

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF NOVEMBER 4, 2024
7:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: REV. PAUL BRUNELL
CHRIST EPISCOPAL CHURCH

PLEDGE OF ALLEGIANCE: BARB CLATTERBAUGH

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

ABSENT: Councilmember Emily S. Olson.

APPROVE AGENDA

Motion by Councilmember Fear to approve the agenda with the addition of a Proclamation from the Mayor and the addition of Consent Agenda #12 Boards and Commissions Appointments.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF OCTOBER 21, 2024

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of October 21, 2024 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Mayoral Proclamation (item added to the agenda).

Mayor Teich read aloud the following proclamation of the City of Owosso recognizing Mayor Pro-Tem Sue Osika on her years of service with the City Council.

**A PROCLAMATION
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
RECOGNIZING THE DISTINGUISHED PUBLIC SERVICE OF
SUSAN J. OSIKA**

WHEREAS, Susan J. Osika joined Owosso City Council from 2001 to 2005 and was re-elected to service in 2016 to present, running the course of her term limit; and

WHEREAS, recognizing her interpersonal skills, her Council peers selected her to serve as Mayor Pro-Tem alongside Mayor Jack Davis, Mayor Christopher T. Eveleth and Mayor Robert J. Teich, Jr.; and

WHEREAS, each Mayor would attest that she has always been adept at keeping those she has served with on task and willing to step in when called upon; and

WHEREAS, in addition to her long tenure of service on City Council, Sue also participated as a Council representative on many boards including the Historical Commission, Downtown Development Authority, Local Development Finance Authority/Brownfield Redevelopment Board; and

WHEREAS, a friendly and familiar face at events and venues across the City, her warm welcomes and sweet hellos served to make those attending meetings and events feel comfortable and seen; and

WHEREAS, forever an advocate for bringing the community together for events, she has been a huge supporter and often volunteered for the Historic Home Tour; and

WHEREAS, she donned the crown of 2nd Annual Ice Queen for the Glow Owosso event raising funds for the community and can be found at the Curwood Festival announcer stand cheering on the floats and those marching by; and

WHEREAS, through her years of unwavering service Sue has consistently demonstrated the drive, determination and integrity necessary to be an elected official, and her knowledge, experience and exuberance have been an asset to both the city and its staff and will be sorely missed; and

WHEREAS, it is the intent of this Office that Susan J. Osika's Unwavering and Enthusiastic Public Service to the City of Owosso be recognized.

NOW, THEREFORE, BE IT PROCLAIMED that I, Robert J. Teich, Jr., Mayor of the City of Owosso, on behalf of the City Council and the Citizens of Owosso, hereby recognize and thank Sue for her years of dedicated service to the Owosso community.

Proclaimed this 4th day of November, 2024.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Chris Eveleth, 715 W. King, thanked the council for their service.

Mrs. Cee, owner of 326 N. Washington, asked if a no parking sign could be placed in the city parking lot in the parking spot next to the gate to her property.

Barb Clatterbaugh thanked Dan Law and Sue Osika for their service.

Ann Gamboe Hall lives outside the city but considers Owosso her hometown and encourages people to move to Owosso.

Kathy Teich presented Sue Osika with flowers and congratulations on her years of service.

Mayor Teich spoke about Dan Law's years on the council.

Councilmember Dan Law spoke about how he started with council and what an incredible experience it has been.

CONSENT AGENDA

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

Special Assessment District No. 2025-01. Authorize Resolution No. 4 setting a public hearing for Monday, November 18, 2024 to receive citizen comment regarding Special Assessment District No. 2025-01 for Howell Street, from the south end to Clinton Street for resurfacing.

RESOLUTION NO. 177-2024

**SPECIAL ASSESSMENT RESOLUTION NO. 4
SETTING A PUBLIC HEARING
TO RECEIVE COMMENT REGARDING
SPECIAL ASSESSMENT DISTRICT NO. 2025-01
HOWELL STREET, A PUBLIC STREET,
FROM THE SOUTH END TO CLINTON STREET**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m., on Monday, November 18, 2024 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as

shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING
TO REVIEW SPECIAL ASSESSMENT ROLL
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Howell Street, a Public Street, from the south end to Clinton Street

TAKE NOTICE that a Special Assessment roll has been prepared for the purpose of defraying the Special Assessment district's share of the cost of the following described improvements:

Street Resurfacing

The said Special Assessment roll is on file for public examination with the City Clerk and any objections to said Special Assessment roll must be filed in writing with the City Clerk prior to the close of the hearing to review said Special Assessment roll.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessments may file a written appeal of the special assessment with the State Tax Tribunal within thirty days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Monday, November 18, 2024 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Master Plan Implementation Goals: 3.4, 3.10.

Special Assessment District No. 2025-02. Authorize Resolution No. 4 setting a public hearing for Monday, November 18, 2024 to receive citizen comment regarding Special Assessment District No. 2025-02 for Lynn Street, from the west end to Howell Street for resurfacing.

