

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, DECEMBER 2, 2024
6:30 P.M.**

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

AGENDA

OPENING PRAYER / INVOCATION:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 4, 2024:

APPROVAL OF THE MINUTES OF ORGANIZATIONAL MEETING OF NOVEMBER 18, 2024:

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 18, 2024:

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. Giving Tuesday/Raise Up Shiawassee Proclamation. A Proclamation of the Mayor's Office declaring Tuesday, December 3, 2024 as Giving Tuesday/Raise Up Shiawassee Day in the City of Owosso.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

COUNCIL COMMENTS

CONSENT AGENDA

1. Proposed Special Assessment District No. 2025-104 - Hazards and Nuisances. Authorize Resolution No. 1 setting a public hearing for Monday, December 16, 2024 to receive citizen comment regarding proposed Special Assessment District No. 2025-104, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances at 609 Martin Street.

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

Name	Board/Commission	Term Expires
Christopher Owens	Owosso Historical Commission Council Representative	11-09-2026
Steve Teich	Owosso Historical Commission (term effective 01-01-2025)	12-31-2027
Daniel Law	Planning Commission	06-30-2027

3. 2025 Schedule of Meetings. Adopt the 2025 Boards and Commissions Meetings Schedule.
4. 2025 Income Threshold Poverty Exemptions. Adopt the 2025 Income Threshold Poverty Exemptions, as required by Public Act No. 390 of 1994.
5. Change Order – Street Patches. Approve Change Order No. 3 to the 2023 Street Patches contract with TJ Smith Sand & Gravel, Inc. increasing the amount by \$101,620.00 and extending the contract until November 30, 2025 for the 2025 Street Patches program, and further approve payment to the contractor up to the amount of \$268,527.50.
Master Plan Implementation Goals: 3.4
6. Contract Modification – Stewart Street Reconstruction. Authorize Contract Modification No. 1 to the Stewart Street Reconstruction project contract with MDOT increasing the contract amount \$9,243.79 for the additional contract items and to balance contract quantities, and further authorize payment up to the contract amount plus Modification No. 1.
Master Plan Implementation Goals: 3.4, 3.22, 6.6
7. Transfer Agreement – Ambulance Purchase. Authorize transfer agreement assigning the City of Owosso purchase agreement for one 2026 Ford Type 3 E-450 ambulance from Kodiak Emergency Equipment, Inc. to MacQueen Equipment, LLC.
8. Professional Services Agreement – City Hall Improvements Project. Authorize a professional services agreement with Spicer Group for engineering services for the City Hall Improvements Project in the amount of \$44,000, and further authorize payment to the engineer upon satisfactory completion of the project or portion thereof.
Master Plan Implementation Goals: 3.8, 4.7, 6.7
9. Contract Authorization – WWTP Air Compressors Service Agreement. Waive competitive bidding requirements, authorize a 2-year service agreement in the amount of \$19,572.00 with OTC Industrial Technologies, the sole source provider of service in Michigan for air compressors at the WWTP, and further authorize payment up to the contract amount.
Master Plan Implementation Goals: 3.4
10. Bid Award – Sewer Televising. Approve bid award to MEC Underground Solutions LLC for the 2025 Sewer Televising Project in the amount of \$31,925.00, and further approve payment to the contractor up to the contract amount upon satisfactory completion of the project or portion thereof.
Master Plan Implementation Goals: 3.4
11. Check Register – November 2024. Affirm check disbursements totaling \$2,725,925.22 for November 2024.

ITEMS OF BUSINESS

1. Social District Expansion. Consider expansion of the Downtown Social District and Downtown Commons Area boundaries.
Master Plan Implementation Goals: 1.17, 4.5, 4.6, 4.16, 5.9, 5.10, 5.12, 5.36

2. Downtown Revolving Loan & Grant Program Revisions. Consider revisions to the Downtown Revolving Loan & Grant Program and the establishment of a memorandum of understanding with Lapeer Development Corporation for the review and process of loan requests submitted to the Program.
3. Emergency Action Support Plan Adoption. Consider adoption of the Emergency Action Support Plan for the City of Owosso.
Master Plan Implementation Goals: 7.1
4. Goal Setting Process. Consider approval of a structured goal-setting process to identify, prioritize, and guide the City's strategic objectives for FY 2025-2026.
Master Plan Implementation Goals: A.5, 3.6

CITIZEN COMMENTS

COUNCIL COMMENTS

CITY MANAGER REPORT

1. Nathan R. Henne, City Manager. City Manager Report – November 2024.

COMMUNICATIONS

1. Brad A. Barrett, Finance Director. Financial Report – October 2024.
2. Owosso Historical Commission. Minutes of November 12, 2024.

NEXT MEETING

Monday, December 16, 2024

BOARDS AND COMMISSIONS OPENINGS

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

ADJOURNMENT

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: city_clerk@ci.owosso.mi.us. 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 December 2, 2024. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL
Monday, December 2, 2024
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/82379595027?pwd=yCu0N0S6OqlqQuyr7PNFOeBaF2xxoo.1>

Meeting ID: 823 7959 5027

Password: 070068

One tap mobile

+13126266799,,82379595027#,,,,*070068# US (Chicago)

+16465588656,,82379595027#,,,,*070068# 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 December 2, 2024 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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

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

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: REV. PAUL BRUNELL
CHRIST EPISCOPAL CHURCH

PLEDGE OF ALLEGIANCE: BARB CLATTERBAUGH

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

ABSENT: Councilmember Emily S. Olson.

APPROVE AGENDA

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

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

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

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

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Mayoral Proclamation (item added to the agenda).

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

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

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

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

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

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

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

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

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

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

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

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

Proclaimed this 4th day of November, 2024.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

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

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

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

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

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

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

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

CONSENT AGENDA

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

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

RESOLUTION NO. 177-2024

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

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

Street Resurfacing

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

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

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

Master Plan Implementation Goals: 3.4, 3.10.

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

RESOLUTION NO. 178-2024

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

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

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

Street Resurfacing

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

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

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

Master Plan Implementation Goals: 3.4, 3.10.

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

RESOLUTION NO. 179-2024

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

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

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

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

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

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

Michigan that:

- FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to purchase from ETNA Supply Co. for the DPW Inventory Parts Bid.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the documents for the creation of a purchase order for services between the City of Owosso, Michigan and ETNA Supply Co, in an amount not to exceed \$26,905.00.
- THIRD: The accounts payable department is authorized to pay ETNA Supply Co. for materials supplied up to the purchase order amount of \$26,905.00.
- FOURTH: The above expenses shall be paid from the account no. 591-000-101.000.

Master Plan Implementation Goals: 3.4.

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

RESOLUTION NO. 180-2024

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

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

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

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

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

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

Master Plan Implementation Goals: 5.2, 5.3.

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

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

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

RESOLUTION NO. 181-2024

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

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

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

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

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to purchase Havaflock 560 from Haviland Products Company, at the price of \$2.26 per pound (plus delivery fee) with an estimated semi-annual usage of 13,800 pounds.
- SECOND: The accounts payable department is authorized to submit payment to Haviland Products Company of Grand Rapids, Michigan, the estimated amount of \$31,758.00, which may exceed based on usage and actual need, for FY2024-2025.
- THIRD: The above expenses shall be paid from the WWTP fund following delivery, and chargeable to account 599-548-743.200.

Master Plan Implementation Goals: 3.4.

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

RESOLUTION NO. 182-2024

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

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

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

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the Wastewater Treatment Plant (WWTP) Secondary Clarifier Project contract with RCL Construction Co., Inc. to increase the contract amount to update contract work and supplies to be used.

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

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

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

Master Plan Implementation Goals: 3.4, 3.7.

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

RESOLUTION NO. 183-2024

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

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

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

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

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the Water System Improvement Palmer 3A and Juniper 1 Well Houses project contract with Sorensen Gross Company to increase the contract amount

to update contract work and supplies to be used.

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

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

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

Master Plan Implementation Goals: 1.5, 3.4.

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

RESOLUTION NO. 184-2024

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

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

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

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

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

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

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

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

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

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

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

manager shall establish fees for public services based upon the cost of providing the public service.

Master Plan Implementation Goals: A.7.

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

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

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

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

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

Motion supported by Councilmember Law

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Olson.

