

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MARCH 06, 2023
7:30 P.M.**

**Meeting to be held at City Hall
301 West Main Street**

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 21, 2023:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

1. Swearing In Ceremony – Fire Department Employee. A ceremony to swear in the City's newest firefighter: Gavin Rose.

PUBLIC HEARINGS

1. Ordinance Amendment - Special Assessments. Conduct public hearing to receive citizen comment regarding the proposed amendment to Chapter 28, Special Assessments, Section 28-15, *Partial Payments*, of the Code of Ordinances to reduce the interest rate for special assessments from six percent to three percent per annum.
2. USDA Loan Application. Conduct a public hearing pursuant to USDA Loan guidelines to receive citizen comment regarding the proposed application for a USDA Rural Development Community Facilities and Equipment Loan to finance the purchase of a new fire truck, necessary for the operation of the Fire Department.
Master Plan Implementation Goals: 3.2
3. Special Assessment District No. 2023-04 – Roll Correction. Conduct a public hearing to receive citizen comment regarding authorization of a correction to the roll for Special Assessment District No. 2023-04, Center Street from King Street to North Street for street resurfacing.
Master Plan Implementation Goals: 3.10

CITIZEN COMMENTS AND QUESTIONS

CONSENT AGENDA

1. Contract Authorization – CDBG Third Party Administrator. Approve contract with Northern Consultants Inc. for administrative services related to the City’s management of the CDBG grant for rental rehabilitation at 114-116 West Main Street at a cost not to exceed \$13,745.00 paid for by the Michigan Economic Development Corporation.
2. Emergency Repair Authorization – Osburn Well. Approve emergency repair of the Osburn Well by Northern Pump & Well, Inc. and authorize payment to the contractor in the amount of \$34,866.00.
Master Plan Implementation Goals: 1.5, 3.4, 3.10
3. Professional Services Agreement – Palmer 3A & Juniper 1 Well Houses Project – Construction Administration Services. Approve Addendum No. 5 to the Utilities General Engineering Contract with OHM Advisors to provide construction administration and observation services in the amount not to exceed \$197,000.00 for the Palmer 3A and Juniper 1 Wellhouse Project, contingent upon receipt of DWSRF funding for the project, and further approve payment to the engineer upon satisfactory completion of the project or portion thereof.
Master Plan Implementation Goals: 1.5, 3.4
4. Bid Award – 2023 Street Patches Program. Authorize bid award to S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel as the low bidder for the 2023 Street Patches Program in the amount of \$130,675.00, further authorize a contingency amount of \$10,000.00 to be utilized upon written permission, and approve payment up to the bid amount, plus the contingency if utilized, upon satisfactory completion of the work or a portion thereof.
5. Bid Award – 2023 Sidewalk Program. Approve bid award to KMI Road Maintenance, LLC for the 2023 Sidewalk Program in the amount of \$151,875.00, plus a contingency of \$8,000.00 for additional restoration and replacement services required during the fiscal year, and further approve payment to the contractor up to \$159,875.00 upon satisfactory completion of project or portion thereof.
6. Bid Award – Tree Removal – Option 1. Approve bid award to Burman’s Tree Services, LLC for the 2023 Tree Removal Contract – Option 1 in the amount of \$18,708.49, with a contingency amount of \$5,000.00 to be shared between the contracts for Option 1 and Option 2, and further approve payment to the contractor upon satisfactory completion of the project or portion thereof.
7. Bid Award – Tree Removal – Option 2. Approve bid award to Ronald’s Tree Service LLC for the 2023 Tree Removal Contract – Option 2 in the amount of \$9,200.00, with a contingency amount of \$5,000.00 to be shared between the contracts for Option 1 and Option 2, and further approve payment to the contractor upon satisfactory completion of the project or portion thereof.
8. Bid Award – 2023-2024 Kornerhorn Parts. Approve bid award to Etna Supply Company for Kornerhorn Parts in the amount of \$23,667.50 and further approve payment to the contractor according to unit prices upon satisfactory receipt of said parts.
Master Plan Implementation Goals: 3.4, 3.10
9. Check Register – February 2023. Affirm check disbursements totaling \$2,753,707.13 through February 28, 2023.

ITEMS OF BUSINESS

1. Special Events Traffic Control Order Policy Update. Consider updates to the Rules and Regulations for the Issuance of Certain Traffic Control Orders instituting new deadlines, fees, and requirements for removing rubbish post-event.
2. Fee Schedule Amendment. Consider additions to the Fee Schedule to include fees for Traffic Control Orders issued for special events, effective immediately.
3. Scheduling of Budget Meeting(s). Consider setting special meeting(s) to discuss the 2023-24 Proposed Budget.

COMMUNICATIONS

1. Brad A. Barrett, Finance Director. Financial Report – January 2023.
2. Historic District Commission. Minutes of February 15, 2023.
3. Owosso Historical Commission. Minutes of February 23, 2023.
4. WWTP Review Board. Minutes of February 28, 2023.

CITIZEN COMMENTS AND QUESTIONS

NEXT MEETING

Monday, March 20, 2023

BOARDS AND COMMISSIONS OPENINGS

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

ADJOURNMENT

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

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

The Owosso City Council will conduct an in-person meeting on March 6, 2023. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL
Monday, March 6, 2023
at 7:30 p.m.**

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

- **Join Zoom Meeting:**
<https://us02web.zoom.us/j/87871519533?pwd=TnF0ZEtESG1Ya2tKSy9zcWJKUFh5UT09>
- **Meeting ID: 878 7151 9533**
- **Password: 015989**
- **One tap mobile**

+13126266799,,87871519533#,,,,*015989# US (Chicago)
+16465588656,,87871519533#,,,,*015989# US (New York)

Dial by your location

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

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

Any person who wishes to contact members of the City Council to provide input or ask questions on any business coming before the Council on March 6, 2023 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF FEBRUARY 21, 2023
7:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR MARK GREEN
MEMORIAL HEALTHCARE CHAPLAIN

PLEDGE OF ALLEGIANCE: RYAN SUCHANEK, PUBLIC SERVICES DIRECTOR

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

ABSENT: None.

APPROVE AGENDA

Mayor Teich proposed two changes to the Agenda as follows: Remove Items of Business #3 and #4 and move these items to the March 6, 2023 Agenda to allow staff time to research financial impacts the changes will have on the events held downtown.

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 6, 2023

Motion by Mayor Pro-Tem Osika to approve the Minutes of the Regular Meeting of February 6, 2023 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

None.

CONSENT AGENDA

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

First Reading & Set Public Hearing – Special Assessment Ordinance Amendment. Conduct first reading and set a public hearing for Monday, March 6, 2023 to receive citizen comment regarding the proposed amendment to Chapter 28, Special Assessments, Section 28-15, *Partial Payments*, of the Code of Ordinances reducing the interest rate on unpaid balances from six percent to three percent per annum as follows:

RESOLUTION NO. 26-2023

AUTHORIZING FIRST READING & SETTING A PUBLIC HEARING FOR THE PROPOSED AMENDMENT TO CHAPTER 28, SPECIAL ASSESSMENTS, SECTION 25-15, PARTIAL PAYMENTS, OF THE CODE OF ORDINANCES TO REDUCE THE INTEREST RATE ON UNPAID BALANCES

WHEREAS, the City of Owosso, Shiawassee County, Michigan, utilizes the special assessment process to attach charges to individual properties for a portion of the cost of street maintenance and for the cost of remediating hazards and nuisances on said property; and

WHEREAS, the City Council, at its discretion, may provide for the payment of special assessments in annual installments over a period of years, with interest charged on the unpaid balance; and

WHEREAS, the City would like to reduce this interest rate to provide a bit of financial relief to its citizens during this time of high inflation; and

WHEREAS, it is the long-standing practice of the City Council to hold a public hearing to receive citizen comment regarding any and all proposed ordinance amendments.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN ORDAINS THAT:

SECTION 1. AMENDMENT. That Sec. 28-15, *Partial Payments*, of Chapter 28, Special Assessments, of the Code of Ordinances of the City of Owosso, Michigan, is hereby amended to read as follows:

CHAPTER 28. —SPECIAL ASSESSMENTS

Sec. 28-15. — Partial payments.

The council may provide for the payment of special assessments in annual installments. Such annual installments shall not exceed twenty (20) in number. The first and subsequent installments of a special assessment roll shall be due upon such dates as the council shall fix in the resolution confirming the special assessment. The installments of the special assessment rolls shall bear interest at the rate of ~~six (6)~~ **three (3)** percent per annum; provided, however, if the bonds are issued in anticipation of the special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to one (1) percent above the average rate of interest borne by the bonds. Such interest shall commence on the date of the first installment and shall be paid annually on each installment due date. The full amount of all or any deferred installments, with interest accrued thereon to the date of payment, may be paid in advance of the due dates thereof. Deferred installments shall be collected without penalty until ninety (90) days after the due date thereof, after which time such installments shall be considered as delinquent and such penalties on the installments shall be collected as are provided in the Charter to be collected on delinquent general city taxes.

Any existing Special Assessment with a remaining balance as of September 1, 2023, shall be calculated from said date forth, at three (3%) percent per annum until paid in full. The City shall not refund nor retroactively adjust any Special Assessment previously paid in full or in part to any real property owner assessed prior to September 1, 2023.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

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

SECTION 4. 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 5. EFFECTIVE DATE. This amendment shall become effective 20 days after passage.

Set Public Hearing – USDA Loan Application. Set a Public Hearing pursuant to USDA Loan guidelines for Monday, March 6, 2023 at 7:30 p.m. in the City Hall Council Chambers to receive citizen comment regarding the proposed application for a USDA Rural Development Community Facilities and Equipment Loan to finance the purchase of a fire truck necessary for the operation of the Fire Department as follows:

RESOLUTION NO. 27-2023

SETTING A PUBLIC HEARING TO RECEIVE CITIZEN COMMENT REGARDING APPLICATION TO THE USDA RURAL DEVELOPMENT COMMUNITY FACILITIES DIRECT LOAN PROGRAM FOR THE PURCHASE OF A FIRE TRUCK

WHEREAS, the City of Owosso, Shiawassee County, Michigan has a full-time fire department requiring the use of fire trucks; and

WHEREAS, these vehicles must be periodically replaced to ensure a mechanically sound and reliable fleet is available at all times, and the time has come to seek the replacement of one of the fire trucks; and

WHEREAS, the USDA has a loan program that provides low-interest financing for the purchase of fire apparatus and this loan program requires a public hearing to solicit public comment on the community's loan application.

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

FIRST: a public hearing will be held Monday, March 6, 2023 at 7:30 p.m. in the City Hall Council Chambers for the purpose of receiving citizen comment regarding the submission of a loan application for low-interest financing from the USDA Rural Development Community Facilities Direct Loan Program for the purchase of a fire truck.

Master Plan Implementation Goals: 3.2

Set Public Hearing – Correction of Special Assessment Roll - District No. 2023-04. Consider setting a public hearing for Monday, March 6, 2023 at 7:30 p.m. to receive citizen comment regarding the authorization of a correction to the roll for Special Assessment District No. 2023-04 Center Street, from King Street to North Street, for street resurfacing as follows:

RESOLUTION NO. 28-2023

**TO CORRECT
THE ROLL FOR SPECIAL ASSESSMENT DISTRICT NO. 2023-04**

**AND SET A PUBLIC HEARING
TO RECEIVE CITIZEN COMMENT FROM
PARCEL NO. 050-450-000-042-00 REGARDING
THE CORRECTED SPECIAL ASSESSMENT ROLL FOR DISTRICT NO. 2023-04
CENTER STREET, A PUBLIC STREET, FROM KING STREET TO NORTH STREET**

WHEREAS, City Council approved the roll for Special Assessment District No. 2023-04 at the January 17, 2023 meeting; and

WHEREAS, the approved special assessment roll contained an erroneous parcel, parcel number 050-450-000-007-00, which had been combined with parcel number 050-450-000-042-00; and

WHEREAS, the approved special assessment roll must be corrected to include parcel number 050-450-000-042-00 instead of parcel number 050-450-000-007-00; and

WHEREAS, the property owner of parcel number 050-450-000-042-00 shall be allowed a public hearing regarding the proposed special assessment.

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

1. The Special Assessment Roll for District No. 2023-04 shall be corrected, replacing parcel number 050-450-000-007-00 with parcel number 050-450-000-042-00 and the tax payer thereof. Said corrected 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, March 6, 2023 for the purpose of hearing the property owner of parcel number 050-450-000-042-00 regarding said corrected Special Assessment Roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearing 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 the owner of the corrected 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 PARCEL NUMBER 050-450-000-042-00 ALONG:

Center Street, a Public Street, from King Street to North Street

TAKE NOTICE that a corrected 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 corrected Special Assessment Roll is on file for public examination with the City Clerk and any objections to said corrected Special Assessment Roll must be filed in writing with the City Clerk prior to the close of the hearing to review said corrected 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, March 6, 2023 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: 3.10

Recreation Service Agreement – Baseball & Softball Tournaments. Approve Recreation Services Agreement with Ihm Enterprises, LLC for use of Rudy DeMuth Field and Bennet Field for baseball and softball tournaments for a period expiring December 31, 2023 as follows:

RESOLUTION NO. 29-2023

AUTHORIZING RECREATION SERVICE AGREEMENT WITH IHM ENTERPRISES, LLC FOR USE OF BENNETT FIELD AND RUDY DEMUTH FIELD

WHEREAS, the City of Owosso, Shiawassee County, Michigan, and Ihm Enterprises, LLC wish to enter into a Recreation Service Agreement for the use of Rudy Demuth Field and Bennet Field for the conduct of baseball and softball tournaments; and

WHEREAS, the City of Owosso has drafted a Recreation Service Agreement with Ihm Enterprises, LLC for ball tournaments to be held between April 1 and October 31 for:

- Fifteen dollars per team, per tournament
- Ihm Enterprises, LLC (Hit and Pitch) to dispose of any trash generated during the tournaments.

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 enter into a Recreation Services Agreement with Ihm Enterprises, LLC for the use of City-owned ball fields to conduct baseball and softball tournaments in return for a fee of fifteen dollars per team per tournament.

SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached, Recreation Service Agreement between the City of Owosso, Michigan and Ihm Enterprises, LLC for the fees and stipulations heretofore identified.

THIRD: The above revenue shall be paid to the General Fund, miscellaneous revenue account 101.000.675.000.

Master Plan Implementation Goals: 1.17

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

Name	Board/Commission	Term Expires
William J. Byrne	Downtown Historic District Commission filling unexpired term of Gary Wilson	06-30-2024

Change Order No. 1 – Police Body Cameras. Approve sole source purchase from Axon Enterprise, Inc. for the purchase of 2 additional Body Worn cameras in the amount of \$2,994.48 and authorize payment to the vendor over the four years remaining in the contract, increasing the total to \$111,908.41 as follows:

RESOLUTION NO. 30-2023

**APPROVING CHANGE ORDER NO. 1 TO
THE PUBLIC SAFETY IN-CAR & BODY-WORN CAMERAS PURCHASE AGREEMENT
WITH AXON ENTERPRISE, INC.
FOR PURCHASE OF ADDITIONAL BODY-WORN CAMERAS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved the purchase of Body-Worn Cameras and In-Car Cameras from Axon Enterprise, Inc. of Scottsdale, Arizona on February 22, 2022, in the amount of \$108,913.93; and

WHEREAS, additional Body-Worn Cameras and Licenses are required for the City's two (2) new police officers, increasing the contract amount to \$111,908.41; and

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to approve Change Order #1 to the Public Safety In-Car and Body-Worn Cameras Purchase Agreement with Axon Enterprise, Inc., increasing the contract amount by \$2,994.48 for the purchase of two additional body-worn cameras and licenses.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Change Order No. 1 to the purchase agreement between the City of Owosso, Michigan and Axon Enterprise, Inc., increasing the total contract amount from \$108,913.93 to \$111,908.41.
- THIRD: The accounts payable department is authorized to submit payment to Axon Enterprise, Inc., up to the amount of \$111,908.41 according to the terms of the contract.
- FOURTH: The above expenses shall be paid from the Police Equipment, account 401.000.980.000.

Bid Award - Chip Seal. Approve bid award to Highway Maintenance and Construction Company for the 2023 Chip Seal Program in the amount of \$95,982.00, plus a contingency of \$4,000.00 to be used upon written permission, and further approve payment to the contractor up to the contract amount plus the contingency as follows:

RESOLUTION NO. 31-2023

**AUTHORIZING THE EXECUTION OF A CONTRACT WITH
HIGHWAY MAINTENANCE AND CONSTRUCTION COMPANY FOR
THE 2023 CHIP SEAL PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to perform various surface improvements along portions of selected streets, including a treatment known as chip sealing; and

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

WHEREAS, the City of Owosso sought bids for the 2023 Chip Seal Project, and a bid was received from Highway Maintenance and Construction Company and it is hereby determined that Highway Maintenance and Construction Company is qualified to provide such services and that it has submitted the lowest responsible and responsive bid.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Highway Maintenance and Construction Company for the 2023 Chip Seal Project.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the contract for services between the City of Owosso, Michigan and Highway Maintenance and Construction Company, in an amount not to exceed \$95,982.00.
- THIRD: The Accounts Payable Department is authorized to pay Highway Maintenance and Construction Company for work satisfactorily completed on the project up to the Contract amount of \$95,982.00, plus a contingency in the amount of \$4,000.00 to be utilized only upon written authorization of staff, for a total of \$99,982.00.
- FOURTH: The above expenses shall be paid from the FY23-24 local street maintenance account no. 203-463-818.000.

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Permanent Easement Acceptance

City Manager Henne explained this easement is the most direct route to connect new raw water main to the well site on Juniper Street. After successful negotiations, the agreement outlined below was what was decided upon. Public Services Director Ryan Suchanek was present at the meeting to field any questions.

Motion by Councilmember Pidek to accept the permanent easement from Rhonda Ihm for construction and maintenance of raw water main through property located at 739 North Hintz Road in exchange for \$20,000.00 as follows:

RESOLUTION NO. 32-2023

**AUTHORIZING ACCEPTANCE OF A PERMANENT EASEMENT
FROM RHONDA IHM, 739 NORTH HINTZ ROAD
FOR THE CONSTRUCTION AND MAINTENANCE OF A RAW WATER MAIN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to locate a new raw water main through the property at 739 N. Hintz Road, Owosso, owned by Rhonda Ihm, to serve the new well south of Juniper Street; and

WHEREAS, construction and maintenance of the raw water main will require a permanent easement from the property owner; and

WHEREAS, Rhonda Ihm, property owner, is willing to grant said permanent easement to the City of Owosso for twenty thousand dollars (\$20,000.00).

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 accept the attached permanent easement for a raw water main from Rhonda Ihm, 739 N. Hintz Road, Owosso, Michigan, at a cost to the City of \$20,000.00, plus legal and recording fees.

SECOND: The City Clerk is instructed and authorized to file said easement document with the Shiawassee County Register of Deeds.

THIRD: The accounts payable department is authorized to pay Rhonda Ihm the amount of \$20,000.00 per the terms of the easement, and is further authorized to pay appropriate charges for legal fees and recording fees related to this matter.

FOURTH: The above expenses shall be paid from the Water Fund 591-901-972.200.

Master Plan Implementation Goals: 1.5, 3.4

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

Proposed Property Sale – Twenty-One Day Posting.

City Manager Henne noted MDOT will be making improvements on all four sides of this intersection. They need to relocate the sidewalk onto city owned property and will need access for grading purposes and drainage. Councilmember Pidek commented in support of additional sidewalks for pedestrian use along Corunna Avenue as they would be heavily used.

Motion by Councilmember Pidek in support of authorizing a 21-day posting for the proposed sale of city owned property at the corner of Gould Street and M-71 as follows:

RESOLUTION NO. 33-2023

**AUTHORIZING 21- DAY POSTING OF PURCHASE AGREEMENT FOR THE SALE OF
A PORTION OF THE CITY-OWNED PROPERTY ON SW CORNER OF
GOULD AND M-71**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, owns parcel 050-011-021-002-00, constituting 0.49 acres of commercial-zoned property; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has received an offer to purchase an eight by six and a half foot strip near the M-71/Gould Street intersection of said parcel for one thousand three hundred dollars (\$1,300) for the purpose of installing equipment to aid pedestrian crossings; and

WHEREAS, the City of Owosso has no immediate or long-term plans to develop said parcel under city ownership; and

WHEREAS, this portion has not been actively marketed, thereby triggering the 21-day public inspection period set forth in Section 14.3(2) of the Owosso City Charter; and

WHEREAS, the Michigan Department of Transportation (MDOT) wishes to purchase the section of said parcel to make pedestrian crossing improvements.

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 sell the aforementioned parcel to MDOT in the amount of \$1,300.00.
- SECOND: The city clerk is instructed to publicly publish this offer per Section 14.3(B)(2) of the city charter for twenty one (21) days.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: None.

Special Events Traffic Control Order Policy Update.

This item was moved to the March 6, 2023 Agenda.

Fee Schedule Amendment.

This item was moved to the March 6, 2023 Agenda.

Investment Policy Amendments.

City Manager Henne outlined the current investment policy and the proposed changes. The current investments are yielding a higher rate of return than savings, checking and Certificates of Deposit. With investments, there is always risk and it was noted the proposed investments are not insured by the FDIC.

Pro-Tem Osika asked for clarification as to whether or not the investment was guaranteed to be returned in the case of a loss. It is not guaranteed, but it is being invested in Treasury debt, government agency deb and bonds, which tend to be less risky.

Councilmember Pidek inquired which institution was being used and for a list of the advisors. He requested reporting be instituted to track the success of the investments.

Motion by Mayor Pro-Tem Osika to approve amendments to the Investment Policy as follows:

RESOLUTION NO. 34-2023

APPROVING AMENDMENTS TO THE INVESTMENT POLICY TO REMOVE CAPS ON INDIVIDUAL TYPES OF INVESTMENTS FOR THE CITY OF OWOSSO

WHEREAS, the City of Owosso adopted the Investment Policy on December 18, 2006 which included, but was not limited to, implementation of caps on how much of the city's investment portfolio could be deposited/invested in any single authorized and suitable investment allowed under state law; and

WHEREAS, the current language limits the ability of the city to invest more funds in short term/liquid investments, which are paying higher interest rates; and

WHEREAS, the policy has been reviewed by the City's Finance Director and it is recommended the language that sets percentage-based investment caps be struck and replaced with language stating that no single authorized and suitable investment shall contain 50% or more of the city's available cash; and

WHEREAS, the City Council has reviewed the recommended changes to the policy and finds it in the best interest of the City to adopt the revisions.

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

FIRST: the City of Owosso has determined it is advisable, necessary, and in the public interest to amend the language of the Investment Policy to strike language setting percentage-based investment caps and replace it with language stating that no single authorized and suitable investment shall contain 50% or more of the city's available cash.

SECOND: this Resolution and the updated language of the Investment Policy, attached as follows, shall take effect immediately.

Motion supported by Councilmember Law.

Roll Call Vote.

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

NAYS: Councilmember Olson.

COMMUNICATIONS

1. Brad Barrett, Finance Director. Huntington Bank Liquidity Portal Investments.
2. Tanya S. Buckelew, Planning & Building Director. January 2023 Building Department Report.
3. Tanya S. Buckelew, Planning & Building Director. January 2023 Code Violations Report.
4. Tanya S. Buckelew, Planning & Building Director. January 2023 Inspections Report.
5. Tanya S. Buckelew, Planning & Building Director. January 2023 Certificates Issued Report.

6. Kevin D. Lenkart, Public Safety Director. January 2023 Fire Report.
7. Kevin D. Lenkart, Public Safety Director. January 2023 Police Report.
8. Downtown Development Authority/Main Street. Minutes of February 1, 2023.

CITIZEN COMMENTS AND QUESTIONS

Ed Urban, 601 Glenwood, commented on paramedics who saved people’s lives and wanted to congratulate them. He brought a whistle to share with the man who spoke at a previous meeting about being approached by teens at Hopkins Lake.

Mayor Teich thanked William Byrne for joining the Downtown Historic District Commission.

Mayor Pro-Tem Osika reminded everyone of the Chocolate Walk on Friday, February 24, 2023 with almost 40 businesses participating. Tickets are still available. Nick Bruckman, Americorps member for the DDA, has put a lot of work into making the event a success.

Councilmember Law noted the Firefighter’s Memorial Committee met, have invested some of their money and will host a BBQ fundraiser the last weekend of July. They have nominated him as their candidate for Mr. Owosso.

NEXT MEETING

Monday, March 6, 2023

BOARDS AND COMMISSIONS OPENINGS

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

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

Downtown Historic District Commission - term expires June 30, 2024

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

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

ADJOURNMENT

Motion by Mayor Pro-Tem Osika for adjournment at 7:56 p.m.

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

Robert J. Teich, Jr., Mayor

Carrie A. Farr, Deputy City Clerk



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

MEMORANDUM

DATE: February 14, 2023
TO: Owosso City Council
FROM: Brad Barrett, Finance Director
SUBJECT: Ordinance Amendment – Reducing Special Assessment Interest Rate

RECOMMENDATION:

Complete a first reading and schedule a public hearing for March 6, 2023 for the purpose of amending Section 28-15, Partial payments, of Chapter 28 of the Code of Ordinances of the City of Owosso to reduce the interest rate charged on unpaid balances.

BACKGROUND:

Chapter 28 Special Assessments, Section 28-15 Partial payments of the City of Owosso Code of Ordinances has not been revised since August 17, 2009. The ordinance states an interest rate of six (6) percent per annum (year) shall be charged for special assessment funded projects that do not use and or require bonds.

The interest rate of six (6) percent is high compared to interest rates the City of Owosso has access to through other government financing programs. At the time of this memo, the city has access to, however not guaranteed, funding at 1.87% (20 year loan) or 2.125% (30 year loan) from the Department of Environment, Great Lakes and Energy (EGLE) Drinking/Clean Water State Revolving Funds and 3.75% (market rate) from USDA Community Facilities Direct Loan Program.

A special assessment installment interest rate at three (3) percent would be somewhat in the middle of financing rates available to the city and provide relief to residents. An ordinance amendment would be required to implement this change.

Document originated by:

Attachments: (1) Resolution

ORDINANCE NO.

**APPROVING AMENDMENT TO CHAPTER 28, SPECIAL ASSESSMENTS,
SECTION 25-15, PARTIAL PAYMENTS, OF THE CODE OF ORDINANCES
TO REDUCE THE INTEREST RATE ON UNPAID SPECIAL ASSESSMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, utilizes the special assessment process to attach charges to individual properties for a portion of the cost of street maintenance and for the cost of remediating hazards and nuisances on said property; and

WHEREAS, the City Council, at its discretion, may provide for the payment of special assessments in annual installments over a period of years, with interest charged on the unpaid balance; and

WHEREAS, the City would like to reduce this interest rate to provide a bit of financial relief to its citizens during this time of high inflation; and

WHEREAS, the City Council held a public hearing on March 6, 2023, [heard all interested persons](#), and deliberated on the proposed ordinance amendment.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN ORDAINS THAT:

SECTION 1. AMENDMENT. That Sec. 28-15, *Partial Payments*, of Chapter 28, Special Assessments, of the Code of Ordinances of the City of Owosso, Michigan, is hereby amended to read as follows:

CHAPTER 28. —SPECIAL ASSESSMENTS

Sec. 28-15. — Partial payments.

The council may provide for the payment of special assessments in annual installments. Such annual installments shall not exceed twenty (20) in number. The first and subsequent installments of a special assessment roll shall be due upon such dates as the council shall fix in the resolution confirming the special assessment. The installments of the special assessment rolls shall bear interest at the rate of three (3) percent per annum; provided, however, if the bonds are issued in anticipation of the special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to one (1) percent above the average rate of interest borne by the bonds. Such interest shall commence on the date of the first installment and shall be paid annually on each installment due date. The full amount of all or any deferred installments, with interest accrued thereon to the date of payment, may be paid in advance of the due dates thereof. Deferred installments shall be collected without penalty until ninety (90) days after the due date thereof, after which time such installments shall be considered as delinquent and such penalties on the installments shall be collected as are provided in the Charter to be collected on delinquent general city taxes.

Any existing Special Assessment with a remaining balance as of September 1, 2023, shall be calculated from said date forth, at three (3%) percent per annum until paid in full. The City shall not refund nor retroactively adjust any Special Assessment previously paid in full or in part to any real property owner assessed prior to September 1, 2023.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this article is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this article. The city hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 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 March 27, 2023.



MEMORANDUM

DATE: March 6, 2023

TO: Owosso City Council

FROM: Kevin Lenkart
Public Safety Chief

RE: USDA Loan Application – Public Hearing

Recommendation:

Conduct a public hearing to receive public comment on the submission of an application for financing from the USDA Rural Development Community Facilities Direct Loan Program for the purchase of a new fire truck for the Fire Department.

Background:

The USDA Rural Development Community Facilities Direct Loan Program provides low interest, direct loans to assist in financing essential community facilities and equipment in rural areas with a population of not more than 20,000 residents according to the latest U.S. Census Data. Loan funds can be used to purchase, construct, enlarge or improve essential community facilities for health care, public safety, community and public services, and may include the purchase of equipment required for facilities operation.

The City of Owosso is seeking financing through the USDA Rural Development Community Facilities Direct Loan Program to purchase a 2024 HME fire truck (pumper) at an interest rate of 3.75% over the course of fifteen (15) years. The application is for \$877,000.00 with the City covering any additional funds needed to complete the purchase. The current Pumper (Engine 1) is 25 years old. Interest rates were compared to local institutions and this was found to be the lowest available.

RESOLUTION NO.

**CONDUCT A PUBLIC HEARING TO RECEIVE CITIZEN COMMENT
REGARDING SUBMISSION OF AN APPLICATION TO THE
USDA RURAL DEVELOPMENT COMMUNITY FACILITIES DIRECT LOAN PROGRAM
FOR THE PURCHASE OF A FIRE TRUCK**

WHEREAS, the City of Owosso, Shiawassee County, Michigan has a full-time fire department requiring the use of fire trucks; and

WHEREAS, these vehicles must be periodically replaced to ensure a mechanically sound and reliable fleet is available at all times and the current pumper (Engine 1) is twenty-five years old and needs to be replaced; and

WHEREAS, the USDA has a loan program that provides low-interest financing for the purchase of fire apparatus and this loan program requires a public hearing to solicit public comment on the community's loan application; and

WHEREAS, the USDA is offering a loan with an interest rate of 3.75% over the course of fifteen (15) years to finance the purchase of a 2024 HME Fire Truck (pumper) at a cost estimated at \$877,000.00; and

WHEREAS, a public hearing was held on this application on Monday, March 6, 2023 in which [no comments were received/all interested parties were heard](#).

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

FIRST: it has theretofore been determined that it is advisable, necessary and in the public interest to authorize city staff to submit the loan application for low-interest financing from the USDA Rural Development Community Facilities Direct Loan Program for the purchase of a fire truck.

SECOND: the City further commits to the terms of the grant as noted above.



MEMORANDUM

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

DATE: March 6, 2023

TO: Owosso City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Parcel Number 050-450-000-042-00 Public Hearing; Finalize Corrected Roll for Special Assessment District 2023-04 for Center St Resurfacing

RECOMMENDATION:

Approval of resolution which documents the public hearing for parcel number 050-450-000-042-00, finalizes the corrected roll for Special Assessment District 2023-04 and sets the terms of payment.

BACKGROUND:

The public hearing for parcel number 050-450-000-042-00, as part of the corrected roll for Special Assessment District No. 2023-04, will be conducted on March 6, 2023.

This resolution documents the public hearing, finalizes the corrected special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to address council as to whether or not the amount of their assessment is fair and equitable in relation to the benefit received from the project. If, after hearing citizen comment the council decides adjustments need to be made to the assessment roll, council may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written.