RESOLUTION NO. 178-2024

**SPECIAL ASSESSMENT RESOLUTION NO. 4
SETTING A PUBLIC HEARING
TO RECEIVE COMMENT REGARDING
SPECIAL ASSESSMENT DISTRICT NO. 2025-02
LYNN STREET, A PUBLIC STREET,
FROM THE WEST END TO HOWELL STREET**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m., on Monday, November 18, 2024 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING
TO REVIEW SPECIAL ASSESSMENT ROLL
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Lynn Street, a Public Street, from the west end to Howell Street

TAKE NOTICE that a Special Assessment roll has been prepared for the purpose of defraying the Special Assessment district's share of the cost of the following described improvements:

Street Resurfacing

The said Special Assessment roll is on file for public examination with the City Clerk and any objections to said Special Assessment roll must be filed in writing with the City Clerk prior to the close of the hearing to review said Special Assessment roll.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessments may file a written appeal of the special assessment with the State Tax Tribunal within thirty days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Monday, November 18, 2024 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.

Master Plan Implementation Goals: 3.4, 3.10.

2024-2025 DPW Inventory Parts Bid. Approval of the low responsive bid from ETNA Supply Co. (Grand Rapids, MI) for the DPW Inventory Parts Bid in the amount of \$26,905.00.

RESOLUTION NO. 179-2024

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
ETNA SUPPLY CO. FOR 2024-2025 DPW INVENTORY PARTS BID**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to provide stock inventory for parts needed for repairs and replacements; and

WHEREAS, these parts are required for maintenance, repair, and installation of city infrastructure. Parts and supplies which are utilized though out the entire city. Thus these additional parts are needed to help maintain our infrastructure; and

WHEREAS, the City has sufficient funds to purchase said parts from its water fund; and

WHEREAS, the City of Owosso sought bids for the DPW Inventory Parts Bid, and a bid was received from ETNA Supply Co. and it is hereby determined ETNA Supply Co. is qualified to provide said parts and that it has submitted the lowest responsible and responsive bid.

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase from ETNA Supply Co. for the DPW Inventory Parts Bid.

SECOND: The Mayor and City Clerk are instructed and authorized to sign the documents for the creation of a purchase order for services between the City of Owosso, Michigan and ETNA Supply Co, in an amount not to exceed \$26,905.00.

THIRD: The accounts payable department is authorized to pay ETNA Supply Co. for materials supplied up to the purchase order amount of \$26,905.00.

FOURTH: The above expenses shall be paid from the account no. 591-000-101.000.

Master Plan Implementation Goals: 3.4

Grand Avenue Playground Equipment. Approval of the purchase and installation of playground equipment for Grand Avenue Park from GameTime in the amount of \$37,482.67.

RESOLUTION NO. 180-2024

**RESOLUTION AUTHORIZING THE PURCHASE OF PLAYGROUND
EQUIPMENT FROM GAMETIME VIA
STATE OF MICHIGAN MIDEAL CONTACT #180000001296**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Parks and Recreation Commission requiring the purchase of playground equipment; and

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

WHEREAS, the City of Owosso desires to purchase playground equipment from GameTime, holder of the MiDeal contract #180000001296 with the State of Michigan; and it is hereby determined that GameTime is qualified to provide such equipment and that it has submitted the responsible and responsive bid; and

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase playground equipment, utilizing GameTime Contract No. #180000001296, for a cost to the City of Owosso of \$37,482.67.
- SECOND: The Finance Director and the City Manager are hereby instructed and authorized to sign necessary documents to complete the purchase as soon as the Neighborhood Enhancement Program (NEP) grant agreement is finalized.
- THIRD: Authorize payment to GameTime in the amount of \$37,482.67 upon delivery of the playground equipment.
- FOURTH: The above expenses shall be paid from the general fund 101-751-930.000 in the amount of \$22,482.67 and \$15,000 from the Parks Millage Fund account 208-751-930.000.

Master Plan Implementation Goals: 5.2, 5.3.

Traffic Control Order - Glow Owosso Parade, 5K and Tree Lighting. Approve request from Lizzie Fredrick, Owosso Main Street Director, for the street and lot closures for the annual Glow Owosso Parade, 5K, and Tree Lighting on Friday, November 29, 2024 beginning at 12:00 p.m. until 10:00 p.m. and further approve Traffic Control Order No. 1523 formalizing the action.

Master Plan Implementation Goals: 4.5, 4.6, 4.16, 5.9, 5.12, 5.17.

WWTP Bulk Polymer Havaflock 560 for 2024-2025. Authorization to enter into a purchase agreement with Haviland Products of Grand Rapids, Michigan for bulk polymer necessary for condition wastewater sludge for an estimated amount of \$31,758.00.

