[G1]	[]
Oxford White	[Z1]	[]
Magnetic Metallic	[J7]	[]

Macomb Co# 71-15. T.10
2017 F-350 SRW Models
Reg. Cab, SuperCab, Crew Cab
Major Standard Equipment

MECHANICAL

- Brakes – Four-Wheel Disc Anti-lock Brake System
- Engine 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
- Fuel Tanks
 - 29 Gallon (Diesel Engine) — 142" or 148" Wheelbase
 - 34 Gallon (Diesel Engine) — 160" or 164" Wheelbase
 - 34 Gallon (Gas Engine) — NA 176" Wheelbase
 - 48 Gallon (Gas and Diesel Engine) — 176" Wheelbase
- TorqShift–Six-speed automatic (6R140) w/SelectShift®

EXTERIOR

- Bumpers – front & rear, black painted
- Doors
 - Two (Regular Cab only)
 - Four (SuperCab/Crew Cab only)
- Fender vents – front
- Front License Plate Bracket
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
 - 2-Ton mechanical (250/350 SRW)
- Lamps – pickup box and cargo area
- Moldings – tailgate and box-rail
- Tailgate – Removable w/key lock & Tailgate Lift Assist
- "Three-Blink" lane change signal
- Tow hooks – front, two (2)
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels F-250/F-350 SRW – 17" Argent Painted Steel w/painted hub covers/center ornaments
 - Manual Locking Hubs (4x4)
 - Spare tire, wheel, lock & carrier
- Windshield wipers – intermittent

INTERIOR/COMFORT

- 2.3" Productivity Screen in IP Cluster
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Convenience
 - Coat hooks – LH/RH color-coordinated
 - Dash top tray
 - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
 - Handles, grab – driver & front-passenger
 - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
 - Map lights – dual (front and rear w/Crew Cab)
 - Powerpoint, auxiliary
- Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
- Instrument panel – color-coordinated w/dual glove box, 4 air registers w/positive shut off, powerpoint
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
- Mirror – rearview 11.5" day/night
- Outside Temperature Display

- Overhead console w/dual storage bins and map lights (NA Regular Cab)
- Powerpoint – auxiliary two (2) in instrument panel
- Scuff plates – front, color-coordinated
- Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage (manual lumbar – driver's side), front center-seat w/integrated restraint
- Steering – power
- Steering – damper
- Steering wheel – black vinyl with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror
- Window – Rear, fixed
- Windshield Wipers – intermittent

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control)
- Airbags
 - Driver and Passenger frontal and side airbag/curtain
 - Passenger side airbag deactivation switch
- Belt-Minder® (front safety belt reminder)
 - chime & flashing warning light on I/P if belts not buckled
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Center High-mounted Stop Lamp (CHMSL)
- Driver and passenger frontal and side airbag/curtain; passenger side deactivation Switch
- Headlamps – Quad beam jewel effect halogen
- Individual Tire Pressure Monitoring System
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
- Safety belts – w/height adjustment D-ring
- Safety Canopy® System
- SecuriLock® Passive Anti-Theft System; includes MyKey® owner controls feature (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control
- Underhood service light

DRIVER ASSIST

- AutoLamp (Auto On/Off Headlamps) with Rainlamp Wiper Activated Headlamps
- Hill Start Assist

FUNCTIONAL

- Audio – AM/FM stereo (speakers; four (4) w/Reg. Cab, six (6) w/Super and Crew Cabs)
- Axle
 - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2 (F-250 and F-350)
 - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4 (F-250 and F-350)
 - Rear – Non-Limited-Slip (F-250/F-350)
- Battery
 - Gas engine – 650-CCA, 72-AH (XL only)
 - Diesel engine – 750-CCA, 78-AH, dual (6.7L Power Stroke® Diesel engine)
- Heavy-Duty Alternator (157 AMP)
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front

10000# GVWR Regular Cab 8 Ft. Box, 142"WB, 10300# GVWR

[x] Base Price 4x2 (F3A/610a)	\$22,322.00
[] Base Price 4x4 (F3B/610a)	\$25,249.00

10000# GVWR SuperCab 6 3/4 Ft. SHORT Box, 148"WB, 10400# GVWR

[] Base Price 4x2 (X3A/610a)	\$24,846.00
[] Base Price 4x4 (X3B/610a)	\$27,303.00

10300# GVWR SuperCab 8 Ft. Box, 164"WB, 10700# GVWR

[] Base Price 4x2 (X3A/610a)	\$25,021.00
[] Base Price 4x4 (X3B/610a)	\$27,478.00

10100# GVWR Crew Cab 6 3/4 Ft. SHORT Box, 160" WB, 10500# GVWR

[] Base Price 4x2 (W3A/610a)	\$26,751.00
[] Base Price 4x4 (W3B/610a)	\$29,213.00

10500# GVWR Crew Cab 8 Ft. Box , 176" WB, 10800# GVWR

[] Base Price 4x2 (W3A/610a)	\$26,932.00
[] Base Price 4x4 (W3B/610a)	\$29,489.00

<u>Available Standard Options</u>	<u>Option</u>	<u>Price</u> <u>Reg.&Super/Crewcab</u>
[] 6.7L Power Stroke 4V Diesel V8 (B20)/TorqShift 6-Spd Auto.	99T/44W	8,595.00
[] Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
[] Seat, Vinyl High Back Buckets (Regular Cab only)	LS	355.00
[] Seats, Cloth High Back Buckets	4S	515.00/615.00
[x] Tires, LT245/75Rx17E All-Terrain (5)	TBM	165.00
[] Tires, LT265/70R17E OWL All-Terrain (4)(Spare is BSW)	TCD	455.00
[] 17" Aluminum Wheels	64W	600.00
[] Tires, LT275/65Rx18E BSW A/S (5)	TCH/64F	455.00
[] Tires, LT275/70Rx18E BSW All-Terrain 4x4 ONLY	TDX/64F	620.00
[] CNG/LPG Prep Fuel Capable Engine	98F	315.00
[] Engine Idle Shutdown (avail. w/6.7L diesel Only)	63T	250.00
[] Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R	250.00
[] Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry	90L/54K	915.00/1125.00cc
[] Powercode Remote Start System(Req. Power Equip. Grp.)	76S	195.00
[] Dual Alternators, Diesel only (total of 377 amps)	67B	115.00
[x] Extra-Extra Heavy Duty Alternator 240 amp (Gas Engine Only)67E	67E	85.00
[] Dual Batteries (78 Amp.) (Gas Engine Only)	86M	210.00
[x] 110V/400W Outlet	43C	75.00
[] Electric Shift on the fly (4x4 only)	213	185.00
[] Keys Extra (Regular) \$35.00 x __ =	Sig	35.00 ea
[] Keys Extra (With Power Group) \$220.00 x __ =	Sig	220.00 ea
[x] Trailer Brake Controller	52B	270.00
[] Transmission Power Take-Off Provision , Diesel Only	62R	280.00
[x] Cab Steps Molded Black	18B	320.00/370.00
[] Privacy Glass with Heated Backlight/Rear Window Defrost	43B/924	90.00
[] Reverse Vehicle Aid Sensor	76R	245.00
[x] Rear View Camera (NA w/Pickup Box Delete)	871	470.00