ITEMS OF BUSINESS

Donation Agreement – 1921 American LaFrance Firetruck

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

RESOLUTION NO. 185-2024

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

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

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

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

the community; and

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

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

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

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

Motion supported by Councilmember Pidek.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Olson.

COMMUNICATIONS

None.

CITIZEN COMMENTS AND QUESTIONS

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

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

NEXT MEETING

Monday, November 18, 2024 – Regular Meeting

BOARDS AND COMMISSIONS OPENINGS

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

ADJOURNMENT

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

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

Robert J. Teich, Jr., Mayor

Tanya B. Buckelew, Recording Clerk

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF NOVEMBER 18, 2024
7:57 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR KENNETH HERBRUCK
OWOSSO CHURCH OF GOD

PLEDGE OF ALLEGIANCE: ROBERT J. TEICH, III

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

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Olson to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 4, 2024

Councilmember Olson asked if she should abstain from approving the minutes because she was not present for the November 4th meeting. City Attorney Scott J. Gould indicated that he would need to look into the matter before rendering an opinion.

Motion by Councilmember Osmer to postpone the approval of the Minutes of the Regular Meeting of November 4, 2024 until the November 18, 2024 meeting.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

Special Assessment District No. 2025-01 **Howell Street, from the south end to Clinton Street**

Master Plan Implementation Goals: 3.4, 3.10

City Manager Henne delivered a PowerPoint presentation detailing the current condition of the street, the work being proposed, and a breakdown of the costs.

A public hearing was conducted to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2025-01 for Howell Street, from the south end to Clinton Street for resurfacing.

There were no citizen comments received prior to, or during the hearing.

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Mayor Pro-Tem Haber that the following resolution be adopted:

RESOLUTION NO. 186-2024
DISTRICT NO. 2025-01
HOWELL STREET
FROM THE SOUTH END TO CLINTON STREET
SPECIAL ASSESSMENT RESOLUTION NO. 5

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

Howell Street from the south end to Clinton Street
Street Resurfacing

and;

WHEREAS, all interested parties were heard and after carefully reviewing said special assessment roll the Council deems said 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. Said special assessment roll as prepared by the City Assessor in the amount of \$30,513.54 is hereby confirmed and shall be known as Special Assessment Roll No. 2025-01.
2. Said special assessment roll shall be divided into ten (10) installments, the first of which shall be due and payable on September 1, 2025, 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, 2025.
3. 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, 2025 and shall be paid annually on each installment due date.
4. Said 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.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

Special Assessment District No. 2025-02 Lynn Street, from the west end to Howell Street

Master Plan Implementation Goals: 3.4, 3.10

City Manager Henne delivered a PowerPoint presentation detailing the current condition of the street, the work being proposed, and a breakdown of the costs.

A public hearing was conducted to receive citizen comment regarding authorization of Resolution No. 5 for Special Assessment District No. 2025-02 for Lynn Street, from the west end to Howell Street for resurfacing.

There were no citizen comments received prior to, or during the hearing.

Whereas, the Council, after due and legal notice, has met and there being no one to be heard, motion by Councilmember Olson that the following resolution be adopted:

RESOLUTION NO. 187-2024

**DISTRICT NO. 2025-02
LYNN STREET
FROM THE WEST END TO HOWELL STREET
SPECIAL ASSESSMENT RESOLUTION NO. 5**

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

**Lynn Street from the west end to Howell Street
Street Resurfacing**

and;

WHEREAS, all interested parties were heard and after carefully reviewing said special assessment roll the Council deems said 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. Said special assessment roll as prepared by the City Assessor in the amount of \$27,055.82 is hereby confirmed and shall be known as Special Assessment Roll No. 2025-02.
2. Said special assessment roll shall be divided into ten (10) installments, the first of which shall be due and payable on September 1, 2025, 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, 2025.
3. 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, 2025 and shall be paid annually on each installment due date.

4. Said 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.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments.

Councilmember Olson said that she had heard that previous Councils had held work meetings to get to know one another better and work to fix the fracture that seems to be forming. There was discussion among the group regarding the work sessions that had been held in the past. City Manager Henne agreed to look into holding a work session and report back to Council.

Mayor Teich encouraged everyone to attend the Owosso Glow events the day after Thanksgiving, noting that this year Glow will include a fireworks display.

Councilmember Osmer announced the Raise Up Shiawassee will be holding its annual Giving Tuesday fundraiser on December 3rd.

In response to a question regarding approval of the minutes, City Attorney Gould indicated that it was his opinion that an absent member needs to vote on the minutes even if they weren't in attendance. And if they have any questions regarding the minutes they should investigate them prior to the meeting.

Mayor Teich welcomed all the new members of the Council.

CONSENT AGENDA

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

Proposed Special Assessment Project – Jerome Avenue. Authorize Resolution No. 1 for proposed Special Assessment District No. 2026-01 for Jerome Avenue from 100' west of Hickory Street to Oakwood Avenue for street resurfacing as follows:

RESOLUTION NO. 188-2024

JEROME AVENUE FROM 100 FEET WEST OF HICKORY STREET TO OAKWOOD AVENUE SPECIAL ASSESSMENT RESOLUTION NO. 1

WHEREAS, the City Council of the City of Owosso deems it necessary to acquire and construct the following described improvement:

**Jerome Avenue from 100 feet west of Hickory Street to Oakwood Avenue:
Street Resurfacing**

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The matter of making said public improvement is hereby referred to the City Manager, who shall prepare a report thereon, which shall include plans and detailed estimates of the cost thereof and a description of the special assessment district and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the public improvement and what proportion of the cost should be paid by the City at large.
2. The City Manager shall present said report to the City Council when same has been prepared.

Master Plan Implementation Goals: 3.4, 3.10

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

Name	Board/Commission	Term Expires
Susan J. Osika	Planning Commission filling unexpired term of A. Martin	06-30-2026

Traffic Control Order - Living Nativity Scene Permission. Approve request from First United Methodist Church for the closure of North Street from Water Street to Hickory Street for a Living Nativity Scene Saturday, December 7, 2024 from 4:30pm until 9:30pm and authorize Traffic Control Order No. 1524 formalizing the action.

***Contract Amendment - COSSAP Grant Subcontract.** Approve revision of the Agreement Amount and the Period of Agreement for the COSSAP Grant subcontract agreement with Shiawassee Health and Wellness as follows:

RESOLUTION NO. 189-2024

APPROVE A GRANT CONTRACT AMENDMENT BETWEEN THE CITY OF OWOSSO AND SHIAWASSEE HEALTH AND WELLNESS

WHEREAS, in May of 2021, the City of Owosso partnered with the Michigan State Police and Shiawassee Health and Wellness in applying for a COSSAP grant from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance; and

WHEREAS, in October 2022, Owosso City Council approved the acceptance of the COSSAP grant; and

WHEREAS, the grant has been extended through September 30, 2025 and amending the grant amount, requiring an amendment to the subcontract.

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

- FIRST: the amended subcontract between the City of Owosso and Shiawassee Health and Wellness is approved as presented.
- SECOND: the City will maintain satisfactory financial accounts, documents, and records and make them available to the Department for auditing at reasonable times.
- THIRD: the City will comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

Master Plan Implementation Goals: 3.1

***Contract Amendment – Full-Time School Resource Officers.** Approve amendment to the 2022 Intergovernmental Agreement with the Owosso Public Schools for the provision of full-time school resource officers, amending the salary to reflect the latest Police Union contract as follows:

RESOLUTION NO. 190-2024

APPROVING AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH THE OWOSSO PUBLIC SCHOOL DISTRICT FOR THE PROVISION OF POLICE OFFICERS TO SERVE AS SCHOOL RESOURCE OFFICERS

WHEREAS, Michigan Urban Cooperation Act of 1967, Act No. 7 of 1967, et. seq., provide that public agencies may enter into intergovernmental agreements for the provision of services, or joint or cooperative action, Section 3.1 General Powers, subsection B, of the *City Charter of the City of Owosso* authorizes the City to enter into intergovernmental agreements with various public agencies, including school districts, and Section 11a(4) of the Revised School Code, MCL 380.11a(4) authorizes general powers school districts to enter into agreements and cooperative arrangements with other entities, public or private, as part of performing its functions; and

WHEREAS, this Agreement will enhance the public safety of the City of Owosso and the Owosso Public School District through the provision of police officers to serve as School Resource Officers;

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

FIRST: the City of Owosso has theretofore determined it is advisable and necessary and in the public interest to amend the contract with Owosso Public Schools for the provision of school resource officers, increasing the wage to reflect the latest union contract.