RESOLUTION NO. 181-2024

**RESOLUTION AUTHORIZING THE EXECUTION OF A PURCHASE ORDER
FOR HAVAFLOCK 560 WITH HAVILAND PRODUCTS COMPANY**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires Havaflock 560 in bulk deliveries for use in conditioning wastewater sludge for dewatering at the Wastewater Treatment Plant; and

WHEREAS, the City of Owosso has determined that Haviland Products Company of Grand Rapids, Michigan is the only firm qualified to provide the Havaflock 560 product for conditioning wastewater sludge for dewatering at the Wastewater Treatment Plant; and

WHEREAS, waiver of the purchasing policy formal Bid requirements is requested, in order to initiate procurement upon approval and authorization.

NOW THEREFORE BE IT RESOLVED by 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 Havaflock 560 from Haviland Products Company, at the price of \$2.26 per pound (plus delivery fee) with an estimated semi-annual usage of 13,800 pounds.

SECOND: The accounts payable department is authorized to submit payment to Haviland Products Company of Grand Rapids, Michigan, the estimated amount of \$31,758.00, which may exceed based on usage and actual need, for FY2024-2025.

THIRD: The above expenses shall be paid from the WWTP fund following delivery, and chargeable to account 599-548-743.200.

Master Plan Implementation Goals: 3.4.

WWTP Secondary Clarifier Change Order #1. Approve Order Order #1 for an increased payment for construction work by RCL Construction Co., Inc. for the WWTP Secondary Clarifier project in the amount of \$76,000.00.

RESOLUTION NO. 182-2024

**AUTHORIZING CHANGE ORDER NO. 1
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
RCL CONSTRUCTION., INC. OF SANFORD, MICHIGAN FOR
CONSTRUCTION AND INSTALLATION OF SECONDARY CLARIFIER FOR
USE AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with RCL Construction Co., Inc., on July 15, 2024 for the construction and installation of the Secondary Clarifier equipment, known as the Wastewater Treatment Plant (WWTP) Secondary Clarifier Project, are approved 2024 SRF planned project; and

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

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 amend the Wastewater Treatment Plant (WWTP) Secondary Clarifier Project contract with RCL Construction Co., Inc. to increase the contract amount to update contract work and supplies to be used.

SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 1 in the amount of \$76,000.00; an increase to the Contract for Services between the City of Owosso and RCL Construction Co., Inc., revising the total current contract amount from \$5,773,100.00 to \$5,849,100.00.

THIRD: The Accounts Payable department is authorized to pay RCL Construction Co., Inc. for work satisfactorily completed up to the revised contract amount of \$5,849,100.00.

FOURTH: The above expenses shall be paid from the Wastewater Fund, and SRF Bond Funds

Master Plan Implementation Goals: 3.4, 3.7.

Palmer 3A and Juniper 1 Well Houses Project Change Order #5. Approve Change Order #5 for an increased payment for construction work by Sorensen Gross Company for the Palmer 3A and Juniper 1 Well houses project in the amount of \$3,202.00.

RESOLUTION NO. 183-2024

**AUTHORIZING CHANGE ORDER NO. 5
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO
AND SORENSEN GROSS COMPANY OF FLINT, MICHIGAN
FOR THE PALMER 3A AND JUNIPER 1 WELL HOUSES PROJECT
FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Sorensen Gross Company, on February 6, 2023 for the construction and installation of two (2) well houses, two (2) vertical line-shaft turbine pumps, water mains to connect water wells to existing raw water mains for wells Palmer 3A and Juniper 1, are approved 2023 SRF planned project; and

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

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 amend the Water System Improvement Palmer 3A and Juniper 1 Well Houses project contract with Sorensen Gross Company to increase the contract amount to update contract work and supplies to be used.

SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as CE#10 (Change Order No. 5) in the amount of \$1,182.00; an increase to the Contract for Services between the City of Owosso and Sorensen Gross Company, revising the total current contract amount from \$2,382,373.00 to \$2,383,555.00.

THIRD: The Accounts Payable department is authorized to pay Sorensen Gross Company for work satisfactorily completed up to the revised contract amount of \$2,383,555.00.

FOURTH: The above expenses shall be paid from the Water Fund, and SRF Bond Funds

Master Plan Implementation Goals: 1.5, 3.4.

Fee Schedule. Annual review and approval of the 2024 Fee Schedule.

RESOLUTION NO. 184-2024

UPDATING THE SCHEDULE FOR FEES, LICENSES, FINES AND CHARGES FOR THE CITY OF OWOSSO

WHEREAS, the *City of Owosso Code of Ordinances* provides for the establishment of many fees, licenses, fines and charges to be established by resolution; and

WHEREAS, on August 5, 2013 the City Council adopted Resolution No. 90-2013 creating a schedule of fees, licenses, fines and charges; and

WHEREAS, said schedule must be annually reexamined and updated; and

WHEREAS, the City Council has reviewed the charges and determined that the November 4, 2024 fees, licenses, fines and charges shall be in accordance with this resolution and the attached schedule.

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

FIRST: the attached schedule for fees, licenses, fines and charges is hereby adopted effective November 4, 2024.

SECOND: any parts of resolutions and memoranda in conflict with this resolution are hereby repealed.