☒ Roof Clearance Lights	592	80.00
☒ Tailgate Step, Incl. Tailgate Assist, Step & Handle	85G	375.00
☐ AM/FM w/Single CD/MP3 Player/Clock w/4 speakers	585	275.00
☒ Speed Control	525	235.00
☒ Upfitter Switches (6) located in overhead console)	66S	165.00
☐ Upfitter Interface Module	18A	295.00
☐ 10,000 GVWR Package	68D	100.00
☐ 4x4 Off-Road Pkg (Incl.Skid Plates, E-Locking Axle & AT Tires)	17X/X3E/TBM	950.00
☐ Snow Plow Prep Package(N/A with 67H)	473	85.00
☒ Camper Package	471	160.00
☐ Snow Plow/Camper Package	47B	245.00
☐ Suspension Package, Heavy Service(N/A with 473)	67H	125.00
☐ XL Decor Group (Chrome front and rear step bumper, Bright chrome hub covers and center ornaments)	17F	220.00
☐ XL Value Pkg (Chrome front and rear step bumper, AM/FM Stereo/Single CD w/4 Speakers, Bright chrome hub covers and center ornaments, & Cruise Control	96V	720.00
☐ XL Value Pkg with SYNC System (All of the above listed & SYNC Entertainment & Bluetooth Technology System)	96V/91M	1085.00
☐ Pickup Box Delete(8' box only)	66D	(465.00)
☐ Rearview Camera Prep Kit for Box Delete (Includes Loose Camera, Wiring Bundle, and Electrochromic Mirror w/Video Display)	872	470.00
☐ Heavy Service Package for Pickup Box Delete Only	63R	125.00
☐ Spare Tire & Rim (for Box delete only)	512	295.00
☒ Axle, Electronic Locking	X3	390.00
☐ Daytime running Lights	942	45.00
☐ Skid Plate Package	41P	100.00
☒ Box Link Cleats	66B	75.00
☐ Drop in Plastic Bedliner	85L	350.00
☒ Tough Bed(Spray-in-bedliner)	85S	495.00
☐ Bed Mat(N/A w/85S Tough Bed Spray-in-Bedliner)	85M	180.00
☒ Splash Guards/Mud Flaps	61S/62S	130.00
☒ Wheel Well Liner	61M	180.00
☒ Exterior Backup Alarm	76C	140.00
☒ LED Box Light	66L	60.00
☒ LED Warning Strobes-Amber	91S	655.00

Total Price \$26,847.00 ea

Colors for F-350

Exterior Colors	Interior Steel (Grey)	
Race Red	[PQ]	[x]
Blue Jeans Metallic	[N1]	[]
Caribou Metallic	[H5]	[]
Ingot Silver Metallic	[UX]	[]
Shadow Black	[G1]	[]
Oxford White	[Z1]	[]
Magnetic Metallic	[J7]	[]



MEMORANDUM

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

DATE: November 21, 2016
TO: Owosso City Council
FROM: Mark Sedlak, Director of Public Services
SUBJECT: 2016 Street Patches Program Change Order No. 1 - Final

RECOMMENDATION:

I find the cost reasonable for the additional work on the 2016 Street Patches Program with Eastern Asphalt and recommend accepting Change Order No. 1 - Final in the amount of \$13,073.34 (increase) amending the contract amount to \$155,141.46.

BACKGROUND:

Change Order No. 1 was necessary for additional patches and saw-cutting. This will be the only change order to this contract.

FISCAL IMPACTS:

Funds for this work are to be paid from Account Nos. 591-552-833-200 and 591-552-833-300 Water Maintenance.

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 1 - FINAL
FOR THE 2016 STREET PATCHES PROGRAM
WITH EASTERN ASPHALT COMPANY INC.**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with Eastern Asphalt Company Inc. on September 6, 2016 for installation of permanent street patches on City streets; and

WHEREAS, additional patches and saw-cutting were required over the original contract amount.

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

- FIRST: The City of Owosso amends the contract with Eastern Asphalt Company Inc. to add additional patches and saw-cutting work to their contract.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit B, contract change order No. 1 – Final to the contract for services between the city of Owosso, Michigan and Eastern Asphalt Company Inc. in the amount of \$13,073.34 (increase). This change results in a revised contract amount of \$155,141.46.
- THIRD: The accounts payable department is authorized to pay Eastern Asphalt Company Inc. for work satisfactorily completed on the program up to the contract, including the amount of Change Order No. 1 – Final.
- FOURTH: The above expenses shall be paid from the Water Maintenance Funds 591-552-883200 and 591-552-883300.