Tonight the council will be considering the resolution for the corrected special assessment roll for the following public improvement:

**Special Assessment District No. 2023-24
Center Street, a Public Street, from King Street to North Street**

Attachment/s: Resolution

RESOLUTION NO.

**A RESOLUTION APPROVING THE
CORRECTED ROLL FOR
SPECIAL ASSESSMENT DISTRICT NO. 2023-04
CENTER STREET
FROM KING STREET TO NORTH STREET**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the corrected special assessment roll prepared for the purpose of defraying the special assessment district's share of the following described public improvement:

**Center Street from King Street to North Street
Street Resurfacing**

and;

WHEREAS, all interested parties were heard and after carefully reviewing said corrected special assessment roll the Council deems said corrected special assessment roll to be fair, just and equitable and that each of the assessments contained thereon results in the special assessment being in accordance with the benefits to be derived by the parcel of land assessed.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Resolution No. 05-2023 approved at the January 17, 2023 council meeting shall be rescinded.
2. Said corrected special assessment roll as prepared by the City Assessor in the amount of \$135,453.82 is hereby confirmed and shall be known as Special Assessment Roll No. 2023-04.
3. Said corrected special assessment roll shall be divided into ten (10) installments, the first of which shall be due and payable on September 1, 2023, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by November 1, 2023.
4. The installments of the special assessment rolls shall bear interest at the rate of 3% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2023 and shall be paid annually on each installment due date.
5. Said corrected special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

CORRECTED

WEST SIDE

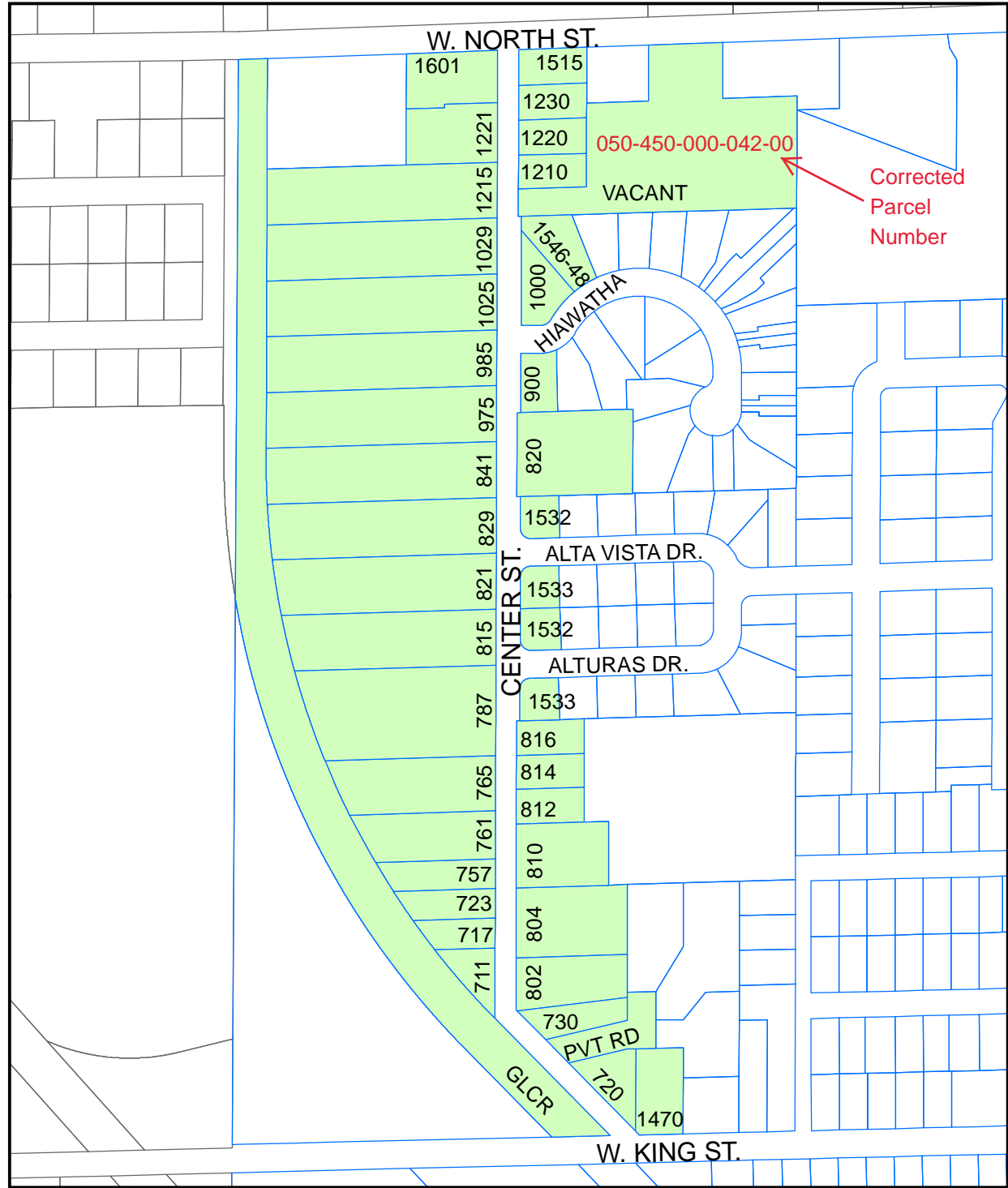
ADDRESS NO.	STREET	OWNER	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING
		GREAT LAKES CENTRAL RAILROAD INC	050-450-000-040-00	388	0.75	291.00	\$30.22	\$8,794.02	I-1
711	CENTER	RAPPUHN, ELWIN L	050-450-000-038-00	150.4	1	150.40	\$28.15	\$4,233.76	R-1
717	CENTER	RIETH, ANGELA	050-450-000-037-00	70	1	70.00	\$28.15	\$1,970.50	R-1
723	CENTER	FROSTY, DONALD A & ELIZABETH	050-450-000-036-00	70	1	70.00	\$28.15	\$1,970.50	R-1
757	CENTER	BALDWIN TRUST	050-450-000-065-00	70	1	70.00	\$28.15	\$1,970.50	R-1
761	CENTER	BALDWIN TRUST	050-450-000-035-00	114	1	114.00	\$28.15	\$3,209.10	R-1
765	CENTER	MCNEW, LORA M	050-450-000-058-00	130	1	130.00	\$28.15	\$3,659.50	R-1
787	CENTER	GONYOU, VINCENT J & DAWN D	050-450-000-057-00	214	1	214.00	\$28.15	\$6,024.10	R-1
815	CENTER	KEEZER, LOREN & ANGELA	050-450-000-031-00	132	1	132.00	\$28.15	\$3,715.80	R-1
821	CENTER	DIDUR, BRUCE W & KATHLEEN	050-450-000-041-00	132	1	132.00	\$28.15	\$3,715.80	R-1
829	CENTER	BURKHARDT, BRIAN	050-450-000-030-00	132	1	132.00	\$28.15	\$3,715.80	R-1
841	CENTER	KLOCKZIEM, TERESA L	050-450-000-029-00	132	1	132.00	\$28.15	\$3,715.80	R-1
975	CENTER	BEATTIE, HELEN E	050-450-000-028-00	132	1	132.00	\$28.15	\$3,715.80	R-1
985	CENTER	LAMBERT, GARY & KIM	050-450-000-027-00	132	1	132.00	\$28.15	\$3,715.80	R-1
1025	CENTER	TEJKL, PATRICK	050-450-000-026-00	132	1	132.00	\$28.15	\$3,715.80	R-1
1029	CENTER	JUDD, MICHEAL & JANICE	050-450-000-025-00	132	1	132.00	\$28.15	\$3,715.80	R-1
1215	CENTER	PORUBSKY, STEPHEN M & CHARLENE M	050-450-000-024-00	132	1	132.00	\$28.15	\$3,715.80	R-1
1221	CENTER	LISKOWYCZ, DANIEL	050-450-000-023-00	141	1	141.00	\$28.15	\$3,969.15	R-1
1601	NORTH	GOETZINGER, ALLAN M JR	050-450-000-056-00	123	0.75	92.25	\$28.15	\$2,596.84	R-1
				2658.4		2530.65		\$71,840.17	

EAST SIDE

ADDRESS NO.	STREET	OWNER	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING
1470	W KING	THOMPSON, RUSSELL & KITTEN	050-450-000-059-00	12.5	0.75	9.38	\$28.15	\$263.91	R-1
720	CENTER	VIOLET, BRIANNA & LAFFERTY, JUSTIN	050-450-000-060-00	224.24	1	224.24	\$28.15	\$6,312.36	R-1
	CENTER	HERMANN, KATHERINE L TRUST	050-450-000-064-00	77.15	1	77.15	\$28.15	\$2,171.77	R-1
730	CENTER	LOPEZ, ERMA S	050-450-000-019-00	100.15	1	100.15	\$28.15	\$2,819.22	R-1
802	CENTER	SPENCER, DICK & ROXANNE	050-450-000-018-00	120.88	1	120.88	\$28.15	\$3,402.77	R-1
804	CENTER	HUNT, TODD	050-450-000-021-00	165	1	165.00	\$28.15	\$4,644.75	R-1
810	CENTER	CHURCH, RICHARD & SANDRA	050-450-000-011-00	150	1	150.00	\$28.15	\$4,222.50	R-1
812	CENTER	SELLECK, JOAN J TRUST	050-450-000-051-00	82	1	82.00	\$28.15	\$2,308.30	R-1
814	CENTER	SAWICKI, VALERIA	050-450-000-050-00	82	1	82.00	\$28.15	\$2,308.30	R-1
816	CENTER	LEWIS, KIRK L & TINA L	050-450-000-049-00	82	1	82.00	\$28.15	\$2,308.30	R-1
1533	ALTURAS	WHITE, BARBARA E ET AL TRUST	050-290-000-016-00	99	0.75	74.25	\$28.15	\$2,090.14	R-1
1532	ALTURAS	WITTUM, WINFIELD V	050-290-000-017-00	99	0.75	74.25	\$28.15	\$2,090.14	R-1
1533	ALTA VISTA	SKINNER, KENNETH JR & JILL	050-290-000-026-00	99	0.75	74.25	\$28.15	\$2,090.14	R-1
1532	ALTA VISTA	FOSTER, GARY A & PAULA M	050-290-000-001-00	99	0.75	74.25	\$28.15	\$2,090.14	R-1
820	CENTER	RAY, PAULA GALLOWAY TRUST	050-450-000-009-00	198	1	198.00	\$28.15	\$5,573.70	R-1
900	CENTER	BEGGS, JIMMY	050-425-000-001-00	139.75	0.75	104.81	\$28.15	\$2,950.47	R-1
1000	CENTER	HUTCHISON, CHRISTOPHER; COOK ,BETH	050-425-000-022-00	223.27	0.75	167.45	\$28.15	\$4,713.79	R-1
1546	HIAWATHA	KREGGER, KEVIN L & JANENA	050-425-000-021-00	33	0.75	24.75	\$28.15	\$696.71	R-1
	CENTER	TOMAN, FREDERICK J & KIMBERLY M BLISS, MICHAEL D & KILEY A	050-450-000-007-00 050-450-000-042-00	66	1	66.00	\$28.15	\$1,857.90	R-1
1210	CENTER	HUDSON, EDWARD J & JERRI C	050-450-000-006-00	82	1	82.00	\$28.15	\$2,308.30	R-1
1220	CENTER	ELKINS, MATTHEW & DEBORAH	050-450-000-005-00	82	1	82.00	\$28.15	\$2,308.30	R-1
1230	CENTER	SCHOENMEYER, DANN A TRUST	050-450-000-004-00	82	1	82.00	\$28.15	\$2,308.30	R-1
1515	NORTH	HANSEN, ROBERT & JACQUELINE	050-450-000-001-00	84	0.75	63.00	\$28.15	\$1,773.45	R-1
				2481.94		2259.81		\$63,613.65	

CORRECTED OWNER AND PARCEL NUMBER IN RED

TOTAL ASSESSABLE FRONT FOOTAGE: 4790.46



City of Owosso

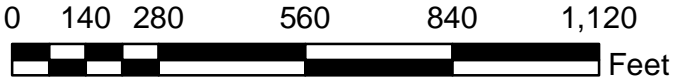
Proposed Special Assessment No. 2023-04

Center Street
from W. King St. to W. North St.



Legend

- Special Assessment Parcels
- Other City of Owosso Parcels
- Owosso Township Parcels
- 501 Street Address Number





MEMORANDUM

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

DATE: February 28, 2023

TO: Mayor Teich and the Owosso City Council

FROM: Nathan Henne: City Manager

SUBJECT: Authorizing the selection of a Certified Grant Administrator for the 114-116 W Main St Rental Rehab Project – CDBG Grant

RECOMMENDATION:

Staff recommends the selection of Northern Consultants Inc. as the certified grant administrator for the 114-116 W Main Street Rental Rehab Project.

BACKGROUND:

The Michigan Strategic Fund receives funding for various programs from the United States Department of Housing and Urban Development (HUD) for projects such as this one. The city of Owosso is the unit of local government, and therefore has to “administer” the grant; however, the MEDC requires these types of programs use a certified grant administrator. The MEDC will pay for these services, with a cost not to exceed of \$13,745.

In collaboration with the MEDC, the city submitted a request for proposal (RFP) for certified grant administrator (CGA) services. The city was required to hold the public bid opening for the contractual work for the project before a CGA was chosen. This is a new rule for CDBG non-entitlement communities. Two proposals were received with Northern Consultants Inc. as the lowest responsible proposal according to the MEDC points system.

Staff recommends awarding the bid to Northern Consultants Inc. as the proposal meets the CGA requirements with a score of 65 out of 90 points.

FISCAL IMPACTS:

The city will serve as a pass-through for the CDBG grant funds for the project – CGA payment is included in this grant.

RESOLUTION NO.

**AUTHORIZING THE SELECTION OF
A CERTIFIED GRANT ADMINISTRATOR
FOR THE 114-116 W. MAIN STREET RENTAL REHABILITATION PROJECT USING
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

WHEREAS, the City of Owosso sought proposals from consultants for management and administrative services required by the City for the administration/implementation of a proposed Community Development Block Grant (CDBG) if funded by the state; and

WHEREAS, the project for which funds will be requested consists of the rehabilitation of seven (7) apartments on the third floor of the building located at 114-116 West Main Street; and

WHEREAS, the City of Owosso posted a Request for Proposal (RFP) on the City website and submitted said RFP to MITN and the MEDC for posting on their respective websites looking for a certified grant administrator (CGA) for the 114-116 West Main Street Rental Rehabilitation Project; and

WHEREAS, two proposals were received from the RFP; and

WHEREAS, staff recommends awarding the bid to Northern Consultants Inc. as it was the proposal found to be most reasonable and the company meets the CGA requirements with a score of 65 out of 90 points using the scoring criteria from the RFP; and

WHEREAS, the entire cost for the certified grant administrator will be paid for by the MEDC as part of the grant.

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

FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Northern Consultants Inc. to provide administrative consulting services as the Certified Grant Administrator for the CDBG 114-116 W. Main Street Rental Rehabilitation Project in the amount of \$13,745.00.

SECOND: the City Manager of the City of Owosso is hereby instructed and authorized to sign the document attached as Contract for Consultant Services: Community Development Block Grant Program Consultant Services – 114-116 West Main Street Rehabilitation Project with Northern Consultants Inc.

THIRD: the above expenses shall be paid by the MEDC, with City fund 254.200.818.000 serving as a flow through for funds expended on this project.

CONTRACT FOR CONSULTANT SERVICES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CONSULTANT SERVICES – 114-116 W Main St Rehabilitation Project

PART I -- AGREEMENT

This Agreement for professional services is by and between the City of Owosso, State of Michigan (hereinafter called the "GRANTEE"), acting herein by Nathan R. Henne, Owosso City Manager, hereunto duly authorized, and Northern Consultants Inc. 209 Montezuma St, Hancock, MI 49930 (hereinafter called the "CONSULTANT"), hereunto duly authorized;

WITNESSETH THAT:

WHEREAS, the GRANTEE has received funding under the State of Michigan, MEDC, CDBG Programs pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and,

WHEREAS, the GRANTEE desires to engage the CONSULTANT to render certain technical assistance services in connection with its Community Development Program:

NOW, THEREFORE, the parties do mutually agree as follows:

1) Employment of CONSULTANT

The GRANTEE hereby agrees to engage the CONSULTANT, and the CONSULTANT hereby agrees to perform the Scope of Services set forth herein under the terms and conditions of this agreement.

2) Scope of Services

The CONSULTANT shall, in a satisfactory and proper manner, perform the services listed in Part III Scope of Services and Payment Schedule. Services in each of the work areas shall be performed under and at the direction of the chief elected official or their designated representative.

3) Time of Performance

The services of the CONSULTANT shall commence on March 6, 2023, and shall end on March 29, 2024. Such services shall be continued in such sequence as to assure their relevance to the purposes of this Agreement. All of the services required and performed hereunder shall not be completed until the GRANTEE has received notification of final close out from the MEDC.

Access to Information

It is agreed that all information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work outlined above, shall be furnished to the CONSULTANT by the GRANTEE. No charge will be made to the CONSULTANT for such information, and the GRANTEE will cooperate with the CONSULTANT in every way possible to facilitate the performance of the work described in this contract.

4) Compensation and Method of Payment

CONSULTANT shall only be paid for services rendered under this agreement from funds allowed by the MEDC for administrative costs under the provisions of the grant awarded to the GRANTEE. Payment will be made only on approval of the GRANTEE.

The total amount of reimbursable costs to be paid CONSULTANT under this contract for program administration shall not exceed Thirteen Thousand Seven Hundred Forty Five Dollars (\$13,745). CONSULTANT may not incur any costs in excess of this amount (except at its own risk) without the approval of the GRANTEE. CONSULTANT will only be paid for the time and effort needed to complete the actual scope of services required for this program; which may be less than the total amount above.

The CONSULTANT shall submit invoices to the GRANTEE for payment. Each invoice submitted shall identify the specific contract task(s) or sub-task(s) listed in Part III, Scope of Services for payment according to the appropriate method listed below:

- a) Cost Reimbursement: For tasks lacking a definable work product and/or the CONSULTANT will not assume the risk for incurring the costs for a definable work product: cost reimbursement of labor, material and service costs, and allowable overhead. Each invoice shall itemize the: Direct labor hours by job classification; hourly rate by job classification, fringe benefits as *either* a percent direct labor cost or *absolute dollar per hour amount*; mileage and per diem required per task, and overhead as *either* a percent of direct costs or *dollar amount per direct labor hour* in accordance with the schedule of reimbursable costs listed in Part III Payment Schedule. Reimbursement for contracted services or materials shall include the vendor invoice(s) that identifies items by quantities and cost per unit.
- b) Lump Sum Price: For tasks with a definable work product and the quantity required is certain and the contractor assumes the risk for all costs: a lump sum price. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price and quantity listed in Part III Payment Schedule.
- c) Unit Price: For tasks with a definable work product but the quantity is uncertain and the contractor assumes the risk for all costs: a unit price times the number of units completed for each billing. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price listed in Part III Payment Schedule.

5) Ownership Documents

All documents, including original drawings, estimates, specifications, field notes, and data are the property of the Grantee. The CONSULTANT may retain reproducible copies of drawings and other documents.

6) Professional Liability

The CONSULTANT shall be responsible for the use of reasonable skills and care benefiting the profession in the preparation of the application and in the implementation of the CDBG Program.

7) Indemnification

The CONSULTANT shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the CONSULTANT, and shall exonerate, indemnify, and hold harmless the GRANTEE, its officers, agents, and all employees from and against them, and local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and Income Tax Laws. Further, the CONSULTANT shall exonerate, indemnify, and hold harmless the GRANTEE with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this contract by the CONSULTANT. This shall not be construed as a limitation of the CONSULTANT's liability under this Agreement or as otherwise provided by law.

8) Terms and Conditions

This Agreement is subject to the provisions titled, "Part II, Terms and Conditions" and "Part III Payment Schedule", consisting of eight pages, attached hereto and incorporated by reference herein.

9) Address of Notices and Communications

Clerk, City of Owosso
City Hall
301 W. Main Street
Owosso, MI 48867

Northern Consultants Inc.
209 Montezuma St
Hancock, MI 49930

10) Captions

Each paragraph of this Contract has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation or application.

11) Authorization

This Agreement is authorized by the City of Owosso, Resolution _____ adopted March 6, 2023, copies of which are attached hereto and made a part hereof.

ATTEST:

City of Owosso

Amy K. Kirkland, City Clerk

By: _____
Nathan R. Henne, Owosso City Manager

Date: _____

Northern Consultants, Inc.

By: _____
Crissy Gerhart, Owner

Date: _____

PART II -- TERMS AND CONDITIONS

A. TERMINATION OF CONTRACT FOR CAUSE.

If, through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Contract, the GRANTEE shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the CONSULTANT under this Contract shall, at the option of the GRANTEE, become its property and the CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONSULTANT shall not be relieved of liability to the GRANTEE for damages sustained by the GRANTEE by virtue of any breach of the Contract by the CONSULTANT, and the GRANTEE may withhold any payments to the CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the GRANTEE from the CONSULTANT is determined.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

B. TERMINATION FOR CONVENIENCE OF THE GRANTEE

The GRANTEE may terminate this contract at any time by giving at least 10 days' notice in writing to the CONSULTANT. If the Contract is terminated by the GRANTEE as provided herein, the CONSULTANT will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the CONSULTANT, paragraph 1 hereof relative to termination shall apply.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

C. CHANGES

The GRANTEE may, from time to time, request changes in the scope of the services of the CONSULTANT to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONSULTANT's compensation, which are mutually agreed upon by and between the GRANTEE and the CONSULTANT, shall be incorporated in written amendments to this Contract. No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

D. PERSONNEL

- a) The CONSULTANT represents that he has, or will secure at his own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the GRANTEE.
- b) All of the services required hereunder will be performed by the CONSULTANT or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
- c) None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the GRANTEE. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

E. ASSIGNABILITY

The CONSULTANT shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the GRANTEE thereto. Provided, however, that claims for money by the CONSULTANT from the GRANTEE under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the GRANTEE.

F. REPORTS AND INFORMATION

The CONSULTANT, at such times and in such forms as the Grantee may require, shall furnish the GRANTEE such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

G. RECORDS AND AUDITS

The CONSULTANT shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the GRANTEE to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit or other financial reporting purposes to the GRANTEE or any authorized representative, and will be retained for five years after the MEDC has officially closed-out the CDBG Program unless permission to destroy them is granted by the GRANTEE.

H. FINDINGS CONFIDENTIAL

All of the reports, information, data, et cetera, prepared or assembled by the CONSULTANT under this Contract are confidential and the CONSULTANT agrees that they shall not be made available to any individual or organization without the prior written approval of the GRANTEE.

I. COPYRIGHT

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to CONSULTANT for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the GRANTEE and all such rights shall belong to the GRANTEE, and the GRANTEE shall be sole and exclusive entity who may exercise such rights.

J. COMPLIANCE WITH LOCAL LAWS

The CONSULTANT shall comply with all applicable laws, ordinances and codes of the state and local government, and the CONSULTANT shall hold the GRANTEE harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

K. CIVIL RIGHTS ACT OF 1964/EQUAL EMPLOYMENT OPPORTUNITY

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. During the performance of this Contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, handicap or familial status. The CONSULTANT will take affirmative steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, handicap or familial status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the GRANTEE setting forth the provisions of this non-discrimination clause.
- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, handicap or familial status.
- c) The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d) The CONSULTANT will comply with all provisions of Presidential Executive Order 11246 (Executive Order 11246) of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

- e) The CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the GRANTEE and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f) In the event of the CONSULTANT's non-compliance with the equal opportunity clauses of this Agreement or with any such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided by Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g) The CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the GRANTEE may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the GRANTEE, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

L. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

M. "SECTION 3" COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES

- a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c) The CONSULTANT agrees to send to each labor organization or representative of workers with which the CONSULTANT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONSULTANT's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.

- d) The CONSULTANT agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The CONSULTANT will not subcontract with any subcontractor where the CONSULTANT has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e) The CONSULTANT will certify that any vacant employment positions, including training positions, that are filled (1) after the CONSULTANT is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the CONSULTANT's obligations under 24 CFR Part 135.
- f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

N. INTEREST OF MEMBERS OF THE GRANTEE

No member of the governing body of the GRANTEE and no other officer, employee, or agent of the GRANTEE who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

O. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

P. INTEREST OF CONSULTANT AND EMPLOYEES

The CONSULTANT covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The CONSULTANT further covenants that in the performance of this Contract, no person having any such interest shall be employed.

Q. ACCESS TO RECORDS

The MEDC grantor agency, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to this specific contract for the purpose of audits, examinations, and making excerpts and transcriptions.

All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of 5 years from the official date of close out of the grant by the MEDC.

R. INSURANCE

- Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.
- This rating requirement shall be waived for Worker's Compensation coverage only.
- CONSULTANT's Insurance: The CONSULTANT shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Michigan State agency. The CONSULTANT shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the CONSULTANT shall also submit copies of insurance policies for inspection and approval of the GRANTEE before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the GRANTEE and consented to by the GRANTEE in writing and the policies shall so provide.
- Compensation Insurance: Before any work is commenced, the CONSULTANT shall maintain during the life of the contract, Workers' Compensation Insurance for all of the CONSULTANT's employees employed at the site of the project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the CONSULTANT shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.
- Commercial General Liability Insurance: The CONSULTANT shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the GRANTEE, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the GRANTEE. Such insurance shall name the GRANTEE as additional insured for claims arising from or as the result of the operations of the CONSULTANT or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of Two Million Dollars (\$2,000,000).
- Insurance Covering Special Hazards: Special hazards as determined by the GRANTEE shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the CONSULTANT, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.
- Licensed and Non-Licensed Motor Vehicles: The CONSULTANT shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.
- Subcontractor's Insurance: The CONSULTANT shall require that any and all subcontractors, which are not protected under the CONSULTANT's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the CONSULTANT.

S. APPLICABLE LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Michigan. Venue of any action brought with regard to this contract shall be in the 66th district court, county of Shiawassee, State of Michigan.

T. CODE OF ETHICS

The CONSULTANT acknowledges that the State of Michigan State Ethics Act applies to the Contracting Party in the performance of services called for in this contract. The CONSULTANT agrees to immediately notify the state if potential violations of the State of Michigan State Ethics Act arise at any time during the term of this contract.

U. SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

V. COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

W. ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the Request For Proposal and CONSULTANT's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the CONSULTANT's Proposal.

PART III – SCOPE OF SERVICES AND PAYMENT SCHEDULE

I. General Tasks

- Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- Prepare the Section 504 self-evaluation and transition plan, if applicable.
- Prepare one analysis of impediments to fair housing.
- Ensure all Citizen Participation Requirements are met.
- Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- Prepare progress reports for the GRANTEE, including obtaining financial and employment data from the developer. The estimated units for this task are 4 semi-annual progress reports;
- Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

Total estimated hours for General Tasks: 60 Hours

II. Financial Management

- a. Prepare the Requests for Payment to ensure consistency with the procedures established for the CDBG Program. The estimated units to complete this task are **24**;
- b. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- c. Make progress inspections and certify private investment.
- d. Provide assistance during annual audit of CDBG programs, as necessary.

Total estimated hours for Financial Management: 62 Hours

III. Environmental Review - per project

- a. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.
- b. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

Total estimated hours for Environmental Review: 31 Hours

IV. Land Acquisition, Relocation, and One for One Replacement (N/A)

- A. Assist GRANTEE in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.).
- B. Assist GRANTEE in complying with regulations governing relocation of persons, including individuals, businesses and farms.
- C. Assist GRANTEE in complying with regulations governing the demolition/conversion of lower income dwelling units and the replacement of such dwelling units.

Total estimated hours for Land Acquisition, Relocation, and One for One Replacement: 0 Hours

V. Procurement

- a. Establish and maintain Procurement Policies and files.
- b. Assist the GRANTEE in preparing all RFPs/RFQs for any additional necessary professional services such as appraisal, architectural/engineering, legal and other services needed for projects
- c. Review and analyze proposals for qualifications, cost, and other factors.
- d. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- e. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- f. Maintain Section 3 file for each contract in excess of \$100,000.
- g. Provide annual Project DBE and other related procurement reports.

Total estimated hours for Procurement: 30 Hours

VI. Construction and Labor Compliance

- a. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- b. Secure the Department of Labor's federal wage decision and include it in the bid documents. **(N/A for RR projects)**
- c. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24

CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.

- d. Obtain contractor clearance(s).
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls. **(N/A for RR projects)**
- f. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- g. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- h. Assist the project architect/engineer in obtaining any necessary permits.
- i. Monitor Section 3, DBE and other contractor and subcontractor reports.

Total estimated hours for Construction and Labor Compliance: 25 Hours

VII. Rental Rehabilitation Specific Tasks

- A. Assist with managing rehabilitation portion of project as required through MEDC to assure compliance with all regulations.
- B. Attend meetings with City personnel, City Council and owner for informational purposes and public hearings.
- C. Prepare State Historic Preservation Office (SHPO) site specific review.
- D. Prepare bid specifications to work with plans as provided by design professional.
- E. Serve as primary contact for property owner and contractor.
- F. Prepare all closing and construction documentation for contractor, owner, and the GRANTEE.
- G. Attend all inspections of completed work with owner and GRANTEE and prepare financial requests.
- H. Oversee budget management, fund draws, leveraged fund summary SHPO response, Proforma changes and final outcome report.
- I. Work with property owners to assure rental compliance and eligibility.
- J. Review leases for Fair Housing and MEDC compliance.
- K. Inspect property after 3 years to assure maintenance.
- L. Assist GRANTEE in preparation of Release of Lien document after 5 years.

Total estimated hours for Rental Rehabilitation Specific Tasks: 23 Hours

VIII. Monitoring and Close Out

- a. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- b. Prepare close-out documents.
- c. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

Total estimated hours for Monitoring and Close Out: 22 Hours

IX. National Objective Compliance, Surveys, and Income verification

- A. For housing projects: Obtain documentation that at least 51% of the rental units are affordable and at least 51% of the rental units are leased to low income households.

Total estimated hours for National Objective Compliance: 17 Hours

TOTAL HOURS FOR ALL TASKS: 270 Hours

Certified Grant Administrator Proposal Price Tabulation

114-116 W Main Rental Rehab CGA Proposal - Northern Consultants

Task	Price/Hr	Hr	Price	Total Price
General	\$45	60	\$2,700	
Financial Management	\$55	62	\$3,410	
Environmental Review	\$55	31	\$1,705	
Procurement	\$55	30	\$1,650	
Construction and Labor Compliance	\$55	25	\$1,375	
RR Specific	\$50	23	\$1,150	
Monitoring and Closeout	\$45	22	\$990	
National Objective Compliance	\$45	17	\$765	
Total				\$13,745
Not to Exceed Price		270	\$13,745	

114-116 W Main RR CGA Proposal - Carter Consulting

Task	Price/Hr	Hr	Price	Total Price
General	\$100	60	\$6,000	
Financial Management	\$100	30	\$3,000	
Environmental Review	\$100	10	\$1,000	
Procurement	\$100	20	\$2,000	
Construction and Labor Compliance	\$100	50	\$5,000	
RR Specific	\$100	40	\$4,000	
Monitoring and Closeout	\$100	30	\$3,000	
National Objective Compliance	\$100	20	\$2,000	
Total				\$26,000
Not to Exceed Price		260	\$26,000	

MEDC Form 14-d CGA Proposal Points (out of 90)

	Carter	Northern
Cost	26.4	50
# of current CDBG Projects	0	10
Proximity to Site	10	0
Sec 3 Business	5	5
Minority Owned Business	0	0
Women Owned Business	5	0
Disadvantaged Business	0	0
TOTAL	46.4	65



MEMORANDUM

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

DATE: March 6, 2023
TO: Mayor Teich and the Owosso City Council
FROM: Ryan E. Suchanek, Director of Public Services & Utilities
SUBJECT: Emergency Repair Authorization of Osburn Production Well

RECOMMENDATION:

Approval of the emergency repair of the Osburn Well by Northern Pump & Well, Inc. of Lansing, Michigan in the amount of \$34,866.00 to restore the well to its permit capacity.