THIRD: this resolution is intended to preserve all existing charges and fees set forth in any resolution, ordinance, or law which are not in conflict with this resolution and attached schedule and to fulfill the requirements of any ordinance authorizing the City Council to establish fees by resolution.

FOURTH: fees for public records not set forth in this resolution and attached schedule, or in any other resolution, ordinance, or law, shall be set by the City manager in accordance with Act 442 of the Public Acts of 1976, as amended.

FIFTH: Fees for public services not specifically set forth in this resolution and the attached schedule or in any other resolution, ordinance, or law may be established by the City manager, who shall promptly notify the City Council in writing of each of them. The City manager shall establish fees for public services based upon the cost of providing the public service.

**CITY OF OWOSSO
2024 FEE SCHEDULE
Effective November 4, 2024**

1. ASSESSING	
• Application fee for IFEC extension	\$550
Application fee for IFT tax abatement – Not to exceed limits of Statute MCL 207.555(3) in which the lesser of the actual cost of processing the application or 2% of total property taxes abated during the term that the exemption certificate is in effect can be charged	

➤ Establishing	\$1,500
➤ Exemption certificate	\$1,500
• Application fee for industrial development district	\$1,500
• Application fee for industrial facilities	
➤ Exemption certificate	\$1,500
➤ Exemption certificate transfer	\$500
• Application fee for project cost revision	\$500
• Application fee for project extension	\$500
• Application fee for tax abatement projects	\$800
2. BUILDING DEPARTMENT	
<i>Income limit - fee waiver – Building permits and inspections will be required. However, permit fees will be waived for owner occupied residential buildings for households that have annual incomes less than 30% of the Michigan State Housing Development Authority (MSHDA) area Minimum Income (AMI). The waiver will cover permits for bringing a structure into code compliance and for replacement of roofs, windows, and siding. To qualify, the applicant must submit Michigan or Federal 1040 tax returns for the last three years along with any other financial and ownership information required for determination.</i>	
• Accessory structure-zoning compliance-200 sq. ft. and under	\$75
• Accessory structure-zoning compliance-over 200 sq. ft.	same as building permit fees
• Base fee (non-refundable)	\$40
• Adult entertainment license fee	\$1,500
Note: If application denied, ½ fee returned	
• Adult entertainment license fee renewal	\$1,500
Note: a late penalty of \$100 if renewal filed less than 60 days before license exp. If application denied, ½ of total fees collected returned.	
• License renewal	
➤ Late fee first 15 days	License fee + 25%
➤ Late fee beyond 15 days	License fee + 50% adult entertainment penalties
➤ Adult entertainment penalties	\$500
• Building board of appeals application fee	\$200
• Building permit	
➤ Up to \$1,000-includes base fee and 1 inspection	\$110
➤ \$1,001 to \$2,000-includes base fee and 1 inspection	\$150
ADD \$40 base fee and \$80 per inspection to the following:	
➤ \$2,001 to \$50,000	\$65 + \$10 per \$1,000 over \$2,000
➤ \$50,001 to \$500,000	\$545 + \$10 per \$1,000 over \$50,000
➤ \$500,001 and above	\$5,000 + \$6 per \$1,000 over \$500,000
• Businesses-NEW-(existing building)	\$75
• Demolition-Commercial-based on size of building	\$185 + \$1 per sq. ft. over 2,000 sq. ft.
• Demolition-Garage-includes base fee and 1 inspection	\$115
• Demolition-House-includes base fee and 1 inspection	\$185
• Fence-zoning-residential	\$85
• Fence-commercial	same as building permit fees
• Home occupation-type B home permit	\$55
• Inspections-each	\$80
• License/registration fee	\$0
• Marihuana fees	
➤ Medical Marihuana Facilities (at time of application and annual renewal)	\$5,000
➤ Adult Use Recreational Establishments (at time of application and annual renewal)	\$5,000
➤ Marihuana Transfer Fee	\$5,000
• Mobile/Modular Home	\$250
• Moving building	\$200
• Penalty for work prior to obtaining permit	cost of permit + \$180
• Plan review	55% of permit fee
• Plan review-plans are returned to application for modifications	\$55 + \$60/hour
• Roofing permit-residential	
➤ Up to \$5,000 (includes base fee and 1 inspection)	\$90
➤ \$5,001 to \$10,000 (includes base fee and 1 inspection)	\$120
➤ Over \$10,000	same as building permit fees
• Roofing permit-commercial	same as building permit fees
• Siding	\$90
• Sign	\$0.60/sq. foot
➤ Temporary sign (60 days)	\$75
• Swimming pools permit-above ground (zoning compliance)	\$75
• Swimming pool permit-in ground	same as building permit fees
• Tank removal	\$100
• Vacant property registration	\$150
• Wheel chair ramp/door modification (residential-permit and inspections required)	no fee
• Windows-residential	\$90
• Windows-commercial	same as building permit fees
3. ELECTRICAL	
• Base fee (non-refundable)	\$40
• Branch circuits	\$20
• Feeders-bus duct (per 50 ft. or fraction thereof)	\$20