**PERIODIC COST ESTIMATE
CITY OF OWOSSO
301 W. MAIN
OWOSSO, MI 48867**

Page 1 of 1 Pages

1. Estimate No.:

1 Final

4. Date Prepared

10/27/2016

5. Period Ending

10/19/2015

2. Sponsor's Name

CITY OF OWOSSO

3. Sponsor's Address

301 W. MAIN
OWOSSO, MI 48867

6. Project No.

7. Name of Project

2016 Street Patches Program

8. Location of Project:

Various Street

9. State:

Michigan

10. Name of Contractor

Eastern Asphalt

11. Address of Contractor

G-5172 North Dort Highway
Flint, MI 48505

12. Work Performed Under:

Lump Sum Contract: ☐

Unit Price Contract: ☒

Force Account: ☐

13. Description of Work

Paving Street Patches

14. Sponsor's Contract No.

15. Original Estimated Cost this
Contract or Force Account

\$142,068.12

16. Completion Time:

17. Percent Physical Completion

18. Dates

a. Notice to
Proceed

b. Work to Commence

c. Completion
Date

d. Est. or Actual
Completion
109%

19. No of Days Contractor is

a. Ahead

b. In Arrears

20
Item
No.

21. Description of Item

22. LATEST REVISED DETAILED ESTIMATE

a.
Quantity

b.
Unit

c.
Unit
Price

d.
Amount

23. WORK PERFORMED TO DATE

a.
Quantity

b.
Amount

c.
%

1	2" Paths	537	SFT	\$ 10.38	\$ 5,574.06	561.06	\$ 5,823.80	104%
2	4" Paths	4,518	SFT	\$ 11.52	\$ 52,047.36	4923.08	\$ 56,713.88	109%
3	6" Paths	5012	SFT	\$ 13.76	\$ 68,965.12	5400.76	\$ 74,314.46	108%
4	6" Paths over 8" Concrete	311	SFT	\$ 49.78	\$ 15,481.58	344.00	\$ 17,124.32	111%
	Other Work							
	Saw Cutting		LFT	\$ 2.50		466.00	\$ 1,165.00	
TOTAL DUE							\$ 155,141.46	

24. CERTIFICATION OF CONTRACTOR

I hereby certify that the work performed and materials supplied to date, as shown on this periodic cost estimate, represent the actual value of accomplishment under the terms of this contract in conformity with approved plans and specification; that the quantities shown were properly determined and are correct; and that there has been full compliance with all labor provisions included in the contract identified above.

11/10/16

Date

Eastern Asphalt Co, Inc

Name of Contractor

BY: Michele Brown

Signature

Office Mngr.

Title

P.D.A.

25. ACKNOWLEDGMENT AND CONCURRENCE OF PROJECT ENGINEER

I have examined this periodic cost estimate and concur in the certificate of the contractor.

11-8-16

Date

M.H.A. Seid

Signature, Director of Public Services

**CITY OF OWOSSO
CONTRACT CHANGE ORDER NO. 1**

Page 1 of 1

TO: EASTERN ASPHALT

Date: 10/14/2016

CONTRACT: 2016 Street Patches Bid

PROJECT NO.:

You are hereby requested to comply with the following changes from the contract plans and specifications:

1 Item No.	2 Description - Quantities, Units, Unit Prices, Completion Schedule, Etc.	3 Decrease Contract Price	4 Increase Contract Price
1	(24.06 SFT of 2" Patches @ \$2.40/SFT)		\$ 249.74
2	(405.08 SFT of 4" Patches @ \$3.70/SFT)		\$ 4,666.52
3	(388.76 SFT of 6" Patches @ \$4.70/SFT)		\$ 5,349.34
4	(33 SFT of 6" Patches over 8" Concrete @ \$8.7/SFT)		\$ 1,642.74
	Additional Work		
	(+466 LFT of Saw Cutting@2.50/LFT)		\$ 1,165.00
	Change in contract price due to this Change Order		
	Total Decrease	\$0.00	XXXXXXXXXXXX
	Total Increase	XXXXXXXXXXXX	\$13,073.34
	Difference between Co. 3 & 4		\$13,073.34
	Net INCREASED contract price		\$13,073.34

Original Contract Price:	\$ 142,068.12
Total Net Addition or Deduction by previous C.O. No.	\$ -
Total Amount of Contract Prior to this Change Order:	\$ 142,068.12
Net Addition or Deduction this Change Order No.: #1	\$13,073.34
Net Amount of Contract to date:	\$ 155,141.46

This time provided for completion in contract is (unchanged) (increased) (decreased) by 0 calendar days. This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Recommended by:

[Signature]

Approved by:

Accepted by:

Michele Brown
Michele Brown 11/10/16
Office Mgr.



Warrant 532 November 15, 2016

Vendor	Description	Fund	Amount
William C. Brown, P.C.	Professional services-10/1/16-10/31/16	Various	\$11,218.00
Safebuilt Inc.	Building department services-Oct 2016	General	\$10,140.00
Sunbelt Rentals Inc.	Lift rental	Filtration	\$ 8,120.40
Logicalis Inc	Network engineering-October 2016	Various	\$ 6,272.00
State of Michigan-MDEQ	Community public water supply annual fee	Filtration	\$ 5,594.20
Total			\$41,344.60

From: Dennis Mahoney [mahoney-d@outlook.com]
Sent: Tuesday, November 8, 2016 9:03 PM
To: Robert V. Doran-Brockway
Subject: OHC

Robert,

I really expected us to talk on Saturday. I had hope that you would have asked to take a couple minute to talk about the issues that you have outlined in the e-mail. Since the opportunity was missed I will give you my thoughts.

At this time my heart is not into serving on the commission as member. For me the meetings are not fun. The eetings and planning events for the the OHC are better suited for Jennifer. I would be better work as a helper to Jennifer than a planner.

I feel better inspecting and evaluating care and maintenance of the building and structures. Watorking to on the upkeep of the buildings and is more where I can best of the most service to the commission. I could to this as a committee chair than a commission member.

I would still like to have access to the buildings to be able to work around my schedule.

I feel that moving forward with the 501c3 is important. However it will take time to get the structure correct and all parties onboard.

I feel that it would be best for me to be behind the sceens.

Therefore at this this time I would like to step down a commission member but sitll serve as a maintenance chairperson.

Sincerely,

Dennis Mahoney

OWOSSO HISTORICAL COMMISSION

**Regular meeting
September 12, 2016
Curwood Castle**

CALL TO ORDER: CHAIRPERSON JENNIFER MAHONEY CALLED THE MEETING TO ORDER AT 7:03 P.M.

PRESENT: CHAIRPERSON JENNIFER MAHONEY, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER JENELLE STEELE-ELKINS, COMMISSIONER DENNIS MAHONEY, COMMISSIONER CHRIS EVELETH, COMMISSIONER TRACEY PELTIER, HISTORICAL FACILITIES DIRECTOR ROBERT DORAN.

ABSENT: COMMISSIONER NICK PIDEK AND COMMISSIONER CAROLYN EBERT.

APPROVAL OF AGENDA: Chairperson J. Mahoney asked that the following be added to the agenda: DIRECTOR SALARY AND TITLE TO NEW BUSINESS. COMMISSIONER D. MAHONEY MOTIONED TO ACCEPT THE AGENDA, SECONDED BY COMMISSIONER PELTIER. AYES ALL, MOTION CARRIED.

TREASURERS REPORT: COMMISSIONER EVELETH MOTIONED TO ACCEPT THE TREASURER'S REPORT, SECONDED BY COMMISSIONER D. MAHONEY. AYES ALL, MOTION CARRIED.