BACKGROUND:

The Osburn Well is a primary production well, which last operated in October 2022. The problem with the well has been elusive, but perseverance has paid off and it has been determined that the Osburn Well does **NOT** need to be abandoned. Extensive, immediate rehabilitation, consisting of the replacement of broken and unusable pump components and rehabilitation of the well casing, is required. This will restore the Osburn Well from minimum capacity back to its permit capacity.

This situation is emergent as two of the City's other wells have recommended service work slated to be completed. If these water sources were to malfunction, along with the absence of water flowing from the Osburn Well, the City may not be able to provide ample volume or pressure, potentially risking service and safety of the water supply.

Pump & components replacements and rehab	\$20,647.00
<u>Well casing rehab</u>	<u>\$14,219.00</u>
TOTAL	\$34,866.00

Waiver of the competitive bidding process per the City Purchasing Policy is requested due to the necessity and urgency for this specialized well rehabilitation process.

The

FISCAL IMPACTS:

Services will be funded from the FY2022-2023 Water Fund Account 591-553-933.100 in the amount of \$34,866.00.

Document originated by: Ryan E. Suchanek, Director of Public Services & Utilities

Attachments: (1) Resolution
(2) Northern Pump & Well Proposal

RESOLUTION NO.

**APPROVING EMERGENCY REPAIR
OF THE OSBURN WELL BY
NORTHERN PUMP & WELL, INC. OF LANSING, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to maintain a constant supply of water to its City and regional customers in accordance with state and federal regulatory requirements; and

WHEREAS, the ability to pump and deliver treated water on demand to customers is compromised when raw water production wells become plugged or inoperable; and

WHEREAS, the City's Director of Public Services and Utilities has reviewed the necessity for the replacement and repair of pump components and the well casing of the Osburn Well and recommends authorizing Northern Pump & Well, Inc. to provide these services in the amount of \$34,866.00; and

WHEREAS, it is essential that the Osburn Well be returned to service as soon as possible to ensure that the supply of City water is stable and reliable.

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 approve emergency repair to the Osburn Well by Northern Pump & Well, Inc. of Lansing, Michigan and to waive the competitive bidding process as normally required by the City Purchasing Policy.
- SECOND: The contract between the City of Owosso and Northern Pump & Well, Inc. shall be in the form of a City Purchase Order.
- THIRD: The Accounts Payable Department is authorized to submit payment to Northern Pump & Well, Inc. in the amount of \$34,866.00 upon the successful return of the Osburn Well to service.
- FOURTH: The above expenses shall be paid from account no. 591-553-933.100.



6837 W. Grand River Ave.
Lansing, MI 48906

City of Owosso
301 W. Main Street
Owosso MI 48867

Proposal

Date	Proposal #
2/3/2023	23-Q2756

Description	Qty	Rate	Total
<p>Thank you for the opportunity to present you with this proposal for Osburn pump and well cleaning.</p> <p>The following proposal is addition to the following signed proposals: - 22-Q2705 for \$3,220.00. - 23-Q2735 for \$1,500.00.</p>			
20 HP Motor Repair, Clean and Check & New Bearings	1	1,450.86	1,450.86
Sand blast Clean and paint head	1	279.00	279.00
Stuffing box repair 3 1/2 x 1 1/2 Bronze	1	187.50	187.50
1" SST Head Shaft w/coupling	1	224.64	224.64
1" x 10' SST Shaft w/Sleeves & coupling	6	246.00	1,476.00
1" x 5' SST Shaft w/coupling Bottom Shaft	1	181.50	181.50
8" x 2" Drop-in SST Spiders	7	159.00	1,113.00
1/4 inch Air Line	73	1.50	109.50
Bolts, Air Line Fittings, Paint and Miscellaneous supplies	1	150.00	150.00
Pump Bowl New: 11ML, 5 stage, 1180 rpm, 435 gpm @124' tdh.	1	9,875.00	9,875.00
Labor, Mobilization, Demobilization, Set Pump, Chlorinate well, Run a post efficiency well and pump test	20	210.00	4,200.00
Labor - Shop, repaint column pipe,, prep setting, load out	1	1,400.00	1,400.00
Well Cleaning: Sonar Jet: - Well cleaning labor - Well cleaning equipment - Post cleaning video log - Sonar Jets - Chlorine - Chlorine enhancer	1	14,219.00	14,219.00
<p>This Quote is good for 45 days. Pricing subject to change based on current market environment.</p> <p>Note: Should conditions change and additional work be required, beyond the original scope of this project, our standard hourly rates will apply. If this occurs, Northern Pump & Well shall consult with you prior to the additional work being performed.</p>			
If you have any questions, feel free to call 877-477-1757 or 517-322-0219		Total	



6837 W. Grand River Ave.
Lansing, MI 48906

City of Owosso
301 W. Main Street
Owosso MI 48867

Proposal

Date	Proposal #
2/3/2023	23-Q2756

Description	Qty	Rate	Total
Signature: _____ Date: _____ Purchase Order No. (if required): _____ * If this proposal meets your approval, please sign / date and return to fax number: 1-517-322-0135			
If you have any questions, feel free to call 877-477-1757 or 517-322-0219		Total	\$34,866.00



MEMORANDUM

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

DATE: March 6, 2023
TO: Mayor Teich and the Owosso City Council
FROM: Ryan E. Suchanek, Director of Public Services & Utilities
SUBJECT: Construction Administration Services – Palmer 3A & Juniper 1 Well Houses Project

RECOMMENDATION:

Authorization to waive competitive bidding requirements and amend the General Utilities Engineering Services Agreement with Orchard, Hiltz & McCliment, Inc. dba OHM Advisors as Addendum No. 5, , for construction administration services for the Palmer 3A & Juniper 1 Well Houses Project in the amount of \$197,000.00.

BACKGROUND:

On November 1, 2021 Owosso City Council approved the Municipal Water Supply Well Drilling Project, which consisted of the drilling two (2) new wells: Palmer 3A and Juniper 1. At that time, OHM was selected to provide engineering design and bidding administration services for two new well houses, including connection of the new wells to existing raw water mains. A tentative bid award has since been made for construction of the well houses and connections, with the project slated to begin in early June 2023. Staff requested OHM to submit a proposal to complete the construction engineering for the well houses at both Palmer 3A & Juniper 1 and the new raw water main. Services requested include contract administration, construction observation, post-construction assistance, project closeout, and the generation of project records; with a completion date target of May 13, 2024.

Palmer 3A Well House:

• Construction Administration	\$61,600
• Construction Observation	<u>\$23,400</u>
Subtotal	\$85,000

Juniper 1 Well House:

• Construction Administration	\$65,600
• Construction Observation	<u>\$46,400</u>
Subtotal	\$112,000

Total Construction Service **\$197,000**

Waiver of the competitive bidding requirements is requested as this is a professional service.

FISCAL IMPACTS:

The construction administration engineering services proposed are included in the DWSRF Plan for 2023 and chargeable to Water Fund account 591.901.972.200-DWRLF23-24, in the amount of \$197,000.00.

Document originated by: Ryan E. Suchanek, Director of Public Services & Utilities

Attachments: (1) Resolution
(2) OHM Proposal

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF ADDENDUM NO. 5 TO
THE AGREEMENT FOR PROFESSIONAL UTILITIES ENGINEERING SERVICES
WITH ORCHARD, HILTZ & MCCLIMENT, INC. D/B/A OHM ADVISORS
FOR CONSTRUCTION ENGINEERING SERVICES FOR
THE PALMER 3A & JUNIPER 1 WELL HOUSES PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is scheduled to begin the Palmer 3A & Juniper 1 Well Houses Project in early June of this year; and

WHEREAS, the City requested assistance with contract administration and construction observation responsibilities for the project and OHM Advisors of Livonia, Michigan has provided a proposal for the necessary construction administration, observation and closeout services necessary for the project; and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the engineering services as necessary for the construction services to add the new infrastructure, and hereby recommends authorizing OHM Advisors to provide these engineering services in the amount not to exceed of \$197,000.00; and

WHEREAS, will fund from the Water Fund for engineering administration and observation services for the Palmer 3A & Juniper 1 Well Houses Project.

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 OHM Advisors for the provision of contract administration, construction observation and closeout services for the Palmer 3A & Juniper 1 Well Houses Project, contingent upon the City securing loan funding for construction of the project through the State's DWSRF Program.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document, substantially in the form attached as Addendum No. 5 to the General Utilities Engineering Services Contract with Orchard, Hiltz & McCliment, Inc. dba OHM Advisors, in an amount not to exceed \$197,000.00.
- THIRD: The Accounts Payable Department is authorized to submit payment to OHM Advisors for work satisfactorily performed, in an amount not to exceed \$197,000.00.
- FOURTH: The above services shall be paid from the Water Fund Account 591.901.972.200-DWRLF23-24 upon satisfactory completion of the work or portion thereof as defined in the contract.

**ADDENDUM NO. 5 TO AN AGREEMENT
FOR
PROFESSIONAL UTILITIES ENGINEERING SERVICES WITH
ORCHARD, HILTZ & MCCLIMENT, INC. DBA OHM ADVISORS**

This addendum is attached and made part of the agreement for professional utilities engineering services dated September 7, 2021 between the City of Owosso, Michigan (City) and Orchard, Hiltz & McCliment, Inc. DBA OHM Advisors (Engineer) providing for professional services.

ADDENDUM NO. 5

PALMER 3A & JUNIPER 1 WELL HOUSES PROJECT - CONSTRUCTION ADMINISTRATION SERVICES

PROJECT SCOPE OF WORK

The project scope of work is attached as Addenda: Proposal for Construction Engineering Services, Juniper Wellhouse and Palmer 3A Wellhouse – Scope of Service.

SCHEDULE

The schedule for the project is attached as Addenda: Proposal for Construction Engineering Services, Juniper Wellhouse and Palmer 3A Wellhouse – Schedule, shown beginning upon City authorization and completed by May 13, 2024.

COMPENSATION

The cost proposal of the Engineer for the project is attached as Addenda: Proposal for Construction Engineering Services, Juniper Wellhouse and Palmer 3A Wellhouse – Construction Services Budget.

Palmer 3A Wellhouse: Contract & Construction Administration and Construction Observation totaling \$85,000.00.

Juniper Wellhouse: Contract & Construction Administration and Construction Observation totaling \$112,000.00.

The engineer shall submit for payment based on monthly progress of the work.

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

Approved by City Council March 6, 2023.

For the Engineer:

Orchard, Hiltz & McCliment, Inc. DBA
OHM Advisors

By: _____

By: _____

Executed: _____, 2023

For the City:

City of Owosso, Michigan

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

By: _____
Amy K. Kirkland, City Clerk

Executed: _____, 2023

February 8, 2023

Mr. Ryan Suchanek
Director of Public Services & Utilities
City of Owosso
301 W Main Street
Owosso, MI 48867

Regarding: **Proposal for Construction Engineering Services**
Juniper Wellhouse and Palmer 3A Wellhouse

Dear Ryan:

OHM Advisors (OHM) is pleased to submit this proposal for construction engineering services for the Juniper Wellhouse and the Palmer 3A Wellhouse project designed by OHM Advisors. This project was designed during 2022 and was recently bid let on December 5, 2022 with the bid opening on January 17, 2023..

We have prepared the project understanding and scope of services below based on our knowledge of the design and contract documents, as well as our previous experience with the level of service the City expects on infrastructure projects. This project is expected to begin in June 2023 and be completed by May 2024.

PROJECT UNDERSTANDING

The City has drilled a replacement well at the Palmer wellfield (Palmer 3A) and the Juniper wellfield which now each require a new pump house and water main connection. OHM Advisors has been tasked with contract administration and construction engineering services as follows in the scope of service.

SCOPE OF SERVICE

OHM Advisors has worked to complete the necessary design and contract documents associated with this project. We offer the following scope of services for the duration of the construction process:

Contract Administration:

- ▶ Prepare Notice of Award and submit final contract documents for execution by the Contractor.
- ▶ Review insurance and bonds submitted by the Contractor. Submit contract documents to the City for final execution.
- ▶ Conduct a pre-construction meeting with the awarded Contractor and City staff.
- ▶ Review and approve Contractor's shop drawing submittals. OHM will strive to provide responses to submittals within two weeks from the date of submittal. Anticipated submittals include:
 - Foundation Drawings
 - Architectural Materials
 - Plumbing and Mechanical Submittals
 - Civil Site Submittals
 - Yard Piping



- Electrical and Instrumentation

- Receive, review, and respond to Contractors' Requests for Information (RFI's).
- Conduct progress meetings with the Contractor, subcontractors, and City representatives, as necessary, throughout the construction process. It is anticipated that these meetings will either be held on a monthly or bi-weekly basis, depending on the stage of the project and on-going construction activity. We currently anticipate up to 16 progress meetings.
- Receive and review Contractor pay applications and make recommendation to the City for payment.
- Provide progress update reports – OHM will provide project updates for the City's use monthly.
- Process change order requests submitted by the Contractor and provide the City with a response recommendation.
- Coordinate material testing and specialty inspections performed by others including geotechnical, welding and coating inspections.
- System Operational Testing and Startup – OHM will provide on-site assistance during equipment testing and startup services.
- Coordinate with the Contractor to prepare an Operations and Maintenance (O&M) Manual for the wellhouses. Provide two copies of the O&M document in a three-ring binder and in electronic PDF format.

Construction Observation:

- Provide full-time daily construction observation during installation of the underground water mains, and provide part-time observation during periods of the remaining construction activity. The construction observer will prepare daily field reports documenting pay item quantities and general progress made. Inspection of completed work for compliance with the contract documents will also be a part of the construction observer's regular responsibilities. For our budgeting purposes, we have assumed up to 2900 hours, total, for construction observation. The 2900 budgetary hours are based on 24 hours per week of observation for 100 weeks of construction, inclusive of drive time.
- Our construction inspector will be responsible for resolving issues that may arise during the construction process with either the contract documents or plans. The construction inspector will be responsible for contract administration consisting of the timely review of pay estimates to meet City deadlines for estimate approval, review of Contractor's construction progress for compliance with the approved project schedule, claim resolution, monitoring of site restoration work until completed by the Contractor, and the preparation of change orders and the final project punch-list.

Post-Construction, Project Closeout, and Records:

- Perform punch list walkthrough with the Contractor and City Staff. Provide up to two follow-up construction site inspections with Contractor to confirm all items have been completed.
- System Operational Testing and Startup – OHM will provide technical assistance to the contractor and City during the system startup period to evaluate system functions and help identify necessary control refinements.
- Prepare and issue documentation to memorialize or certify Substantial Completion or partial Substantial Completion of discrete parts of the work, as it may apply.
- Prepare and issue documentation to memorialize or certify Final Completion.
- Compile as-builts for the project per field observations and contractor supplied information into the final record drawings upon completion of the construction improvements. OHM will submit two (2) paper



copies and two (2) digital flash drives with PDFs of the record drawings to the City for their records within 15 weeks after final project completion.

- ▼ Provide construction administration and observation records (IDR's, test results, shop drawings, etc.) via one digital flash drive.

SCHEDULE

This project was advertised for bid on December 5, 2022, and the bid opening occurred on January 17, 2023. OHM will begin work on this project upon authorization from the City. Construction may begin upon all authorized approvals from EGLE, DWSRF loan closing, and selected contractor contract execution. The following is a tentative project schedule:

Award of Bid	February 5, 2023
EGLE Order of Approval	March 3, 2023
DWSRF Load Closing	March 31, 2023
Notice of Award	April 4, 2023
Contract Execution	May 1, 2023
Notice to Proceed	May 15, 2023
Preconstruction Meeting	May 19, 2023
Construction Start	June 5, 2023
Substantial Completion	April 15, 2024
Final Completion	May 13, 2024

FURTHER CLARIFICATIONS AND ASSUMPTIONS

- ▼ It is assumed that there are no contaminated soils within the influence of our project site improvements.
- ▼ It is assumed that the project construction can be accomplished without significant traffic control measures or detours. Four (4) hours of coordination with the City and the Shiawassee County Road Commission on minor traffic control devices are included, but preparation of full traffic detour plans is not a part of this proposal.
- ▼ The City will engage the project's geotechnical design partner, SME, for geotechnical and material testing. SME will perform their services, as needed, for the facility foundations, structural concrete and flat work, and both utility trench and structural backfill density testing. The Contractor is to schedule and coordinate the geotechnical services through OHM; OHM will review reports for specification compliance.

CITY RESPONSIBILITIES DURING CONSTRUCTION

The following is an understanding of the construction responsibilities that the City has or will perform:

- ▼ Execute the contract documents with the awarded contractor.
- ▼ Issue the Notice to Proceed to the awarded contractor.
- ▼ City staff will attend pre-construction conference and progress meetings.
- ▼ Final approval of construction pay applications and change orders.
- ▼ Participate in punch-list development and review of completed items.
- ▼ Provide City staff as needed to test completed water system components.



- Review and file final record drawings.
- Perform public outreach and communication as needed.

SERVICES NOT INCLUDED

The following services are not included with this proposal:

- Fees associated with other agencies' inspections and/or sureties.
- Assistance with public outreach and attendance at public meetings.
- Additional work due to contaminated soils.
- Services needed beyond final construction contract completion to work on system operations or system optimization.
- Soil erosion and sedimentation control inspections.

ADDITIONAL SERVICES

OHM will be pleased to provide additional services for this project not specifically described in this scope of work on a time and materials basis. OHM will not proceed with additional services beyond the scope of work outlined herein without the City's prior approval.

DELIVERABLES

OHM will provide final contract close out documents as described in the scope of services, as well as completed record drawings as stated above. Project O&M manuals will be provided by the contractor and reviewed by OHM prior to the final pay estimate being delivered.

CONSTRUCTION SERVICES BUDGET

Compensation due will be based on actual hours worked during each phase of the project. The following budgets are estimates presented for your consideration:

Palmer 3A Wellhouse

Contract & Construction Administration	\$61,600
<u>Construction Observation</u>	<u>\$23,400</u>
Subtotal	\$85,000

Juniper Wellhouse

Contract & Construction Administration	\$65,600
<u>Construction Observation</u>	<u>\$46,400</u>
Subtotal	\$112,000

Total Construction Service **\$197,000**



ACCEPTANCE

This document, along with the existing General Services Agreement, constitutes the entire Agreement between the Owner and OHM Advisors and shall not be amended, altered, or changed, except by written authorization executed by both parties.

Should you find our proposal acceptable, please sign in the designated location below and return a copy for our file.

We thank you for the opportunity to provide professional engineering services to the City of Owosso. Should there be any questions, please do not hesitate to contact me at (989) 860-0820.

Sincerely,
OHM Advisors,

Andrew VanWormer, PE
Principal

cc: Matt Kennedy, OHM Advisors
Doug Busco, OHM Advisors

City of Owosso

**Juniper Wellhouse and Palmer 3A Wellhouse
Construction Services**

Accepted By: _____

Printed Name: Robert J. Teich, Jr. _____

Title: Mayor _____

Date: _____

Accepted By: _____

Printed Name: Amy K. Kirkland _____

Title: Clerk _____

Date: _____



MEMORANDUM

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

DATE: March 6, 2023
TO: City Council
FROM: Clayton Wehner, Director of Engineering
SUBJECT: Contract Award for 2023 Street Patches Program

RECOMMENDATION:

Award of contract to S.A Smith Paving & Trucking, Inc. dba Smith Sand & Gravel of Owosso, Michigan, for the 2023 Street Patches Program, in the amount of \$130,675.00.

BACKGROUND:

Bids were received for the 2023 Street Patches program on February 14, 2023. This annual program involves making street repairs required from broken water mains, repaired sewer mains, as well as repair of deteriorated pavement areas caused by weak sub-base. Six bids were received with Smith Sand & Gravel as the low responsive bid.

FISCAL IMPACTS:

Contract services in the amount of \$130,675.00, plus a recommended contingency amount of \$10,000.00, for a total of \$140,675.00 will be paid from the FY2023-24 Local and Major Street Maintenance Funds, Water Fund, Sewer Fund, and other funds as appropriate. Work will not commence until after July 1, 2023.

Attachments: (1) Resolution
(2) Contract
(3) Bid Tabulation

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR
THE 2023 STREET PATCHES PROGRAM
WITH S.A. SMITH PAVING & TRUCKING, INC. dba SMITH SAND & GRAVEL
OF OWOSSO, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that the temporary street patches on many streets in the city need to be permanently repaired with a hot mixed asphalt to prevent water from getting into the sub-base of the street and accelerating the deterioration of the street pavement, and that this pavement maintenance is advisable, necessary and in the public interest; and

WHEREAS, the City of Owosso sought bids to permanently patch said areas; and

WHEREAS, S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel submitted the low and responsive bid, and it is hereby determined that S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel is qualified to provide such services.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel for pavement patching as required for the 2023 Street Patches Program.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services between the City of Owosso and S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel, in the amount of \$130,675.00.
- THIRD: The Accounts Payable Department is authorized to pay S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel for work satisfactorily completed in the amount of \$130,675.00, plus a contingency amount of \$10,000.00 upon written authorization, for a total of \$140,675.00.
- FOURTH: The above expenses shall be paid from FY2023-24 Major and Local Street Maintenance Fund Accounts 202/203-463-818.000, Water Fund Accounts 591-552-818.000, 591-552-818.000-LSLID0000, and 591-552-818.000-LSLREPLACE, Sewer Fund Account 590-549-818.000, and other funds as appropriate.

EXHIBIT A

Contract for Services Between

The City of Owosso

and

**S.A. Smith Paving & Trucking, Inc.
dba Smith Sand & Gravel**

2023 Street Patches Program

March 2023

CONTRACT

THIS AGREEMENT is made on March ____, 2023 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and S.A. SMITH PAVING & TRUCKING, INC. dba Smith Sand & Gravel ("contractor"), a Michigan company, whose address is 4085 Tyrell Rd, Owosso MI 48867.

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

ARTICLE I - Scope of work

The contractor agrees to provide the services listed in the proposal entitled "2023 Street Patches Program," as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

- Bid documents
- Bid proposal
- Contract and exhibits

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the performance of the contract, in the unit prices as given in the proposal not to exceed one hundred thirty thousand six hundred seventy-five dollars dollars (\$130,675.00). No additional work shall be performed unless a change order is issued by the city.

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

ARTICLE III – Assignment

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

ARTICLE IV - Choice of law

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

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

ARTICLE V - Relationship of the parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII - Indemnification

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

ARTICLE VIII - Entire agreement

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

FOR CONTRACTOR

By _____

Its: _____

Date: _____

THE CITY OF OWOSSO

By _____

Its: Robert J. Teich, Jr., Mayor

Date: _____

By _____

Its: Amy K. Kirkland, City Clerk

Date: _____

CITY OF OWOSSO BID TABULATION SHEET

DATE 2/14/2023

DEPT. Engineering

SUBJECT: 2023 Street Patches

Page 1 of 2

				Engineer's Estimate		Smith Paving / Smith Sand & Gravel 4085 Tyrell Rd Owosso, MI 48867		Green Tech System, LLC 214 Athlone Beach Bay City, MI 48706	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization, Max \$5,000, First Round	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
2	Mobilization, Max \$5,000, Second Round	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00
3	Pavt, Rem, Modified	1500	SYD	\$ 30.00	\$ 45,000.00	\$ 25.00	\$ 37,500.00	\$ 18.00	\$ 27,000.00
4	HMA, 13A	500	TON	\$ 200.00	\$ 100,000.00	\$ 161.55	\$ 80,775.00	\$ 200.00	\$ 100,000.00
5	Sawcutting (IF NEEDED)	200	FT	\$ 5.00	\$ 1,000.00	\$ 2.00	\$ 400.00	\$ 20.00	\$ 4,000.00
6	Traffic Control, Max \$5,000, First Round	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
7	Traffic Control, Max \$5,000, Second Round	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
TOTAL BID:					\$ 166,000.00		\$ 130,675.00		\$ 143,000.00
LOCAL PREFERENCE ADJUSTMENT:					\$ -		\$ -		\$ 2,500.00
TOTAL BID + LOCAL PREFERENCE ADJUSTMENT:					\$ 166,000.00		\$ 130,675.00		\$ 145,500.00

				Rigda Sealcoating & Asphalt LLC 9375 N. River Rd Freeland, MI 48623		KMI Road Maintenance 6561 Bernie Kohler Dr North Branch, MI 48461		Eastern Asphalt Co., Inc. G-5172 N Dort Hwy Flint, MI 48505	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization, Max \$5,000, First Round	1	LSUM	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
2	Mobilization, Max \$5,000, Second Round	1	LSUM	\$ 4,000.00	\$ 4,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
3	Pavt, Rem, Modified	1500	SYD	\$ 22.50	\$ 33,750.00	\$ 35.00	\$ 52,500.00	\$ 46.00	\$ 69,000.00
4	HMA, 13A	500	TON	\$ 222.00	\$ 111,000.00	\$ 250.00	\$ 125,000.00	\$ 250.00	\$ 125,000.00
5	Sawcutting (IF NEEDED)	200	FT	\$ 3.00	\$ 600.00	\$ 3.50	\$ 700.00	\$ 7.50	\$ 1,500.00
6	Traffic Control, Max \$5,000, First Round	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 2,750.00	\$ 2,750.00	\$ 5,000.00	\$ 5,000.00
7	Traffic Control, Max \$5,000, Second Round	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 2,750.00	\$ 2,750.00	\$ 5,000.00	\$ 5,000.00
TOTAL BID:					\$ 163,350.00		\$ 188,700.00		\$ 215,500.00
LOCAL PREFERENCE ADJUSTMENT:					\$ 2,500.00		\$ 2,500.00		\$ -
TOTAL BID + LOCAL PREFERENCE ADJUSTMENT:					\$ 165,850.00		\$ 191,200.00		\$ 215,500.00

DEPT. HEAD: Clayton Wilmer

GENERAL LIABILITY INSURANCE EXPIRATION DATE: 8/28/2023

AWARDED: _____

PURCH. AGENT: Bob Barvelt 2/21/23

WORKERS COMPENSATION INSURANCE EXPIRATION DATE: 5/27/2023

COUNCIL APPROVED: _____

STAFF REC.: Smith Paving/Smith Sand & Gravel

SOLE PROPRIETORSHIP EXPIRATION DATE: N/A

PO NUMBER: _____

KPK 6-30-2024

CITY OF OWOSSO BID TABULATION SHEET

DATE 2/14/2023

DEPT. Engineering

SUBJECT: 2023 Street Patches

Page 2 of 2

Michigan Paving & Materials Company 2575 S. Haggerty Rd Ste 100 Canton, MI 48188		
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ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization, Max \$5,000, First Round	1	LSUM	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -
2	Mobilization, Max \$5,000, Second Round	1	LSUM	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -
3	Pavt, Rem, Modified	1500	SYD	\$ 45.00	\$ 67,500.00		\$ -		\$ -
4	HMA, 13A	500	TON	\$ 268.00	\$ 134,000.00		\$ -		\$ -
5	Sawcutting (IF NEEDED)	200	FT	\$ 5.00	\$ 1,000.00		\$ -		\$ -
6	Traffic Control, Max \$5,000, First Round	1	LSUM	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -
7	Traffic Control, Max \$5,000, Second Round	1	LSUM	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -
TOTAL BID:					\$ 222,500.00		\$ -		\$ -
LOCAL PREFERENCE ADJUSTMENT:					\$ 2,500.00				\$ -
TOTAL BID + LOCAL PREFERENCE ADJUSTMENT:					\$ 225,000.00		\$ -		\$ -



MEMORANDUM

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

DATE: March 6, 2023
TO: City Council
FROM: Clayton Wehner, Director of Engineering
SUBJECT: 2023 Sidewalk Program Bid Award

RECOMMENDATION:

Award of sidewalk restoration services to KMI Road Maintenance, LLC of North Branch, Michigan, for the 2023 Sidewalk Program in the amount of \$151,875.00.

BACKGROUND:

Bids were received on February 21, 2023 for the 2023 Sidewalk Program. This work is necessary to replace sections of sidewalk on various streets in the City that have become misaligned, deteriorated, or damaged. This year's program is targeting sidewalk replacement within the area bounded by Hickory St, the Shiawassee River, S. Gould St, and E. Main St as shown on the attached map. Additional replacements will be made at other locations based on resident complaints. Seven (7) bids were received with KMI Road Maintenance, LLC the low responsive bidder.

FISCAL IMPACTS:

Funds for this work are to be charged to the FY2023-2024 Major and Local Street Maintenance Funds, Account Nos. 202-463-818.000 and 203-463-818.000, and other funds as appropriate, in the amount of \$151,875.00, plus contingency funds for additional restoration and replacement services required during the calendar year in the amount of \$8,000.00, for a total of \$159,875.00.

Attachment: (1) Resolution
(2) Contract
(3) Project Map
(4) Bid Tab

RESOLUTION NO.

**AUTHORIZING AWARD OF THE 2023 SIDEWALK PROGRAM
TO KMI ROAD MAINTENANCE, LLC OF NORTH BRANCH, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined sections of the sidewalk on various streets in the City have become misaligned, deteriorated, or damaged and that replacement is advisable, necessary, and in the public interest; and

WHEREAS, the City of Owosso sought bids for the replacement of these sections of sidewalk as part of the 2023 Sidewalk Program, and the low responsive bid was received from KMI Road Maintenance, LLC in the amount of \$151,875.00; and

WHEREAS, KMI Road Maintenance, LLC is hereby determined to be qualified to provide such services.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ KMI Road Maintenance, LLC to replace sections of damaged or misaligned sidewalk as part of the 2023 Sidewalk Program.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, contract for services between the City of Owosso and KMI Road Maintenance, LLC in the amount of \$151,875.00.
- THIRD: The Accounts Payable Department is authorized to pay KMI Road Maintenance, LLC for work satisfactorily completed on the project up to the initial contact amount of \$151,875.00, plus a contingency in the amount of \$8,000.00 upon written authorization, for a total of \$159,875.00.
- FOURTH: The above expenses shall be paid from FY2023-24 Major and Local Street Maintenance Funds accounts 202-463-818.000 and 203-463-818.000, and other funds as appropriate.

EXHIBIT A

**Contract for Services Between
The City of Owosso
and
KMI ROAD MAINTENANCE, LLC
2023 Sidewalk Program**

March 2023

CONTRACT

THIS AGREEMENT is made on March ____, 2023 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and KMI ROAD MAINTENANCE, LLC ("contractor"), a Michigan company, whose address is 6561 Bernie Kohlder Drive, North Branch, Michigan 48461.

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

ARTICLE I - Scope of work

The contractor agrees to provide the services listed in the proposal entitled "2023 Sidewalk Program," as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

- Bid documents
- Bid proposal
- Contract and exhibits

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the performance of the contract, in the unit prices as given in the proposal not to exceed one hundred fifty-one thousand eight hundred seventy-five dollars (\$151,875.00). No additional work shall be performed unless a change order is issued by the city.