Master Plan Implementation Goals: 3.3, 7.1

***Bid Award - 2025 Street Program.** Approve bid award to Glaeser Dawes Corporation for the 2025 Street Program in the amount of \$233,156.74, and further approve payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 191-2024

AUTHORIZING THE EXECUTION OF A CONTRACT WITH GLAESER DAWES CORPORATION FOR THE 2025 STREET PROGRAM

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to perform street improvements along S Howell St and Lynn St as set forth in the contract documents; and

WHEREAS, the city has sufficient funds to perform said improvements from its Local Street funds to facilitate undertaking of the project; and

WHEREAS, the city of Owosso sought bids for the 2025 Street Program, and a bid was received from Glaeser Dawes Corporation, and it is hereby determined that Glaeser Dawes Corporation 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 Glaeser Dawes Corporation for the 2025 Street 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, Michigan and Glaeser Dawes Corporation in the amount of \$233,156.74.
- THIRD: The accounts payable department is authorized to pay Glaeser Dawes Corporation for work satisfactorily completed on the project up to the bid Contract amount of \$233,156.74, plus a contingency amount not to exceed \$20,000.00 for field adjustments authorized by city staff, for a total of \$253,156.74.
- FOURTH: The above expenses shall be paid from Local Street Account Nos. 203-451-818.000-LYNNST2025 and 203-451-818.000-HOWELLST25 and other funds as appropriate.

Master Plan Implementation Goals: 3.4, 3.10

***Professional Services Agreement – WTP Electrical Grounding & Equipment Improvements Project Engineering Services.** Authorize a professional services agreement for the provision of engineering design, bidding services, and construction administration services for the WTP Electrical Grounding & Equipment Improvements project with Fishbeck in the amount of \$225,000.00, with bidding services and construction administration services contingent upon securing DWSRF loan funding, and further approve payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 192-2024

APPROVAL OF ADDENDUM NO. 9 TO THE AGREEMENT BETWEEN THE CITY OF OWOSSO AND FISHBECK FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR ELECTRICAL IMPROVEMENTS AT THE WATER TREATMENT PLANT

WHEREAS, the City of Owosso, Shiawassee County, Michigan, will fund from the State of Michigan's Drinking Water State Revolving Fund (DWSRF) for Electrical Grounding Improvements at the Water Treatment Plant; and

WHEREAS, key components of the electrical system are not in line with NEC requirements, and pose potential safety and reliability issues, and Fishbeck of Lansing, Michigan has provided a proposal for the necessary engineering services to replace this aged equipment; and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the engineering services as necessary for the design, bid specification development, and construction administration services to replace the aged equipment, and hereby recommends authorizing Fishbeck to provide these engineering services in the amount of \$225,000.00.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to contract with Fishbeck for engineering services to replace the aged equipment at the Water Treatment Plant.
- SECOND: the Accounts Payable department is authorized to submit payment to Fishbeck in the amount of \$225,000.00 for these services.

THIRD: Task 3 – Bidding Phase Services, and Task 4 – Construction Services are contingent upon the City securing loan funding through the State’s DWSRF program.

FOURTH: the above expenses shall be paid from the fund 591-901-972.200.

Master Plan Implementation Goals: 3.4, 3.7

***Professional Services Agreement – 2025 Supply Well Improvements Project Engineering Services.**

Authorize a professional service agreement for engineering services for the 2025 Supply Well Improvements project with Fishbeck in the amount of \$249,000.00, and further approve payment to the contractor upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 193-2024

**APPROVAL OF ADDENDUM NO. 10 TO THE AGREEMENT BETWEEN
THE CITY OF OWOSSO AND FISHBECK
FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES
FOR IMPROVEMENTS AT WELLS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, will fund from the State of Michigan’s Drinking Water State Revolving Fund (DWSRF) for drinking water wells improvements and the abandonment of one well; and

WHEREAS, key components of the wells have reached or are beyond the end of their useful lives, and Fishbeck of Lansing, Michigan has provided a proposal for the necessary engineering services to replace and/or abandon this aged equipment; and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the engineering services are necessary for the design, bid specification development, and construction administration services to replace the aged equipment, and hereby recommends authorizing Fishbeck to provide these engineering services in the amount of \$249,000.00.

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

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to contract with Fishbeck for engineering services to replace the aged equipment at the Palmer 2 well and Local Well 1 and abandon the Palmer 1 well.

SECOND: the Accounts Payable department is authorized to submit payment to Fishbeck in the amount of \$249,000.00 for these services.

THIRD: Task 3 – Bidding phase, and Task 4 – Construction phase are contingent upon the City securing loan funding through the State’s DWSRF program.

FOURTH: the above expenses shall be paid from the fund 591-901-972.200-DWRF788001.

Master Plan Implementation Goals: 3.4, 3.7

***Professional Services Agreement – 2025 Water Main Replacement Project Engineering Services.**

Authorize a professional services agreement for engineering services for the 2025 Water Main Replacement Project with Fleis & Vandenbrink in the amount of \$269,900, and further authorize payment to the engineer upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 194-2024

**AUTHORIZING CONTRACT ADDENDUM NO. 2025-01
TO THE FY2024-2025 GENERAL
ENGINEERING SERVICES CONTRACT WITH
FLEIS & VANDENBRINK
FOR ENGINEERING SERVICES
FOR THE 2025 WATER MAIN REPLACEMENT PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Fleis & Vandenbrink on May 20, 2024 for the term of July 1, 2024 to June 30, 2025 for general engineering services; and

WHEREAS, the city desires to make necessary upgrades to its water distribution system through the State of Michigan Department of Environment, Great Lakes, and Energy Drinking Water State Revolving Fund (DWSRF) for Fiscal Year 2025; and

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

WHEREAS, Fleis & Vandenbrink has submitted a proposal to perform such work and offers to complete design engineering services for said project, in an amount not to exceed \$24,400.00 and construction engineering services for said project, in an amount not to exceed \$245,500.00, for a total cost of \$269,900.00.

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 employ the firm of Fleis & Vandenbrink to provide design and construction engineering services for the 2025 DWSRF Water Main Replacement Project.
- SECOND: the mayor and city clerk are instructed and authorized to sign the necessary documents as Addendum No. 2025-01 to the Agreement for General Engineering Services between the City of Owosso, Michigan and Fleis & Vandenbrink.
- THIRD: the accounts payable department is authorized to make payment up to the amount of \$24,400.00 to Fleis & Vandenbrink upon successful completion of design engineering work.
- FOURTH: the above design engineering expenses shall be paid from Water Fund Acct No. 591-901-972.000-DWSRF78801.
- FIFTH: the accounts payable department is authorized to make payment up to the amount of \$245,500.00 to Fleis & Vandenbrink upon successful completion of construction engineering work contingent upon the city receiving a FY2025 DWSRF Loan.
- SIXTH: the above construction engineering expenses shall be paid from Water Fund Acct No. 591-901-972.000-DWSRF78801.

Master Plan Implementation Goals: 3.4, 3.7, 5.3, 5.27, 6.6

***Professional Services Agreements - Bond Counsel.** Authorize two professional services agreements with Dickinson Wright PLLC in an amount not to exceed \$35,500.00 to serve as Bond Counsel for bond

issuances associated with the 2025 Drinking Water State Revolving Fund project and the 2025 Clean Water State Revolving Fund project, and further authorize payment to the firm for services rendered in accordance with the agreements as follows:

RESOLUTION NO. 195-2024

**AUTHORIZING PROFESSIONAL SERVICES AGREEMENTS WITH
DICKINSON WRIGHT PLLC
TO SERVE AS BOND COUNSEL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to obtain bond counsel for debt issuances; and

WHEREAS, the City of Owosso is undertaking water treatment and infrastructure improvement projects; and

WHEREAS, Dickinson Wright PLLC is a full-service law firm with multiple offices in Michigan; and

WHEREAS, the employment of professional services is an exception to competitive bidding per Section 2-346(2) of the City of Owosso Code of Ordinances.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to enter into professional service agreements with Dickinson Wright PLLC to serve as bond counsel for debt issuances in 2025.
- SECOND: bond counsel services will be associated with a revenue bond issuance involving the State of Michigan drinking water revolving loan fund program.
- THIRD: the mayor and city clerk are instructed and authorized to sign documents substantially in form attached as Professional Services Agreements between the City of Owosso and Dickinson Wright PLLC estimated at \$35,500.
- FOURTH: the accounts payable department is authorized to pay Dickinson Wright PLLC for work satisfactorily completed at a cost estimated at \$35,500 under said professional services agreements.
- FIFTH: the above expense shall be paid from the Water Fund 591.901.972.000-DWRF788001.

Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6

***Professional Services Agreement - Underwriter/Placement Agent/Municipal Advisor.** Authorize professional services agreement with MFCI, LLC, in an amount not to exceed \$30,625, to serve as Underwriter/Placement Agent/Municipal Advisor for two bond issuances associated with the City's 2025 Drinking Water State Revolving Fund (DWSRF) projects and its 2025 Clean Water State Revolving Fund (CWSRF) projects, and further authorize payment to the firm for services rendered in accordance with the agreement as follows:

RESOLUTION NO. 196-2024

**AUTHORIZING PROFESSIONAL SERVICE AGREEMENT WITH
MUNICIPAL FINANCIAL CONSULTANTS TO SERVE AS
UNDERWRITER/PLACEMENT AGENT/MUNICIPAL ADVISOR**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to obtain underwriting/placement agent services/municipal advisor services for debt issuances; and

WHEREAS, the City of Owosso is undertaking water and wastewater treatment plant infrastructure improvement projects; and

WHEREAS, Municipal Financial Consultants is a Michigan independent financial services company; and

WHEREAS, the employment of professional services is an exception to competitive bidding per Section 2-346(2) of the City of Owosso Code of Ordinances.

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

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to enter into professional service agreements with Municipal Financial Consultants (MFCI) to serve as its municipal advisor.

SECOND: underwriter/placement agent/municipal advisor services will be associated with a revenue bond issuances involving the State of Michigan drinking water revolving loan fund program.

FIFTH the mayor and city clerk are instructed and authorized to sign professional services agreements between the City of Owosso and Municipal Financial Consultants estimated at \$30,625 for a revenue bond issuance.

SIXTH: the accounts payable department is authorized to pay Municipal Financial Consultants for work satisfactorily completed at a cost estimated at \$30,625 under said professional services agreements.

SEVENTH: the above expense shall be paid from the Water Fund 591.200.801.000 and Waste Water Treatment Fund 591.901.972.000-DWRF788001.

Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6

Warrant No. 649. Authorize Warrant No. 649 as follows:

Vendor	Description	Fund	Amount
Roberto Larrivey	Water Service Line Replacement – Leak Reimbursement	Water	\$16,528.30

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

***Glow Owosso Fireworks Permit Request**

Master Plan Implementation Goals: 4.2, 4.5, 4.6, 4.16, 5.9, 5.12

Motion by Mayor Pro-Tem Haber to approve the request of Owosso Main Street/DDA for permission to hold a public fireworks display operated by Wolverine Fireworks Display, Inc. during the City's annual Glow Owosso event as follows:

RESOLUTION NO. 197-2024

**AUTHORIZING A PUBLIC FIREWORKS DISPLAY PERMIT
FOR WOLVERINE FIREWORKS DISPLAY, INC**

WHEREAS, Owosso Main Street & Downtown Development Authority holds the annual Glow Owosso celebration; and

WHEREAS, as the legislative body of the City of Owosso, the City Council is required by Public Act 256 of 2011 to approve any public fireworks displays within its jurisdiction; and

WHEREAS, an application has been made by the OMS & DDA and operator Wolverine Fireworks Display, Inc. requesting a permit for a public fireworks display to be held during the November 29, 2024 Glow Owosso event; and said application has been reviewed by staff; and

WHEREAS, this is within budget from 248-705-818.750.

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 approve a public display fireworks permit for the annual Glow Owosso event, with Wolverine Fireworks Display, Inc. serving as operator.

SECOND: the Accounts Payable department is authorized to pay the operator in the amount of \$3,000.00 upon the successful conduct of the display.

THIRD: the above expense shall be paid from Account No. 248-705-818.750.

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

Traffic Control Order - Glow Owosso Fireworks

Master Plan Implementation Goals: 4.2, 4.5, 4.6, 4.16, 5.9, 5.12

Motion by Councilmember Ludington to approve the request from Owosso Main Street/DDA for the closure of the Public Safety/City Hall parking lot (Lot #8) for a fireworks display during the annual Glow Owosso event on Friday, November 29, 2024 from 12:00 p.m. until 10:00 p.m., and further approve Traffic Control Order No. 1525 formalizing the action.

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None.

Loan Write-Off – Downtown Revolving Loan Fund Loan – Capitol Bowl

Motion by Mayor Pro-Tem Haber to authorize writing off the Downtown Revolving Loan Fund Loan associated with Capitol Bowl in the amount of \$72,777.96 as follows:

RESOLUTION NO. 198-2024

APPROVING WRITE OFF OF CAPITOL BOWL LOCAL RLF LOAN BALANCE

WHEREAS, the City of Owosso, Shiawassee County, Michigan, loaned \$250,000 from the Local Revolving Loan Fund to rebuild Capitol Bowl following a fire in 2007; and

WHEREAS, the City of Owosso held a 2nd line mortgage on the aforementioned property as collateral on said 20-year loan; and

WHEREAS, TCF Bank foreclosed on the aforementioned property and settled with the City on a mortgage discharge for the City's interest in the property in order to clear title for potential buyers; and

WHEREAS, the Owosso City Council negotiated successfully for \$33,400 to discharge the mortgage.

WHEREAS, the balance of the original loan is estimated at \$72,777.96.

WHEREAS, quarterly payment requests continue to be sent by the City of Owosso to the loan payee, Trecha Enterprises.

WHEREAS, the last payment received from Trecha Enterprises was in October 2020.

WHEREAS, the likelihood of receiving payment from the loan payee is low.

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

FIRST: it declares the Capitol Bowl loan balance of \$72,777.96 as uncollectible and authorizes its write off.

SECOND: the Finance Department is authorized to make necessary accounting entries to remove the Capitol Bowl unpaid balance from the City of Owosso's financials.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

***Electronic Payment Provider Processor Agreement**

City Manager Henne indicated that the proposed processor would be able to read credit cards with chips and possibly be cheaper, both of which have been issues for past Councils.

Councilmember Olson asked if the new system will be able to take payments via a mobile app? Finance Director Brad A. Barrett indicated he would look into the possibility.

Motion by Councilmember Olson to approve termination of the e-payment services agreement with Point and Pay, LLC, authorization of a professional services agreement with BS&A Software, LLC to perform integrated payment and e-payment processing services, and further authorize payment of \$1,400.00 for chip compliant card readers as follows:

RESOLUTION NO. 199-2024

AUTHORIZING AN AGREEMENT WITH BS&A SOFTWARE LLC TO PROVIDE ELECTRONIC PAYMENT SERVICES

WHEREAS, the City Council authorized an agreement with Official Payments Corporation, on November 16, 2009 to provide electronic payment services; and

WHEREAS, the City Council authorized terminating the agreement with Official Payments Corporation and entering into an agreement with Point and Pay, LLC in November 2012; and

WHEREAS, City Administration recommends and requests the agreement with Point and Pay LLC to be terminated; and

WHEREAS, City Administration recommends and requests authorization to provide written notice of termination at least sixty (60) days prior to the expiration of the applicable agreement term; and

WHEREAS, City Administration recommends and requests an agreement with BS&A LLC for integrated payments addendum; and

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

FIRST: the Mayor and City Clerk are authorized to sign the Integrated Payments Addendum with BS&A LLC, attached hereto and made part hereof.

SECOND: City Administration is hereby authorized to send the required sixty-day notice of termination in writing to Point and Pay, LLC.