**APPROVAL OF
JULY & AUGUST
2016 MINUTES:** COMMISSIONER EVELETH MOVED APPROVAL, 2ND BY COMMISSIONER D. MAHONEY. AYES ALL, MOTION CARRIED. AUGUST NO QUORUM AND AUGUST SPECIAL MEETING MINUTES: EVELETH MOVED APPROVAL, BROCKWAY SUPPORTED. D. MAHONEY ADVISED THAT CORRECTION WAS NEEDED THAT "CHAIRPERSON" NEEDED TO BE STRUCK FROM THE MINUTES ON THE AUGUST 2ND MEETING. AYES ALL, MOTION CARRIED.

CITIZENS COMMENTS: NONE

COMMUNICATIONS: NONE

DIRECTORS REPORT: DIRECTOR ROBERT DORAN DEFERRED DIRECTOR'S REPORT TO OLD AND NEW BUSINESS. Consent agenda - Director Doran expressed his desire to have a consent agenda for OHC meetings moving forward. The commission agreed.

OLD BUSINESS: MADE IN OWOSSO EXHIBITION:

Made in Owosso update - Director Doran stated that he would like to schedule thank yous. He stated that he would like to extend a special thank you to OHC employee Denise Grace for keeping the museums open all summer. Director Doran stated that for the next meeting he would update the commission on castle revenues in the summer as compared to the previous year.

NEW BUSINESS: COMMITTEE REPORTS:

MERCHANDISING – COMMISSIONER TRACEY PELTIER: No report at this time.

EDUCATION – COMMISSIONER JENELLE STEELE-ELKINS: Commissioner Steele-Elkins updated the commission stated that all US History classes of Owosso Public Schools have come or been invited to come through the Made in Owosso exhibition. She further updated that government students will be required to attend a local civics meeting such as City Council or OHC.

VOLUNTEERS - No report at this time.

FUNDRAISING – COMMISSIONER CHRIS EVELETH: No report at this time.

Director Doran stated December 8th was the Holiday Party fundraiser at the Castle. Director Doran stated that food, decorations, silent auction items, and invites all need to be planned. He stated that he would like each commission member to procure 3 silent auction items for the party. Concerts at the castle were also discussed. Commissioner Peltier thought that two per day was excessive, and that it should carry a \$15 price tag. Director Doran updated the commission on the financial gains made by the concerts. He will inform the commission at the next meeting on dates, music, and marketing.

FACILITIES – COMMISSIONER DENNIS MAHONEY: No report at this time.

EXHIBITIONS & SPECIAL EVENTS – COMMISSIONERS ROBERT BROCKWAY and CAROLYN EBERT: No report at this time.

MARKETING, SOCIAL MEDIA & PR – COMMISSIONER PIDEK: No report at this time.

ACQUISITIONS – DIRECTOR ROBERT DORAN: Curwood Castle Narrative: Commissioner Brockway provided an idea for an exhibition on the Curwood Narrative. Paintings - Director Doran updated the commission on the painting restoration for Curwood Castle. Acquisition of Woodard Wooden Furniture: Director Doran stated that he would like to acquire a piece of Woodard Furniture for the Paymaster Building. Gould House - Director Doran provided an update on the costs of assessing and fixing the Gould House. Paymaster Building New Roof - Director Doran updated the Commission that the Paymaster building needs a new roof. He will obtain bids and try to find a way to pay for it. Castle Thermostat – Director Doran stated that the castle needs a new thermostat.

Director Doran's raise and title change - The commission expressed its collective displeasure regarding city hall's lack of compliance with the OHC's request regarding Director Doran's raise and title change.

CITIZEN COMMENTS:

NONE

ADJOURN:

COMMISSIONER EVELETH MADE THE MOTION TO ADJOURN AT 8:34 PM SUPPORTED BY COMMISSIONER PELTIER. AYES ALL, MOTION CARRIED.

MINUTES
REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION
COUNCIL CHAMBERS, CITY HALL
MONDAY, SEPTEMBER 26 2016 – 7:00 P.M.

CALL TO ORDER: Chairperson Bill Wascher called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Was recited.

ROLL CALL: Roll call was taken by Deputy City Clerk Roxane Cramer.

MEMBERS PRESENT: Chairman Bill Wascher, Commissioners Michelle Collison, Tom Cook (left at 7:54 p.m.), Janae Fear (arrived at 7:04 p.m.), Frank Livingston, Brent Smith and Tom Taylor.

MEMBERS ABSENT: Vice-Chair Craig Weaver and Commissioner Mike O’Leary.

OTHERS PRESENT: Terry Dumond, Maintenance Director for St. Joe/St. Paul Parish, Susan Montenegro, Assistant City Manager and Director of Community Development.

APPROVAL OF AGENDA:

MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER LIVINGSTON TO APPROVE THE AGENDA FOR SEPTEMBER 26, 2016 WITH THE FOLLOWING CHANGES: SWITCH THE ITEMS OF DISCUSSION AS FOLLOWS:

1. RECREATIONAL VEHICLE STORAGE
2. SIGN ORDINANCE UPDATING.

YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER COLLISON TO APPROVE THE MINUTES FOR THE SPECIAL MEETING AUGUST 8, 2016.
YEAS ALL. MOTION CARRIED.

APPROVAL OF MINUTES:

MOTION BY COMMISSIONER COOK, SUPPORTED BY COMMISSIONER LIVINGSTON TO APPROVE THE MINUTES FOR AUGUST 22, 2016.
YEAS ALL. MOTION CARRIED.

COMMUNICATIONS:

1. Staff memorandum
2. PC minutes for August 8, 2016.
3. PC minutes for August 22, 2016.
4. Site plan application – 915 E. Oliver.
5. Owosso sign ordinance – revise.
6. 2012 Michigan Building Code – Appendix H – signs.
7. Owosso recreational vehicle ordinance – revised.

COMMISSIONER/PUBLIC COMMENTS

Commissioner Smith excused himself from the discussion of the site plan review for St. Joseph Church stating that his wife is an employee of the consolidated St. Joseph/ St. Paul Parish.

PUBLIC HEARINGS:

1. None.

SITE PLAN REVIEW:

915 E. Oliver Street – St. Joseph Catholic Church

Terry Dumond, Maintenance Director from St. Joseph/St. Paul Parish, explained the site plan review prepared by Boss Engineering. Mr. Dumond stated that the city had approached them about the water running across the sidewalks and into the streets. The current parking area will increase the parking spots and all water will be retained on the property and run into the storm sewer system.