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

ARTICLE III – Assignment

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

ARTICLE IV - Choice of law

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

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

ARTICLE V - Relationship of the parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII - Indemnification

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

ARTICLE VIII - Entire agreement

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

FOR CONTRACTOR

By _____

Its: _____

Date: _____

THE CITY OF OWOSSO

By _____

Its: Robert J. Teich, Jr., Mayor

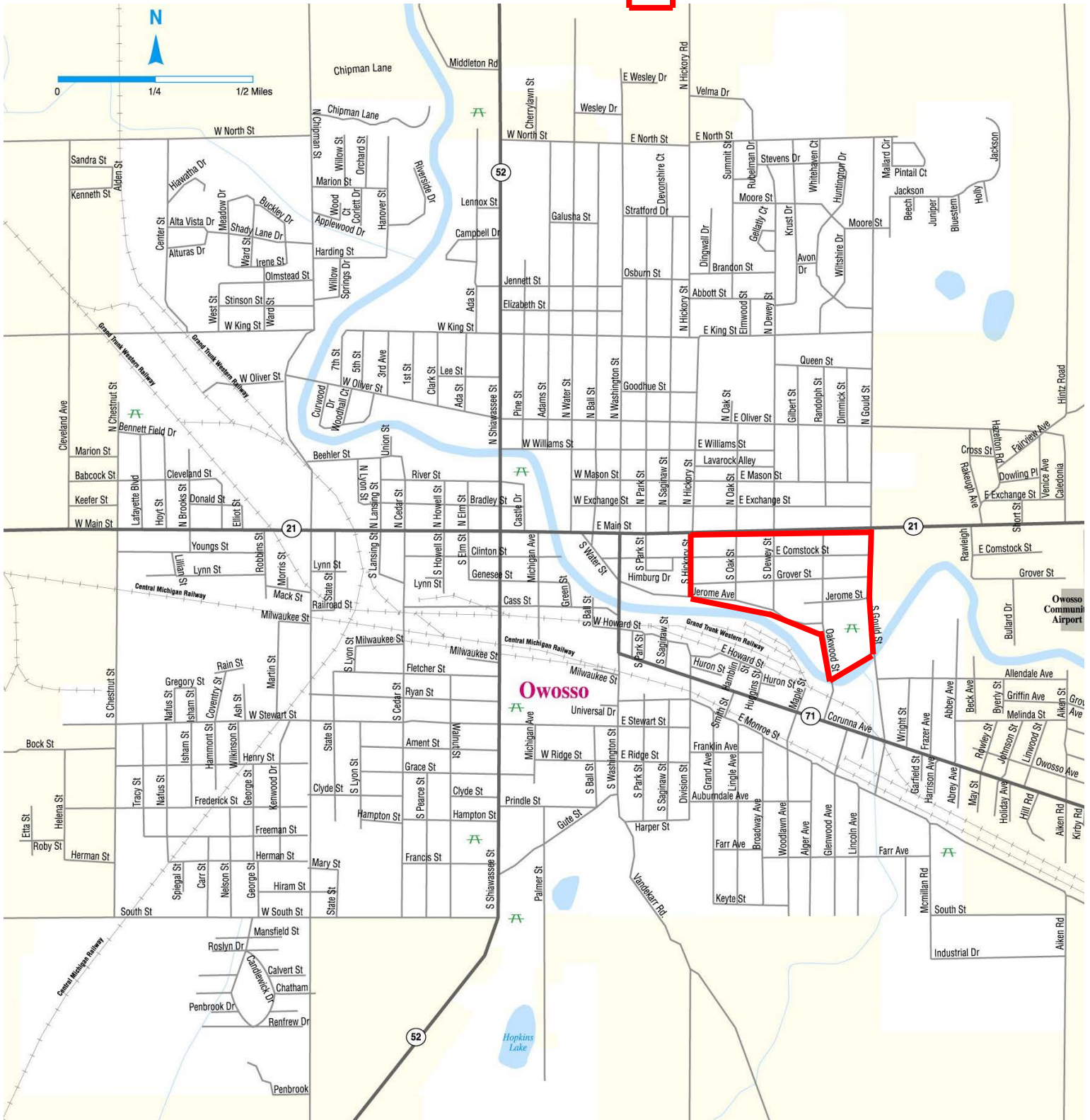
Date: _____

By _____

Its: Amy K. Kirkland, City Clerk

Date: _____

CITY OF OWOSSO 2023 SIDEWALK PROGRAM FOCUS AREA



CITY OF OWOSSO BID TABULATION SHEET

DATE 2/21/2023
DEPT. Engineering

SUBJECT: 2023 SIDEWALK PROGRAM

Page 1 of 2

Bid Contained Math Error

Engineer's Estimate	KMI Road Maintenance 6561 Bernie Kohler Dr North Branch, MI 48461	Bearstone Construction LLC 4212 Drumheller Rd Bath, MI 48808
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ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVAL & REPLACEMENT	14,000	SFT	\$ 6.50	\$ 91,000.00	6.50	\$ 91,000.00	\$ 7.50	\$ 105,000.00
2	6" SIDEWALK REMOVAL & REPLACEMENT	5,000	SFT	\$ 7.50	\$ 37,500.00	7.50	\$ 37,500.00	\$ 9.50	\$ 47,500.00
3	LAWN RESTORATION	12,500	SFT	\$ 1.00	\$ 12,500.00	0.75	\$ 9,375.00	\$ 4.40	\$ 55,000.00
4	SAW CUT	4,000	FT	\$ 2.00	\$ 8,000.00	0.75	\$ 3,000.00	\$ 1.75	\$ 7,000.00
5	CURB REMOVAL & REPLACEMENT	225	FT	\$ 40.00	\$ 9,000.00	40.00	\$ 9,000.00	\$ 44.00	\$ 9,900.00
6	7" SIDEWALK RAMP REMOVAL AND REPLACEMENT	100	SFT	\$ 10.00	\$ 1,000.00	10.00	\$ 1,000.00	\$ 10.00	\$ 1,000.00
7	DETECTABLE WARNING SURFACE, MODIFIED	10	FT	\$ 100.00	\$ 1,000.00	100.00	\$ 1,000.00	\$ 60.00	\$ 600.00
TOTAL BID					\$ 160,000.00		\$ 151,875.00		\$ 226,000.00

F and M Concrete Construction, LLC 7967 Creyts Rd Diamondale, MI 48821	RSK Excavating 4910 Wiggins Rd Howell, MI 48855	Glaser Dawes Corporation 4130 Commerce Drive Flushing, MI 48433
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ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVAL & REPLACEMENT	14,000	SFT	7.50	\$ 105,000.00	\$ 10.75	\$ 150,500.00	\$ 11.00	\$ 154,000.00
2	6" SIDEWALK REMOVAL & REPLACEMENT	5,000	SFT	9.40	\$ 47,000.00	\$ 11.75	\$ 58,750.00	\$ 12.00	\$ 60,000.00
3	LAWN RESTORATION	12,500	SFT	4.50	\$ 56,250.00	\$ 0.50	\$ 6,250.00	\$ 0.60	\$ 7,500.00
4	SAW CUT	4,000	FT	2.00	\$ 8,000.00	\$ 1.00	\$ 4,000.00	\$ 2.00	\$ 8,000.00
5	CURB REMOVAL & REPLACEMENT	225	FT	55.00	\$ 12,375.00	\$ 45.00	\$ 10,125.00	\$ 35.00	\$ 7,875.00
6	7" SIDEWALK RAMP REMOVAL AND REPLACEMENT	100	SFT	10.50	\$ 1,050.00	\$ 11.75	\$ 1,175.00	\$ 30.00	\$ 3,000.00
7	DETECTABLE WARNING SURFACE, MODIFIED	10	FT	100.00	\$ 1,000.00	\$ 200.00	\$ 2,000.00	\$ 80.00	\$ 800.00
TOTAL BID					\$ 230,675.00		\$ 232,800.00		\$ 241,175.00

DEPT. HEAD: Clayton Widmer

PURCH. AGENT: Brad Barrett

STAFF REC.: KMI Road Maintenance LLC

GENERAL LIABILITY INSURANCE EXPIRATION DATE: 12/28/2023

WORKERS COMPENSATION INSURANCE EXPIRATION DATE: 12/28/2023

SOLE PROPRIETORSHIP EXPIRATION DATE: N/A

AWARDED: _____

COUNCIL APPROVED: _____

PO NUMBER: _____

202-463-818.000 - \$115,337.50
203-463-818-000 - \$115,337.50

CITY OF OWOSSO BID TABULATION SHEET

DATE 2/21/2023

DEPT. Engineering

SUBJECT: 2023 SIDEWALK PROGRAM

Page 2 of 2

LJ Inc. 6359 Miller Rd Swartz Creek, MI 48473	L.A. Construction Corporation 3453 N. Linden Rd Flint, MI 48504
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ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	4" SIDEWALK REMOVAL & REPLACEMENT	14,000	SFT	\$ 11.00	\$ 154,000.00	13.87	\$ 194,180.00		\$ -
2	6" SIDEWALK REMOVAL & REPLACEMENT	5,000	SFT	\$ 12.00	\$ 60,000.00	15.62	\$ 78,100.00		\$ -
3	LAWN RESTORATION	12,500	SFT	\$ 2.50	\$ 31,250.00	3.58	\$ 44,750.00		\$ -
4	SAW CUT	4,000	FT	\$ 1.00	\$ 4,000.00	2.60	\$ 10,400.00		\$ -
5	CURB REMOVAL & REPLACEMENT	225	FT	\$ 85.00	\$ 19,125.00	52.10	\$ 11,722.50		\$ -
6	7" SIDEWALK RAMP REMOVAL AND REPLACEMENT	100	SFT	\$ 14.00	\$ 1,400.00	9.35	\$ 935.00		\$ -
7	DETECTABLE WARNING SURFACE, MODIFIED	10	FT	\$ 260.00	\$ 2,600.00	54.45	\$ 544.50		\$ -
TOTAL BID					\$ 272,375.00		\$ 340,632.00		\$ -



MEMORANDUM

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

DATE: March 6, 2023

TO: Mayor Teich and the Owosso City Council

FROM: Ryan E. Suchanek, Director of Public Services & Utilities

SUBJECT: Bid Award for 2023 Spring Tree Removal Contract

RECOMMENDATION:

Award of contract to Burman's Tree Services, LLC of Chelsea, Michigan for the 2023 Spring Tree Removal Contract - Option 1, in the amount of \$18,708.49.

Award of contract to Ronald's Tree Service LLC of Fenton, Michigan for the 2023 Spring Tree Removal Contract - Option 2, in the amount of \$9,200.00.

BACKGROUND:

This program involves removing dead and/or diseased trees within the City right of way that are at risk of having falling branches or collapse.

Thirteen bids were received.

Broken into 3 options:

1. Must Remove (Trees 1 – 21)
2. Selective Removal (Trees 22 – 29)
3. Combination (Trees 1 – 29)

The lowest bid received for Option 1 was from Burman's Tree Services, LLC of Chelsea, Michigan. The lowest bid received for Option 2 was from Ronald's Tree Service LLC of Fenton, Michigan.

FISCAL IMPACTS:

The low and responsible bids of \$18,708.49 & \$9,200.00, plus \$5,000.00 for contingency (total of \$32,908.49) reflects trees known at this time that require removal. Costs for these services shall be paid from the local and major street funds account 202/203-480-818.000.

RESOLUTION NO.

**AUTHORIZING AWARD OF THE 2023 SPRING TREE REMOVAL
CONTRACT – OPTION 1 TO
BURMAN’S TREE SERVICES, LLC OF CHELSEA, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that maintenance and removal of city owned trees within the street right of way is required, and in the public interest to maintain an aesthetically pleasing community, and to avoid risk of property damage and risk to the general public; and

WHEREAS, the City of Owosso sought bids to perform the 2023 Spring Tree Removal; and the low responsive bidder for Option 1 was received from Burman’s Tree Services, LLC in the amount of \$18,708.49; and

WHEREAS, Burman’s Tree Services, LLC of Chelsea, Michigan is hereby determined to be qualified to provide such services.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Burman’s Tree Services, LLC for 2023 Spring Tree Removal.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, contract for services between the City of Owosso and Burman’s Tree Services, LLC in the amount of \$18,708.49.
- THIRD: The Accounts Payable Department is authorized to pay Burman’s Tree Services, LLC for work satisfactorily completed in the amount of \$18,708.49 plus a contingency in the amount of \$5,000.00, upon written authorization, to be shared between the Option 1 and Option 2 awarded contracts.
- FOURTH: The above expenses shall be paid from accounts 202/203-480-818.000.

EXHIBIT A

Contract for Services Between

The City of Owosso

and

Burman's Tree Services, LLC

2023 Spring Tree Removal Bid, Option 1

March 2023

CONTRACT

THIS AGREEMENT is made on March ____, 2023 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and BURMAN'S TREE SERVICES, LLC ("contractor"), a Michigan company, whose address is 17045 Garvey, Chelsea, Michigan 48118.

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

ARTICLE I - Scope of work

The contractor agrees to provide the services listed in the proposal entitled "2023 Spring Tree Removal Bid, Option 1," as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

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

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the performance of the contract, in the unit prices as given in the proposal not to exceed eighteen thousand seven hundred eight dollars and forty-nine cents (\$18,708.49). No additional work shall be performed unless a change order is issued by the city.

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

ARTICLE III – Assignment

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

ARTICLE IV - Choice of law

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

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

ARTICLE V - Relationship of the parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII - Indemnification

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

ARTICLE VIII - Entire agreement

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

FOR CONTRACTOR

By _____

Its: _____

Date: _____

THE CITY OF OWOSSO

By _____

Its: Robert J. Teich, Jr., Mayor

Date: _____

By _____

Its: Amy K. Kirkland, City Clerk

Date: _____

RESOLUTION NO.

**AUTHORIZATING AWARD OF THE 2023 SPRING TREE REMOVAL
CONTRACT – OPTION 2 TO
RONALD’S TREE SERVICE LLC OF FENTON, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that maintenance and removal of city owned trees within the street right of way is required, and in the public interest to maintain an aesthetically pleasing community, and to avoid risk of property damage and risk to the general public; and

WHEREAS, the City of Owosso sought bids to perform the 2023 Spring Tree Removal; and the low responsive bidder for Option 2 was received from Ronald’s Tree Service LLC in the amount of \$9,200.00; and

WHEREAS, Ronald’s Tree Service LLC of Fenton, Michigan is hereby determined to be qualified to provide such services.

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

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Ronald’s Tree Service LLC for 2023 Spring Tree Removal.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, contract for services between the City of Owosso and Ronald’s Tree Service LLC in the amount of \$9,200.00.
- THIRD: The Accounts Payable Department is authorized to pay Ronald’s Tree Service LLC for work satisfactorily completed in the amount of \$9,200.00 plus a contingency in the amount of \$5,000.00, upon written authorization, to be shared between the Option 1 and Option 2 awarded contracts.
- FOURTH: The above expenses shall be paid from accounts 202/203-480-818.000.

EXHIBIT A

Contract for Services Between

The City of Owosso

and

Ronald's Tree Service LLC

2023 Spring Tree Removal Bid, Option 2

March 2023

CONTRACT

THIS AGREEMENT is made on March ____, 2023 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and RONALD'S TREE SERVICE, LLC ("contractor"), a Michigan company, whose address is 9126 Bennett Lake Road, Fenton, Michigan 48430.

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

ARTICLE I - Scope of work

The contractor agrees to provide the services listed in the proposal entitled "2023 Spring Tree Removal Bid, Option 1," as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

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

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the performance of the contract, in the unit prices as given in the proposal not to exceed nine thousand two hundred dollars (\$9,200.00). No additional work shall be performed unless a change order is issued by the city.

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

ARTICLE III – Assignment

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

ARTICLE IV - Choice of law

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

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

ARTICLE V - Relationship of the parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII - Indemnification

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

ARTICLE VIII - Entire agreement

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

FOR CONTRACTOR

By _____

Its: _____

Date: _____

THE CITY OF OWOSSO

By _____

Its: Robert J. Teich, Jr., Mayor

Date: _____

By _____

Its: Amy K. Kirkland, City Clerk

Date: _____

CITY OF OWOSSO BID TABULATION SHEET

DATE: **2/14/2023**

DEPT.: **DPW**

9/10

SUBJECT: **2023 Spring Tree Removal Bid**

Burman's Tree Services
17045 Garvey Rd.
Chelsea, MI 48118
734-972-7733

Chop
1505 Steele Ave SW
Grand Rapids, MI 49507
616-583-9821

Always There Tree Care LLC
2295 S. Alger Rd.
Ithaca, MI 48847
989-436-2224

ITEM #	DESCRIPTION	Tree #	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Option 1-Must Remove Trees 1 - 16 Total	1-16	N/A	\$ 18,708.49	N/A	\$ 19,950.00	N/A	\$ 20,888.00
2	Option 2-Selective Removal Trees 17-26	17-26		\$ 10,400.99		\$ 10,200.00		\$ 11,115.00
3	Option 3 - Combination Trees 1 - 26 Total	1-26		\$ 29,109.48		\$ 30,150.00		\$ 30,389.00

* Discount Applied if Awarded Together.

Ronald's Tree Service
9126 Bennett Lake Rd.
Fenton, MI 48430
810-735-6775

Urban Tree Trimming
5671 Trumbull
Detroit, MI 48208
313-483-7646

K & H Tree Service LLC
41150 22nd Street
Kalamazoo, MI 49009
269-491-0024

ITEM #	DESCRIPTION	Tree	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Option 1-Must Remove Trees 1 - 16 Total	1-16	N/A	\$ 22,850.00	N/A	\$ 23,500.00	N/A	\$ 24,900.00
2	Option 2-Selective Removal Trees 17-26	17-26		\$ 9,200.00		\$ 12,800.00		\$ 13,100.00
3	Option 3 - Combination Trees 1 - 26 Total	1-26		\$ 32,050.00		\$36,300.00		\$ 38,000.00

DEPT HEAD: *Alyssa Sushen*

PURCH. AGENT: *Brad Barrett*

STAFF REC.:
Burman's Tree Services:
Option 1-\$18,708.49
Ronald's Tree Service:
Option 2- \$9,200.00

GENERAL LIABILITY INS EXPIRATION DATE:
Burman's Tree Services, LLC: 8/19/2023
Ronald's Tree Service, LLC: 6/4/2023

WORKERS COMPENSATION INS EXPIRATION DATE:
Burman's Tree Services, LLC: 5/5/2023
Ronald's Tree Service, LLC: 5/19/2023

SOLE PROPRIETORSHIP EXPIRATION DATE: **N/A**

AWARDED:

COUNCIL APPROVED:

PO NUMBER:

FY 2022-2023 Total: \$27,908.49
Major Streets: 202-463-818.000 : \$9,577.37
Local Streets: 203-463-818.000 : \$18,331.12

CITY OF OWOSSO BID TABULATION SHEET

DATE 2/14/2023

DEPT. DPW

SUBJECT: 2023 Spring Tree Removal Bid

Lynch Tree Company, LLC
16040 Duffield Rd.
Byron, MI 48418
810-444-4671

Arbor Master Tree Service Inc
10611 Pine Bluff
Whitmore Lake, MI 48189
734-945-3306

Advanced Tree Care Service
3236 Grand Blanc Rd.
Swartz Creek, MI 48473
810-208-0554

ITEM #	DESCRIPTION	Tree	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Option 1-Must Remove Trees 1 - 16 Total	1-16	N/A	\$ 26,950.00	N/A	\$ 33,350.00	N/A	\$ 33,100.00
2	Option 2-Selective Removal Trees 17-26	17-26		\$ 14,400.00		\$ 18,830.00		\$ 13,000.00
3	Option 3 - Combination Trees 1 - 26 Total	1-26		\$ 41,350.00		\$41,744.00		\$ 46,100.00

SUBJECT: 2023 Spring Tree Removal Bid

Treeworks, Inc.
P.O. Box 274
Coopersville, MI 49404
616-837-1100

Owen Tree Service, Inc
225 N Lake George Rd.
Attica, MI 48412
810-724-6651

Kaboon Rigging Services
30182 Dee Bee Rd.
Farmington, IL 61531
Info@kaboomrigging.com

ITEM #	DESCRIPTION	Tree	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Option 1-Must Remove Trees 1 - 16 Total	1-16	N/A	\$ 30,440.00	N/A	\$ 30,970.00	N/A	\$ 39,800.00
2	Option 2-Selective Removal Trees 17-26	17-26		\$ 16,100.00		\$ 16,150.00		\$ 21,500.00
3	Option 3 - Combination Trees 1-26			\$ 46,100.00		\$ 47,120.00		\$ 58,200.00

CITY OF OWOSSO BID TABULATION SHEET

DATE **2/14/2023**
 DEPT. **DPW**

SUBJECT: **2023 Spring Tree
 Removal Bid**

JJ's Excavating & Tree Svcs
 10050 Garrison Rd.
 Laingsburg, MI 48848
 989-277-9059

ITEM #	DESCRIPTION	Tree	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
			PRICE		PRICE		PRICE	
1	Option 1-Must Remove Trees 1 - 16 Total	1-16	N/A	\$ 48,000.00	N/A		N/A	
2	Option 2-Selective Removal Trees 17-26	17-26		\$ 19,200.00				
3	Option 3 - Combination Trees 1 - 26 Total	1-26		\$ 67,200.00				



MEMORANDUM

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

DATE: March 6, 2023

TO: Mayor Teich and the Owosso City Council

FROM: Ryan E. Suchanek, Director of Public Services & Utilities

SUBJECT: 2023-2024 Kornerhorn Parts Bid

RECOMMENDATION:

Approval of the low responsive bid from Etna Distributors, LLC dba Etna Supply Company (Grand Rapids, MI) for the 2023-2024 Kornerhorn Parts Bid in the amount of \$23,667.50 to supply the parts necessary for water service line replacements.

BACKGROUND:

On February 21, 2023, the City received bids for Kornerhorn Parts. The parts are necessary for replacing and installing kornerhorns in conjunction with the replacement of noncompliant water service lines. The City is expected to replace around 600 noncompliant water service lines within this year and the following two (2) years. Two contractor bids were received, with Etna Supply confirmed as the low responsible bidder.

FISCAL IMPACTS:

The parts will be funded by the Account No. 591-000-101.000, in the amount of \$23,667.50.

Attachments: (1) Resolution, Kornerhorn Parts Bid
(2) Bid Tabulation Kornerhorn Parts Bid

RESOLUTION NO.

**AUTHORIZING PURCHASE OF KORNERHORN PARTS
FROM ETNA DISTRIBUTORS, LLC dba ETNA SUPPLY COMPANY OF
GRAND RAPIDS, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to replace noncompliant water service lines serving private property; and

WHEREAS, kornerhorns will be required in the replacement of said noncompliant water service lines and the purchase of additional kornerhorn parts is necessary; and

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

WHEREAS, the City of Owosso sought bids for kornerhorn parts and a bid was received from Etna Distributors, LLC dba Etna Supply Company, and it is hereby determined Etna Distributors, LLC dba Etna Supply Company 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 award the 2023-2024 Kornerhorn Parts Bid to Etna Distributors, LLC dba Etna Supply Company.
- SECOND: The contract between the City of Owosso and Etna Distributors, LLC dba Etna Supply Company shall be in the form of and a City purchase order in an amount not to exceed \$23,667.50.
- THIRD: The accounts payable department is authorized to pay Etna Distributors, LLC dba Etna Supply Company for materials supplied up to the purchase order amount of \$23,667.50.
- FOURTH: The above expenses shall be paid from Account No. 591-000-101.000.

CITY OF OWOSSO BID TABULATION SHEET

DATE **2/21/2023**

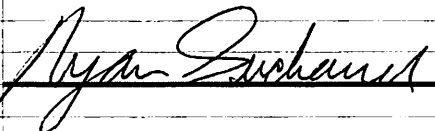
DEPT. **DPW**

SUBJECT: **2023-2024 Kornerhorn Parts Bid**

Etna Supply Company
10801 Grand River Hwy
Grand Ledge, MI 48877
616-514-5414

Ferguson Waterworks
4040 Eagles Nest Dr.
Flushing, MI 48433
810-691-2823

ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	5/8 KORNERHORN: 5/8 Kornerhorn PLN/PLN 5/8 Meter Kornerhorn 5/8" Meter Kornerhorn - No Lead Less Service Line Connections Ford Part #KH-1-NL	250	EA	\$ 59.50	\$ 14,875.00	59.50	\$ 14,875.00		\$ -
2	PACK JOINT ASSEMBLY: 3/4" CTS PACK JOINT/CTS PJ 3/4" PJ ASSY KH THRPACK JOINT ASSEMBLY - NO LEAD NO. 1 FEMALE KORNERHORN THREAD by	400	EA	\$ 14.95	\$ 5,980.00	15.00	\$ 6,000.00		\$ -
3	PACK JOINT ASSEMBLY: 1 IN PJ ASSY KH Thread/CTS PJ: PACK JOINT ASSEMBLY-NO LEAD NO. 1 FEMALE KORNERHORN THREAD by 1" CTS PACK JOINT FORD PART #PJA4-14-NL	150	EA	\$ 18.75	\$ 2,812.50	19.00	\$ 2,850.00		\$ -
Total:					\$ 23,667.50		\$ 23,725.00		
TOTAL BID PRICING ADJUSTED FOR LOCAL PURCHASING PREFERENCE:\$2,500					N/A		N/A		

DEPT HEAD 

GENERAL LIABILITY INSURANCE
EXPIRATION DATE: **N/A**

AWARDED:

PURCH. AGENT: **Brad Barrett**

WORKERS COMPENSATION INSURANCE
EXPIRATION DATE: **N/A**

COUNCIL APPROVED:

STAFF REC.: **Etna Supply Company**

SOLE PROPRIETORSHIP
EXPIRATION DATE: **N/A**

PO NUMBER:

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
02/03/2023	8844 (A)	AIS CONSTRUCTION EQUIPMENT	AIS CONSTRUCTION EQUIPMENT	IDLER PULLEY FOR DPW QPO 28174	55.04
02/03/2023	8845 (A)	ALS LABORATORY GROUP	ALS LABORATORY GROUP	WASTEWATER ANALYSES-6-30-2023-E	1,440.00
02/03/2023	8846 (A)	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	JANAURY 2023 AMAZON ORDERS	17.97
			AMAZON CAPITAL SERVICES	JANAURY 2023 AMAZON ORDERS	91.96
			AMAZON CAPITAL SERVICES	JANAURY 2023 AMAZON ORDERS	25.99
					<u>135.92</u>
02/03/2023	8847 (A)	BODMAN PLC	BODMAN PLC	LETTER REVIEW FOR HR DEPT.	61.25
02/03/2023	8848 (A)	BOUND TREE MEDICAL LLC	BOUND TREE MEDICAL LLC	SUPPLIES FOR OFD QPO 28008	977.93
02/03/2023	8849 (A)	BROOKS INNOVATIVE GRAPHICS	BROOKS INNOVATIVE GRAPHICS	EQUIPMENT NUMBER DECALS FOR QPW	75.00
02/03/2023	8850 (A)	CENTER FOR TECHNOLOGY & TRAINING	CENTER FOR TECHNOLOGY & TRAINING	LAPTOP DATA COLLECTOR WEBINAR, I	30.00
02/03/2023	8851 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMEN	38.32
02/03/2023	8852 (A)	CMP DISTRIBUTORS INC	CMP DISTRIBUTORS INC	PISTOL FOR OPD QPO 28011 - TRAD	199.10
02/03/2023	8853 (A)	DELL MARKETING LP	DELL MARKETING LP	DELL LATITUDE 5430 RUGGED LAPTO	4,100.28
02/03/2023	8854 (A)	EDWARDS SIGN & SCREEN PRINTING	EDWARDS SIGN & SCREEN PRINTING	SHIRTS FOR OPD QPO 28221	166.50
02/03/2023	8855 (A)	ESO SOLUTIONS INC	ESO SOLUTIONS INC	EMS 1 AND FIRE RESCUE 1 ACADEMY	2,058.20
02/03/2023	8856 (A)	FISHBECK, THOMPSON, CARR & HUE	FISHBECK, THOMPSON, CARR & HUE	WWTP PHASE 1 PREENGINEERING WOR	31,673.34
				FISHBECK, THOMPSON, CARR & HUE	4,745.50
				WWTP HYDROGEN SULFIDE STUDY 202	13,323.46
				FISHBECK, THOMPSON, CARR & HUE	<u>49,742.30</u>
				WATER MASTER PLAN - RELIABILITY	
02/03/2023	8857 (A)	FRONT LINE SERVICES INC	FRONT LINE SERVICES INC	MIRROR KIT FOR OFD QPO 28225	1,115.20
			FRONT LINE SERVICES INC	REPAIR ON TOWER 1 OFD QPO 28230	1,270.03
					<u>2,385.23</u>
02/03/2023	8858 (A)	GRAYMONT WESTERN LIME INC	GRAYMONT WESTERN LIME INC	PEBBLES QUICK LIME FY 2022-2023	6,954.74
02/03/2023	8859 (A)	HI QUALITY GLASS, INC	HI QUALITY GLASS, INC	GLASS REPLACEMENT FOR OFD QPO 2	90.00
02/03/2023	8860 (A)	INTERNATIONAL CODE COUNCIL INC	INTERNATIONAL CODE COUNCIL INC	3 YEAR MEMBERSHIP # 9534535	348.00
02/03/2023	8861 (A)	J & H OIL COMPANY	J & H OIL COMPANY	FUEL & GAS FOR CITY OPERATIONS	5,934.41
02/03/2023	8862 (A)	JACK DOHENY SUPPLIES INC	JACK DOHENY SUPPLIES INC	PARTS FOR #238 DPW QPO 28167	708.46
02/03/2023	8863 (A)	JCI JONES CHEMICALS INC	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE - PER LANSI	2,150.28
02/03/2023	8864 (A)	JON STUART HARRIS	JON STUART HARRIS	ELECTRICAL INSPECTIONS JAN. 202	550.00
			JON STUART HARRIS	ELECTRICAL PLAN REVIEWS 219 HOY	37.50
					<u>587.50</u>
02/03/2023	8865 (A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	JACKET FOR OPD QPO 28010	167.45
02/03/2023	8866 (A)	LUNGHAMER FORD OF OWOSSO	LUNGHAMER FORD OF OWOSSO	REPAIR ON E-1 FOR OFD QPO 28233	359.87
02/03/2023	8867 (A)	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	BULK CARBON DIOXIDE (CO2)	2,234.48
02/03/2023	8868 (A)	MAURER HEATING & COOLING, INC.	MAURER HEATING & COOLING, INC.	SERVICE CHARGE FOR NO HEAT AT W	200.00
			MAURER HEATING & COOLING, INC.	REPAIR HEATING UNIT AT WWTP QPO	1,024.00
					<u>1,224.00</u>
02/03/2023	8869 (A)	MCMaster-CARR SUPPLY CO	MCMaster-CARR SUPPLY CO	STEEL CLIP NUTS FOR WWTP QPO 28	72.03
02/03/2023	8870 (A)	MEMORIAL HEALTHCARE CENTER	MEMORIAL HEALTHCARE CENTER	DRUG SCREENS FOR NEW EMPLOYEES	124.50
02/03/2023	8871 (A)	MEYER ELECTRIC INC	MEYER ELECTRIC INC	ELECTRICAL WORK ON MOTOR FOR WW	190.00
02/03/2023	8872 (A)	MICH BUSINESS POWERED BY MBPA	MICH BUSINESS POWERED BY MBPA	MONTHLY COBRA BILLING	50.00
02/03/2023	8873 (A)	MICHIGAN WATER ENVIRONMENT ASS	MICHIGAN WATER ENVIRONMENT ASS	2023 EXPO AND OPERATORS DAY	290.00
				MICHIGAN WATER ENVIRONMENT ASS	145.00
				2023 JOINT EXPO & OPERATORS DAY	<u>435.00</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/03/2023	8874 (A)	NATIONAL VISION ADMINISTRATORS	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE POLICY	548.69
02/03/2023	8875 (A)	OFFICE SOURCE	OFFICE SOURCE	NAMEPLATES FOR CITY COUNCIL	69.80
02/03/2023	8876 (A)	OHM ADVISORS	OHM ADVISORS	ENGINEERING - JUNIPER WELL HOUS	12,314.25
			OHM ADVISORS	ENGINEERING - PALMER 3A WELL HO	16,487.00
			OHM ADVISORS	ENGINEERING SERVICES 2023 SANIT.	11,191.75
			OHM ADVISORS	2022 DWAM GRANT ENGINEERING SER	887.75
			OHM ADVISORS	CONST ADMIN SERVICES-2022 STAND	5,945.00
			OHM ADVISORS	CENTER ST WATER MAIN PROJECT-EN	2,882.75
					<u>49,708.50</u>
02/03/2023	8877 (A)	PACE ANALYTICAL SERVICES INC	PACE ANALYTICAL SERVICES INC	WASTEWATER ANALYSES-6/30/2023-E	445.00
02/03/2023	8878 (A)	PENCHURA LLC	PENCHURA LLC	6 FOOT SWING BENCH AND FREIGHT	2,353.00
02/03/2023	8879 (A)	PHP INSURANCE COMPANY	PHP INSURANCE COMPANY	GROUP HEALTH INSURANCE	96,218.35
02/03/2023	8880 (A)	POLYDYNE INC	POLYDYNE INC	AF 4500 POLYMER (JULY 2022) - S	2,460.19
02/03/2023	8881 (A)	PVS TECHNOLOGIES, INC.	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE FY 2022-2023 P	6,653.01
02/03/2023	8882 (A)	REPUBLIC SERVICES INC	REPUBLIC SERVICES INC	REFUSE SERVICE 7/1/22-6/30/23 P	368.88
02/03/2023	8883 (A)	SMITH SAND & GRAVEL INC	SMITH SAND & GRAVEL INC	CLASS II BACK FILL SAND (ESTIM	1,243.62
02/03/2023	8884 (A)	SPICER GROUP, INC.	SPICER GROUP, INC.	PARKS AND RECREATION MASTER PLA	109.00
02/03/2023	8885 (A)	SUMMIT COMPANIES	SUMMIT COMPANIES	RECHARGE EXTINGUISHOR FOR OFD Q	8.00
02/03/2023	8886 (A)	TOTAL ENERGY SYSTEMS LLC	TOTAL ENERGY SYSTEMS LLC	GENERATOR REPAIR FOR OFD QPO 28	148.76
			TOTAL ENERGY SYSTEMS LLC	GENERATOR SERVICE AT PUBLIC SAF	3,132.64
					<u>3,281.40</u>
02/03/2023	8887 (A)	USA BLUE BOOK	USA BLUE BOOK	WTP SUPPLIES FOR WTP QPO 28120	1,035.36
02/03/2023	8888 (A)	VERIZON WIRELESS	VERIZON WIRELESS	M2M CELLULAR CHARGES	125.12
02/03/2023	8889 (A)	WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES FOR W	8,930.33
02/03/2023	8890 (A)	WEB ASCENDER	WEB ASCENDER	QUARTERLY HOSTING FOR CITY'S WE	150.00
02/03/2023	8891 (A)	WEST SHORE FIRE INC	WEST SHORE FIRE INC	ANNUAL INSPECTION ON OUTDOOR SI	1,540.00
02/03/2023	8892 (A)	WITMER PUBLIC SAFETY GROUP INC	WITMER PUBLIC SAFETY GROUP INC	GLOVES FOR OFD QPO 27800	207.81
02/17/2023	8893 (A)	C D W GOVERNMENT, INC.	C D W GOVERNMENT, INC.	REPLACEMENT BATTERY CARTRIDGE F	246.37
02/17/2023	8894 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMEN	38.32
02/17/2023	8895 (A)	CONSTINE GRAVEL COMPANY	CONSTINE GRAVEL COMPANY	22A GRAVEL (ESTIMATE QUANTITY)	1,151.40
02/17/2023	8896 (A)	CONSUMERS ENERGY	CONSUMERS ENERGY	GAS & ELECTRIC UTILITY COSTS DE	69,735.29
02/17/2023	8897 (A)	DALTON ELEVATOR LLC	DALTON ELEVATOR LLC	CYLINDER RENTAL/OXYGEN/SUPPLIES	668.26
02/17/2023	8898 (A)	DELAU FIRE & SAFETY INC	DELAU FIRE & SAFETY INC	HALON REPLACEMENT FOR SERVER RO	19,500.00
02/17/2023	8899 (A)	DELL MARKETING LP	DELL MARKETING LP	EQUOTE 3000141569719 - LAPTOP F	2,639.57
			DELL MARKETING LP	COMPUTER FOR OPD 2301 VIN 1786	2,639.57
			DELL MARKETING LP	EQUOTE 3000141647901 - LAPTOPS	2,754.36
					<u>8,033.50</u>
02/17/2023	8900 (A)	DETROIT SALT COMPANY LLC	DETROIT SALT COMPANY LLC	FY 22/23 ROAD SALT-SEASONAL FIL	6,812.10
			DETROIT SALT COMPANY LLC	FY 22/23 ROAD SALT-SEASONAL FIL	10,449.70
					<u>17,261.80</u>
02/17/2023	8901 (A)	EPS SECURITY	EPS SECURITY	CURWOOD CASTLE MONITORING	66.84
			EPS SECURITY	PAYMASTER BUILDING MONITORING	89.61
					<u>156.45</u>
02/17/2023	8902 (A)	ETNA SUPPLY COMPANY	ETNA SUPPLY COMPANY	WATER INVENTORY AND PARTS-PURCH	9,301.93
02/17/2023	8903 (A)	GILBERT'S DO IT BEST HARDWARE	GILBERT'S DO IT BEST HARDWARE	JANUARY 2023 HARDWARE STORE PUR	610.16
02/17/2023	8904 (A)	GOULD LAW PC	GOULD LAW PC	LEGAL SERVICES FOR CITY 01/10/2	7,893.60
02/17/2023	8905 (A)	GOYETTE MECHANICAL	GOYETTE MECHANICAL	MONTHLY INSPECTION ON BOILER AT	199.50
			GOYETTE MECHANICAL	MONTHLY INSPECTION ON BOILER AT	199.50

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
			GOYETTE MECHANICAL	BOILER REPAIR AT OFD QPO 28242	1,118.18
					<u>1,517.18</u>
02/17/2023	8906(A)	GRAINGER INC	GRAINGER INC	EXHAUST FAN FOR WTP QPO 28124 -	296.36
02/17/2023	8907(A)	GROUP RESOURCES	GROUP RESOURCES	FSA ADMIN FEE FEB. 2023	104.50
02/17/2023	8908(A)	HI QUALITY GLASS, INC	HI QUALITY GLASS, INC	WINDSHIED REPLACEMENT FOR #445	100.00
02/17/2023	8909(A)	HURON & EASTERN RAILWAY COMPAN	HURON & EASTERN RAILWAY COMPAN	JAN-DEC 2022 SIGNAL MAINT	8,254.00
02/17/2023	8910(A)	HUTSON INC OF MICHIGAN	HUTSON INC OF MICHIGAN	ROUTINE PARTS/SUPPLIES-INDIVIDU	309.52
02/17/2023	8911(A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND OIL 01/15/2023 - 01/30/	8,402.12
02/17/2023	8912(A)	JOHNSON CONTROLS, INC	JOHNSON CONTROLS, INC	HVAC REPAIR CITY HALL - ENGINEE	2,500.00
02/17/2023	8913(A)	KENT COMMUNICATIONS INC	KENT COMMUNICATIONS INC	QUARTERLY UTILITY BILLS WITH IN	3,061.50
			KENT COMMUNICATIONS INC	ASSESSING NOTICES FOR FEB 2023	1,136.75
					<u>4,198.25</u>
02/17/2023	8914(A)	KODIAK EMERGENCY EQUIPMENT INC	KODIAK EMERGENCY EQUIPMENT INC	2022 OSAGE SUPER WARRIER TYPE I	228,591.00
02/17/2023	8915(A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	UNIFORMS FOR OFD QPO 28007	353.75
			LANSING UNIFORM CO.	UNIFORM FOR G. ROSE OFD QPO 280	762.15
					<u>1,115.90</u>
02/17/2023	8916(A)	LOGICALIS INC	LOGICALIS INC	IT NETWORK ENGINEERING SERVICES	6,720.00
02/17/2023	8917(A)	LUNGHAMER FORD OF OWOSSO	LUNGHAMER FORD OF OWOSSO	REPAIR ON M-3 FOR OFD QPO 28229	38.66
			LUNGHAMER FORD OF OWOSSO	OIL CHANGE FOR CAR 7 OPD QPO 28	57.95
					<u>96.61</u>
02/17/2023	8918(A)	MACQUEEN EMERGENCY GROUP	MACQUEEN EMERGENCY GROUP	STRUCTURAL FIREFIGHTING GEAR CO	2,162.60
02/17/2023	8919(A)	MEI TOTAL ELEVATOR SOLUTIONS	MEI TOTAL ELEVATOR SOLUTIONS	CITY HALL ELEVATOR SERVICE AGRE	200.11
02/17/2023	8920(A)	MEMORIAL HEALTHCARE CENTER	MEMORIAL HEALTHCARE CENTER	PREEMPLOYMENT DRUG SCREENS JAN.	131.00
02/17/2023	8921(A)	MEYER ELECTRIC INC	MEYER ELECTRIC INC	REMOVAL OF 2 VFD'S FOR WTP QPO	340.00
02/17/2023	8922(A)	MML MICHIGAN MUNICIPAL LEAGUE	MML MICHIGAN MUNICIPAL LEAGUE	POLICY PREMIUM 7/01/2022-07/01/	30,757.00
02/17/2023	8923(A)	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTIONS TO RETIR	82,234.00
02/17/2023	8924(A)	PHP MEDICARE	PHP MEDICARE	PHP MEDICARE PAYMENT MARCH 2023	88.00
02/17/2023	8925(A)	POLYDYNE INC	POLYDYNE INC	POLYMER AF 4500	3,345.12
02/17/2023	8926(A)	QUADIENT FINANCE USA INC	QUADIENT FINANCE USA INC	POSTAGE DEC. 2022	1,000.00
02/17/2023	8927(A)	RUBOB'S INC	RUBOB'S INC	DRY CLEANING SERVICES	73.00
			RUBOB'S INC	DRY CLEANING SERVICES	216.25
					<u>289.25</u>
02/17/2023	8928(A)	S & P GLOBAL RATINGS	S & P GLOBAL RATINGS	CREDIT RATING FOR 7491-01 AND	14,437.50
02/17/2023	8929(A)	SAFEBUILT MICHIGAN LLC	SAFEBUILT MICHIGAN LLC	BUILDING DEPARTMENT SERVICES-5/	13,683.62
02/17/2023	8930(A)	SOILS AND MATERIAL ENGINEERS	ISOILS AND MATERIAL ENGINEERS	I WASHINGTON STREET SOIL BORINGS	4,500.00
02/17/2023	8931(A)	STAPLES BUSINESS CREDIT	STAPLES BUSINESS CREDIT	2022 DECEMBER STAPLES ORDERS	507.24
			STAPLES BUSINESS CREDIT	2023 JANUARY STAPLES ORDERS	482.59
					<u>989.83</u>
02/17/2023	8932(A)	TAYLOR AND MORGAN CPA PC	TAYLOR AND MORGAN CPA PC	ACCOUNTANT SERVICES JANUARY 202	1,220.00
02/17/2023	8933(A)	TETRA TECH INC	TETRA TECH INC	DEVELOPMENT OF A WATER TREATMEN	7,835.00
			TETRA TECH INC	DEVELOPMENT OF A WATER TREATMEN	4,504.00
					<u>12,339.00</u>
02/17/2023	8934(A)	THE ACCUMED GROUP	THE ACCUMED GROUP	BILLING SERVICE FEE EMS & FIRE	4,493.41
02/17/2023	8935(A)	THE ARGUS-PRESS	THE ARGUS-PRESS	PRINTING OF LEGAL NOTICES ETC-7	762.50
02/17/2023	8936(A)	THOMAS SCIENTIFIC	THOMAS SCIENTIFIC	DELIVERED ITEMS FROM WWTP LAB O	1,269.34
02/17/2023	8937(A)	TRUCK & TRAILER SPECIALTIES	TRUCK & TRAILER SPECIALTIES	LIGHTS FOR DPW EQUIPMENT QPO 28	725.18

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/17/2023	8938 (A)	USA BLUE BOOK	USA BLUE BOOK	WWTP BUFFERS & FLUSHER QPO 2803	170.72
			USA BLUE BOOK	SUPPLIES FOR DPW/WATER QPO 2817	153.00
					<u>323.72</u>
02/17/2023	8939 (A)	VERIZON WIRELESS	VERIZON WIRELESS	PUBLIC SAFETY VEHICLE CHARGES J.	369.45
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	86.40
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	43.20
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	500.43
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	81.26
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	36.01
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	83.78
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	248.29
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	107.27
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	133.38
			VERIZON WIRELESS	CELLULAR CHARGES JAN. 2023	(29.83)
					<u>1,659.64</u>
02/17/2023	8940 (A)	WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES	9,850.51
02/17/2023	8941 (E)	MAILCHIMP	MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	13.00
02/03/2023	135773	AGNEW SIGNS - MARK D AGNEW	AGNEW SIGNS - MARK D AGNEW	NYE BANNERS FOR DDA BLOCK PARTY	417.00
02/03/2023	135774	BAMBACH CAROL	BAMBACH CAROL	UB refund for account: 41696900	64.48
02/03/2023	135775	BRANSON WENDY	BRANSON WENDY	UB refund for account: 28262400	126.36
02/03/2023	135776	BROADRIDGE CORPORATE ISSUER	SCBROADRIDGE CORPORATE ISSUER	SCPROCESSING FEE FOR STOCK CERTI	542.26
02/03/2023	135777	CONTRACTORS REPAIR	CONTRACTORS REPAIR	REPAIR ON RESCUE SAW FOR OFD QP	300.15
02/03/2023	135778	CURWOOD STORAGE	CURWOOD STORAGE	UB refund for account: 28023900	21.50
02/03/2023	135779	DASEN TED	DASEN TED	UB refund for account: 54734000	218.09
02/03/2023	135780	DAVE'S MUFFLER SHOP	DAVE'S MUFFLER SHOP	EXHAUST PIPE REPAIR ON MEDIC 3	113.00
02/03/2023	135781	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE PREMIUM	3,752.54
02/03/2023	135782	FABER ERIC	FABER ERIC	UB refund for account: 15105000	10.60
02/03/2023	135783	FIREPENNY	FIREPENNY	BOOTS FOR OFD QPO28005	398.95
02/03/2023	135784	H K ALLEN PAPER CO	H K ALLEN PAPER CO	BROWN PAPER TOWELS FOR WTP QPO	90.00
			H K ALLEN PAPER CO	GLOVES FOR WWTP QPO 28066	100.00
			H K ALLEN PAPER CO	SHOP SUPPLIES FOR DPW QPO 28171	183.00
					<u>373.00</u>
02/03/2023	135785	HARRIS ELECTRIC LLC	HARRIS ELECTRIC LLC	ELECTRICAL WORK AT OFD - BATHRO	391.52
			HARRIS ELECTRIC LLC	ELECTRICAL WORK ON TRANSFORMER	715.65
					<u>1,107.17</u>
02/03/2023	135786	IMLAY CITY FISH FARM INC.	IMLAY CITY FISH FARM INC.	FISH FOR HOPKINS LAKE - BLUEGIL	1,500.00
02/03/2023	135787	INDUSTRIAL SUPPLY OF OWOSSO	ININDUSTRIAL SUPPLY OF OWOSSO	INSAFETY GLASSES FOR DPW CREW QPO	95.60
			INDUSTRIAL SUPPLY OF OWOSSO	INROLLERS FOR PALLET CART FOR WWT	220.40
			INDUSTRIAL SUPPLY OF OWOSSO	INAIR REGULATOR FOR WWTP QPO 2802	144.90
					<u>460.90</u>
02/03/2023	135788	INTERNATIONAL CITY/COUNTY MANA	INTERNATIONAL CITY/COUNTY MANA	MEMBERSHIP# 690309 - CITY MANA	896.12
02/03/2023	135789	JUDY ELAINE CRAIG	JUDY ELAINE CRAIG	MAIL COURIER SERVICE FOR JAN. 2	180.00
02/03/2023	135790	KAREN HARRIS	KAREN HARRIS	REIMBURSEMENT FOR DDA SUPPLIES	262.90
02/03/2023	135791	KENDRA NICHOLS	KENDRA NICHOLS	SNOW REMOVAL SERVICES FOR HISTO	150.00
02/03/2023	135792	LANSING COMMUNITY COLLEGE	LANSING COMMUNITY COLLEGE	PARAMEDIC IC TRIANING M. HARVEY	511.00
02/03/2023	135793	MEDLER ELECTRIC CO.	MEDLER ELECTRIC CO.	BACK WASH VARIABLE FREQUENCY DR	3,538.55
02/03/2023	135794	MICHIGAN ASSOCIATION OF CHIEFS	MICHIGAN ASSOCIATION OF CHIEFS	MACP WINTER CONFERENCE - E. CHE	280.00
02/03/2023	135795	MICHIGAN DOWNTOWN ASSOCIATION	MICHIGAN DOWNTOWN ASSOCIATION	OWOSSO DDA MEMBERSHIP DUES 10/0	200.00
02/03/2023	135796	MICHIGAN MUNICIPAL LEAGUE (UIA	MICHIGAN MUNICIPAL LEAGUE (UIA	UNEMPLOYMENT QUARTERLY PAYMENT	221.67

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/03/2023	135797	MID MICHIGAN CHIEFS OF POLICE	MID MICHIGAN CHIEFS OF POLICE	2023 MEMBERSHIP INVOICE FOR K.	25.00
02/03/2023	135798	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEES RETIREMENT	CONTRIBUTION TO SUPPLEMENTAL DI	816.95
02/03/2023	135799	NORTH AMERICAN OVERHEAD DOOR	NORTH AMERICAN OVERHEAD DOOR	IDOOR REPAIR ON SALT BARN DPW QPO	576.75
02/03/2023	135800	OWOSSO BOLT & BRASS CO	OWOSSO BOLT & BRASS CO	SUPPLIES FOR WWTP QPO 28029	558.64
			OWOSSO BOLT & BRASS CO	CUTTING WHEELS FOR DPW QPO 2816	28.35
			OWOSSO BOLT & BRASS CO	SUPPLIES FOR DPW QPO 28166	260.57
			OWOSSO BOLT & BRASS CO	SUPPLIES & WATER HEATER FOR WWT	724.28
					<u>1,571.84</u>
02/03/2023	135801	OWOSSO CHARTER TWP TREAS &	OWOSSO CHARTER TWP TREAS &	2022 OWOSSO DRAIN ASSESSMENT PE	171.98
02/03/2023	135802	OWOSSO CHARTER TWP TREAS &	OWOSSO CHARTER TWP TREAS &	2022 OWOSSO DRAIN ASSESSMENT PE	262.10
02/03/2023	135803	OWOSSO CHARTER TWP TREAS &	OWOSSO CHARTER TWP TREAS &	2022 OWOSSO DRAIN ASSESSMENT PE	643.78
02/03/2023	135804	RANDY & DESIREE DAVIS	RANDY & DESIREE DAVIS	WATER SERVICE LINE REPLACEMENT	2,750.00
02/03/2023	135805	SCAFFOLDMART	SCAFFOLDMART	FRAME AND SAFETY PIECES FOR SCA	974.47
02/03/2023	135806	SIMPLEX PROPERTIES LLC	SIMPLEX PROPERTIES LLC	UB refund for account: 37935700	17.42
02/03/2023	135807	SMITHINGELL MEGEAN	SMITHINGELL MEGEAN	UB refund for account: 26309400	34.00
02/03/2023	135808	SORENSEN GROSS COMPANY	SORENSEN GROSS COMPANY	OWOSSO WWTP SOLIDS HANDLING PRO	259,380.17
			SORENSEN GROSS COMPANY	OWOSSO WWTP SOLIDS HANDLING PRO	144,043.30
					<u>403,423.47</u>
02/03/2023	135809	SPECIALTY SALVAGE LLC	SPECIALTY SALVAGE LLC	GOULD HOUSE TRASH PICKUP	67.00
02/03/2023	135810	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE PREMIUM	5,822.22
02/03/2023	135811	STATE OF MICHIGAN	STATE OF MICHIGAN	ACTIVATION OF RADIO FOR OPD QPO	250.00
02/03/2023	135812	STATE OF MICHIGAN	STATE OF MICHIGAN	DRY GAS FOR OPD QPO 28231	110.00
02/03/2023	135813	THE SIDELINE SPORTS BAR OWOSSO	THE SIDELINE SPORTS BAR OWOSSO	NYE FLYERS AND HANDOUTS FOR OWO	60.72
02/03/2023	135814	TIM APPLGATE	TIM APPLGATE	MEAL REIMBURSEMENT FOR TIM APPL	29.92
02/03/2023	135815	UTILITIES INSTRUMENTATION SERV	UTILITIES INSTRUMENTATION SERV	ONE GE POWERBREAK II 2500A BREA	32,148.00
				UTILITIES INSTRUMENTATION SERV	CRUISE SUBSCRIPTION FOR LIFT ST
					<u>591.00</u>
					32,739.00
02/15/2023	135816	OWOSSO PUBLIC SCHOOLS	OWOSSO PUBLIC SCHOOLS	2022 TAX COLLECTION 01/16/2023	839,948.56
02/15/2023	135817	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	2022 TAX COLLECTION 01/16/2023	383,877.55
02/15/2023	135818	SHIAWASSEE DISTRICT LIBRARY	SHIAWASSEE DISTRICT LIBRARY	2023 TAX COLLECTION 01/16/2023	57,095.41
02/17/2023	135819	ADAM RILEY	ADAM RILEY	PARKING FEE REIMBURSEMENT	10.00
02/17/2023	135820	AMERICAN PUBLIC WORKS ASSOCIAT	AMERICAN PUBLIC WORKS ASSOCIAT	MEMBERSHIPS-SUCHANEK/GILLET/RY	864.00
02/17/2023	135821	AVIATOR JAYNE	AVIATOR JAYNE	2022 MATCH ON MAIN GRANT REIMBU	25,000.00
02/17/2023	135822	BUCHHOLZ, ELDEN G.	BUCHHOLZ, ELDEN G.	BD Payment Refund	200.00
02/17/2023	135823	CALEDONIA CHARTER TOWNSHIP	CALEDONIA CHARTER TOWNSHIP	CALDONIA UTILITY FUND PAYMENT Q	47,673.99
02/17/2023	135824	CASEY LAMBERT	CASEY LAMBERT	MUSIC SERVICES FOR DDA GLOW EVE	1,000.00
02/17/2023	135825	CITY OF OWOSSO	CITY OF OWOSSO	BUSINESS DEVELOPMENT LOAN DDA F	452.65
02/17/2023	135826	CORELOGIC CENTRALIZED REFUNDS	CORELOGIC CENTRALIZED REFUNDS	2022 Win Tax Refund 050-010-003	274.23
02/17/2023	135827	D & D TRUCK & TRAILER PARTS	D & D TRUCK & TRAILER PARTS	PARTS/SUPPLIES-INDIVIDUAL PURCH	947.61
02/17/2023	135828	DAVID HAUT	DAVID HAUT	PARKING FEE REIMBURSEMENT	12.00
02/17/2023	135829	DELTA COLLEGE	DELTA COLLEGE	TRAINING/EDUCATION FOR TWP POLICE	650.00
02/17/2023	135830	EMMIT & HEATHER KEVES	EMMIT & HEATHER KEVES	REIMBURSE WATER SERVICE LINE RE	1,450.00
02/17/2023	135831	ET & T DISTRIBUTORS INC	ET & T DISTRIBUTORS INC	CONCRETE CORNHOLE BOARDS	2,651.50
02/17/2023	135832	H K ALLEN PAPER CO	H K ALLEN PAPER CO	JANITORIAL SUPPLIES FOR CITY HA	326.50
			H K ALLEN PAPER CO	SHOP SUPPLIES FOR DPW QPO 28180	37.00
			H K ALLEN PAPER CO	SUPPLIES FOR OFD QPO 27983	363.00
			H K ALLEN PAPER CO	SUPPLIES FOR OFD QPO 27983	304.00
					<u>1,030.50</u>
02/17/2023	135833	H2O COMPLIANCE SERVICES INC	H2O COMPLIANCE SERVICES INC	H2O CROSS CONNECTION CONTROL PR	767.81
02/17/2023	135834	HARRIS ELECTRIC LLC	HARRIS ELECTRIC LLC	ELECTRICAL REPAIRS FOR DPW BATH	279.03
02/17/2023	135835	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT SERVICES	JANAUARY 2023 HOME DEPOT PURCHAS	450.04

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 02/01/2023 - 02/28/2023

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/17/2023	135836	HUNTINGTON NATONAL BANK -CREDI	HUNTINGTON NATONAL BANK -CREDI	CREDIT CARD PURCHASES JAN. 2023	1,866.60
02/17/2023	135837	INDUSTRIAL SUPPLY OF OWOSSO IN	INDUSTRIAL SUPPLY OF OWOSSO IN	SUPPLIES FOR DPW QPO 28173	83.56
02/17/2023	135838	JOHN MCKAY	JOHN MCKAY	REIMBURSEMENT FOR PARAMEDIC LIC	50.00
02/17/2023	135839	KELLY'S REFUSE	KELLY'S REFUSE	DDA - DOWNTOWN TRASH CANS PICK	1,000.00
02/17/2023	135840	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEES RETIREMENT	CONTRIBUTION TO SUPPLEMENTAL DI	3,426.13
02/17/2023	135841	OWOSSO BOLT & BRASS CO	OWOSSO BOLT & BRASS CO	BUILDING SUPPLIES FOR WWTP QPO	1,143.32
02/17/2023	135842	OWOSSO CHARTER TOWNSHIP	OWOSSO CHARTER TOWNSHIP	WATER AGREEMENT QTR ENDING 12/3	17,824.17
02/17/2023	135843	OWOSSO PUBLIC SCHOOLS	OWOSSO PUBLIC SCHOOLS	AMPHITHEATER EASEMENT BETWEEN O	1.00
02/17/2023	135844	P F PETTIBONE & CO	P F PETTIBONE & CO	RED MINUTE BOOK FOR CITY CLERK'	223.90
02/17/2023	135845	PROFESSIONAL ANSWERING SERVICE	PROFESSIONAL ANSWERING SERVICE	24 HOUR ANSWERING SERVICES	84.35
02/17/2023	135846	RICOH USA	RICOH USA	PRINTING EXPENSES	1,504.35
02/17/2023	135847	RYAN GRACZ	RYAN GRACZ	MEAL REIMBURSEMENTS 1/23/2023 -	33.83
02/17/2023	135848	RYAN JENKINS	RYAN JENKINS	MEAL REIMBURSEMENT	17.61
02/17/2023	135849	SORENSEN GROSS COMPANY	SORENSEN GROSS COMPANY	OWOSSO WWTP SOLIDS HANDLING PRO	52,450.02
02/17/2023	135850	STATE OF MICHIGAN	STATE OF MICHIGAN	SOR REGISTRATION FEE JAN. 2023	480.00
02/17/2023	135851	STATE OF MICHIGAN	STATE OF MICHIGAN	STORMWATER ANNUAL PERMIT FEE FO	260.00
02/17/2023	135852	SUNNYSIDE FLORIST	SUNNYSIDE FLORIST	MIX HOLIDAY VASE FOR W. BROWN'S	44.50
02/17/2023	135853	VALLEY LUMBER	VALLEY LUMBER	ROUTINE PURCHASES NOT TO EXCEED	305.85
02/17/2023	135854	WIN'S ELECTRICAL SUPPLY OF OWC	WIN'S ELECTRICAL SUPPLY OF OWC	SUPPLIES-INVOICE TO BE SIGNED B	111.50

1 TOTALS:
 Total of 180 Checks: 2,753,707.13
 Less 0 Void Checks: 0.00
 Total of 180 Disbursements: 2,753,707.13



MEMORANDUM

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

DATE: March 2, 2023
TO: Mayor Teich and the Owosso City Council
FROM: Kevin Lenkart, Owosso Public Safety Chief
SUBJECT: Fee Schedule Additions

RECOMMENDATION:

Staff recommends approval of the additions to Section 12, Public Safety, of the City of Owosso Fee Schedule for the use of City personnel and equipment for special events, to be effective February 22, 2023.

BACKGROUND:

Amendments made this evening to the City's Rules and Regulations for the Issuance of Certain Traffic Control Orders Policy require the addition of several new fees to the Public Safety section of the City's official Fee Schedule. The proposed changes have been "red lined" for tracking purposes.

The proposed additions cover Traffic Control Orders (TCOs) issued for special events, the TCO application process, use of City equipment, and the cost of City personnel during special events.

The additions include:

- Special Event Traffic Control Order application fee.
- MDOT Closure application fee.
- Cost of using barricades for special events.
- Cost of the use of city vehicles for special events.
- Cost of city personnel at special events.
- Cost of clean-up of garbage and dumping receptacles at special events.

FISCAL IMPACT: Collected fees would partially offset the costs borne by the City for special events that require a TCO or for the purchase of new barricades and other equipment required for TCO's.

RESOLUTION NO.

**UPDATING THE SECTION 12 OF THE CITY OF OWOSSO FEE SCHEDULE
TO INCLUDE FEES FOR TRAFFIC CONTROL ORDERS
ISSUED FOR SPECIAL EVENTS**

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, the City Council recently adopted amendments to the Rules and Regulations for the Issuance of Certain Traffic Control Order Policy permitting the assessment of fees for the use of City equipment and personnel for special events; and

WHEREAS, the Fee Schedule must be updated to reflect these new fees, in particular Section 12 Public Safety.

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

- FIRST: the attached Section 12 Public Safety of the City of Owosso Fee Schedule is hereby adopted as amended, effective February 22, 2023.
- 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.

12.PUBLIC SAFETY	
• Ambulance fees – adjusted to the screen rates approved by commercial insurance companies	
➤ In-facility transports	\$250.80
• Dog license	As per Shiawassee County
• 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
➤ Class A Barricade	\$25
➤ Crowd Control Barricade	\$15
➤ Street Barricade (A Frame)	\$10
➤ 42" Cone	\$6
➤ 28" Cone	\$3
➤ ¾ Ton 4 x 2 Truck	\$10.62 per hour
➤ Front End Loader with forks	\$70.91 per hour
➤ Dump Truck	\$71.26 per hour
➤ Fire Truck	\$150 per hour
➤ City Personnel	Hourly rate plus benefits
➤ Clean-up of garbage and receptacles	Hourly rate plus benefits & equipment



MEMORANDUM

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

DATE: March 2, 2023

TO: Mayor Teich and the Owosso City Council

FROM: Kevin Lenkart, Owosso Public Safety Chief

SUBJECT: Amendments to the Policy for Special Event TCOs

INTRODUCTION:

The City of Owosso is host to over twenty-five (25) special events annually, events as small as block parties, to the ever-popular Curwood Festival. Each of these events utilizes public assets and creates a significant impact on the city's workforce, equipment and assets. The City of Owosso is proud to host events throughout the year. It is our goal to enhance the vitality, quality of life, and economic prosperity of Owosso through the support of special events, at the same time we must be cognizant of the costs borne by the city for these events.