THIRD: the convenience fees for electronic payments by card and electronic check, as detailed in the Integrated Payments Addendum, are to be passed through to City customers for e-payment processing.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

COMMUNICATIONS

Tanya S. Buckelew, Planning & Building Director. October 2024 Building Department Report.
Tanya S. Buckelew, Planning & Building Director. October 2024 Code Violations Report.
Tanya S. Buckelew, Planning & Building Director. October 2024 Inspections Report.
Tanya S. Buckelew, Planning & Building Director. October 2024 Certificates Issued Report.
Kevin D. Lenkart, Public Safety Director. October 2024 Police Report.
Kevin D. Lenkart, Public Safety Director. October 2024 Fire Report.
Owosso Main Street/Downtown Development Authority. Minutes of November 6, 2024.

CITIZEN COMMENTS AND QUESTIONS

Don Fields, Elder at Calvary Baptist Church, preached that all authority is created by God and civil rulers are the servants of God. He implored Council to use their authority for good and to love one another.

Stacey Jamison, 425 N. Water Street, said that she was taught that prayer is to be sincere and not on display. She said that faith and prayer should not be imposed on anyone.

Tom Manke, 2910 W. M-21, said there is nothing wrong with defending your neighbor if they are being attacked and he believes that people are being persecuted by some members of the Council. He further asked for the censure of a particular Councilmember for their perceived attack on a community member.

Bill Moull, 1335 W. North Street, thanked the Clerk’s Office staff for all of their hard work during the election.

City Manager Henne thanked Sue Osika for agreeing to serve on the Planning Commission.

Councilmember Olson responded to Mr. Manke’s comments saying that she called for a point of order and did not intend to hinder Mr. Manke’s free speech rights. She went on to note that Christmas decorations will be going up around town starting the week of Thanksgiving. Volunteers are always welcome.

Mayor Teich made a point of clarification stating that all comments between Councilmembers and audience members need to be routed through him to maintain proper decorum.

NEXT MEETING

Monday, December 2, 2024 – Regular Meeting

BOARDS AND COMMISSIONS OPENINGS

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

ADJOURNMENT

Motion by Councilmember Osmer for adjournment at 8:36 p.m.

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

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk

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

**CITY OF OWOSSO
ORGANIZATIONAL MEETING OF THE CITY COUNCIL
MINUTES OF NOVEMBER 18, 2024
7:00 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

City Clerk Amy K. Kirkland administered the Oath of Office to Carl C. Ludington (four year term); Rachel M. Osmer (four year term); Robert J. Teich, Jr. (four year term); and Christopher D. Owens (two year term).

City Manager Nathan R. Henne called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was led by Utilities Director Ryan E. Suchanek.

PRESENT: Councilpersons Janae L. Fear, Jerome C. Haber, Carl C. Ludington, Emily S. Olson, Rachel Osmer, Christopher D. Owens, and Robert J. Teich, Jr.

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Fear to approve the agenda as presented.

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

ADOPTION OF RULES OF ORDER

City Manager Henne opened the discussion of the Rules of Order saying they look a little different this year. The major differences being the strict use of Roberts Rules of Order, changing the meeting time to 6:30 p.m., and setting a definitive agenda structure. He went on to note that he is in the process of arranging an educational session on parliamentary procedure.

Councilmember Fear indicated she prefers to keep the meeting start time at 7:30 so that she can attend her children's events. City Manager Henne noted that he suggested a 6:30 start time to be considerate to staff members, business owners, and service providers that must attend the meetings. Discussion then moved to the conduct of prayer at each meeting.

Councilmember Fear moved to amend the proposed Rules of Order, to change the prayer to a moment of silence to better accommodate citizens with different beliefs.

Motion supported by Councilmember Olson.

Roll Call Vote.

AYES: Councilmembers Fear, Olson, and Osmer.

NAYS: Councilmembers Ludington, Owens, Haber, and Teich.

Motion fails for lack of affirmative votes.

Councilmember Olson expressed a willingness to compromise on the issue, suggesting that the language on the agenda could be changed to indicate the prayer is optional and the mayor could indicate the same during the meeting.

Motion by Councilmember Olson to indicate the prayer is optional both verbally at the meeting and on the agenda.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Osmer, Fear, and Olson.

NAYS: Councilmembers Haber, Ludington, Teich, and Owens.

Motion fails for lack of affirmative votes.

Councilmember Olson asked where the offense was in stating that participating in the prayer was optional. Councilmembers Owens and Teich expressed their feeling that individuals know they do not have to participate in the prayer if they don't want to.

Motion by Councilmember Osmer to indicate on the agenda that the prayer is optional.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Fear, Olson, and Osmer.

NAYS: Councilmembers Owens, Haber, Teich, and Ludington.

Motion fails for lack of affirmative votes.

Motion by Councilmember Teich to approve the following resolution adopting the Rules of Order, setting meeting times, and other details related to the conduct of City Council meetings as proposed:

RESOLUTION NO. 200-2024

TO ADOPT UPDATED RULES OF ORDER FOR CITY COUNCIL MEETINGS

WHEREAS, the City Council of the City of Owosso seeks to conduct its meetings, as well as those of its boards, commissions, and committees, in a manner that promotes transparency, efficiency, and public accessibility; and

WHEREAS, the City Council has reviewed and updated its Rules of Order to enhance meeting structure, clarify procedural guidelines, and ensure respectful and effective interactions among Council members, staff, and the public; and

WHEREAS, the updated Rules of Order align with best practices in municipal governance, incorporating standards from Robert's Rules of Order – Newly Revised, to support consistent and orderly decision-making;

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

FIRST: the City Council of the City of Owosso hereby adopts the following Rules of Order, effective immediately, to govern all City Council meetings and the meetings of the City's boards, commissions, and committees.

RULES OF ORDER

Preamble

The City Council of the City of Owosso hereby adopts these Rules of Order to guide the conduct of its meetings as well as the meetings of the City's boards, commissions, and committees. Robert's Rules of Order – Newly Revised – shall be the governing rules for all meetings of the City Council and its boards, commissions and committees, ensuring orderly proceedings, effective decision-making, and respect for all participants and members of the public in attendance.

Chapter 1: General Provisions

- 1) Authority: Roberts Rules of Order, Newly Revised, shall govern the conduct of all City council meetings and meetings of its boards, commissions, and committees. No deviation from these rules will occur except as explicitly provided by these rules or state law.
- 2) Meetings:
 - a) Regular Meetings: The Council shall hold regular meetings on the 1st and 3rd Monday of every month at 6:30 PM in Council Chambers at Owosso City Hall (301 W Main St) unless otherwise posted according to the Michigan Open Meetings Act (Public Act 267 of 1976).
 - b) Special Meetings: Special meetings may be called subject to the Michigan Open Meetings Act.
 - c) Quorum: A majority of the Council members shall constitute a quorum to conduct business.
- 3) Presiding Officer:
 - a) The Mayor shall preside over all meetings of the City Council. In the Mayor's absence, the Mayor Pro Tem shall preside. If both are absent, the Council shall select an Acting Mayor Pro Tem from its members in attendance at the meeting.
- 4) Precedence of Motions:
 - a) Non-Debatable
 - I) To Adjourn
 - II) To Lay on the Table
 - III) To Call for the Previous Question
 - IV) To Postpone to a Certain Date
 - b) Debatable
 - I) To Postpone Indefinitely
 - II) To Recess for a Definite Time
 - III) To Refer
 - IV) To Amend
- 5) Points of Order:
 - a) The Mayor or presiding officer shall be addressed as "Mr. Mayor/Madam Mayor/Your Honor" "Mr. Chair/Madam Chair." The Mayor Pro Tempore, when acting for the Mayor, shall be addressed as "Mayor Pro Tem." Members of the Council shall be addressed as "Councilman/Councilwoman/Councilmember."
 - b) A motion may be made by saying "Mr. Mayor/Madam Mayor/Your Honor, I move that...etc."
 - c) A speaker is out of order when speaking of matters foreign to the issue

- d) Rule violations must receive immediate attention from the Chair for a ruling
 - e) It is the privilege of any member to request a roll call vote
 - f) On questions that are debatable, the minority has the right to deliberate.
- 6) Reconsideration: A request by a member of the Council to reconsider a vote on any question which may be reconsidered shall be in order as hereinafter set forth:
- a) It must be moved by one who voted with the prevailing side or by one who was absent when the vote was taken. For the purpose of this section of the Rules of Procedure, a person who is absent shall be defined as any member of the Council who was not present at the meeting at which the vote was taken.
 - b) The making of this motion is subject to time limits as follows: the motion to reconsider can be made only on the same day the vote to be reconsidered was taken or either of the next succeeding two regular meetings after the original vote was taken.
- 7) Appeal from Ruling of the Chair: An appeal from the ruling of the Chair, if supported, must be put to a vote of the Council. A majority vote of the members of the Council present in favor of the appeal shall overrule the Chair.
- 8) ROBERTS RULES OF ORDER, NEWLY REVISED, SHALL DIRECT ALL PARLIAMENTARY MATTERS IF NOT EXPLICITLY ADDRESSED IN THESE RULES OF ORDER.