• Electric baseboard heater	\$20
• Fire alarm system	\$155
➢ Fire alarm system-each additional pull station	\$20
• Furnace-unit heater	\$20
• Garage	\$55
• Generator-residential	\$30
• Generator-commercial	\$55
• Inspections-each (including Safety inspections)	\$80
• License/registration fee	\$0
• Low voltage/data/telecom outlets	
➢ 1-19 devices, each	\$10
➢ 20-300 devices	\$100
➢ Over 300 devices	\$300
• Mobile/modular home	\$150
• Motors	
➢ Up to 20 KVA or HP, 1-25 units (each)	\$20
➢ Up to 20 KVA or HP (each additional unit after 25)	\$10
➢ Over 20 KVA or HP, 1-25 units (each)	\$20
➢ Over 20 KVA or HP (each additional unit after 25)	\$12
• Outlets/receptacles/fixtures/other (per 25 or fraction thereof)	\$20
• Penalty for work prior to obtaining permit	cost of permit + \$180
• Plan review	\$100/hr. (minimum 1 hour)
• Power outlets (a/c/range/dryer/dishwasher/disposal) each	\$20
• Service	
➢ 0-200 amps	\$30
➢ 201-600 amps	\$35
➢ 601-800 amps	\$40
➢ 801-1200 amps	\$45
➢ Over 1200 amps	\$50
• Sub-panels	
➢ 0-200 amps	\$30
➢ 201-600 amps	\$35
➢ 601-800 amps	\$40
➢ 801-1200 amps	\$45
➢ Over 1200 amps	\$50
• Signs	\$80
• Whole house permit	\$150
4. MECHANICAL-COMMERCIAL/INDUSTRIAL	
• Base fee (non-refundable)	\$40
• Air conditioning and refrigeration	
➢ Absorption units/chiller	\$95
➢ Centrifugal units/chiller	\$95
➢ Compressor – ½ - 15 HP	\$40
➢ Compressor-15 to 50 HP	\$50
➢ Compressor-over 50 HP	\$75
➢ Heat pumps – 1.5-15 HP	\$40
• Air handlers (self-contained units, ventilation & exhaust fans) (piping fee included)	
➢ Under 1,500 cfm	\$40
➢ 1,501-10,000 cfm	\$50
➢ Over 10,000 cfm	\$105
➢ Thru-the-wall fan coil vents	\$20
• Breeching & combustion to appliance	\$65
• Chimney – factory built	\$65
• Cooling towers with reservoirs	
➢ Capacity under 500 gal	\$55
➢ Capacity over 500 gal	\$90
• Crematories	\$55
• Ducts, insulation and fire suppression systems (based on bid price)	
➢ Under \$3,000	\$45
➢ \$3,000 to \$7,000	\$55
➢ \$7,000 to \$15,000	\$90
➢ Over \$15,000	\$15 per each \$3,000 over \$15,000 + \$90
• Electronic air cleaner with washer	\$55
• Evaporator coils	
➢ 180,000 BTU and under	\$45
➢ Over 180,000 BTU	\$50
• Fire suppression systems (based on bid prices)	
➢ Under \$2,000	\$80
➢ \$2,000 to \$8,000	\$95
➢ Over \$8,000	\$20 per each \$3,000 over \$8,000 + \$95
• Gas burning equipment (piping fee included)	
➢ 400,000 BTU and under	\$55
➢ Over 400,000 BTU	\$65
• Humidifiers	\$30
• Incinerators – each	\$45
• Inspections – each	\$80
• Insulation – duct, piping, tanks (based on bid price)	