BACKGROUND:

Over the last several years there has been an increase in the number of special events in Owosso thus resulting in an increased workload for city staff, as well as increased wear and tear on city equipment. In an effort to remain fiscally responsible, the time has come to consider instituting fees to recoup a portion of the cost shouldered by the city when a special event is held on city property. Special event permit fees are actually very common in other Michigan municipalities, and Owosso has been a bit of an outlier in not charging event sponsors for the use of city property, equipment, and employees in the past.

To effect this change, amendments to two different policies will be required:

1. Rules and Regulations for the Issuance of Certain Traffic Control Orders – This policy establishes the rules governing the use of city streets and parking lots for special events and lays out the process for sponsors to apply for permission to use city property.
2. Fee Schedule – This policy defines the fees and charges for various city services. (Changes to this policy will be considered as a part of the next item on the agenda.)

In addition to the implementation of fees, the revised Rules and Regulations will allow for a thorough review of all applications by establishing a list of documents required for submission prior to any consideration of the request by staff or council. Rules regarding refuse disposal have also been added.

RECOMMENDATION:

Recommend City Council approve the proposed revisions to the Rules and Regulations for the Issuance of Certain Traffic Control Orders Policy.

RESOLUTION NO.

**APPROVE AMENDMENTS TO THE RULES AND REGULATIONS
FOR THE ISSUANCE OF CERTAIN TRAFFIC CONTROL ORDERS POLICY**

WHEREAS, the City of Owosso is host to over twenty-five (25) special events per year requiring the closure of public streets or parking lots and additional services from City staff, resulting in substantial costs to the City; and

WHEREAS, the Rules and Regulations for the Issuance of Certain Traffic Control Orders Policy, promulgated pursuant to the provisions of section 7.18 of the Owosso City Charter, was created to govern the public's use of City streets and parking lots for special events are; and

WHEREAS, said rules and regulations must be amended to incorporate charges for the use of City personnel and equipment.

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

- FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to amend the Rules and Regulations for the Issuance of Certain Traffic Control Orders Policy to address costs borne by the City for special events held within the limits.
- SECOND: these revised Rules and Regulations will allow for a thorough review of all applications while requiring reimbursement for the use City equipment and City staff.
- THIRD: the Rules and Regulations for the Issuance of Certain Traffic Control Orders Policy is hereby approved, effective March 7, 2023.

**CITY OF OWOSSO
RULES AND REGULATIONS
FOR THE ISSUANCE OF CERTAIN
TRAFFIC CONTROL ORDERS**

AUTHORITY. These rules and regulations are promulgated pursuant to the provisions of section 7.18 of the Owosso City Charter.

APPLICABILITY. These rules and regulations shall be applicable to traffic control orders approved by the City Council for the use of parking lots subject to the provisions of section 33-43 of the Owosso City Code and streets other than for their usual and customary purposes.

APPROVAL BY THE COUNCIL REQUIRED. The approval of the City Council is required before the issuance of any traffic control order for the use of parking lots and streets for events, parades and the like, regardless of the duration or frequency of the use.

RESCINDING OF TRAFFIC CONTROL ORDERS. The City Council may at any time rescind any traffic control order issued pursuant to these regulations, upon the receipt of a recommendation from the City Manager or upon its own initiative, when the Council determines that the interests of the City and its citizens are best served through such action. Traffic control orders approved pursuant to these regulations may also be superseded by temporary traffic control orders issued by the appropriate City officials when such action is required to safeguard the public health, safety and welfare.

PARKING LOTS. The following conditions shall pertain to the issuance of traffic control orders prohibiting parking in City parking lots when such lots are to be used for events or other purposes:

1. The request for use of ~~the a City~~ parking lot shall be submitted to the Public Safety Department ~~not less than 14 days nor more than 120 days before the date for which the use is requested or, in the case of a use that occurs on more than one day, not less than 60 days nor more than 120 days before the first date in the calendar year on which the use would take place at least thirty (30) days prior to the event.~~ Except in such cases that must be reviewed by the Zoning Board of Appeals per paragraph 4 below.
2. ~~Applicants requesting the~~ The request for use of the ~~a~~ parking lot shall complete an application form containing the name of the individual or organization making the request, the name, title, address, email and telephone number of the primary contact person, the dates and hours for which the request is made, and a detailed description of the use for which the request is made. ~~The request should also include copies of any rules or policies applicable to persons participating in the event that is the proposed use of the lot.~~

In addition to the application form, the applicant shall submit the following items at the time the request is made:

- a. Map of event area with event location highlighted
 - b. Rules or policies applicable to persons participating in the proposed event
 - c. Proof of Insurance
 - d. Executed Hold Harmless Agreement
 - e. Application fee (set by Council resolution)
3. The City Council may deny the request for a traffic control order prohibiting

parking if:

- The City Council determines that the loss of such parking would present an unreasonable hardship for area businesses or their customers;
 - The applicant has failed to submit a request that complies with the requirements of this policy or other applicable ordinances, laws or rules; or
 - For such other reasonable cause or causes as the City Council might determine.
4. Nothing stated herein shall abrogate the duty of an applicant to apply to the zoning board of appeals as required by Owosso City Code section 38-504(4)(b) for a conditional use permit if the intended use is not allowed in the zoning district involved. In such case, the notice requirements of the zoning ordinance shall apply.

PARADES AND SIMILAR EVENTS. The following conditions shall pertain to the issuance of traffic control orders regulating parking and traffic necessary to permit parades, foot races, walk-a-thons and similar events on public streets.

1. The request for ~~the an~~ event requiring the use of City streets shall be submitted to the Public Safety Department ~~not less than 14 days nor more than 120 days before the date for which the use is requested at least thirty (30) days prior to the first day of the event. Unless the application requests the closure of a state trunkline, in which case the application must be submitted at least forty-five (45) days prior to the event as both the City and State are required to vet the request.~~
2. Applicants ~~The~~ requesting ~~for the use of City streets for an~~ event shall complete an application form containing the name of the individual or organization making the request, the name, title, address, email and telephone number of the primary contact person, the dates and hours for which the request is made, and a detailed description of the use for which the request is made. ~~The request should also include copies of any rules or policies applicable to persons participating in the event.~~

In addition to the application form, the applicant shall submit the following items at the time the request is made:

- a. Map of event area with event location highlighted
 - b. Rules or policies applicable to persons participating in the proposed event
 - c. Proof of Insurance
 - d. Executed Hold Harmless Agreement
 - e. Application fee (set by Council resolution)
3. The City Council may deny the request for a traffic control order regulating parking and traffic on a public street for a proposed event if:
- The City Council determines that such regulations would represent an unreasonable hardship for motorists, pedestrians and property owners and occupants that might be affected by the event;
 - The City Council determines that the duration of the event or the frequency of occurrence of similar events would represent an unreasonable hardship for motorists, pedestrians, and property owners and occupants that might be affected by the event or events.
 - The applicant has failed to submit a request that complies with the requirements of this policy or other applicable ordinances, laws or rules; or

- For such other reasonable cause or causes as the City Council might determine.
4. Approval by the City Council of a request for a traffic control order shall not diminish in any way the obligations of event organizers and participants to comply with applicable provisions of City ordinances and state law pertaining to the use of street rights-of-way, nor shall such approval eliminate the requirement to apply for and obtain the necessary permits for the occupancy and use of street rights-of-way issued by the City Engineer.

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

COSTS FOR MAINTENANCE, REPAIRS, UTILITIES AND SECURITY. The City Manager, or their designee shall have the authority to impose charges for the costs of application processing, maintenance and repair of City properties and facilities, for the use of City equipment and/or City personnel, for the use of utilities, and for the provision of security associated with events and activities for which traffic control orders are issued when such costs exceed the costs associated with the ordinary public use of such properties and facilities. All use of traffic control equipment will meet the requirements set forth by MDOT. ~~The City Manager may require a~~ deposit ~~be paid~~ or a bond ~~be submitted~~ may be required to cover such costs before issuance of the requested traffic control order.

Applications may be denied based on unpaid invoices from previous events.

Fees shall be set by resolution of the Owosso City Council.

REFUSE. Applicants are responsible for providing adequate trash receptacles for their event, as well as the proper off-site disposal of waste generated by the event. Applicant(s) shall make provisions for periodic checking and dumping of garbage receptacles during the event. All receptacles and waste must be removed from the premises following the completion of the event or additional fees will be applied.

HOLD HARMLESS AND INDEMNIFICATION. 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.

INSURANCE. The individual or organization requesting a traffic control order pursuant to these rules and regulations shall provide evidence to the City of a Certificate of Insurance and Endorsement acceptable to the City evidencing General Liability insurance for the event or activity in the minimum amount of \$1,000,000 per occurrence. Coverage shall name the City of Owosso as additional insured and declare the policy to be primary and non-contributory to any other insurance the City has; provided, however, that 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.

NOTIFICATION. Notification shall be provided to the Downtown Development Authority Director and/or the Westtown Corridor Improvement Authority Chairperson for events proposed within Authority boundaries.

TRAFFIC CONTROL ORDER FEE CALCULATIONS - DRAFT

	fee cost	TCO App \$30.00	MDOT Closure App \$50.00	Class A Barricade \$25.00	Crowd Control Barricade \$15.00	Street Barricade \$10.00	42" cone \$6.00	28" cone \$3.00	3/4 ton pickup \$10.62	Front end loader \$70.91	Dump Truck \$71.26	Fire Truck \$150.00	City personnel (hr +benefits) hr rate + benefits \$35.85/hr Reg (\$41.66/hr OT)	Tent Permit (over 400 sq ft) \$125 1 - Fire inspection required per code)	
	units	1	1	1	1	1	1	1	hour	hour	hour	hour			
EVENT															TOTAL
JARS Rail Jam	\$30.00			4					1 hr	1 hr			2 employees for 8 hours @ OT		
Farmer's Market (per weekend)	\$30.00			8						1 hr			2 employees for 8 hours @ OT		
Mid-Michigan Custom Car Show	\$30.00			2	6				1 hr	1 hr			2 employees for 8 hours @ OT		
Walk a Mile in their Shoes Fundraiser	\$30.00				4 & Caution Tape				1 hr				1 employee for 4 hours @ OT		
Shi-Tri	\$30.00	\$50.00			8 & Caution Tape				1 hr				1 employee for 4 hours @ OT		
Curwood	\$30.00	\$50.00		12	6	8			4 hr	4 hr			2 employees at 8 hours	1.00	
Sidewalk Sales/Cruise the Pits	\$30.00														
Neighborhood Block Party – N Gilbert St	\$30.00				4	2			1 hr				1 employee for 4 hours @ OT		
Vintage Motorcycle Show	\$30.00			4	8				1 hr	1 hr			2 employees for 8 hours @ OT		
ArtWalk Owosso	\$30.00				2				1 hr				1 employee for 4 hours @ OT		
Antique Bicycle Show and Swap Meet	\$30.00				2				1 hr				1 employee for 4 hours @ OT		
Moonlight Market	\$30.00			3		2				1 hr			1 employee for 1 hour		
PFC Cantu 5k	\$30.00				50				3 hr				1 employee for 5 hours @ OT		
River North Block Party – Clark St	\$30.00			3					1 hr	1 hr			2 employees for 8 hours @ OT		
Open Streets Owosso – Beer Run and Bike Route	\$30.00			2	6				1 hr	1 hr			2 employees for 8 hours @ OT		
Crossfit Games	\$30.00				8 & Caution Tape				1 hr				1 employee for 4 hours @ OT		
Owosso High Homecoming Parade	\$30.00				24				2 hr				1 employee for 4 hours @ OT		
Block Party – Ball St	\$30.00			2		2			1 hr				2 employees for 8 hours @ OT		
Central Elementary Fall Festival	\$30.00			5					1 hr	1 hr			2 employees for 8 hours @ OT		
Glow Owosso Parade & Run	\$30.00			2	20				3 hr				2 employees for 10 hours @ OT		
NYE Block Party	\$30.00			4		2			1 hr	1 hr		\$150.00	2 employees at 8 hours @ OT		

TRAFFIC CONTROL ORDER FEE CALCULATIONS - DRAFT

	fee cost units	TCO App \$30.00 1	MDOT Closure App \$50.00 1	Class A Barricade \$25.00 1	Crowd Control Barricade \$15.00 1	Street Barricade \$10.00 1	42" cone \$6.00 1	28" cone \$3.00 1	3/4 ton pickup \$10.62 hour	Front end loader \$70.91 hour	Dump Truck \$71.26 hour	Fire Truck \$150.00 hour	Hrs / Job @ OT rate Charge 2 hrs/employee per contract	Personnel	City personnel (hr +benefits) hr rate + benefits \$35.85/hr Reg (\$41.66/hr OT)	Tent Permit (over 400 sq ft) \$125 1 - Fire inspection required per code)	TOTAL
EVENT																	
JARS Rail Jam		\$30.00		\$100.00					\$10.62	\$70.91			8	2	\$666.56		\$888.09
Farmer's Market (per weekend)		\$30.00		\$200.00					\$10.62	\$70.91			8	2	\$666.56		\$25,690.34
Mid-Michigan Custom Car Show		\$30.00		\$50.00	\$90.00				\$10.62	\$70.91			8	2	\$666.56		\$928.09
Walk a Mile in their Shoes Fundraiser		\$30.00			\$60.00				\$10.62				4	1	\$166.64		\$272.26
Shi-Tri		\$30.00	\$50.00		\$120.00				\$10.62				4	1	\$166.64		\$382.26
Curwood (weekday)		\$30.00	\$50.00	\$300.00	\$90.00	\$80.00			\$42.48	\$283.64			8	2	\$573.60	\$125.00	\$1,584.72
Sidewalk Sales/Cruise the Pits		\$30.00													N/A		\$30.00
Neighborhood Block Party – N Gilbert St		\$30.00		\$50.00		\$20.00			\$10.62				4	1	\$166.64		\$282.26
Vintage Motorcycle Show		\$30.00		\$100.00	\$120.00				\$10.62	\$70.91			8	2	\$666.56		\$1,008.09
ArtWalk Owosso		\$30.00			\$30.00				10.62				4	1	\$166.64		\$242.26
Antique Bicycle Show and Swap Meet		\$30.00			\$30.00				\$10.62				4	1	\$166.64		\$242.26
Moonlight Market (weekday)		\$30.00		\$75.00		\$20.00			\$10.62	\$70.91			1	1	\$35.85		\$244.38
PFC Cantu 5k		\$30.00			\$750.00				\$31.86				5	1	\$208.30		\$1,026.16
River North Block Party – Clark St		\$30.00		\$75.00					\$10.62	\$70.91			8	2	\$666.56		\$863.09
Open Streets Owosso – Beer Run and Bike Route		\$30.00		\$50.00	\$90.00				\$10.62	\$70.91			8	2	\$666.56		\$928.09
Crossfit Games		\$30.00			\$120.00				\$10.62				4	1	\$166.64		\$332.26
Owosso High Homecoming Parade		\$30.00			\$360.00				\$21.24				4	1	\$166.64		\$582.88
Block Party – Ball St		\$30.00		\$50.00		\$20.00			\$10.62	\$70.91			8	2	\$666.56		\$858.09
Central Elementary Fall Festival		\$30.00		\$125.00					\$10.62	\$70.91			8	2	\$666.56		\$913.09
Glow Owosso Parade & Run		\$30.00		\$50.00	\$300.00				31.86	\$70.91			10	2	\$833.20		\$1,327.97
NYE Block Party		\$30.00		\$100.00		\$20.00			\$10.62	\$70.91		\$150.00	8	2	\$666.56		\$1,058.09
TOTAL CITY COST		\$630.00	\$100.00	\$1,325.00	\$2,160.00	\$160.00			\$297.36	\$1,063.65	\$0.00	\$150.00			\$8,816.47		\$39,684.73



MEMORANDUM

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

DATE: March 1, 2023
TO: Owosso City Council
FROM: Brad Barrett, Finance Director
SUBJECT: Monthly Financial Report – January 2023

RECOMMENDATION:

Receive and file communication from Finance Department.

BACKGROUND:

Per Section 8.6(c) of the Owosso City Charter....

During each month, the City Manager shall submit to the Council data showing the relation between the estimated and actual revenues and expenditures to the end of the preceding month;....

A revenue and expenditure report and cash summary report is included for the period ending January 31, 2023.

Revenue Expense Report

The column labeled "Activity for month" reflects revenues received and expenses paid during the specific month and the column labeled "YTD Balance reflects revenues received and expenses paid since the beginning of the fiscal year (July 1st).

The amended budget approved by City Council in December 2022 has been uploaded into the financial/accounting system and can be seen under the column labeled, "2022-23 Amended Budget."

FISCAL IMPACTS:

None.

Document originated by:

Revenue and Expenditure Report for City of Owosso – Period ending January 31, 2023
Cash Summary by Account for City of Owosso – January 1 2023 – January 31-2023

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	GENERAL PROPERTY TAX	3,791,355.00	3,754,642.00	12,972.71	3,304,035.70	450,606.30	88.00
101-000-402.500	OBSOLETE PROPERTY REHAB TAXES (O	2,122.00	2,123.00	0.00	0.00	2,123.00	0.00
101-000-404.000	PA 298 OF 1917	0.00	295,188.00	1,022.00	261,652.77	33,535.23	88.64
101-000-434.000	TRAILER PARK TAXES	975.00	975.00	(885.00)	520.50	454.50	53.38
101-000-437.000	INDUSTRIAL/COMMERCIAL FACILITIE	18,236.00	19,330.00	0.00	0.00	19,330.00	0.00
101-000-439.000	MARIJUANA TAX DISTR.	169,000.00	169,000.00	0.00	158.24	168,841.76	0.09
101-000-445.000	INTEREST & PENALTIES ON TAXES	20,348.00	20,348.00	829.79	7,945.62	12,402.38	39.05
101-000-447.000	ADMINISTRATION FEES	98,575.00	98,575.00	24,426.42	62,921.66	35,653.34	63.83
101-000-476.000	LIQUOR LICENSES	10,000.00	10,168.00	275.00	10,443.40	(275.40)	102.71
101-000-476.100	MARIJUANA LICENSE FEE	45,000.00	0.00	0.00	0.00	0.00	0.00
101-000-477.000	CABLE TELEVISION FRANCHISE FEES	103,000.00	103,000.00	0.00	23,090.73	79,909.27	22.42
101-000-478.000	MISCELLANEOUS LICENSES	1,000.00	1,000.00	0.00	1,100.00	(100.00)	110.00
101-000-490.000	PERMITS-BUILDING	87,500.00	0.00	0.00	0.00	0.00	0.00
101-000-490.100	PERMITS-ELECTRICAL	20,000.00	0.00	0.00	0.00	0.00	0.00
101-000-490.200	PERMITS-PLUMBING & MECHANICAL	55,000.00	0.00	0.00	0.00	0.00	0.00
101-000-491.000	PERMITS	475.00	475.00	0.00	180.00	295.00	37.89
101-000-492.000	DOG LICENSES	25.00	25.00	0.00	0.00	25.00	0.00
101-000-502.000	GRANT-FEDERAL	127,886.00	90,600.00	0.00	10,600.00	80,000.00	11.70
101-000-502.100	FEDERAL GRANT - DEPT OF JUSTICE	0.00	0.00	0.00	2,001.29	(2,001.29)	100.00
101-000-540.000	STATE SOURCES	0.00	2,121.00	0.00	1,100.16	1,020.84	51.87
101-000-540.531	LOCAL GRANT	0.00	0.00	0.00	2,400.00	(2,400.00)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION S	75,000.00	81,000.00	0.00	80,925.72	74.28	99.91
101-000-574.000	REVENUE SHARING	1,412,405.00	1,412,405.00	0.00	572,457.00	839,948.00	40.53
101-000-574.050	REVENUE SHARING - STATUTORY	472,902.00	472,902.00	0.00	151,902.00	321,000.00	32.12
101-000-605.150	VACANT PROPERTY REGISTRATION/IN	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000-605.200	CHARGE FOR SERVICES RENDERED	229,782.00	229,782.00	1,875.31	87,423.86	142,358.14	38.05
101-000-605.250	DUPLICATING SERVICES	1,000.00	1,000.00	66.00	420.00	580.00	42.00
101-000-605.300	FIRE SERVICES	3,000.00	3,000.00	0.00	(1,800.00)	4,800.00	(60.00)
101-000-628.000	RENTAL REGISTRATION	1,500.00	1,500.00	150.00	725.00	775.00	48.33
101-000-638.000	AMBULANCE CHARGES	295,961.00	295,961.00	25,667.71	266,215.12	29,745.88	89.95
101-000-638.100	AMBULANCE MILEAGE CHARGES	217,668.00	217,668.00	11,231.89	88,991.33	128,676.67	40.88
101-000-638.200	AMBULANCE/ ADVANCED LIFE SUPPOR	393,342.00	393,342.00	50,698.37	152,038.26	241,303.74	38.65
101-000-642.000	CHARGE FOR SERVICES - SALES	4,000.00	4,000.00	445.00	2,330.00	1,670.00	58.25
101-000-652.200	PARKING LEASE INCOME	1,680.00	1,680.00	840.00	840.00	840.00	50.00
101-000-657.000	ORDINANCE FINES & COSTS	10,000.00	10,000.00	736.07	5,295.16	4,704.84	52.95
101-000-657.100	PARKING VIOLATIONS	3,500.00	3,500.00	0.00	55.00	3,445.00	1.57
101-000-665.000	INTEREST INCOME	65,129.00	65,129.00	10,523.34	55,803.24	9,325.76	85.68
101-000-665.100	MERS INTEREST INCOME	50.00	50.00	0.00	3.46	46.54	6.92
101-000-665.200	ICMA INTEREST INCOME	50.00	50.00	0.00	3.44	46.56	6.88
101-000-667.100	RENTAL INCOME	500.00	500.00	0.00	530.00	(30.00)	106.00
101-000-673.000	SALE OF FIXED ASSETS	0.00	2,070.00	0.00	2,070.00	0.00	100.00
101-000-674.200	DONATIONS	0.00	473.00	0.00	472.74	0.26	99.95
101-000-675.000	MISCELLANEOUS	20,000.00	20,000.00	770.00	17,694.20	2,305.80	88.47
101-000-676.200	WASTEWATER UTIL. ADMIN REIMB	203,175.00	203,175.00	0.00	111,800.40	91,374.60	55.03
101-000-676.300	CITY UTILITIES ADMIN REIMB	764,820.00	764,820.00	0.00	438,825.13	325,994.87	57.38
101-000-676.400	DDA/OBRA REIMBURSEMENT	14,594.00	14,594.00	0.00	4,639.50	9,954.50	31.79
101-000-676.500	ACT 51 ADMIN REIMBURSEMENT	192,013.00	192,013.00	0.00	64,584.69	127,428.31	33.64
101-000-687.000	INSURANCE REFUNDS	110,000.00	88,600.00	12,000.00	101,673.19	(13,073.19)	114.76
101-000-699.287	ARPA TRANSFER IN	0.00	160,000.00	0.00	150,300.00	9,700.00	93.94

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Revenues							
TOTAL REVENUES		9,043,568.00	9,207,784.00	153,644.61	6,044,368.51	3,163,415.49	65.64
Expenditures							
101	CITY COUNCIL	6,800.00	6,800.00	860.00	3,542.94	3,257.06	52.10
171	CITY MANAGER	273,386.00	273,147.00	20,713.52	152,350.60	120,796.40	55.78
201	FINANCE	304,153.00	268,075.00	16,333.23	127,972.66	140,102.34	47.74
210	CITY ATTORNEY	120,000.00	120,000.00	8,220.70	58,767.54	61,232.46	48.97
215	CLERK	332,593.00	394,533.00	29,054.13	234,718.18	159,814.82	59.49
228	INFORMATION & TECHNOLOGY	261,225.00	261,225.00	7,734.34	67,630.61	193,594.39	25.89
253	TREASURY	170,218.00	170,185.00	11,961.39	89,443.31	80,741.69	52.56
257	ASSESSING	204,537.00	206,981.00	18,149.17	111,239.69	95,741.31	53.74
261	GENERAL ADMIN	272,659.00	299,771.00	508,420.71	733,100.88	(433,329.88)	244.55
265	BUILDING & GROUNDS	125,947.00	143,347.00	16,820.10	86,054.82	57,292.18	60.03
270	HUMAN RESOURCES	204,517.00	200,793.00	15,295.95	104,519.32	96,273.68	52.05
301	POLICE	2,825,081.00	2,803,542.00	246,313.85	1,525,572.34	1,277,969.66	54.42
336	FIRE	2,305,188.00	2,340,536.00	159,018.08	1,188,320.35	1,152,215.65	50.77
371	BUILDING AND SAFETY	300,766.00	52,610.00	18,315.01	51,934.17	675.83	98.72
441	PUBLIC WORKS	776,165.00	638,216.00	53,876.13	320,902.60	317,313.40	50.28
528	LEAF AND BRUSH COLLECTION	202,397.00	247,558.00	8,790.65	198,719.96	48,838.04	80.27
585	PARKING	24,950.00	39,250.00	5,410.51	15,816.21	23,433.79	40.30
720	COMMUNITY DEVELOPMENT	103,370.00	70,611.00	2,334.91	30,235.79	40,375.21	42.82
751	PARKS	203,916.00	246,947.00	10,219.28	181,731.75	65,215.25	73.59
966	TRANSFERS OUT	56,971.00	297,612.00	0.00	22,597.69	275,014.31	7.59
TOTAL EXPENDITURES		9,074,839.00	9,081,739.00	1,157,841.66	5,305,171.41	3,776,567.59	58.42
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		9,043,568.00	9,207,784.00	153,644.61	6,044,368.51	3,163,415.49	65.64
TOTAL EXPENDITURES		9,074,839.00	9,081,739.00	1,157,841.66	5,305,171.41	3,776,567.59	58.42
NET OF REVENUES & EXPENDITURES		(31,271.00)	126,045.00	(1,004,197.05)	739,197.10	(613,152.10)	586.45

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
Revenues							
202-000-540.000	STATE SOURCES	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00
202-000-541.000	TRUNKLINE MAINTENANCE	36,358.00	742,703.00	669,179.73	671,602.29	71,100.71	90.43
202-000-542.000	GAS & WEIGHT TAX	1,403,584.00	1,403,584.00	103,669.08	575,886.49	827,697.51	41.03
202-000-665.000	INTEREST INCOME	100.00	6,000.00	6,198.98	24,969.29	(18,969.29)	416.15
202-000-678.000	SPECIAL ASSESSMENT	111,125.00	111,125.00	0.00	0.00	111,125.00	0.00
TOTAL REVENUES		1,596,167.00	2,308,412.00	779,047.79	1,272,458.07	1,035,953.93	55.12
Expenditures							
451	CONSTRUCTION	260,500.00	263,449.00	0.00	14,344.10	249,104.90	5.44
463	STREET MAINTENANCE	272,066.00	309,507.00	6,284.93	121,789.49	187,717.51	39.35
473	BRIDGE MAINTENANCE	12,140.00	12,359.00	16.11	375.29	11,983.71	3.04
474	TRAFFIC SERVICES-MAINTENANCE	20,506.00	20,506.00	5,692.88	9,772.51	10,733.49	47.66
478	SNOW & ICE CONTROL	131,778.00	152,880.00	31,233.11	66,345.58	86,534.42	43.40
480	TREE TRIMMING	60,568.00	69,543.00	2,263.54	28,213.55	41,329.45	40.57
482	ADMINISTRATION & ENGINEERING	180,538.00	192,819.00	5,739.08	78,261.04	114,557.96	40.59
485	LOCAL STREET TRANSFER	350,000.00	350,000.00	65,575.22	240,575.22	109,424.78	68.74
486	TRUNKLINE SURFACE MAINTENANCE	2,641.00	671,742.00	596,985.84	597,012.75	74,729.25	88.88
488	TRUNKLINE SWEEPING & FLUSHING	3,662.00	3,662.00	0.00	625.31	3,036.69	17.08
490	TRUNKLINE TREE TRIM & REMOVAL	177.00	177.00	0.00	156.95	20.05	88.67
491	TRUNKLINE STORM DRAIN, CURBS	1,380.00	1,630.00	918.58	1,075.86	554.14	66.00
492	TRUNKLINE ROADSIDE CLEANUP	169.00	169.00	72.38	380.61	(211.61)	225.21
494	TRUNKLINE TRAFFIC SIGNS	564.00	564.00	148.50	487.60	76.40	86.45
497	TRUNKLINE SNOW & ICE CONTROL	27,752.00	27,752.00	7,490.81	12,321.34	15,430.66	44.40
TOTAL EXPENDITURES		1,324,441.00	2,076,759.00	722,420.98	1,171,737.20	905,021.80	56.42
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		1,596,167.00	2,308,412.00	779,047.79	1,272,458.07	1,035,953.93	55.12
TOTAL EXPENDITURES		1,324,441.00	2,076,759.00	722,420.98	1,171,737.20	905,021.80	56.42
NET OF REVENUES & EXPENDITURES		271,726.00	231,653.00	56,626.81	100,720.87	130,932.13	43.48

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 203 - LOCAL STREET FUND							
Revenues							
203-000-540.000	STATE SOURCES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
203-000-542.000	GAS & WEIGHT TAX	516,546.00	516,546.00	38,118.05	211,747.58	304,798.42	40.99
203-000-665.000	INTEREST INCOME	0.00	0.00	1,973.64	5,413.82	(5,413.82)	100.00
203-000-678.000	SPECIAL ASSESSMENT	38,902.00	38,902.00	0.00	0.00	38,902.00	0.00
203-000-699.202	MAJOR STREET TRANSFER	350,000.00	350,000.00	65,575.22	240,575.22	109,424.78	68.74
TOTAL REVENUES		920,448.00	920,448.00	105,666.91	457,736.62	462,711.38	49.73
Expenditures							
451	CONSTRUCTION	382,500.00	382,500.00	0.00	2,358.60	380,141.40	0.62
463	STREET MAINTENANCE	403,388.00	434,414.00	7,075.26	256,363.33	178,050.67	59.01
474	TRAFFIC SERVICES-MAINTENANCE	6,447.00	6,447.00	0.00	3,218.82	3,228.18	49.93
478	SNOW & ICE CONTROL	65,397.00	73,505.00	15,255.43	31,404.61	42,100.39	42.72
480	TREE TRIMMING	81,363.00	96,605.00	4,967.69	48,114.09	48,490.91	49.80
482	ADMINISTRATION & ENGINEERING	91,835.00	104,709.00	5,970.58	48,633.43	56,075.57	46.45
TOTAL EXPENDITURES		1,030,930.00	1,098,180.00	33,268.96	390,092.88	708,087.12	35.52
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		920,448.00	920,448.00	105,666.91	457,736.62	462,711.38	49.73
TOTAL EXPENDITURES		1,030,930.00	1,098,180.00	33,268.96	390,092.88	708,087.12	35.52
NET OF REVENUES & EXPENDITURES		(110,482.00)	(177,732.00)	72,397.95	67,643.74	(245,375.74)	38.06

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	(ABNORM)	
Fund 208 - PARK/RECREATION SITES FUND								
Revenues								
208-000-665.000	INTEREST INCOME	0.00	50.00	151.16	260.94	(210.94)		521.88
208-000-674.100	PRIVATE DONATIONS	0.00	10,000.00	0.00	10,000.00	0.00		100.00
208-000-692.100	APPROPRIATION OF FUND BALANCE	47,800.00	0.00	0.00	0.00	0.00		0.00
TOTAL REVENUES		47,800.00	10,050.00	151.16	10,260.94	(210.94)		102.10
Expenditures								
751	PARKS	47,800.00	75,900.00	0.00	68,663.83	7,236.17		69.70
TOTAL EXPENDITURES		47,800.00	75,900.00	0.00	68,663.83	7,236.17		69.70
Fund 208 - PARK/RECREATION SITES FUND:								
TOTAL REVENUES		47,800.00	10,050.00	151.16	10,260.94	(210.94)		102.10
TOTAL EXPENDITURES		47,800.00	75,900.00	0.00	68,663.83	7,236.17		69.70
NET OF REVENUES & EXPENDITURES		0.00	(65,850.00)	151.16	(58,402.89)	(7,447.11)		64.76