Chapter 2: Agenda and Order of Business

- 1) Agenda Preparation: The agenda shall be prepared by the City Manager and City Clerk, distributed to all Council members as part of the council meeting packet prior to meetings, and made available to the public.
- 2) Order of Business: The following standard order of business shall be followed unless changed by a vote of Council.
- a) Prayer/Invocation
 - b) Pledge
 - c) Roll Call
 - d) Agenda
 - e) Minutes
 - f) Proclamations and Special Presentations
 - g) Public Hearings
 - h) Citizen Comment
 - i) Council Comment
 - j) Consent Agenda
 - k) Items of Business
 - l) Citizen Comment
 - m) Council Comment
 - n) Communications
 - l) Manager's Report (1st meeting of the month)

- II) Department Reports (2nd meeting of the month)
- III) General items staff wishes to inform city council.
- o) Next Meeting
- p) Board and Commission Openings

Chapter 3: Details on Agenda and Order of Business

- 1) Subject to permission from the Mayor, the “Opening Prayer or Invocation” shall be offered by a member of Council, any local clergy leader in attendance, or any person in attendance.
- 2) Subject to permission from the Mayor, leading the “Pledge of Allegiance” shall be offered to any person in attendance at the meeting – including Council, staff, and attendees.
- 3) The “Consent Agenda” shall include those items on the regular agenda which are considered routine and non-controversial by the City Manager and City Clerk. The following shall be included in the consent agenda unless properly subject to the rules during the approval of the agenda:
 - a) Approval of Bills
 - b) Approval of Bids
 - c) Setting dates for public hearings
 - d) Approval of annual recurring expenditures and/or contracts to the lowest bidder meeting specifications previously approved by Council in the annual budget
 - e) Additional routine items
- 4) Special Presentations and Proclamations must be pre-approved by the Mayor.

Chapter 4: Rules for Roll Call Votes

- 1) These rules are adopted pursuant to Section 5.4(j) of the Charter of the City of Owosso.
- 2) The purpose of these rules is to establish the procedure to be followed when conducting a roll call vote of City Council members.
- 3) When requested by the Mayor, or in his or her absence, the presiding officer, to conduct a roll call vote, the City Clerk shall call the names of all Council members except the Mayor in a random order followed by the name of the Mayor.
- 4) The City Clerk shall implement these rules in such a manner as to ensure that the order in which names of Council members is called shall vary from one roll call vote to the next.
- 5) The City Clerk shall use a computer randomization program or other similar method to ensure that each Council member’s name has a statistically equal probability of appearing in any given position in the order of the roll call.
- 6) If a member of the Council is absent from a meeting, the City Clerk may strike his or her name from the roll call and such striking shall not constitute a violation of the procedure for random roll call voting. If the Mayor is absent from a meeting, the name of the presiding officer shall be included in the random roll call vote.

Chapter 5: Rules for Addressing a Meeting of the City Council, Board, or Commission Meeting

- 1) These rules are adopted pursuant to Section 3(5) of P.A. 267 of 1976, commonly known as the Open Meetings Act.
- 2) The purpose of these rules is to establish procedures to be followed when persons desire to address a meeting of the City Council so as to ensure that all persons who wish to do so are afforded an adequate opportunity to exercise the right to address their city government while conducting the public business in an orderly, professional manner.
- 3) Persons wishing to address a meeting of the City Council shall do so during times set aside on the agenda for that purpose and at other times when recognized by the Mayor for the purpose of addressing the meeting.
- 4) Persons wishing to address the City Council and attending officials shall stand, raise a hand, or otherwise signal a desire to speak, and wait to be recognized by the Mayor. When so recognized, persons shall give their name and address, and address their comments to the Mayor.
- 5) Each person wishing to address the City Council at an in-person meeting shall be afforded two opportunities of up to four (4) minutes and three (3) minutes duration during the occasions provided for the citizen comment periods. One opportunity of up to three (3) minutes duration during each public hearing; provided, however, that comments made during public hearings shall be relevant to the subject for which the public hearings are held.
 - a) When citizen complaints, suggestions, or questions are presented to Council during public comment periods, other than items already on the agenda, the Mayor or presiding officer shall first determine whether the issue is legislative or administrative in nature and then:
 - I) If Legislative: A complaint, suggestion or question about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the Administration for study and recommendation.
 - II) If Administrative: A complaint, suggestion, or question regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Chair should then refer the complaint directly to the City Manager for his or her review if said complaint has not been so reviewed. The City Council may direct that the City Manager brief or report to the Council when his or her response is made.
- 6) The citizen comment periods described in paragraph 5, excluding public hearings, shall last up to thirty minutes. If time expires for the comment period and additional time appears necessary to accommodate citizens wishing to address city officials, the council may vote to extend the period for a specific length of time. Only one such extension of each comment period shall be permitted during a Council meeting.

Chapter 6: Election of the Mayor and Mayor Pro Tem

- 1) Nominations and Election: The election of the Mayor and Mayor Pro Tem shall be handled by open nomination and roll call vote. If only one candidate is nominated, Council members will cast a yes or no vote. If multiple candidates are nominated, each Council member will vote by naming their preferred candidate.

Chapter 7: City Council Seating Assignments

- 1) The Mayor shall set the seating arrangement for City Council between the 1st and 2nd regular meetings of the Council term. This excludes the seating arrangement for the Clerk, City Manager, City Attorney, and Public Safety Director.

Chapter 8: Suspension and Amendment of Rules

- 1) Suspension of Rules: Any rule may be suspended by a two-thirds vote of council members present. The motion to suspend the rules shall list the specific purpose or intent for the suspension.
- 2) Amendment of Rules: These rules may be amended by a two-thirds vote of the Council at a regular meeting, provided the proposed amendment has been submitted in writing at a prior meeting.

Chapter 9: Enforcement of Rules

- 1) Sergeant at Arms: The City's Public Safety Director or designee shall serve as the Sergeant at Arms to enforce order at Council meetings when required or requested by the Mayor.
- 2) Enforcement by the Mayor: The Mayor, as presiding officer, shall enforce these rules during Council meetings. Any person, including council members, staff, or citizens, who violates the rules of Order and Decorum may be removed from the meeting following this process:
 - a) Request, warning, loss of speaking privilege, removal from the meeting by sergeant at arms

Chapter 10: Rule of Civility

- 1) Council members, City staff, and members of the public will communicate respectfully with each other in their conversations, reports, debates, and testimony. All present will listen attentively to others when they are speaking, not interrupt others or carry on side conversations; and when given the floor will speak to the issues at hand, not engage in personal attacks or use derogatory language, and will honor the right of all to contribute to public policy deliberation.

Motion supported by Councilmember Haber.

Roll Call Vote.

AYES: Councilmembers Haber, Ludington, Owens, and Teich.

NAYS: Councilmembers Fear, Olson, and Osmer.

ELECTION OF MAYOR

City Manager Henne explained the method of voting for the election of the Mayor and Mayor Pro-Tem and opened the floor for nominations.

Councilmember Haber nominated Councilmember Teich for Mayor.

Further calls for nominations went unanswered and the floor was closed with one nominee.

Roll Call Vote.

AYES: Councilmembers Fear, Haber, Ludington, Olson, Osmer, Owens, and Teich.

NAYS: None.

City Clerk Kirkland administered the Oath of Office and City Manager Henne turned over the chair of the meeting to Mayor Teich.

ELECTION OF MAYOR PRO-TEM

Mayor Teich opened the floor for nominations for Mayor Pro-Tem.

Councilmember Olson nominated Councilmember Osmer for Mayor Pro-Tem.