Ms. Montenegro stated that the city engineer had worked with Boss Engineering to determine that the drainage go into the catch basins and not across sidewalks and into the street. The city engineer was happy with the plan.

Commissioner Cook suggested the city look into more green type infrastructure. Commissioners also discussed a 10 year study as opposed to a 25 year study.

MOTION BY COMMISSIONER LIVINGSTON TO APPROVE THE SITE PLAN REVIEW FOR 915 EAST OLIVER STREET WITH A SUGGESTION OF SOME SORT OF GREEN SCREENING TO THE NORTH EDGE OF THE PARKING LOT SUPPORTED BY COMMISSIONER TAYLOR.

Ayes: Commissioners Fear, Livingston, Cook, Taylor, Collison and Chairman Wascher.

Nays: None.

Absent: Vice Chair Weaver, Commissioners O'Leary and Smith.

BUSINESS ITEMS:

None.

ITEMS OF DISCUSSION:

1. Recreational Vehicle storage

Commissioners had a lengthy discussion about the current ordinance regarding the storage of recreational vehicles. Commissioners felt if they changed the ordinance to accommodate boats then people that owned pop up campers, trailers etc. would want to park in their driveways. Commissioners decided that if they changed the ordinance it would cause more work and would be hard to enforce.

2. Sign Ordinance Updating.

Commissioner Cook recused himself from discussion and voting because he is part owner of a sign company in Owosso. Commissioner Cook left the meeting.

Ms. Montenegro went through the sign ordinance as revised to date and wanted the commission to discuss the highlighted areas. She wanted to make certain that the changes were the ones the commission wanted at the last meeting.

Commissioner Collison asked what would be next. Ms. Montenegro explained there would be a public hearing and she would ask sign companies to come to the public hearing.

Ms. Montenegro asked the commission how they would like her to proceed. They would like her to contact sign companies and invite them to the October meeting. The public hearing will be in November after the sign companies have had a chance to discuss the revisions and make comments or suggestions.

Commissioner Fear requested that the building official also attend the meeting that the sign companies attend.

COMMISSIONER/PUBLIC COMMENT:

Commissioner Taylor asked if the owners of the Old Dollar General Store went to ZBA. Ms. Montenegro explained that they aren't sure if they are going to put in the ground floor apartments. So she is waiting for the owners to decide. He also questioned the landscaping at the New Dollar General and also the pine tree located at Ruthy's Cleaners. Ms. Montenegro she will contact them regarding that.

ADJOURNMENT:

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER COLLISON TO
ADJOURN AT 8:27 P.M. UNTIL THE NEXT MEETING ON OCTOBER 24, 2016.
YEAS ALL, MOTION CARRIED.**

Janae Fear, Secretary

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**PARKS AND RECREATION COMMISSION
REGULAR MEETING
TUESDAY, SEPTEMBER 27, 2016 – 7:30 p.m.
City Hall Council Chambers
301 W. Main St. Owosso, MI 48867**

CALL TO ORDER: Chairman Espich called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE: Was recited.

ROLL CALL: Was taken by Deputy City Clerk Roxane Cramer.

MEMBERS PRESENT: Chairman Mike Espich, Vice Chair Jeff Selbig (arrived at 7:33 p.m.),
Commissioner Shane Nelson, Kristen Woodbury,

MEMBERS ABSENT: None.

OTHERS PRESENT: Susan Montenegro, Assistant City Manager/Director of Community
Development.

APPROVAL OF AGENDA: **COMMISSIONER WOODWORTH MADE A MOTION TO APPROVE THE
AGENDA FOR SEPTEMBER 27, 2016, SUPPORTED BY
COMMISSIONER NELSON.
AYES ALL, MOTION CARRIED**

APPROVAL OF MINUTES: **COMMISSIONER NELSON MADE A MOTION TO APPROVE THE
MINUTES FOR THE MEETING OF AUGUST 23, 2016, SUPPORTED BY
VICE CHAIR SELBIG.
AYES ALL, MOTION CARRIED**

PUBLIC COMMENTS: None.

COMMUNICATIONS:

1. Staff memorandum
2. Plunge balance memorandum
3. Minutes from August 23, 2016.
4. Disc Golf Map.
5. Norm Campbell's property map.

BUSINESS:

Disc Golf update

Chairman Espich reported that they are cleared through "Hole Number 4".

Ms. Montenegro stated that Tyler Leppanen and Mark Sedlak met with Norm Campbell and pointed out where the property lines are located. Chairman Espich asked that Tim Law be contacted with any problems he has taken the lead on the project.

Skate Park Update

Commissioners discussed the master plan relating to applying for the grant for the skate park.

The commission feels they must reengage the public in the skate park again. Commissioners discussed the reasons some people may not want the skate park at Grove Holman Park. Commissioner agreed they should send the work to construct a new skate park out for bids.

Commissioner Woodworth shared that he thought the cost would depend on the location of the skate park.

Commissioner Woodworth wants to make certain they don't miss another opportunity for applying for the grant. He said he would like to get the location set.

**COMMISSIONER WOODWORTH MADE A MOTION SECONDED BY VICE-CHAIR SELBIG TO SEND THE RECOMMENDATION TO COUNCIL THAT GROVE HOLMAN PARK BE APPROVED FOR THE FUTURE SITE OF THE SKATE PARK.
ALL AYES, MOTION CARRIED**

Discussion of Updating Parks & Recreation Master Plan.

Ms. Montenegro reported that she has been approached by the Boy Scouts in the past to do something with the parks. She thought it would be a good idea to partner with a service organization for updating the parks.

Vice Chair Selbig suggested discussing Bennett, Memorial (Adams Park), and add Grove Holman Park at the next regular meeting.

Ms. Montenegro suggested driving by the parks and taking pictures, videos and asking children by sending information home with school children.

Chairman Espich suggested he assign each park to a meeting. Commissioners come up with the following schedule.

Discussion at October meeting

Grand Avenue
Bennett,
Memorial (Adams Park)
Grove Holman

Discussion at November meeting

Bentley Park
Hugh Parker
Harmon Patridge
Fayette Square

Discussion at December meeting

Rosavere
Rudy Demuth
Collamer
Curwood Castle Park
James Miner River Walkway

Ms. Montenegro explained the length of the process for updating the Master Plan to the commissioners. Vice-Chair Selbig asked for a time line on paper at the next meeting he also encouraged the commission to read the master plan before they visit the parks.