➤ Under \$2,000	\$45
➤ \$2,000 to \$8,000	\$55
➤ Over \$8,000	\$20 per each \$3,000 over \$8,000 + \$55
• License/registration fee	\$0
• LPG & fuel oil tanks (underground add \$10 additional) (piping fee included)	
➤ 276 to 550 gal	\$65
➤ 551 to 2,000 gal	\$105
➤ Each additional tank	Add 50% of fee based on largest tank size
• Oil burner (piping fee included)	
➤ New/conversion, under 5 gal/hour	\$65
➤ New/conversion, over 5 gal/hour	\$95
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Piping (bid separately) (based on bid price)	
➤ Under \$2,000	\$45
➤ \$2,000 to \$8,000	\$55
➤ Over \$8,000	\$15 per each \$3,000 over \$8,000 + \$55
• Plan review	\$100/hour – minimum 1 hour
• Refrigeration systems	
➤ Under 5 HP (split system)	\$40
➤ 5 HP to 50 HP (split system)	\$50
➤ Over 50 HP (split system)	\$80
➤ Self-contained units	\$55
• Solar equipment/each panel (piping fee included)	\$35
• Unit heaters-hot water, gas or steam (piping fee included)	
➤ 200,000 BTU and under	\$35
➤ Over 200,000 BTU	\$45
5. MECHANICAL – RESIDENTIAL	
• Base fee (non-refundable)	\$40
• Boiler (piping fee included)	
➤ 200,000 BTU and under	\$45
➤ Over 200,000 BTU	\$60
• Central air	\$40
• Dampers (all kinds)	\$20
• Duct system	
➤ Under \$3,000	\$35
➤ \$3,000 to \$7,000	\$40
➤ \$7,000 to \$15,000	\$45
➤ Over \$15,000	\$12 per each \$1,000 over \$15,000 + \$45
• Exhaust fan	\$20
• Gas burning equipment (new and/or conversion) (piping fee included)	
➤ 400,000 BTU and under	\$45
➤ Over 400,000 BTU	\$60
• Gas piping (each outlet)	\$20
• Hotel or motel (per unit)	\$55
• Inspection – each	\$80
• License/registration fee	\$0
• LPG & fuel oil tanks (underground add \$10) (piping fee included)	\$35
• Modular home	\$150
• Oil burner (new and/or conversion) (piping fee included)	\$45
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Plan review	\$100/hour – 1 hour minimum
• Solar equipment (each panel) (piping fee included)	\$35
• Solid fuel equipment (wood stove, prefab fireplaces, stoves)	\$50
• Two-family dwelling	\$180
• Water heater	\$20
• Whole house permit	\$125
6. PLUMBING	
• Base fee (non-refundable)	\$40
• Fixtures, floor drains, water connected appliances	\$20
• Hotel or motel (per unit)	\$50
• Inspections – each	\$80
• License/registration fee	\$0
• Manholes – catch basins (each)	\$20
• Modular home	\$150
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Plan review	\$100/hour – 1 hour minimum
• Reduced pressure zone back-flow preventer	\$20
• Sewage ejectors, sumps	\$20
• Sewers	
➤ Connection building drain	\$20
➤ Sanitary, storm or combined (less than 6")	\$20
➤ Sanitary, storm or combined (6" and over)	\$25
• Stacks (soil, waste, vent and conductor)	\$15
• Sub-soil drains	\$20
• Two-family	\$180
• Water distributing pipe	

➤ ¾" – 1"	\$20
➤ 1 ¼"	\$25
➤ 1 ½"	\$35
➤ Over 2"	\$50
• Water service	
➤ Less than 2"	\$20
➤ 2" to 6"	\$30
➤ Over 6"	\$35
• Whole house permit	\$120
7. CITY CLERK	
• Cable television franchise fee	3%
• Marriage fee/presided by Mayor	\$50
8. CITY TREASURER	
• Collection fee tax – administrative fee	1% admin fee on tax bills per Ordinance No. 838
• Property tax late collection fee	
➤ Summer	1% per month September 1 through February 1
➤ Winter and any summer balance	3% additional February 15 th –28 th
• Return check	As allowed by MCL 600.2952
9. COMMUNITY DEVELOPMENT	
• Credit reports (if not partnered with bank or finance group)	Cost + 25%
• Escrow Fee - Hourly rate of Staff/Consultant involved	\$1,500
• Historic district permit application fee	\$0
• Lot splits	
➤ Single	\$250
➤ Multiple	\$250 each + \$50/resulting lot
• Parking Lease – Downtown	\$20 per month per space (includes signage)
• Parks	
➤ Pavilion reservations	City resident \$25 Non-City resident \$50
• Amphitheater Rental	Tax exempt entity \$50 All other entities \$150
• Mobile Food Vending License	
➤ City-controlled property (May - October)	\$300
➤ City-controlled property (November - April)	\$200
➤ Non-city property (May – October)	\$150
➤ Non-city property (November – April)	\$100
➤ Year-round city food service establishments on city-controlled property (per year)	\$250
➤ Year-round city food service establishments not on city-controlled property (per year)	\$0
• Rental property registration (per unit)	\$50
➤ Non-compliance fee (1 st occurrence)	\$200
➤ Non-compliance fee (each additional occurrence)	\$400
• Rezoning request	\$575 + \$10/acre
• Site Plans	
➤ Apartment/townhouse	\$575 + \$5/unit
➤ Commercial/industrial	\$525 + \$50/acre
➤ Institutional (schools, public services, hospitals)	\$500 + \$40/acre
➤ Mobile home park	\$600 + \$5/unit
➤ Planned Unit Development/mixed use development	\$575 + \$50/acre
➤ Preliminary site plan review	75% of site plan review fee
➤ Single family site condo (prelim or final)	\$700 + \$5/lot
➤ Site plan revision/review	75% of site plan review fee + any needed consulting fees determined by administration
➤ Special meeting with planner	All cost by owner/applicant via escrow
• Special land use	\$400 + \$6/acre
• Subdivision	
➤ Preliminary – tentative	\$700 + \$5/lot
➤ Preliminary – final	\$350 + \$2.50/lot
➤ Final plat	\$500 + \$4/lot
• Temporary land use (ZBA review)	\$500
• Use variance	\$700
• Wireless communications equipment and support structures	
➤ Zoning application fee	Administrative costs to review and process application or \$1,000 (whichever is less)
➤ Non-exempt co-locating small cell wireless facilities and support structures	
❖ New wireless support structure or modification of an existing wireless support structure	\$1,000
❖ New small cell wireless support structure or modification of an existing small cell wireless	\$500
➤ Co-locate a small cell wireless facility and/or associated support structure application fee shall not exceed and shall be set as follows:	
❖ Each small cell wireless facility alone	\$200