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 239 - OMS/DDA REVLG LOAN FUND							
Revenues							
239-000-644.000	PENALTIES - LATE CHARGES	0.00	50.00	110.04	128.01	(78.01)	256.02
239-000-665.000	INTEREST INCOME	4,561.00	3,088.00	821.24	3,350.71	(262.71)	108.51
239-000-670.000	LOAN PRINCIPAL	107,162.00	0.00	8,113.70	8,113.70	(8,113.70)	100.00
239-000-670.100	LOAN INTEREST	15,785.00	15,785.00	1,543.73	9,411.97	6,373.03	59.63
239-000-674.100	PRIVATE DONATIONS	17,847.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		145,355.00	18,923.00	10,588.71	21,004.39	(2,081.39)	111.00
Expenditures							
000	REVENUE	2,914.00	0.00	0.00	0.00	0.00	0.00
200	GEN SERVICES	1,571.00	4,485.00	430.00	21,646.48	(17,161.48)	482.64
TOTAL EXPENDITURES		4,485.00	4,485.00	430.00	21,646.48	(17,161.48)	482.64
Fund 239 - OMS/DDA REVLG LOAN FUND :							
TOTAL REVENUES		145,355.00	18,923.00	10,588.71	21,004.39	(2,081.39)	111.00
TOTAL EXPENDITURES		4,485.00	4,485.00	430.00	21,646.48	(17,161.48)	482.64
NET OF REVENUES & EXPENDITURES		140,870.00	14,438.00	10,158.71	(642.09)	15,080.09	4.45

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 243 - OBRA #12 WOODWARD LOFT								
Revenues								
243-000-402.300	OBRA:TAX CAPTURE	125,349.00	125,349.00	0.00	0.00	125,349.00		0.00
243-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	0.00	2,602.19	(2,602.19)		100.00
243-000-665.000	INTEREST INCOME	0.00	0.00	569.65	1,850.71	(1,850.71)		100.00
TOTAL REVENUES		<u>125,349.00</u>	<u>125,349.00</u>	<u>569.65</u>	<u>4,452.90</u>	<u>120,896.10</u>		<u>3.55</u>
Expenditures								
721	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
964	TAX REIMBURSEMENTS	124,349.00	124,349.00	0.00	0.00	124,349.00		0.00
TOTAL EXPENDITURES		<u>125,349.00</u>	<u>125,349.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,349.00</u>		<u>0.00</u>
Fund 243 - OBRA #12 WOODWARD LOFT:								
TOTAL REVENUES		<u>125,349.00</u>	<u>125,349.00</u>	<u>569.65</u>	<u>4,452.90</u>	<u>120,896.10</u>		<u>3.55</u>
TOTAL EXPENDITURES		<u>125,349.00</u>	<u>125,349.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,349.00</u>		<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>569.65</u>	<u>4,452.90</u>	<u>(4,452.90)</u>		<u>100.00</u>

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
248-000-402.000	GENERAL PROPERTY TAX	33,655.00	33,655.00	65.13	29,644.40	4,010.60	88.08
248-000-402.100	TIF	185,108.00	185,108.00	0.00	0.00	185,108.00	0.00
248-000-540.000	STATE SOURCES	0.00	0.00	25,000.00	45,000.00	(45,000.00)	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	0.00	18,727.85	(18,727.85)	100.00
248-000-665.000	INTEREST INCOME	1,800.00	1,800.00	116.03	228.11	1,571.89	12.67
248-000-670.000	LOAN PRINCIPAL	0.00	0.00	340.95	680.20	(680.20)	100.00
248-000-670.100	LOAN INTEREST	0.00	0.00	172.04	1,421.37	(1,421.37)	100.00
248-000-674.200	DONATIONS	5,432.00	5,432.00	0.00	0.00	5,432.00	0.00
248-000-674.300	INCOME-ECNMC RESTRUCTING	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-000-674.400	INCOME-PROMOTION	17,600.00	17,600.00	755.00	18,989.90	(1,389.90)	107.90
248-000-674.500	INCOME-ORGANIZATION	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-000-674.700	EV STATION REVENUE	0.00	0.00	264.93	471.23	(471.23)	100.00
248-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	(11,676.81)	11,676.81	100.00
248-000-699.101	GENERAL FUND TRANSFER	37,952.00	37,952.00	0.00	20,097.69	17,854.31	52.96
248-000-699.287	ARPA TRANSFER IN	0.00	0.00	0.00	3,300.00	(3,300.00)	100.00
TOTAL REVENUES		311,547.00	311,547.00	26,714.08	126,883.94	184,663.06	40.73
Expenditures							
200	GEN SERVICES	81,929.00	81,929.00	9,418.82	52,923.17	29,005.83	64.60
261	GENERAL ADMIN	94,881.00	94,881.00	(4,043.18)	46,201.05	48,679.95	48.69
704	ORGANIZATION	10,000.00	10,000.00	0.00	33.98	9,966.02	0.34
705	PROMOTION	19,000.00	19,000.00	3,051.00	11,863.22	7,136.78	62.44
706	DESIGN	11,600.00	11,600.00	1,500.00	1,675.42	9,924.58	14.44
707	ECONOMIC RESTRUCTURING	20,000.00	20,000.00	0.00	1,030.00	18,970.00	5.15
901	CAPITAL OUTLAY	1,900.00	1,900.00	3,300.00	3,300.00	(1,400.00)	173.68
905	DEBT SERVICE	78,432.00	78,432.00	0.00	11,948.55	66,483.45	15.23
TOTAL EXPENDITURES		317,742.00	317,742.00	13,226.64	128,975.39	188,766.61	40.59
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		311,547.00	311,547.00	26,714.08	126,883.94	184,663.06	40.73
TOTAL EXPENDITURES		317,742.00	317,742.00	13,226.64	128,975.39	188,766.61	40.59
NET OF REVENUES & EXPENDITURES		(6,195.00)	(6,195.00)	13,487.44	(2,091.45)	(4,103.55)	33.76

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 249 - BUILDING INSPECTION FUND							
Revenues							
249-000-476.100	MARIJUANA LICENSE FEE	0.00	45,000.00	0.00	55,000.00	(10,000.00)	122.22
249-000-490.000	PERMITS-BUILDING	0.00	87,500.00	8,825.00	69,516.60	17,983.40	79.45
249-000-490.100	PERMITS-ELECTRICAL	0.00	20,000.00	2,230.00	17,805.00	2,195.00	89.03
249-000-490.200	PERMITS-PLUMBING & MECHANICAL	0.00	55,000.00	6,470.00	48,770.00	6,230.00	88.67
249-000-665.000	INTEREST INCOME	0.00	100.00	34.50	118.01	(18.01)	118.01
TOTAL REVENUES		0.00	207,600.00	17,559.50	191,209.61	16,390.39	92.10
Expenditures							
200	GEN SERVICES	0.00	97,407.00	6,762.64	54,045.13	43,361.87	55.48
371	BUILDING AND SAFETY	0.00	157,122.00	12,071.86	73,672.39	83,449.61	46.89
TOTAL EXPENDITURES		0.00	254,529.00	18,834.50	127,717.52	126,811.48	50.18
Fund 249 - BUILDING INSPECTION FUND:							
TOTAL REVENUES		0.00	207,600.00	17,559.50	191,209.61	16,390.39	92.10
TOTAL EXPENDITURES		0.00	254,529.00	18,834.50	127,717.52	126,811.48	50.18
NET OF REVENUES & EXPENDITURES		0.00	(46,929.00)	(1,275.00)	63,492.09	(110,421.09)	135.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	(ABNORM)	
Fund 259 - OBRA-DIST#15 -ARMORY BUILDING								
Revenues								
259-000-402.300	OBRA:TAX CAPTURE	74,073.00	74,073.00	0.00	0.00	74,073.00		0.00
TOTAL REVENUES		<u>74,073.00</u>	<u>74,073.00</u>	<u>0.00</u>	<u>0.00</u>	<u>74,073.00</u>		<u>0.00</u>
Expenditures								
721	PROFESSIONAL SERVICES	6,500.00	6,500.00	0.00	4,155.00	2,345.00		63.92
964	TAX REIMBURSEMENTS	67,573.00	67,573.00	0.00	0.00	67,573.00		0.00
TOTAL EXPENDITURES		<u>74,073.00</u>	<u>74,073.00</u>	<u>0.00</u>	<u>4,155.00</u>	<u>69,918.00</u>		<u>5.61</u>
Fund 259 - OBRA-DIST#15 -ARMORY BUILDING:								
TOTAL REVENUES		74,073.00	74,073.00	0.00	0.00	74,073.00		0.00
TOTAL EXPENDITURES		<u>74,073.00</u>	<u>74,073.00</u>	<u>0.00</u>	<u>4,155.00</u>	<u>69,918.00</u>		<u>5.61</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(4,155.00)	4,155.00		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)							
Revenues							
272-000-402.300	OBRA:TAX CAPTURE	184,959.00	184,959.00	0.00	0.00	184,959.00	0.00
TOTAL REVENUES		184,959.00	184,959.00	0.00	0.00	184,959.00	0.00
Expenditures							
721	PROFESSIONAL SERVICES	12,000.00	12,000.00	0.00	10,305.50	1,694.50	85.88
905	DEBT SERVICE	190,721.00	190,721.00	0.00	0.00	190,721.00	0.00
TOTAL EXPENDITURES		202,721.00	202,721.00	0.00	10,305.50	192,415.50	5.08
<hr/>							
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):							
TOTAL REVENUES		184,959.00	184,959.00	0.00	0.00	184,959.00	0.00
TOTAL EXPENDITURES		202,721.00	202,721.00	0.00	10,305.50	192,415.50	5.08
NET OF REVENUES & EXPENDITURES		(17,762.00)	(17,762.00)	0.00	(10,305.50)	(7,456.50)	58.02

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GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	(ABNORM)	
Fund 273 - OBRA #9 ROBBINS LOFT								
Revenues								
273-000-402.300	OBRA:TAX CAPTURE	3,602.00	3,602.00	0.00	0.00	3,602.00		0.00
273-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	0.00	560.01	(560.01)		100.00
273-000-665.000	INTEREST INCOME	0.00	0.00	224.18	728.12	(728.12)		100.00
TOTAL REVENUES		<u>3,602.00</u>	<u>3,602.00</u>	<u>224.18</u>	<u>1,288.13</u>	<u>2,313.87</u>		<u>35.76</u>
Expenditures								
721	PROFESSIONAL SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00		0.00
TOTAL EXPENDITURES		<u>1,200.00</u>	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>		<u>0.00</u>
Fund 273 - OBRA #9 ROBBINS LOFT:								
TOTAL REVENUES		3,602.00	3,602.00	224.18	1,288.13	2,313.87		35.76
TOTAL EXPENDITURES		1,200.00	1,200.00	0.00	0.00	1,200.00		0.00
NET OF REVENUES & EXPENDITURES		<u>2,402.00</u>	<u>2,402.00</u>	<u>224.18</u>	<u>1,288.13</u>	<u>1,113.87</u>		<u>53.63</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA								
Revenues								
276-000-402.300	OBRA:TAX CAPTURE	10,124.00	10,124.00	0.00	0.00	10,124.00	0.00	
276-000-665.000	INTEREST INCOME	0.00	0.00	4.54	10.19	(10.19)	100.00	
276-000-674.200	DONATIONS	0.00	0.00	17,862.00	17,864.00	(17,864.00)	100.00	
TOTAL REVENUES		<u>10,124.00</u>	<u>10,124.00</u>	<u>17,866.54</u>	<u>17,874.19</u>	<u>(7,750.19)</u>	<u>176.55</u>	
Expenditures								
721	PROFESSIONAL SERVICES	560.00	560.00	0.00	550.00	10.00	98.21	
905	DEBT SERVICE	28,172.00	28,172.00	0.00	0.00	28,172.00	0.00	
TOTAL EXPENDITURES		<u>28,732.00</u>	<u>28,732.00</u>	<u>0.00</u>	<u>550.00</u>	<u>28,182.00</u>	<u>1.91</u>	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:								
TOTAL REVENUES		<u>10,124.00</u>	<u>10,124.00</u>	<u>17,866.54</u>	<u>17,874.19</u>	<u>(7,750.19)</u>	<u>176.55</u>	
TOTAL EXPENDITURES		<u>28,732.00</u>	<u>28,732.00</u>	<u>0.00</u>	<u>550.00</u>	<u>28,182.00</u>	<u>1.91</u>	
NET OF REVENUES & EXPENDITURES		<u>(18,608.00)</u>	<u>(18,608.00)</u>	<u>17,866.54</u>	<u>17,324.19</u>	<u>(35,932.19)</u>	<u>93.10</u>	

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL								
Revenues								
277-000-402.300	OBRA:TAX CAPTURE	48,463.00	48,463.00	0.00	0.00	48,463.00		0.00
TOTAL REVENUES		48,463.00	48,463.00	0.00	0.00	48,463.00		0.00
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL:								
TOTAL REVENUES		48,463.00	48,463.00	0.00	0.00	48,463.00		0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		48,463.00	48,463.00	0.00	0.00	48,463.00		0.00

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GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 280 - OBRA FUND-DISTRICT #21 - 152 E HOWARD ST							
Expenditures							
721	PROFESSIONAL SERVICES	0.00	4,205.00	0.00	4,205.00	0.00	100.00
TOTAL EXPENDITURES		0.00	4,205.00	0.00	4,205.00	0.00	100.00
Fund 280 - OBRA FUND-DISTRICT #21 - 152 E HOWARD ST:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	4,205.00	0.00	4,205.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	(4,205.00)	0.00	(4,205.00)	0.00	100.00

PERIOD ENDING 01/31/2023

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 283 - OBRA FUND-DISTRICT#3-TIAL							
Revenues							
283-000-402.300	OBRA:TAX CAPTURE	30,813.00	30,813.00	0.00	0.00	30,813.00	0.00
283-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	0.00	613.09	(613.09)	100.00
TOTAL REVENUES		<u>30,813.00</u>	<u>30,813.00</u>	<u>0.00</u>	<u>613.09</u>	<u>30,199.91</u>	<u>1.99</u>
Expenditures							
721	PROFESSIONAL SERVICES	750.00	750.00	0.00	0.00	750.00	0.00
905	DEBT SERVICE	22,408.00	22,408.00	0.00	0.00	22,408.00	0.00
964	TAX REIMBURSEMENTS	1,147.00	1,147.00	0.00	0.00	1,147.00	0.00
TOTAL EXPENDITURES		<u>24,305.00</u>	<u>24,305.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,305.00</u>	<u>0.00</u>
Fund 283 - OBRA FUND-DISTRICT#3-TIAL:							
TOTAL REVENUES		<u>30,813.00</u>	<u>30,813.00</u>	<u>0.00</u>	<u>613.09</u>	<u>30,199.91</u>	<u>1.99</u>
TOTAL EXPENDITURES		<u>24,305.00</u>	<u>24,305.00</u>	<u>0.00</u>	<u>0.00</u>	<u>24,305.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>6,508.00</u>	<u>6,508.00</u>	<u>0.00</u>	<u>613.09</u>	<u>5,894.91</u>	<u>9.42</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	(ABNORM)	
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT								
Revenues								
287-000-528.000	OTHER FEDERAL GRANTS	755,760.00	0.00	0.00	153,600.00	(153,600.00)	100.00	
287-000-665.000	INTEREST INCOME	100.00	10,000.00	3,572.25	19,555.27	(9,555.27)	195.55	
TOTAL REVENUES		755,860.00	10,000.00	3,572.25	173,155.27	(163,155.27)	1,731.55	
Expenditures								
966	TRANSFERS OUT	0.00	1,241,600.00	0.00	153,600.00	1,088,000.00	12.37	
TOTAL EXPENDITURES		0.00	1,241,600.00	0.00	153,600.00	1,088,000.00	12.37	
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT:								
TOTAL REVENUES		755,860.00	10,000.00	3,572.25	173,155.27	(163,155.27)	1,731.55	
TOTAL EXPENDITURES		0.00	1,241,600.00	0.00	153,600.00	1,088,000.00	12.37	
NET OF REVENUES & EXPENDITURES		755,860.00	(1,231,600.00)	3,572.25	19,555.27	(1,251,155.27)	1.59	

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CITY OF OWOSSO
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GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 297 - HISTORICAL FUND							
Revenues							
297-000-643.000	SALES	2,000.00	2,000.00	254.00	2,145.00	(145.00)	107.25
297-000-665.000	INTEREST INCOME	25.00	25.00	951.51	1,097.80	(1,072.80)	4,391.20
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	0.00	0.00	0.00	1,009.00	(1,009.00)	100.00
297-000-667.100	RENTAL INCOME	16,800.00	16,800.00	1,400.00	7,420.00	9,380.00	44.17
297-000-674.100	PRIVATE DONATIONS	11,000.00	11,000.00	2,358.00	13,590.00	(2,590.00)	123.55
297-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	50.00	(50.00)	100.00
297-000-699.101	GENERAL FUND TRANSFER	10,000.00	10,000.00	0.00	2,500.00	7,500.00	25.00
TOTAL REVENUES		39,825.00	39,825.00	4,963.51	27,811.80	12,013.20	69.84
Expenditures							
797	HISTORICAL COMMISSION	20,842.00	24,981.00	826.24	12,825.34	12,155.66	51.34
798	CASTLE	15,780.00	16,100.00	2,122.61	8,866.68	7,233.32	55.07
799	GOULD HOUSE	13,250.00	13,250.00	504.03	7,743.95	5,506.05	58.44
800	COMSTOCK/WOODARD	500.00	500.00	0.00	179.22	320.78	35.84
TOTAL EXPENDITURES		50,372.00	54,831.00	3,452.88	29,615.19	25,215.81	54.01
Fund 297 - HISTORICAL FUND:							
TOTAL REVENUES		39,825.00	39,825.00	4,963.51	27,811.80	12,013.20	69.84
TOTAL EXPENDITURES		50,372.00	54,831.00	3,452.88	29,615.19	25,215.81	54.01
NET OF REVENUES & EXPENDITURES		(10,547.00)	(15,006.00)	1,510.63	(1,803.39)	(13,202.61)	12.02

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 298 - HISTORICAL SITES FUND								
Revenues								
298-000-665.000	INTEREST INCOME	0.00	0.00	0.00	(0.15)	0.15	100.00	
TOTAL REVENUES		0.00	0.00	0.00	(0.15)	0.15	100.00	
Fund 298 - HISTORICAL SITES FUND:								
TOTAL REVENUES		0.00	0.00	0.00	(0.15)	0.15	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(0.15)	0.15	100.00	

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)								
Revenues								
301-000-402.000	GENERAL PROPERTY TAX	791,967.00	795,047.00	2,737.54	746,444.63	48,602.37		93.89
301-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	0.00	17,258.17	(17,258.17)		100.00
301-000-665.000	INTEREST INCOME	0.00	1,000.00	3,048.85	7,446.64	(6,446.64)		744.66
TOTAL REVENUES		<u>791,967.00</u>	<u>796,047.00</u>	<u>5,786.39</u>	<u>771,149.44</u>	<u>24,897.56</u>		<u>96.87</u>
Expenditures								
905	DEBT SERVICE	791,950.00	791,950.00	0.00	155,725.00	636,225.00		19.66
TOTAL EXPENDITURES		<u>791,950.00</u>	<u>791,950.00</u>	<u>0.00</u>	<u>155,725.00</u>	<u>636,225.00</u>		<u>19.66</u>
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS):								
TOTAL REVENUES		791,967.00	796,047.00	5,786.39	771,149.44	24,897.56		96.87
TOTAL EXPENDITURES		791,950.00	791,950.00	0.00	155,725.00	636,225.00		19.66
NET OF REVENUES & EXPENDITURES		17.00	4,097.00	5,786.39	615,424.44	(611,327.44)		5,021.34

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GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 401 - CAPITAL PROJECT FUND								
Revenues								
401-000-665.000	INTEREST INCOME	0.00	0.00	438.99	692.22	(692.22)		100.00
401-000-699.101	TRANFERS IN - GENERAL FUND	0.00	240,641.00	0.00	0.00	240,641.00		0.00
TOTAL REVENUES		0.00	240,641.00	438.99	692.22	239,948.78		0.29
Expenditures								
000	REVENUE	0.00	347,121.00	7,965.43	28,960.20	318,160.80		8.34
TOTAL EXPENDITURES		0.00	347,121.00	7,965.43	28,960.20	318,160.80		8.34
Fund 401 - CAPITAL PROJECT FUND:								
TOTAL REVENUES		0.00	240,641.00	438.99	692.22	239,948.78		0.29
TOTAL EXPENDITURES		0.00	347,121.00	7,965.43	28,960.20	318,160.80		8.34
NET OF REVENUES & EXPENDITURES		0.00	(106,480.00)	(7,526.44)	(28,267.98)	(78,212.02)		26.55

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GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	(ABNORM)	
Fund 469 - CAPITAL PROJECTS-BUILDING AUTHORITY								
Revenues								
469-000-665.000	INTEREST INCOME	0.00	0.00	170.37	553.40	(553.40)	100.00	
469-000-692.100	APPROPRIATION OF FUND BALANCE	29,500.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		29,500.00	0.00	170.37	553.40	(553.40)	100.00	
Expenditures								
901	CAPITAL OUTLAY	29,500.00	25,100.00	71.30	71.30	25,028.70	0.28	
TOTAL EXPENDITURES		29,500.00	25,100.00	71.30	71.30	25,028.70	0.28	
Fund 469 - CAPITAL PROJECTS-BUILDING AUTHORITY:								
TOTAL REVENUES		29,500.00	0.00	170.37	553.40	(553.40)	100.00	
TOTAL EXPENDITURES		29,500.00	25,100.00	71.30	71.30	25,028.70	0.28	
NET OF REVENUES & EXPENDITURES		0.00	(25,100.00)	99.07	482.10	(25,582.10)	1.92	

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GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 494 - CAPITAL PROJECTS FUND-DOWNTOWN								
Revenues								
494-000-665.000	INTEREST INCOME	0.00	0.00	156.46	508.22	(508.22)		100.00
TOTAL REVENUES		0.00	0.00	156.46	508.22	(508.22)		100.00
Fund 494 - CAPITAL PROJECTS FUND-DOWNTOWN:								
TOTAL REVENUES		0.00	0.00	156.46	508.22	(508.22)		100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	156.46	508.22	(508.22)		100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 588 - TRANSPORTATION FUND								
Revenues								
588-000-402.000	GENERAL PROPERTY TAX	41,528.00	44,541.00	153.23	39,227.29	5,313.71	88.07	
588-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	0.00	874.92	(874.92)	100.00	
588-000-665.000	INTEREST INCOME	0.00	1,000.00	270.12	993.55	6.45	99.36	
588-000-692.100	APPROPRIATION OF FUND BALANCE	35,627.00	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES		77,155.00	45,541.00	423.35	41,095.76	4,445.24	90.24	
Expenditures								
200	GEN SERVICES	77,155.00	62,864.00	1,030.00	62,863.86	0.14	100.00	
TOTAL EXPENDITURES		77,155.00	62,864.00	1,030.00	62,863.86	0.14	100.00	
Fund 588 - TRANSPORTATION FUND:								
TOTAL REVENUES		77,155.00	45,541.00	423.35	41,095.76	4,445.24	90.24	
TOTAL EXPENDITURES		77,155.00	62,864.00	1,030.00	62,863.86	0.14	100.00	
NET OF REVENUES & EXPENDITURES		0.00	(17,323.00)	(606.65)	(21,768.10)	4,445.10	125.66	

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET				
Fund 590 - SEWER FUND							
Revenues							
590-000-491.000	PERMITS	0.00	270.00	30.00	450.00	(180.00)	166.67
590-000-643.100	METERED SALES	2,743,024.00	2,743,024.00	(258.39)	1,366,938.58	1,376,085.42	49.83
590-000-644.000	PENALTIES - LATE CHARGES	27,430.00	27,430.00	0.00	20,812.47	6,617.53	75.87
590-000-665.000	INTEREST INCOME	1,000.00	5,000.00	4,848.37	17,698.51	(12,698.51)	353.97
590-000-675.000	MISCELLANEOUS	0.00	1,050.00	800.00	2,250.00	(1,200.00)	214.29
TOTAL REVENUES		2,771,454.00	2,776,774.00	5,419.98	1,408,149.56	1,368,624.44	50.71
Expenditures							
200	GEN SERVICES	2,090,402.00	2,098,823.00	156,824.80	1,268,411.66	830,411.34	60.43
549	SEWER OPERATIONS	171,072.00	223,874.00	11,226.00	50,383.41	173,490.59	22.51
901	CAPITAL OUTLAY	485,000.00	485,000.00	0.00	(72,880.30)	557,880.30	(15.03)
905	DEBT SERVICE	131,228.00	131,228.00	0.00	69,657.71	61,570.29	53.08
TOTAL EXPENDITURES		2,877,702.00	2,938,925.00	168,050.80	1,315,572.48	1,623,352.52	44.76
Fund 590 - SEWER FUND:							
TOTAL REVENUES		2,771,454.00	2,776,774.00	5,419.98	1,408,149.56	1,368,624.44	50.71
TOTAL EXPENDITURES		2,877,702.00	2,938,925.00	168,050.80	1,315,572.48	1,623,352.52	44.76
NET OF REVENUES & EXPENDITURES		(106,248.00)	(162,151.00)	(162,630.82)	92,577.08	(254,728.08)	57.09

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Revenues							
591-000-491.000	PERMITS	0.00	270.00	30.00	600.00	(330.00)	222.22
591-000-493.000	PERMITS-OWOSSO TOWNSHIP	0.00	44,080.00	1,380.00	53,320.00	(9,240.00)	120.96
591-000-538.000	CAPITAL CONTRIBUTION-FEDERAL	1,910,000.00	2,191,500.00	61,346.00	831,600.00	1,359,900.00	37.95
591-000-540.000	STATE SOURCES	345,016.00	345,016.00	1,969.09	6,143.61	338,872.39	1.78
591-000-605.100	WATER MAIN REPLACEMENT CHARGE	749,304.00	749,304.00	(19.50)	381,812.74	367,491.26	50.96
591-000-605.350	MATERIAL & SERVICE	0.00	30,594.00	2,755.00	47,670.82	(17,076.82)	155.82
591-000-643.100	METERED SALES	3,517,836.00	3,517,836.00	150.60	1,959,696.65	1,558,139.35	55.71
591-000-643.200	METERED SALES-WHOLESALE-USAGE	314,831.00	314,831.00	30,327.37	225,584.30	89,246.70	71.65
591-000-644.000	PENALTIES - LATE CHARGES	43,000.00	43,000.00	0.00	32,971.03	10,028.97	76.68
591-000-665.000	INTEREST INCOME	1,000.00	5,000.00	8,874.70	32,120.20	(27,120.20)	642.40
591-000-667.100	RENTAL INCOME	0.00	1,440.00	120.00	720.00	720.00	50.00
591-000-667.300	HYDRANT RENTAL	24,000.00	24,000.00	1,000.00	3,135.00	20,865.00	13.06
591-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	198.00	(198.00)	100.00
591-000-675.000	MISCELLANEOUS	1,440.00	1,600.00	29,500.00	61,022.10	(59,422.10)	3,813.88
591-000-675.200	MISCELLANEOUS WATER CHARGES	0.00	400.00	110.00	900.00	(500.00)	225.00
591-000-699.287	ARPA TRANSFER IN	0.00	1,081,600.00	0.00	0.00	1,081,600.00	0.00
TOTAL REVENUES		6,906,427.00	8,350,471.00	137,543.26	3,637,494.45	4,712,976.55	43.56
Expenditures							
200	GEN SERVICES	891,525.00	1,593,321.00	37,735.22	1,115,864.41	477,456.59	70.03
552	WATER UNDERGROUND	2,677,040.00	2,743,740.00	176,354.06	1,379,279.40	1,364,460.60	50.27
553	WATER FILTRATION	1,546,975.00	1,828,434.00	97,689.45	396,635.16	1,431,798.84	21.69
901	CAPITAL OUTLAY	1,468,545.00	2,129,247.00	13,380.00	659,685.58	1,469,561.42	30.98
905	DEBT SERVICE	909,816.00	909,816.00	0.00	676,120.94	233,695.06	74.31
TOTAL EXPENDITURES		7,493,901.00	9,204,558.00	325,158.73	4,227,585.49	4,976,972.51	45.93
Fund 591 - WATER FUND:							
TOTAL REVENUES		6,906,427.00	8,350,471.00	137,543.26	3,637,494.45	4,712,976.55	43.56
TOTAL EXPENDITURES		7,493,901.00	9,204,558.00	325,158.73	4,227,585.49	4,976,972.51	45.93
NET OF REVENUES & EXPENDITURES		(587,474.00)	(854,087.00)	(187,615.47)	(590,091.04)	(263,995.96)	69.09

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 599 - WASTEWATER FUND							
Revenues							
599-000-540.000	STATE SOURCES	4,882,626.00	4,387,064.00	0.00	329,733.00	4,057,331.00	7.52
599-000-602.100	OP & MAINT CHRG - OWOSSO	1,312,875.00	1,312,875.00	106,334.95	738,687.39	574,187.61	56.26
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	245,757.00	245,757.00	22,064.08	158,156.48	87,600.52	64.35
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWS	117,994.00	117,994.00	8,549.26	65,815.85	52,178.15	55.78
599-000-602.400	OP & MAINT CHRG - CORUNNA	238,861.00	238,861.00	22,675.71	155,956.30	82,904.70	65.29
599-000-603.100	REPLACEMENT CHRG - OWOSSO	131,884.00	131,884.00	16,229.37	112,911.92	18,972.08	85.61
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	24,687.00	24,687.00	4,466.85	31,640.41	(6,953.41)	128.17
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TW	11,853.00	11,853.00	2,564.93	18,554.38	(6,701.38)	156.54
599-000-603.400	REPLACEMENT CHRG - CORUNNA	23,995.00	23,995.00	3,240.85	22,407.31	1,587.69	93.38
599-000-606.100	DEBT SERVICE CHRG - OWOSSO	185,891.00	185,891.00	15,490.84	108,435.88	77,455.12	58.33
599-000-606.200	DEBT SERVICE CHRG - OWOSSO TWP.	75,408.00	75,408.00	6,284.02	43,988.14	31,419.86	58.33
599-000-606.300	DEBT SERVICE CHRG - CALEDONIA T	57,170.00	57,170.00	4,764.16	33,349.12	23,820.88	58.33
599-000-606.400	DEBT SERVICE CHRG - CORUNNA	32,268.00	32,268.00	2,688.98	18,822.86	13,445.14	58.33
599-000-665.000	INTEREST INCOME	1,000.00	5,000.00	4,041.61	14,717.13	(9,717.13)	294.34
599-000-675.000	MISCELLANEOUS	0.00	5,000.00	1,170.55	6,695.20	(1,695.20)	133.90
TOTAL REVENUES		7,342,269.00	6,855,707.00	220,566.16	1,859,871.37	4,995,835.63	27.13
Expenditures							
200	GEN SERVICES	6,350.00	29,643.00	5,996.49	17,632.59	12,010.41	59.48
548	WASTEWATER OPERATIONS	1,915,488.00	2,088,246.00	131,956.47	1,135,859.07	952,386.93	54.39
901	CAPITAL OUTLAY	5,012,126.00	5,007,434.00	72,848.00	700,200.50	4,307,233.50	13.98
905	DEBT SERVICE	350,737.00	350,737.00	0.00	112,326.25	238,410.75	32.03
TOTAL EXPENDITURES		7,284,701.00	7,476,060.00	210,800.96	1,966,018.41	5,510,041.59	26.30
Fund 599 - WASTEWATER FUND:							
TOTAL REVENUES		7,342,269.00	6,855,707.00	220,566.16	1,859,871.37	4,995,835.63	27.13
TOTAL EXPENDITURES		7,284,701.00	7,476,060.00	210,800.96	1,966,018.41	5,510,041.59	26.30
NET OF REVENUES & EXPENDITURES		57,568.00	(620,353.00)	9,765.20	(106,147.04)	(514,205.96)	17.11