DISCUSSION:

None.

PUBLIC COMMENTS:

None.

ADJOURNMENT:

**COMMISSIONER WOODWORTH MADE THE MOTION TO ADJOURN
AT 8:37 P.M., SUPPORTED BY VICE-CHARI SELBIG.
AYES ALL, MOTION CARRIED.**

**MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
OCTOBER 5, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS**

CALL TO ORDER: The meeting was called to order by Acting Chairman, Authority Member Ken Kushman at 7:34 a.m.

ROLL CALL: Was taken by Recording Secretary, Susan Montenegro.

MEMBERS PRESENT: Authority Members Kevin Wiles (7:36 a.m.), Ken Cushman, Theresa Trecha, Jon Moore, Lance Omer, Mayor Ben Frederick

MEMBERS ABSENT: Chairman David Acton, Vice-Chairman Bill Gilbert

OTHERS PRESENT: Josh Adams, Main Street Manager; Susan Montenegro, Assistant City Manager and Director of Community Development; Jessica Hickey, Independent Newspaper Group, Phil Hathaway, Guy Bazanni, Steve Cohen.

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE AGENDA FOR OCTOBER 7, 2016 WITH THE FOLLOWING CHANGES:

ADD REHMAN GROUP AUDIT TO ITEMS OF BUSINESS.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE MINUTES OF SEPTEMBER 7, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

(Items of business and committee updates were switched around due to time constraints of authority members and their need to leave early)

ITEMS OF BUSINESS:

1) DDA LOAN REVISIONS – WESENER DEVELOPMENT

Phil Hathaway approached the board about restructuring the current loan the Wesener Development group has with the DDA. (Please see attached memorandum presented at the meeting)

MOTION BY AUTHORITY MEMBER OMER, SUPPORTED BY AUTHORITY MEMBER WILES TO AUTHORIZE VICE-CHAIRMAN GILBERT TO DISCHARGE THE EXISTING LOAN ONCE A REVOLVING LOAN THROUGH THE CITY IS GRANTED. MOTION IS CONTINGENT UPON APPROVAL TO RECEIVE THE LOAN THROUGH THE CITY AND IS NULL AND VOID IF THE LOAN IS NOT RECEIVED. VICE-CHAIRMAN GILBERT IS INSTRUCTED TO SIGN DUE TO CHAIRMAN ACTON'S INVOLVMENT/OWNERSHIP OF THE WESENER DEVELOPMENT PROJECT.

AYES: ALL. MOTION CARRIED.

2) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY AUTHORITY MEMBER WILES TO APPROVE THE CHECK REGISTER FOR SEPTEMBER, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

Discussion was held regarding check register.

3) WATER STREET IMPROVEMENT

Mark Hanna, business owner at 220 W. Main, approached Josh Adams about his desire to replace the sidewalks in front of his business along N. Water Street. Cost estimates for this work is approximately \$4300-4500. Hanna is willing to put money into this project and would like a loan he could repay. Discussion was also held on matching amounts between the city, the DDA and Hanna. Concern was raised over setting a precedence with other businesses in the downtown.

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER OMER, TO PROVIDE A 100% LOAN OPTION TO MR. HANNA THAT IS REPAYABLE OVER ____ YEARS.

AYES: ALL. MOTION CARRIED.

4) REHMAN ROBSON, CERTIFIED PUBLIC ACCOUNTANTS, TO AUDIT FISCAL YEAR ENDING JUNE 30, 2016.

The board held discussion on auditing services that will be needed for fiscal year ending June 30, 2016. Rehman Robson, Certified Public Accountants, will already be auditing the city of Owosso in November and will therefore be established. Board decided it would make sense to have them audit DDA books as well.

MOTION BY AUTHORITY MEMBER WILES, SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE USING REHMAN ROBSON, CERTIFIED PUBLIC ACCOUNTANTS, TO AUDIT FISCAL YEAR ENDING JUNE 30, 2016.

AYES: ALL. MOTION CARRIED.

5) FAÇADE GRANT UPDATES

Susan Montenegro gave a brief update on the status of the façade grant applications. 5/3 Bank has asked to enter the current round of façade grant applicants. Meetings with the architect and the bank have taken place and conceptual drawings/fees are expected within the next week. Project is slated to go before the MEDC at the end of October/beginning of November to start the approval process at the State level.

COMMITTEE UPDATES:

1) DESIGN

BIKE RACKS:

Five (5) bike racks are complete and waiting at Baker College to be picked up and installed. Josh Adams is working with DPW to set up a date and time to get this done. Baker to work on completing more bike racks.

WAY-FINDING SIGNS:

Josh Adams reported that the first set of holes and bolts for wayfinding signs will be put in today!

2) ECONOMIC RESTRUCTURING

Committee chairman Omer reported the group met two times last month to go over the business development guide templates, giving suggestions on tweaking for Owosso. Also discussed at these meetings was Ask Owosso. Josh Adams is also working on using an equation to figure out the value of parking spots in the downtown, especially those in front of businesses.

3) ORGANIZATION

Committee is working on developing a volunteer database and sponsorship database.

4) PROMOTION

Committee is gearing up for Glow Event (with a 5K run) to be held on November 25th. Small business promotion will be held on the following Saturday. A packet for marketing/promo will be distributed at the business owners meeting.

PUBLIC COMMENTS: There were no public comments.

IT WAS MOVED BY AUTHORITY MEMBER WILES AND SUPPORTED BY AUTHORITY MEMBER MOORE TO ADJOURN AT 8:08 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

OWOSSO HISTORICAL COMMISSION

Regular meeting

October 10, 2016

Curwood Castle

CALL TO ORDER:

CHAIR JENNIFER MAHONEY CALLED THE MEETING TO ORDER AT 7:00 P.M.

PRESENT:

CHAIR JENNIFER MAHONEY, COMMISSIONER NICK PIDEK, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER JENELLE STEELE-ELKINS, COMMISSIONER CAROLYN EBERT, COMMISSIONER DENNIS MAHONEY, COMMISSIONER CHRIS EVELETH, COMMISSIONER TRACEY PETIER, HISTORICAL FACILITIES DIRECTOR ROBERT DORAN.

ABSENT:

NONE.

APPROVAL OF AGENDA:

COMMISSIONER D. MAHONEY MOTIONED TO ACCEPT THE AGENDA, SECONDED BY COMMISSIONER PELTIER. AYES ALL, MOTION CARRIED.