Councilmember Ludington nominated Councilmember Haber for Mayor Pro-Tem.

Further calls for nominations went unanswered and the floor for nominations was closed.

Roll Call Vote.

Haber for Pro-Tem: Councilmembers Haber, Ludington, Owens, and Teich.

Osmer for Pro-Tem: Councilmembers Fear, Olson, and Osmer.

City Clerk Kirkland administered the Oath of Office to Mayor Pro-Tem Haber.

CITIZEN COMMENTS AND QUESTIONS

Robert Hooper, 708 Fletcher Street, thanked Councilmembers for the way they handled themselves during the discussions on the prayer, calmly engaging one another while trying to work out differences. He said he was thankful that we as citizens of the United States have the right to a republican government.

Tom Manke, 2910 W. M-21, congratulated the newly elected Councilmembers. He went on to say that he expects Councilmembers to serve the entire community, not just one subset, indicating that he felt attacked by certain members of the Council. Councilmember Olson called for a point of order, asking if it was permissible for people to lie to the public when making citizen comments. It was noted that the speech of citizens commenting during a meeting is protected by the First Amendment. Mr. Manke continued his comments, accusing the Fair Mavens of numerous nefarious deeds including rioting.

Geno Phillips, 17201 W. Ridge Road, Oakley, shared the testimony of God saying Councilmembers have entered a position of sacrifice and they should look to Jesus for guidance.

Karen Mead-Elford, 1330 W. King Street, congratulated all the newly elected Councilmembers. She went on to say that it was disappointing to see the prayer mandated rather than allowing the moment to be more inclusive. She asked if we were really following Jesus by mandating prayer to others.

Pastor Bill Moull, 1335 W. North Street, asked that everyone please listen to each person that speaks. As a pastor he doesn't want to force anyone to do anything, but wants people to be seen, heard and loved.

Jeff Turner, 204 Oakwood Avenue, said he didn't know what the big deal was about the prayer because most of the people present at the meeting tonight wouldn't be here in two weeks.

City Manager Henne explained the rules for abstaining from voting.

ADJOURNMENT

Motion by Councilmember Olson for adjournment at 7:46 p.m.

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

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk



MEMORANDUM

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

DATE: November 26, 2024
TO: City Council
FROM: Amy K. Kirkland, City Clerk
SUBJECT: Set Public Hearing - Special Assessment District No. 2025-104 – Hazards & Nuisances for 609 Martin Street

RECOMMENDATION:

Authorize Special Assessment Resolution No. 1 (of 2), setting a public hearing for December 16, 2024 at 6:30 p.m. in the City Hall Council Chambers to receive citizen comment regarding the proposal to establish a special assessment for the property at 609 Martin Street to recoup the costs incurred in the Court Ordered removal of the foundation and debris from the property.

BACKGROUND:

In September of 2020, the City began the code enforcement process urging the owner of the property at 609 Martin Street to renovate or remove the uninhabitable house. After multiple violation letters to the owner, the City pursued legal action. After a court order was issued in December of 2023, the owner proceeded to remove the house, but after 5 months had not proceeded with the foundation and debris removal.

The City requested bids and accepted the low bid from SP Powells Sand and Soil, and the foundation and other debris were removed in October of 2024.

The total charges incurred, including demolition fees and legal fees, came to \$11,466.33.

The process for specially assessing the costs of abating “hazards & nuisances”, such as the one noted above, consists of two resolutions, each triggering separate actions. Resolution No. 1, before you tonight, presents the proposed special assessment district, sets a public hearing to gather comment on the proposed assessment, and directs staff to place notice of the hearing in the newspaper and mail a notice directly to the affected property owner.

Resolution No. 2 will be considered at the December 16th meeting after the public hearing has been conducted. If approved, it will record the comments presented at the public hearing, approve the assessment roll (with any changes made by Council), create a lien on the property, set the time period over which payment will be accepted, set the interest rate on installments, and set the annual due date for payments.

FISCAL IMPACTS:

Staff is suggesting the assessment be spread out over a 10-year period.

RESOLUTION NO.
SPECIAL ASSESSMENT DISTRICT
NO. 2025-104
HAZARDS AND NUISANCES
609 MARTIN STREET

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 6:30 o'clock p.m., on Monday, December 16, 2024 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in *The Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

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 – HAZARDS AND NUISANCES
CITY OF OWOSSO
COUNTY OF SHIAWASSEE, MICHIGAN

TO THE OWNERS OF THE OF THE FOLLOWING DESCRIBED PROPERTY:

PARCEL NUMBER	ADDRESS	BALANCE
050-113-008-016-00	609 MARTIN ST	\$11,466.33

TAKE NOTICE that a Special Assessment Roll-Hazards and Nuisances has been prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances on the above described property.

TAKE NOTICE THAT ANY HAZARDS/NUISANCES INVOICES OR CHARGES REMAINING UNPAID AS OF THEIR DUE DATE WILL BE INCLUDED ON THIS ROLL.

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

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 6:30 p.m. on Monday, December 16, 2024 for the purpose of reviewing said Special Assessment Roll - Hazards and Nuisances and for the purpose of considering all objections to said roll submitted in writing. If you have questions regarding this notice, please contact the City Treasurer's Office at 725-0599.

**CITY OF OWOSSO
SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2025**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2025. The Board, dates, time and place of said regular meetings shall be as follows:

CITY COUNCIL					
The 1 st and 3 rd Monday of each month, except as noted – 6:30 p.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 06	MAR 03	MAY 05	JUL 07	SEP 02*	NOV 03
JAN 21*	MAR 17	MAY 19	JUL 21	SEP 15	NOV 17
FEB 03	APR 07	JUN 02	AUG 04	OCT 06	DEC 01
FEB 18*	APR 21	JUN 16	AUG 18	OCT 20	DEC 15
DOWNTOWN DEVELOPMENT AUTHORITY / OWOSSO MAIN STREET			DOWNTOWN HISTORIC DISTRICT COMMISSION		
The 1 st Wednesday of each month, except as noted – 7:30 a.m., local prevailing time			The 3 rd Wednesday of each month - 6:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Conference Room		
JAN 08*	MAY 07	SEP 03	JAN 15	MAY 21	SEP 17
FEB 05	JUN 04	OCT 01	FEB 19	JUN 18	OCT 15
MAR 05	JUL 9*	NOV 05	MAR 19	JUL 16	NOV 19
APR 02	AUG 06	DEC 03	APR 16	AUG 20	DEC 17
OWOSSO HISTORICAL COMMISSION			PARKS & RECREATION COMMISSION		
The 2 nd Monday of each month, except as noted – 6:00 p.m., local prevailing time			The 4 th Wednesday of each month, except as noted 7:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 13	MAY 12	SEP 08	JAN 22	MAY 28	SEP 24
FEB 10	JUN 09	OCT 14*	FEB 26	JUN 25	OCT 22
MAR 10	JUL 14	NOV 10	MAR 26	JUL 23	DEC 03*
APR 14	AUG 11	DEC 08	APR 23	AUG 27	
PLANNING COMMISSION			WWTP Review Board		
The 4 th Monday of each month, except as noted – 6:30 p.m., local prevailing time			The 4 th Tuesday of each month, 4:30 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso Wastewater Plant, Administration Building 1410 Chippewa Trail, Owosso		
JAN 27	MAY 27*	SEP 22	JAN 28	MAY 27	SEP 23
FEB 24	JUN 23	OCT 27	FEB 25	JUN 24	OCT 28
MAR 24	JUL 28	NOV 24	MAR 25	JUL 22	NOV 25
APR 28	AUG 25	DEC 08*	APR 22	AUG 26	
ZONING BOARD OF APPEALS			* = Rescheduled due to legal holiday on regular meeting date or other scheduling conflict		
The 3 rd Tuesday of each month, except as noted – 9:30 a.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 21	MAY 20	SEP 16			
FEB 18	JUN 17	OCT 21			
MAR 18	JUL 15	NOV 18			
APR 15	AUG 19	DEC 16			

The City of Owosso will provide necessary 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 or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 (989) 725-0500. The City of Owosso website is www.ci.owosso.mi.us.