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 661 - FLEET MAINTENANCE FUND								
Revenues								
661-000-665.000	INTEREST INCOME	100.00	5,000.00	7,902.17	22,478.89	(17,478.89)		449.58
661-000-667.200	EQUIPMENT RENTAL	646,427.00	646,427.00	97,532.24	581,651.36	64,775.64		89.98
661-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	(11,458.05)	11,458.05		100.00
TOTAL REVENUES		646,527.00	651,427.00	105,434.41	592,672.20	58,754.80		90.98
Expenditures								
594	FLEET MAINTENANCE	331,468.00	357,401.00	29,156.53	788,140.49	(430,739.49)		220.52
901	CAPITAL OUTLAY	390,200.00	390,200.00	94,544.00	(181,295.68)	571,495.68		(46.46)
TOTAL EXPENDITURES		721,668.00	747,601.00	123,700.53	606,844.81	140,756.19		81.17
Fund 661 - FLEET MAINTENANCE FUND:								
TOTAL REVENUES		646,527.00	651,427.00	105,434.41	592,672.20	58,754.80		90.98
TOTAL EXPENDITURES		721,668.00	747,601.00	123,700.53	606,844.81	140,756.19		81.17
NET OF REVENUES & EXPENDITURES		(75,141.00)	(96,174.00)	(18,266.12)	(14,172.61)	(82,001.39)		14.74

PERIOD ENDING 01/31/2023

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET		NORM	(ABNORM)	NORM	(ABNORM)	
Fund 854 - 2009 SPECIAL ASSESSMENT									
Revenues									
854-000-665.000	INTEREST INCOME	0.00	300.00	170.10	1,031.40		(731.40)		343.80
854-200-675.000	MISCELLANEOUS	0.00	0.00	(542.26)	(542.26)		542.26		100.00
TOTAL REVENUES		0.00	300.00	(372.16)	489.14		(189.14)		163.05
Fund 854 - 2009 SPECIAL ASSESSMENT:									
TOTAL REVENUES		0.00	300.00	(372.16)	489.14		(189.14)		163.05
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	300.00	(372.16)	489.14		(189.14)		163.05

PERIOD ENDING 01/31/2023

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET		NORM	(ABNORM)	NORM	(ABNORM)	
Fund 858 - 2013 SPECIAL ASSESSMENT									
Revenues									
858-000-445.000	INTEREST & PENALTIES ON TAXES	181.00	181.00	0.00	0.00		181.00		0.00
858-000-451.000	SPECIAL ASSESSMENTS	1,009.00	1,009.00	504.44	727.14		281.86		72.07
TOTAL REVENUES		<u>1,190.00</u>	<u>1,190.00</u>	<u>504.44</u>	<u>727.14</u>		<u>462.86</u>		<u>61.10</u>
Fund 858 - 2013 SPECIAL ASSESSMENT:									
TOTAL REVENUES		1,190.00	1,190.00	504.44	727.14		462.86		61.10
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		<u>1,190.00</u>	<u>1,190.00</u>	<u>504.44</u>	<u>727.14</u>		<u>462.86</u>		<u>61.10</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 01/31/23 INCR (DECR)	01/31/2023 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 864 - 2016 SPECIAL ASSESSMENT							
Revenues							
864-000-445.000	INTEREST & PENALTIES ON TAXES	1,527.00	1,527.00	0.00	0.00	1,527.00	0.00
864-000-451.000	SPECIAL ASSESSMENTS	2,828.00	2,828.00	484.92	1,335.03	1,492.97	47.21
TOTAL REVENUES		4,355.00	4,355.00	484.92	1,335.03	3,019.97	30.66
Fund 864 - 2016 SPECIAL ASSESSMENT:							
TOTAL REVENUES		4,355.00	4,355.00	484.92	1,335.03	3,019.97	30.66
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		4,355.00	4,355.00	484.92	1,335.03	3,019.97	30.66

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET		NORM	(ABNORM)	NORM	(ABNORM)	
Fund 865 - 2017 SPECIAL ASSESSMENTS									
Revenues									
865-000-445.000	INTEREST & PENALTIES ON TAXES	7,227.00	7,227.00	0.00	189.74		7,037.26		2.63
865-000-451.000	SPECIAL ASSESSMENTS	12,219.00	12,219.00	5,748.51	7,738.64		4,480.36		63.33
TOTAL REVENUES		<u>19,446.00</u>	<u>19,446.00</u>	<u>5,748.51</u>	<u>7,928.38</u>		<u>11,517.62</u>		<u>40.77</u>
Fund 865 - 2017 SPECIAL ASSESSMENTS:									
TOTAL REVENUES		19,446.00	19,446.00	5,748.51	7,928.38		11,517.62		40.77
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		<u>19,446.00</u>	<u>19,446.00</u>	<u>5,748.51</u>	<u>7,928.38</u>		<u>11,517.62</u>		<u>40.77</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 866 - 2018 SPECIAL ASSESSMENTS								
Revenues								
866-000-445.000	INTEREST & PENALTIES ON TAXES	15,188.00	15,188.00	0.00	1,919.55	13,268.45	12.64	
866-000-451.000	SPECIAL ASSESSMENTS	42,190.00	42,190.00	11,174.35	31,993.39	10,196.61	75.83	
TOTAL REVENUES		<u>57,378.00</u>	<u>57,378.00</u>	<u>11,174.35</u>	<u>33,912.94</u>	<u>23,465.06</u>	<u>59.10</u>	
Fund 866 - 2018 SPECIAL ASSESSMENTS:								
TOTAL REVENUES		57,378.00	57,378.00	11,174.35	33,912.94	23,465.06	59.10	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		<u>57,378.00</u>	<u>57,378.00</u>	<u>11,174.35</u>	<u>33,912.94</u>	<u>23,465.06</u>	<u>59.10</u>	

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 867 - 2019 SPECIAL ASSESSMENTS								
Revenues								
867-000-445.000	INTEREST & PENALTIES ON TAXES	6,904.00	6,904.00	0.00	651.40	6,252.60	9.44	
867-000-451.000	SPECIAL ASSESSMENTS	16,439.00	16,439.00	12,325.62	19,979.75	(3,540.75)	121.54	
TOTAL REVENUES		23,343.00	23,343.00	12,325.62	20,631.15	2,711.85	88.38	
Fund 867 - 2019 SPECIAL ASSESSMENTS:								
TOTAL REVENUES		23,343.00	23,343.00	12,325.62	20,631.15	2,711.85	88.38	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		23,343.00	23,343.00	12,325.62	20,631.15	2,711.85	88.38	

PERIOD ENDING 01/31/2023

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 868 - 2020 SPECIAL ASSESSMENTS								
Revenues								
868-000-445.000	INTEREST & PENALTIES ON TAXES	7,795.00	7,795.00	0.00	1,566.63	6,228.37	20.10	
868-000-451.000	SPECIAL ASSESSMENTS	16,240.00	16,240.00	14,173.06	24,272.21	(8,032.21)	149.46	
TOTAL REVENUES		24,035.00	24,035.00	14,173.06	25,838.84	(1,803.84)	107.51	
Fund 868 - 2020 SPECIAL ASSESSMENTS:								
TOTAL REVENUES		24,035.00	24,035.00	14,173.06	25,838.84	(1,803.84)	107.51	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		24,035.00	24,035.00	14,173.06	25,838.84	(1,803.84)	107.51	

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH 01/31/23 INCR (DECR)	YTD BALANCE 01/31/2023 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 869 - 2021-20XX SPECIAL ASSESSMENTS								
Revenues								
869-000-445.000	INTEREST & PENALTIES ON TAXES	7,111.00	7,111.00	0.00	1,226.98	5,884.02		17.25
869-000-451.000	SPECIAL ASSESSMENTS	13,169.00	16,831.00	4,933.70	22,729.90	(5,898.90)		135.05
TOTAL REVENUES		<u>20,280.00</u>	<u>23,942.00</u>	<u>4,933.70</u>	<u>23,956.88</u>	<u>(14.88)</u>		<u>100.06</u>
Fund 869 - 2021-20XX SPECIAL ASSESSMENTS:								
TOTAL REVENUES		20,280.00	23,942.00	4,933.70	23,956.88	(14.88)		100.06
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		<u>20,280.00</u>	<u>23,942.00</u>	<u>4,933.70</u>	<u>23,956.88</u>	<u>(14.88)</u>		<u>100.06</u>
TOTAL REVENUES - ALL FUNDS		32,053,279.00	33,382,569.00	1,645,480.70	16,776,123.43	16,606,445.57		50.25
TOTAL EXPENDITURES - ALL FUNDS		31,583,566.00	36,260,529.00	2,786,253.37	15,780,076.95	20,480,452.05		43.48
NET OF REVENUES & EXPENDITURES		<u>469,713.00</u>	<u>(2,877,960.00)</u>	<u>(1,140,772.67)</u>	<u>996,046.48</u>	<u>(3,874,006.48)</u>		<u>35.16</u>

FROM 01/01/2023 TO 01/31/2023

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2023	Total Debits	Total Credits	Ending Balance 01/31/2023
Fund 101	GENERAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	1,114,169.04	397,340.83	1,418,553.62	92,956.25
001.201	MI CLASS ACCOUNT	0.00	36,166.43	0.00	36,166.43
001.204	HUNTINGTON LIQUIDITY PORTAL	1,173,292.13	52,478.88	220,000.00	1,005,771.01
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	2,111,382.03	5,365.17	0.00	2,116,747.20
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	3,033,119.03	0.00	0.00	3,033,119.03
002.203	AMBULANCE PAYMENT BANK ACCOUNT	59,203.69	53,893.15	73,500.00	39,596.84
004.000	PETTY CASH	1,925.00	0.00	0.00	1,925.00
005.400	ICMA FORFEITURE FUNDS - RESTRICTED	3.46	4,055.65	3.46	4,055.65
	GENERAL FUND	7,493,094.38	549,300.11	1,712,057.08	6,330,337.41
Fund 202	MAJOR STREET FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	360,817.96	1,734,577.65	1,384,134.60	711,261.01
001.201	MI CLASS ACCOUNT	1,060,821.92	4,901.86	0.00	1,065,723.78
001.204	HUNTINGTON LIQUIDITY PORTAL	300,844.14	4.26	300,000.00	848.40
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	502,784.60	1,277.64	0.00	504,062.24
	MAJOR STREET FUND	2,225,268.62	1,740,761.41	1,684,134.60	2,281,895.43
Fund 203	LOCAL STREET FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	616,767.53	103,814.79	33,268.96	687,313.36
001.201	MI CLASS ACCOUNT	16,350.19	75.60	0.00	16,425.79
001.204	HUNTINGTON LIQUIDITY PORTAL	100,281.38	498.88	0.00	100,780.26
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	502,784.60	1,277.64	0.00	504,062.24
	LOCAL STREET FUND	1,236,183.70	105,666.91	33,268.96	1,308,581.65
Fund 208	PARK/RECREATION SITES FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	8,334.43	1.44	0.00	8,335.87
001.204	HUNTINGTON LIQUIDITY PORTAL	30,084.44	149.72	0.00	30,234.16
	PARK/RECREATION SITES FUND	38,418.87	151.16	0.00	38,570.03
Fund 239	OMS/DDA REVLG LOAN FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	52,997.73	11,715.71	430.00	64,283.44
001.204	HUNTINGTON LIQUIDITY PORTAL	60,168.79	299.30	0.00	60,468.09
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	201,113.80	511.01	0.00	201,624.81
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	202,256.71	0.00	0.00	202,256.71
	OMS/DDA REVLG LOAN FUND	516,537.03	12,526.02	430.00	528,633.05
Fund 243	OBRA #12 WOODWARD LOFT				
001.200	POOLED CASH (HUNTINGTON BANK)	2,927.00	0.00	0.00	2,927.00
001.201	MI CLASS ACCOUNT	123,281.06	569.65	0.00	123,850.71
	OBRA #12 WOODWARD LOFT	126,208.06	569.65	0.00	126,777.71
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	53,756.55	50,376.30	37,269.82	66,863.03
001.201	MI CLASS ACCOUNT	25,104.64	116.03	0.00	25,220.67
001.203	MAIN STREET OWOSSO / DDA CHECKING	10,547.50	264.93	10,000.00	812.43
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	20,000.00	10,000.00	10,000.00
	DOWNTOWN DEVELOPMENT AUTHORITY	89,408.69	70,757.26	57,269.82	102,896.13
Fund 249	BUILDING INSPECTION FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	203,940.09	17,559.50	21,399.50	200,100.09
Fund 259	OBRA-DIST#15 -ARMORY BUILDING				
001.200	POOLED CASH (HUNTINGTON BANK)	0.45	0.00	0.00	0.45
Fund 272	OBRA FUND-DISTRICT #17 CARGILL (PREV #8)				
001.200	POOLED CASH (HUNTINGTON BANK)	68.91	0.00	0.00	68.91
Fund 273	OBRA #9 ROBBINS LOFT				
001.200	POOLED CASH (HUNTINGTON BANK)	569.27	0.00	0.00	569.27

FROM 01/01/2023 TO 01/31/2023

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2023	Total Debits	Total Credits	Ending Balance 01/31/2023
001.201	MI CLASS ACCOUNT	48,503.94	224.18	0.00	48,728.12
	OBRA #9 ROBBINS LOFT	49,073.21	224.18	0.00	49,297.39
Fund 276	OBRA FUND DISTRICT #16 - QDOBA				
001.200	POOLED CASH (HUNTINGTON BANK)	8,431.37	17,866.54	0.00	26,297.91
Fund 280	OBRA FUND-DISTRICT #21 - 152 E HOWARD ST				
001.200	POOLED CASH (HUNTINGTON BANK)	995.00	0.00	0.00	995.00
Fund 283	OBRA FUND-DISTRICT#3-TIAL				
001.200	POOLED CASH (HUNTINGTON BANK)	3,870.61	0.00	0.00	3,870.61
Fund 287	ARPA - AMERICAN RESCUE PLAN ACT				
001.200	POOLED CASH (HUNTINGTON BANK)	(153,007.33)	0.00	0.00	(153,007.33)
001.201	MI CLASS ACCOUNT	773,086.16	3,572.25	0.00	776,658.41
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	762,519.84	0.00	0.00	762,519.84
	ARPA - AMERICAN RESCUE PLAN ACT	1,382,598.67	3,572.25	0.00	1,386,170.92
Fund 297	HISTORICAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	2,840.48	14,470.69	13,420.56	3,890.61
001.202	HC CHECKING ACCOUNT	10,655.78	243.53	10,032.32	866.99
001.204	HUNTINGTON LIQUIDITY PORTAL	40,112.59	10,249.29	0.00	50,361.88
004.000	PETTY CASH	100.00	0.00	0.00	100.00
	HISTORICAL FUND	53,708.85	24,963.51	23,452.88	55,219.48
Fund 301	GENERAL DEBT SERVICE (VOTED BONDS)				
001.200	POOLED CASH (HUNTINGTON BANK)	26,172.13	2,737.54	0.00	28,909.67
001.201	MI CLASS ACCOUNT	227,910.71	1,053.19	0.00	228,963.90
001.204	HUNTINGTON LIQUIDITY PORTAL	401,125.52	1,995.66	0.00	403,121.18
	GENERAL DEBT SERVICE (VOTED BONDS)	655,208.36	5,786.39	0.00	660,994.75
Fund 401	CAPITAL PROJECT FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	5,979.89	2,000.00	7,965.43	14.46
001.204	HUNTINGTON LIQUIDITY PORTAL	90,253.23	438.99	2,000.00	88,692.22
	CAPITAL PROJECT FUND	96,233.12	2,438.99	9,965.43	88,706.68
Fund 469	CAPITAL PROJECTS-BUILDING AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	108.22	0.00	71.30	36.92
001.201	MI CLASS ACCOUNT	36,883.03	170.37	0.00	37,053.40
	CAPITAL PROJECTS-BUILDING AUTHORITY	36,991.25	170.37	71.30	37,090.32
Fund 494	CAPITAL PROJECTS FUND-DOWNTOWN				
001.200	POOLED CASH (HUNTINGTON BANK)	295.82	0.00	0.00	295.82
001.201	MI CLASS ACCOUNT	33,851.76	156.46	0.00	34,008.22
	CAPITAL PROJECTS FUND-DOWNTOWN	34,147.58	156.46	0.00	34,304.04
Fund 588	TRANSPORTATION FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	2,405.84	153.23	1,030.00	1,529.07
001.201	MI CLASS ACCOUNT	58,480.84	270.12	0.00	58,750.96
	TRANSPORTATION FUND	60,886.68	423.35	1,030.00	60,280.03
Fund 590	SEWER FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	448,601.26	269,131.07	168,562.28	549,170.05
001.201	MI CLASS ACCOUNT	405,384.03	1,873.28	0.00	407,257.31
001.204	HUNTINGTON LIQUIDITY PORTAL	451,266.26	2,245.10	0.00	453,511.36
001.300	FRANKENMUTH CREDIT UNION	250,622.14	636.80	0.00	251,258.94
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	511,132.68	0.00	0.00	511,132.68
004.000	PETTY CASH	200.00	0.00	0.00	200.00

FROM 01/01/2023 TO 01/31/2023

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2023	Total Debits	Total Credits	Ending Balance 01/31/2023
	SEWER FUND	2,067,206.37	273,886.25	168,562.28	2,172,530.34
Fund 591	WATER FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	58,132.08	637,352.40	335,949.70	359,534.78
001.201	MI CLASS ACCOUNT	1,722,414.38	7,958.80	0.00	1,730,373.18
001.204	HUNTINGTON LIQUIDITY PORTAL	170,478.32	848.18	0.00	171,326.50
	WATER FUND	1,951,024.78	646,159.38	335,949.70	2,261,234.46
Fund 599	WASTEWATER FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	385,870.17	216,597.10	182,324.96	420,142.31
001.201	MI CLASS ACCOUNT	505,249.89	2,334.51	0.00	507,584.40
001.204	HUNTINGTON LIQUIDITY PORTAL	200,562.76	997.75	0.00	201,560.51
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	250,622.14	636.80	0.00	251,258.94
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	308,875.67	0.00	0.00	308,875.67
	WASTEWATER FUND	1,651,180.63	220,566.16	182,324.96	1,689,421.83
Fund 661	FLEET MAINTENANCE FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	380,711.19	97,094.47	123,700.53	354,105.13
001.201	MI CLASS ACCOUNT	607,823.53	2,808.34	0.00	610,631.87
001.204	HUNTINGTON LIQUIDITY PORTAL	501,406.90	2,494.37	0.00	503,901.27
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	1,005,568.91	2,555.15	0.00	1,008,124.06
	FLEET MAINTENANCE FUND	2,495,510.53	104,952.33	123,700.53	2,476,762.33
Fund 703	CURRENT TAX COLLECTION FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	1,520,116.15	3,242,070.35	4,102,692.02	659,494.48
001.201	MI CLASS ACCOUNT	1,175,000.00	0.00	115,940.00	1,059,060.00
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	1,832,000.00	1,585,000.00	247,000.00
	CURRENT TAX COLLECTION FUND	2,695,116.15	5,074,070.35	5,803,632.02	1,965,554.48
Fund 854	2009 SPECIAL ASSESSMENT				
001.200	POOLED CASH (HUNTINGTON BANK)	861.30	712.36	542.26	1,031.40
Fund 858	2013 SPECIAL ASSESSMENT				
001.200	POOLED CASH (HUNTINGTON BANK)	222.70	504.44	0.00	727.14
Fund 864	2016 SPECIAL ASSESSMENT				
001.200	POOLED CASH (HUNTINGTON BANK)	850.11	484.92	0.00	1,335.03
Fund 865	2017 SPECIAL ASSESSMENTS				
001.200	POOLED CASH (HUNTINGTON BANK)	2,179.87	5,748.51	0.00	7,928.38
Fund 866	2018 SPECIAL ASSESSMENTS				
001.200	POOLED CASH (HUNTINGTON BANK)	22,738.59	11,174.35	0.00	33,912.94
Fund 867	2019 SPECIAL ASSESSMENTS				
001.200	POOLED CASH (HUNTINGTON BANK)	8,305.53	12,325.62	0.00	20,631.15
Fund 868	2020 SPECIAL ASSESSMENTS				
001.200	POOLED CASH (HUNTINGTON BANK)	11,665.78	14,173.06	0.00	25,838.84
Fund 869	2021-20XX SPECIAL ASSESSMENTS				
001.200	POOLED CASH (HUNTINGTON BANK)	19,023.18	4,933.70	0.00	23,956.88
Fund 956	GASB 34 LONG TERM DEBT				
005.200	MMRMA CASH - RESTRICTED	242,389.53	0.00	0.00	242,389.53
	TOTAL - ALL FUNDS	25,479,548.55	8,922,585.49	10,157,791.32	24,244,342.72

MINUTES FOR REGULAR MEETING
OWOSSO HISTORIC DISTRICT COMMISSION
Wednesday, February 15, 2023 at 6:00 p.m.
Virginia Teich Council Chambers

MEETING CALLED TO ORDER: 6:03 p.m. by Chairman Steven Teich.

ROLL CALL: was taken by Owosso City Manager, Nathan Henne.

PRESENT: Commissioner Gallinger, Secretary Philip Hathaway, Commissioner Lance Omer (joined late), Commissioner Matthew Van Epps, Commissioner Powell and Chairman Steve Teich.

ABSENT: None.

OTHERS IN ATTENDANCE: Nathan Henne, Owosso City Manager.

AGENDA APPROVAL: February 15, 2023.

Election of a Vice Chair added as an Item of Business to the Agenda by Secretary Hathaway.

MOTION FOR APPROVAL, AS AMENDED, BY SECRETARY HATHAWAY. MOTION WAS SECONDED BY COMMISSIONER GALLINGER.

AYES ALL. MOTION CARRIED.

MINUTES APPROVAL: JANUARY 18, 2023.

MOTION FOR APPROVAL AS PRESENTED BY SECRETARY HATHAWAY. MOTION WAS SECONDED BY COMMISSIONER VAN EPPS.

AYES ALL. MOTION CARRIED.

COMMUNICATIONS: None.

PUBLIC/COMMISSIONER COMMENTS: Chairman Teich introduced Erin Powell as a new member.

COMMITTEE REPORTS: None.

PUBLIC HEARINGS: None.

ITEMS OF BUSINESS:

- 1) Approve Certificate of Appropriateness for Home Office Realty front roof replacement, 209 West Main Street. They will be using metal to replace shingles. It was noted this is a non-contributing property by Commissioner Omer and this is not a precedent for contributing properties.

MOTION FOR APPROVAL FOR THE CERTIFICATE OF APPROPRIATENESS FOR HOME OFFICE REALTY, 209 WEST MAIN STREET, TO REPLACE FRONT ROOF AS PRESENTED IN THEIR PROPOSAL BY COMMISSIONER VAN EPPS. MOTION WAS SECONDED BY SECRETARY HATHAWAY.

AYES ALL. MOTION CARRIED.

- 2) Aviator Jayne Façade – Owner Nick Pidek has not submitted requested paperwork for stabilization or repair of feature in the 30-day timeframe given. The options are to issue a Demolition by Neglect letter or to table the discussion until the owner produces the necessary paperwork. The other option would be for the City to hire a contractor on the owner’s behalf and charge them for work completed by placing a lien against the property through special assessment. Commissioner Gallinger stated time has passed and action should be taken. Options for repair include structural stabilization, a sarcophagus, or artwork restoration.

MOTION BY COMMISSIONER VAN EPPS TO ISSUE A DEMOLITION BY NEGLECT LETTER ALLOWING SIXTY (60) DAYS FOR THE OWNER TO PRESENT A PLAN OF ACTION TO FIX THE FACADE. MOTION WAS SECONDED BY SECRETARY HATHAWAY.

ALL AYES. MOTION CARRIED.

- 3) Election of Vice Chair (*added to Agenda*) –Chairman Teich’s attendance record is very good. Secretary Hathaway nominated Matt Van Epps, who declined the nomination. Secretary Hathaway nominated Lance Omer to be Vice Chair who accepted the nomination.

MOTION BY COMMISSIONER VAN EPPS NOMINATED LANCE OMER TO BE VICE CHAIR. MOTION WAS SECONDED BY SECRETARY HATHAWAY.

ALL AYES. MOTION CARRIED.

PUBLIC COMMENTS: None.

BOARD COMMENTS: None.

NEXT MEETING: March 15, 2023.

ADJOURNMENT:

ADJOURNMENT BY CHAIRMAN TEICH AT 6:31 P.M.

Philip Hathaway, Secretary



OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Special Meeting of the Owosso Historical Commission

Minutes of February 23, 2023 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chair Mark Erickson
MEMBERS PRESENT: Commissioners Debra Adams, Elaine Greenway, Robert Hooper, and Lance Little
MEMBERS ABSENT: Commissioners Susan Osika and Bill Moull
OTHERS PRESENT: Amy Fuller and Denice Grace

CHAIR ERICKSON CALLED THE MEETING TO ORDER AT 6:01 P.M.

APPROVE MINUTES – January 12, 2023

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

Passed by voice vote.

APPROVE AGENDA – February 23, 2023

Motion by Commissioner Adams to approve agenda as presented, supported by Commissioner Hooper.

Passed by voice vote.

ITEMS OF BUSINESS

Castle 100th Anniversary:

Commissioner Adams provided an update on the event planning for the 100th Anniversary of the Castle. The Castle will open early this year, on March 14, the day they broke ground 100 years ago.

Castle Repairs: Amy Fuller shared quotes for interior plaster repairs and painting at the Castle.

Motion by Commissioner Hooper to approve the quote from Nichols Painting. Supported by Commissioner Little. Passed by voice vote.

Paymaster Alarm System: Chairman Erickson reviewed the options for updating the alarm system at the Paymaster Building. Commissioner Hooper would like to review the alarm system contract.

Motion by Commissioner Hooper to add the \$5/month cellular service plan to the Paymaster Alarm Contract. Supported by Greenway. Passed by voice vote.

Literature at Welcome Center: Amy Fuller shared that MDOT invited the Commission to put Castle literature at Welcome Centers. The Shiawassee Convention and Visitors Bureau can contribute \$200 toward the printing of the literature. Commissioner Little asked if a QR code could be added.

Motion by Commissioner Hooper to approve spending \$312 on printing literature for MDOT Welcome Centers. Supported by Little. Passed by voice vote.

Home Tour: Chairman Erickson reviewed the Commission's 40+ years of Home Tour history. The Commission discussed when they wanted to host the next Home Tour.

Motion by Commissioner Adams that the Commission continue their traditional role as hosts and beginning planning for September 21, 2024. Supported by Commissioner Little. Roll call vote: ayes, Hooper, Little, Erickson, Adams, and Greenway. Nay: none.

PUBLIC/COMMISSIONER COMMENT PERIOD

Chairman Erickson thanked Commissioner Adams for her work on the 100th Anniversary.

Commissioner Hooper shared that is happy to be a new member of the Commission.

ADJOURNMENT

Commissioner Hooper moved to adjourn the meeting at 7:26 p.m. Commissioner Greenway supported. Passed by voice vote.

Respectfully submitted by:
Amy Fuller, Assistant City Manager

OWOSSO MID-SHIAWASSEE COUNTY WWTP REVIEW BOARD
MEETING MINUTES - DRAFT

February 28, 2023

4:30 P.M.

W.W.T.P.

1. Roll (4:30 P.M.)
Members Present: R. Holzheuer, R. Suchanek, J. Archer
Alternates Present: None
Others Present: T. Guysky, WWTP Superintendent/Board Secretary
B. Langtry, Owosso Twp/Caledonia Twp Utility Authority
B. VanZee, Fishbeck
2. Minutes of the September 27, 2022 meeting: Motion by Archer to approve the September 27, 2022 meeting minutes. Support by Holzheuer. No discussion. Motion carries 3-0.
3. Secretary's Report:
 - a) Plant Performance Summaries (September 2022-January 2023): Guysky noted full permit compliance for September 2022 through January 2023.
 - b) Plant Operations and Staffing: Guysky noted lower than average flows and efficient plant operations. The plant main breaker has been replaced and the old breaker has been reconditioned and will be kept as a backup. Numerous minor equipment failures are being resolved at minimum expense as most of these items will be replaced in the upcoming secondary/tertiary rehab project. Plant personnel are replacing several floor drain lines in the solids processing area as part of a cost saving measure within the ongoing project. There is an opening for a part-time lab technician and once that is filled, the plant will be at full staff.
 - c) WWTP Project Updates: Guysky notified the Board construction will resume on the solids handling project within the next week. Contractors de-mobilized for the winter due to long equipment lead times. At this point a November completion date is likely. The secondary/tertiary rehab project design phase is mostly complete, with process and equipment decisions made and final drawings near completion. VanZee noted bidding is scheduled for May 1, with construction possibly starting in October 2023.
4. Old Business:
 - a) Hydrogen Sulfide Mitigation: VanZee distributed hard copies of the final report, and summarized the causes and effects detailed within. There was opportunity for questions and comments and Archer raised a technical question regarding the chemical treatment option, with a response from VanZee. Suchanek noted that the City of Owosso, as owner/operator of the wastewater treatment plant, is directing the Owosso Township/Caledonia Township Utility Authority to present an H2S mitigation action plan to the Board at the April 25, 2023 meeting. This plan should address corrective measures for the high H2S concentrations measured in the Caledonia Township/Corunna collection system. Following review, he noted the City of Owosso is requiring the Utility Authority to submit progress updates at each monthly Review Board meeting beginning in May 2023. He further noted that the City of Owosso is requiring the Utility Authority to have any chemical treatment in place and working by August 1, 2023, and if a construction option is instead chosen for mitigation, the City of Owosso requires the Utility Authority to submit

engineered drawings by August 1, 2023 and also install a temporary chemical treatment system until the construction is complete. Guysky offered his assistance to the Utility Authority in determining the cause of some regular H2S concentration spikes measured in the Owosso Township collection system. There were no further questions or comments.

5. New Business:

- a) 2022 WWTP Flow Summary: Guysky noted low precipitation totals for 2022, which led to lower than average plant flows. All service units were within allocated flow percentages.
- b) Continuation of Virtual Option for WWTP Review Board Meetings: The Board discussed whether to continue offering a virtual option for public viewing of the Review Board meetings. It was noted that Owosso City Council offers a virtual option without a video feed, and virtual participants are not allowed to comment during the comments periods, though they can submit comments/questions in writing 24 hours prior to the meeting. Motion by Suchanek to maintain virtual attendance option for the public, with no comments allowed from virtual attendees and written comments submitted no later than 24 hours prior to the meeting allowed. Support by Archer. No further discussion. Motion carries 3-0.

6. Citizens'/Members' Comments:

Langtry noted the Utility Authority is planning on replacing the air/vacuum relief unit on the Hintz Road force main.

7. Adjourn: Motion to adjourn by Suchanek. Support by Holzheuer. No discussion. Motion carries 3-0. Meeting adjourned at 5:11 p.m.

Respectfully submitted, Timothy J. Guysky, Secretary
Approved by Review Board pending