TREASURERS REPORT:

COMMISSIONER EVELETH MOTIONED TO ACCEPT THE TREASURERS REPORT, SECONDED BY COMMISSIONER D. MAHONEY. AYES ALL, MOTION CARRIED.

**APPROVAL OF
SEPTEMBER 2016 MINUTES:**

COMMISSIONER EVELETH MADE A MOTION TO ACCEPT THE TREASURES REPORT, SECONDED BY COMMISSIONER BROCKWAY. AYES ALL, MOTION CARRIED.

CITIZENS COMMENTS:

NONE.

COMMUNICATIONS:

NONE.

DIRECTORS REPORT:

DIRECTOR DORAN DEFERRED THE DIRECTOR'S REPORT TO OLD AND NEW BUSINESS.

OLD BUSINESS:

HOLIDAY PARTY/SILENT AUCTION:

Director Doran provided a list of what has been collected from donors for the Holiday Party Silent Auction. **COMMISSIONER D. MAHONEY MADE A MOTION THAT FURNITURE COLLECTED FROM APARTMENT 2 IN THE GOULD HOUSE, WHICH HAS NO HISTORICAL VALUE TO THE HOUSE OR THE COMMUNITY, BE AUCTIONED AT THE SILENT AUCTION, SECONDED BY COMMISSIONER BROCKWAY. AYES ALL, MOTION CARRIED.** There was further discussion about potential silent auction items.

COMMISSIONER STEELE-ELKINS DEPARTED THE MEETING AT 7:23 PM

CONCERTS AT THE CASTLE

There was a discussion on the need for commissioners to assist in the execution of the concerts. Commissioners Peltier and Brockway volunteered to manage the Castle Concerts Committee.

COMMISSIONER STEELE-ELKINS RETURNED AT 7:36 PM.

CASTLE NARRATIVE:

COMMISSIONER EVELETH MADE A MOTION TO APPROVE A \$2,000 BUDGET FOR AN ENHANCED CURWOOD CASTLE NARRATIVE, SECONDED BY COMMISSIONER PELTIER. AYES ALL, MOTION CARRIED.

ACQUISITION OF WOOD WOODARD FURNITURE:

COMMISSIONER EVELETH MADE A MOTION TO APPROVE UP TO \$1,000 TO PURCHASE WOOD WOODARD FURNITURE FOR THE PAYMASTER BUILDING MUSEUM, SECONDED BY COMMISSIONER BROCKWAY. AYES ALL, MOTION CARRIED.

CASTLE PAINTINGS RESTORATION UPDATE

Director Doran expressed his confusion as to the hold up on the insurance paperwork necessary in order to begin the restoration process. **COMMISSIONER EVELETH MADE A MOTION TO APPROVE A \$2,000 BUDGET FOR A GRAND UNVEILING/EXHIBITION AT THE CASTLE AT THE END OF THE RESTORATION INITIATIVE, SECONDED BY COMMISSIONER D. MAHONEY. AYES ALL, MOTION CARRIED.**

2017 HOME TOUR

COMMISSIONER D. MAHONEY MADE A MOTION TO TABLE THIS ITEM OF BUSINESS, COMMISSIONER PELTIER SECONDED. AYES ALL, MOTION CARRIED.

CASTLE THERMOSTAT

Director Doran updated the Commission on the issues surrounding the thermostat at the Castle. The Commission is aware that this has been an ongoing issue for TWO YEARS. The Commission is concerned that the lack of a functioning thermostat will continue to damage the paintings and artifacts at the Castle.

501(c)3

Director Doran passed out the final conclusions from the year-long discovery process initiated by the Owosso Historical Commission in partnership with the Non Profit Group and funded by the Cook Family Foundation. Based on this report the Commission has decided to table indefinitely us moving to a 501(c)3 until the time that the Commission is able to function as such. The Commission will continue to build capacity, strengthen its board, and work with the Non Profit Group, the Cook Family Foundation, the Owosso City Council and the City of Owosso on best practices and creating a new and enhanced relationship with the City. The Commission also wishes to thank the Cook Family Foundation for funding this initiative and its ongoing support of the OHC.

NEW BUSINESS:**COMMITTEE REPORTS:**

MERCHANDISING – COMMISSIONER PELTIER: No report at this time.

EDUCATION – COMMISSIONER STEELE-ELKINS: Commissioner Steele-Elkins provided an update on the Owosso High School and Owosso Middle School teacher and student tours of the Made in Owosso exhibition. She provided feedback from the teachers and students.

VOLUNTEERS – No report at this time.

FUNDRAISING – COMMISSIONER EVELETH: No report at this time. Commission members discussed the Holiday Party/Silent Auction fundraiser. Director Doran spoke of initiating an OHC Donor/Membership initiative and what that would look like. He asked Commission members to come back to the next meeting with ideas on how that would look and what we could offer at the different membership levels.

FACILITIES – COMMISSIONER D. MAHONEY: Commissioner D. Mahoney did an assessment of each of the historic properties, and will assemble a comprehensive list of needed items for upkeep.

EXHIBITIONS & SPECIAL EVENTS – COMMISSIONERS BROCKWAY, EBERT and J. MAHONEY: Refer to old business: OHC Holiday Party and Silent Auction.

MARKETING, SOCIAL MEDIA & PR – COMMISSIONER PIDEK: Commissioner Pidek discussed the importance of collecting data and boosting posts on FB. Commissioner Pidek indicated that he would come to the next meeting with a comprehensive plan and proposal for marketing and social media.

ACQUISITIONS – DIRECTOR ROBERT DORAN: Refer to old business and purchase of wooden Woodard Furniture.

COMMISSIONER EVELETH EXITED THE MEETING AT 8:12 PM.

CASTLE AND GOULD HOUSE HOLIDAY DECORATING

There was a discussion on dates and tasks needed to decorate the two museums for the holidays.

Increase OHC membership from 9 to 11.

COMMISSIONER D. MAHONEY MADE A MOTION TO INCREASE THE OHC MEMBERSHIP FROM 9 TO 11, SECONDED BY COMMISSIONER BROCKWAY. AYES ALL, MOTION CARRIED.

VOLUNTEER DATABASE AND VOLUNTEER MEMBERSHIP

Director Doran discussed the challenges of building capacity and sustainability of databases without a more robust IT infrastructure. Doran indicated that he will be working with the Cook Family Foundation IT Specialist on IT infrastructure model for the OHC.

CITIZEN COMMENTS:

NONE.