❖ Each small cell wireless facility and a new utility pole or wireless support to which it will be attached	\$300
➤ Annual permit fee for each utility pole or wireless support structure in ROW on which a wireless provider has approval to co-locate a small cell wireless facility shall not exceed and shall be set as follows:	
❖ Annually, unless the following applies	\$20
❖ If the utility pole or wireless support structure was erected by or on behalf of the wireless provider on or after March 12, 2019	\$125
• Zoning variance	
➤ Commercial	\$425
➤ Residential	\$200
10. GENERAL	
• Notary (maximum of 3 signatures per fee)	
➤ Non-resident	\$10
➤ Resident	\$5
• Rental conference room between 8:00 am and 5:00 pm	
➤ ½ day up to four hours	\$30
➤ Full day	\$60
➤ Organization of which the city is a member	\$0
• Rental council chambers between 8:00 am and 5:00 pm	
➤ ½ day up to four hours	\$30
➤ Full day	\$60
➤ Organization of which the city is a member	\$0
11. HISTORICAL COMMISSION – Funds go to Historical Commission	
• Admission Curwood Castle	
➤ Adult	Donation request \$5
➤ Child	Donation request \$2
• Rental Curwood Castle	
➤ First hour	(\$50 refundable) \$250
➤ Each additional hour	\$55
12. PUBLIC SAFETY	
• Ambulance fees – adjusted to the screen rates approved by commercial insurance companies	
➤ In-facility transports	\$250.80
• False alarm fee – fee may be waived by authority of Public Safety Director. First two fire and police alarms are not fined. The occupant will be notified of the 1 st or 2 nd violation by letter	
➤ False alarm FIRE: 3 rd call	\$250
➤ False alarm FIRE: 4 th and subsequent fire alarms	\$500
➤ False alarm POLICE: 3 rd call	\$50
➤ False alarm POLICE: 4 th and subsequent police alarms	\$100
• Fire Inspection Fees	
➤ Annual fire inspection	\$0
➤ Fire alarm field test	\$100
➤ Certificate of occupancy	\$100
➤ Change in liquor license site inspection	\$150
➤ Sprinkler system hydrostatic test (per riser)	\$100
➤ Observe fire flow test	\$100
➤ Tent Permit	\$125
• Fire Plan Review, Permit and Inspection schedule	\$100
➤ Plan review for fire alarm system (fee based on square footage)	
❖ 0 – 2,500 sq. ft.	\$100
❖ 2,500 – 10,000 sq. ft.	\$200
❖ 10,001 – 50,000 sq. ft.	\$250
❖ Over 50,000 sq. ft.	\$500
• Fire run	\$500
• Gun registration	\$10
• Peddler's permit	
➤ Per month	\$50
➤ Per year (expiring December 31 st)	\$200
• Portable breath test (PBT)	
➤ ½ month	\$15
➤ Full month	\$30
• Sex offender initial registration	\$35
• Traffic Control Order	
➤ Traffic Control Order Application	\$30
➤ MDOT Closure Application	\$50
➤ Expedited Application Fee (if submitted 14-29 days prior to first day of event)	\$15 additional
➤ Fire truck	\$150 per event
13. PARKING FINES – DEFINED IN SECTION 33 OF THE OWOSSO MUNICIPAL CODE	
• Abandoned car	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Across parking line	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking alley	
➤ Paid within 7 days	\$15

➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking driveway	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking traffic	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Double parking	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Electric Vehicle Parking: Public use charging stations shall be reserved for parking and charging electric vehicles only	
➤ Paid within 7 days	\$30
➤ Paid within 14 days	\$45
➤ Paid within 30 days	\$60
• Fifth violation of any above violations within a 30-day period	
➤ Paid within 7 days	\$100
➤ Paid within 14 days	\$100
➤ Paid within 30 days	\$100
• Moving to evade time limitations	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Other parking violation	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Overnight parking in 3:00 am to 6:00 am zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked facing wrong way	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking in prohibited zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking in loading zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking on sidewalk or crosswalk	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked at yellow curb	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked in handicap zone	
➤ Paid within 7 days	\$50
➤ Paid within 14 days	\$100
➤ Paid within 30 days	\$100
• Parked within 15 feet of fire hydrant	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking over 12 inches from curb	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked over legal limit in areas other than business districts defined in sec. 33-37	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked over legal limit in business districts defined in sec. 33-37 – 3 rd & subsequent violations in each calendar year	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking of a truck or commercial vehicle with a gross weight in excess of 5 tons or in excess of 22 feet in length in violation of the provisions of section 5.61 of the Uniform Traffic Code	
➤ Paid within 7 days	\$25