ADJOURN:

COMMISSIONER PELTIER MADE THE MOTION TO ADJOURN AT 8:40 PM. SUPPORTED BY COMMISSIONER BROCKWAY. AYES ALL, MOTION CARRIED.

MINUTES
REGULAR MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET
CITY OF OWOSSO
NOVEMBER 2, 2016 AT 7:30 AM
CITY COUNCIL CHAMBERS

CALL TO ORDER: The meeting was called to order by Chairman Dave Acton at 7:42 a.m.

ROLL CALL: Was taken by Recording Secretary, Bridget Cannon.

MEMBERS PRESENT: Chairman David Acton, Authority Members Lance Omer, Theresa Trecha, Jon Moore and Mayor Benjamin Frederick

MEMBERS ABSENT: Vice-Chairman Bill Gilbert, Authority Members Kevin Wiles, Kenn Cushman, and Shar Haskins

OTHERS PRESENT: Josh Adams, Main Street Manager; Sue Montenegro, Assistant City Manager & Community Development Director; Robert Doran-Brockway, Historical Facilities Director

AGENDA:

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE AGENDA FOR NOVEMBER 2, 2016 AS PRESENTED.

AYES: ALL. MOTION CARRIED.

MINUTES:

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY AUTHORITY MEMBER MOORE TO APPROVE THE MINUTES OF OCTOBER 5, 2016, AS PRESENTED.

AYES: ALL. MOTION CARRIED.

PUBLIC COMMENTS: There were no public comments.

COMMITTEE UPDATES:

1) DESIGN

WAY-FINDING SIGNS:

There was a prototype hiccup – the way-finding pole is the same size as the insert itself. The sleeves for the signs were sent to SLH Metals, Inc to bore the sleeve of the sign, which will create a better look. The proposed locations for all seven signs have been cemented and will be installed by DPW as soon as they can fit them in their schedule.

BIKE RACKS

Five bike racks are complete and ready to install. Josh Adams is suggesting installation by DPW in the spring, when winter weather and snow have passed. Baker College e-mailed Josh and stated they have not been able to coordinate with their welding class to get the other fifteen bike racks made. Josh may approach SLH and see if they would be willing to make the remaining bike racks at the Baker College \$300 quote price for each rack, over this winter.

2) ECONOMIC RESTRUCTURING

Committee chairman Omer indicated they had met twice in the last month. They are using a template to develop an investment guide for new business owners. The guide will include an executive summary of a market study the potential new business owner could use to develop a business plan. Current business owners could use the guide to differentiate their business, or re-invent their marketing strategy. A graphic artist will be hired to input data and help design the guide.

The AskOwosso team was discussed at the Economic Restructuring meetings. The committee is looking for a group of volunteers to visit businesses to educate them and inform, and distribute materials for FAQ.

Lastly, there was a discussion regarding parking spaces downtown. The committee seeks to demonstrate the value of each street space, thereby deterring downtown employees from parking in these spots. Street parking spaces should be reserved for customers, resulting in potential revenue for the business.

3) ORGANIZATION

Chrisy Schemenauer is stepping down as chairman of this committee, as her business is expanding and she needs to direct her energy appropriately. So, the Org committee is seeking a new chairman. The ideal candidate will be passionate about people and money.

Thirty five letters were sent out to corporations in the community, asking for \$500-\$1,000 sponsorships for the DDA website.

4) PROMOTION

Committee is gearing up for Glow Event, the 5K Run, and Small Business Saturday. The Downtown map is in final proofreading stage, and will be distributed quarterly with an updated quarterly calendar of community events. Josh handed out a draft of the first map to the board.

ITEMS OF BUSINESS:

1) CHECK REGISTER

(SEE BOARD PACKET FOR CHECK REGISTER)

IT WAS MOVED BY AUTHORITY MEMBER OMER AND SUPPORTED BY AUTHORITY MEMBER TRECHA TO APPROVE THE CHECK REGISTER FOR OCTOBER, 2016 AS PRESENTED.

AYES ALL. MOTION CARRIED.

2) BUDGET REPORT/BUDGET UPDATES

(SEE BOARD PACKET FOR BUDGET)

The board discussed the budget report & budget updates.

3) OMS/DDA MEDIA WORK PLAN

The Downtown Owosso Marketing Initiative (DOMI) is a work plan initiative that will consist of the following:

- A.) Volunteer committee chosen to develop the marketing strategy for the downtown.
- B.) Stakeholder Buy-in (\$50/month investment). The \$600/year sponsorship will result in business marketing and promotion.
- C.) Sub-contractors hired to develop content requested (i.e. photography, videography, social media, blogs, etc.) for downtown businesses.

The budget for the work plan will be determined by the revenue generated from the stakeholders. The ultimate success of this media plan will be measured by the data and deliverables.

IT WAS MOVED BY AUTHORITY MEMBER TRECHA AND SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE OMS/DDA MEDIA WORK PLAN AS PRESENTED.

AYES ALL. MOTION CARRIED.

4) DOWNTOWN PARKING VOUCHER PLAN

Susan and Josh are brainstorming to develop a downtown parking voucher plan to help customers. The general idea is that business owners have an option to purchase yearly parking vouchers. When a customer's service time exceeds the two-hour parking restriction, the business owner gives the voucher to the customer to hang in the windshield, which allows for longer times in on-street parking. Susan stated this voucher plan may be considered as a Traffic Control Order that will ultimately be presented to the city council for approval. The city will reserve the right to revoke the voucher(s) if they are being abused.

5) WELCOME ROBERT DORAN – BOARD LIAISON TO OHC

Robert Doran-Brockway was introduced to the board. Robert is the Historical Facilities Director for the city of Owosso, and will serve as a liaison to the Owosso Historic Commission. He will be a non-voting board member. Owosso has six thriving museums and the historical aspect of the city is a marketing tool that should be highlighted with the Media Work Plan. The Owosso Historical Commission meets the second Monday of each month at Curwood Castle.

6) THANK YOU MAYOR!!!

This is Mayor Benjamin Frederick's last DDA meeting. The DDA board would like to thank Ben for his nine years of service to the community and wish him the best as he goes on to serve as the next state representative for our area!

PUBLIC COMMENTS: There were no public comments

IT WAS MOVED BY AUTHORITY MEMBER FREDERICK AND SUPPORTED BY AUTHORITY MEMBER OMER TO ADJOURN AT 8:43 A.M.

AYES: ALL. MOTION CARRIED.

David Acton, Chairman

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