➤ Paid within 14 days	\$50
➤ Paid within 30 days	\$75
14. VIOLATIONS/FINES	
• Bonfire permit	\$0
• Misdemeanor “see ordinance/code under (b)”	\$500 + other stipulations
• Municipal civil infraction	
➤ First offense	\$50
➤ Second offense	\$250
➤ Third or subsequent repeat offenses	\$500
• Municipal civil infraction – loose dogs	
Code states: If the dog was impounded by any police officer or other authorized employee of the city, the owner shall pay the additional sum to the city to reimburse for said expense as prescribed by resolution of the council	\$50 + pound fees
15. PUBLIC SERVICES	
• Copies of building plans/blueprints	Per page \$10
• Mowing	Cost + \$100
• Right of way permit	
➤ Inspection fee	\$50
• Snow removal	Cost + \$100
• METRO Act permit application fee	Per statute

Master Plan Implementation Goals: A.7.

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

Name	Board/Commission	Term Expires
Thomas Ainsworth	Downtown Historical District Commission	06-30-2027
Charlie Agnew	Parks and Recreation Student Board Member	06-30-2025

Check Register – October 2024. Affirm check disbursements totaling \$3,086,772.46 for October 2024.

Warrant No. 648. Authorize Warrant No. 648 as follows:

Vendor	Description	Fund	Amount
Gould Law PC	Services Rendered from September 10, 2024 – October 14, 2024	Multiple	\$13,218.40

Motion supported by Councilmember Law

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Olson.

ITEMS OF BUSINESS

Donation Agreement – 1921 American LaFrance Firetruck

Motion by Councilmember Fear authorizing the donation of the 1921 American LaFrance Firetruck to the Shiawassee Firefighters Memorial.

RESOLUTION NO. 185-2024

RESOLUTION AUTHORIZING THE DONATION OF THE 1921 AMERICAN LAFRANCE FIRE ENGINE TO THE SHIAWASSEE FIREFIGHTERS MEMORIAL

WHEREAS, the City of Owosso is the owner of a 1921 American LaFrance Fire Engine, the City’s first gasoline-powered fire truck (hereinafter referred to as "Fire Engine"); and

WHEREAS, the Shiawassee Firefighters Memorial, a Michigan nonprofit organization, has been raising funds and planning to create a public display to honor Shiawassee County’s fallen firefighters; and

WHEREAS, the City of Owosso desires to donate the Fire Engine to the Shiawassee Firefighters Memorial to support its mission of honoring local firefighters and preserving the history of public safety in the community; and

WHEREAS, Section 2-348 of the Owosso City Code requires City Council authorization for the disposal or donation of any vehicle over seventy (70) years old, including the Fire Engine; and

WHEREAS, the donation agreement between the City of Owosso and the Shiawassee Firefighters Memorial outlines the terms of the donation, including the transfer of ownership and responsibility for the Fire Engine.

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

- FIRST: The Owosso City Council hereby approves the donation of the 1921 LaFrance Fire Engine to the Shiawassee Firefighters Memorial, subject to the terms outlined in the donation agreement.
- SECOND: The Mayor and City Clerk are hereby authorized and directed to execute the donation agreement on behalf of the City of Owosso, and to take any and all actions necessary to complete the donation.
- THIRD: Upon execution of the agreement, ownership and all responsibilities associated with the 1921 American LaFrance Fire Engine shall be transferred to the Shiawassee Firefighters Memorial.
- FOURTH: The City of Owosso makes no representations or warranties regarding the condition of the Fire Engine and disclaims any implied warranties, including fitness for a particular purpose.
- FIFTH: The donation is made with the understanding that the Fire Engine will be used in furtherance of the Shiawassee Firefighters Memorial's nonprofit mission and displayed as a tribute to Shiawassee County's fallen firefighters.

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Olson.

COMMUNICATIONS

None.

CITIZEN COMMENTS AND QUESTIONS

Kelsey Lighthill thanked Dan Law for getting her to attend meetings and she would like to see younger citizens attend.

Councilmember Haber stated it has been a pleasure working with Sue and Dan.

NEXT MEETING

Monday, November 18, 2024 – Regular Meeting

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2026
Building Board of Appeals – Alternate - term expires June 30, 2025
Downtown Historic District Commission – term expires June 30, 2027
Planning Commission – term expires June 30, 2026
Planning Commission - term expires June 30, 2027
Zoning Board of Appeals – Alternate – term expires June 30, 2027
Zoning Board of Appeals – Alternate – term expires June 30, 2025

ADJOURNMENT

Motion by Mayor Pro-Tem Osika for adjournment at 8:07 p.m.

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

Robert J. Teich, Jr., Mayor

Tanya B. Buckelew, Recording Clerk