MEMORANDUM

DATE: November 22, 2024
 TO: Mayor Teich, City Council and City Manager Henne
 FROM: Michael Dowler, Assessor
 RE: 2025 Poverty Exemption Policy, Guidelines and Thresholds

Please consider the attached resolution regarding the City’s poverty exemption policy, income levels, and asset levels for 2025. This resolution continues the practice of using a blend of income thresholds between current Federal Poverty Guidelines and the Shiawassee County Median Income, while accounting for increasing inflation.

As per the provisions of Public Act 390 of 1994 and further amended by Public Act 620 of 2002, local governing bodies are required to set income levels for their poverty exemption guidelines, and those income levels **shall not** be set lower than the federal poverty guidelines as updated annually by the U.S. Department of Health and Human Services. The act also requires an asset test to be a part of the policy and guidelines.

Thank you in advance for your cooperation in this matter and as always, if you have any questions, please feel free to contact me.

Household size	2024 Owosso Poverty Income limits	2025 Federal Guidelines	2025 Owosso suggested limits	Change from 2024	Household size	2024 Max. Assets	2025 suggested	Chg
1	\$22,360	\$15,060	\$23,930	7.0%	1	\$5,700	\$6,100	7.0%
2	\$25,560	\$20,440	\$27,370	7.1%	1 +	\$8,000	\$8,500	6.3%
3	\$28,760	\$25,820	\$30,770	7.0%				
4	\$31,920	\$31,200	\$34,170	7.0%				
5	\$35,140	\$36,580	\$36,930	5.1%	Vehicle exception from assets	2024 \$9,100	2025 \$9,700	6.6%
6	\$40,280	\$41,960	\$41,960	4.2%				
7	\$45,420	\$47,340	\$47,340	4.2%				
8	\$50,560	\$52,720	\$52,720	4.3%				
Ea add'l:	\$5,140	\$5,380	\$5,380	4.7%				

RESOLUTION NO.

CITY OF OWOSSO POVERTY EXEMPTION GUIDELINES FOR 2025

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the city council, and

WHEREAS, the homestead of persons who by reason of poverty are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994(MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, City of Owosso, Shiawassee County adopts the following guidelines for the board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the applicant and all persons residing in the household.

WHEREAS, pursuant to Public Act 191 of 2023, if a person qualifies, the board of review shall grant either a 100%, 75%, 50% or 25% reduction in taxable value for the applicable tax year, or any other percentage reduction approved by the state tax commission. However, the City of Owosso elects to give only 100% reduction to approved applicants.

To be eligible, a person shall do all the following on an annual basis:

- Be the owner and occupy the principal residence of the property for which an exemption is applied.
- Submit an application on the form provided by the State of Michigan, available through the City Assessor's office. The application constitutes an appearance before the Board of Review for the purpose of preserving the applicant's right to appeal.
- Provide proof of residency for **all** residents in the home.
- Supply a copy of federal and state income tax returns filed in the current year for **all adult residents** if available, or immediately preceding year if current is unavailable, and/or a signed affidavit stating income tax returns are not required to be filed (Treasury Form 4988).
- Supply copies of six-months-worth of income evidence for the previous year (pay stubs, benefit statement, etc.) for **all** residents 18 years old and over. Additional stubs may be requested later.
- **If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.**

NOW, THEREFORE, BE IT HEREBY RESOLVED that the board of review shall follow the above stated policy and the below stated guidelines in granting or denying an exemption.

Applicant's income shall not exceed the poverty income thresholds listed here. Income of students under the age of 18 years shall **not** be included as income.

2025 Income Standards Poverty Threshold

Total number of persons residing in homestead	Annual allowable income
1 person	\$23,930
2 persons	\$27,370
3 persons	\$30,770
4 persons	\$34,170
5 persons	\$36,930
6 persons	\$41,960
7 persons	\$47,340
8 persons	\$52,720
Each additional person, add	\$5,380

BE IT FURTHER RESOLVED, if asset levels exceed the items/amounts below, the individual/property owner shall **not be eligible for a Property Tax Poverty Exemption**.

- Assets (except the original homestead, essential household goods and the first \$9,700 of the market value of a motor vehicle), less what is owed on said vehicle, shall not exceed \$6,100 (six thousand one hundred dollars) for individual applicant and/or \$8,500 (eight thousand five hundred dollars) per household if more than one financial contributor.

Voting for:

Voting against:



MEMORANDUM

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

DATE: December 2, 2024

TO: City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Change Order No. 3 to the 2023 Street Patches Program

RECOMMENDATION:

Approval of Change Order No. 3, in the amount of \$101,620.00, to the Contract between the city of Owosso and TJ Smith Sand & Gravel, Inc. of Owosso, Michigan, for the 2023 Street Patches Program.

BACKGROUND:

On March 6, 2023, City Council approved the contract with Smith Sand & Gravel in the amount of \$130,675.00, plus \$10,000 contingency, for the 2023 Street Patches Program for two rounds of patching during the 2023 construction season.

On December 18, 2023, city administration approved Change Order No. 1 in the amount of \$6,000 utilizing contingency funds. This change order added a third round of patches to the contract and extended the completion date to June 30, 2024 and revised the total contract amount to \$136,675.00.

On September 16, 2024, City Council approved Change Order No. 2 in the amount of \$30,323.50. This change order added a fourth round of patches, extended the completion date to November 30, 2024, and revised the total contract amount to \$166,907.50.

Smith Sand & Gravel has offered to hold their 2023 prices again and complete street patching for the 2025 construction season. Change Order No. 3, an increase in the amount of \$101,620.00, adds a fifth and sixth round of patches for the 2025 construction season. If approved, the total contract amount will increase to \$268,527.50 and the completion date will be extended to November 30, 2025.

FISCAL IMPACTS:

The above additional expenses in the amount of \$101,620.00 shall be paid from Major and Local Street Account Nos. 202-463-818.000 and 203-463-818.000; Sewer Fund Account Nos. 590-549-818.000 and 590-901-973.000-SEWERREHAB; and Water Fund Account Nos. 591-552-818.000, 591-552-818.000-LSL-ID0000, and 591-552-818.000-LSLREPLACE; and other funds as appropriate.

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

MASTER PLAN IMPLEMENTATION GOALS: 3.4

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 3
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
TJ SMITH SAND & GRAVEL, INC.
FOR THE 2023 STREET PATCHES PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with TJ Smith Sand & Gravel, Inc. on March 6, 2023 for two rounds of street patches on various streets throughout the city during the 2023 construction season; and

WHEREAS, Change Order No. 1 was approved administratively on December 18, 2023 to add a third round of street patches to the program for Spring of 2024; and

WHEREAS, Change Order No. 2 was approved by city council on September 16, 2024 to add a fourth round of patches for Fall 2024; and

WHEREAS, TJ Smith Sand & Gravel, Inc. has agreed to hold their prices to make additional street repairs for the 2025 construction season and a change order is necessary to increase the contract amount.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to amend the 2023 Street Patches Program contract with TJ Smith Sand & Gravel, Inc. increasing the contract amount by \$101,620.00 for additional street repairs, bringing the contract total to \$268,527.50.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 3 to the Contract for Services between the city of Owosso and TJ Smith Sand & Gravel, Inc.
- THIRD: the accounts payable department is authorized to pay TJ Smith Sand & Gravel, Inc. for work satisfactorily completed up to the revised contract amount of \$268,527.50.
- FOURTH: the above additional expenses shall be paid from the Major and Local Street Account Nos. 202-463-181.000 and 203-463-818.000; Sewer Fund Account No. 590-549-818.000 and 590-901-973.000-SEWERREHAB; and Water Fund Account Nos. 591-552-818.000, 591-552-818.000-LSL-ID0000, and 591-552-818.000-LSLREPLACE, and other funds as appropriate.

CHANGE ORDER

No. 3

OWNER: City of Owosso
CONTRACTOR: Smith Sand & Gravel
CONTRACT NAME: City of Owosso 2023 Street Patch Program
OWNER's P.O. NO. 43879

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

Description:

Extend the contract to November 30, 2025. Add a fifth round (May 1, 2025 to June 30, 2025) and sixth round (July 1, 2025 to November 30, 2025) of patches for additional repairs needed during the 2025 construction season. Create additional items for mobilization and traffic control for the fifth and sixth round of patches.

Adjust the following quantities to the Contract:

<u>Item No.</u>	<u>Description</u>	<u>Quantity Change</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Cost</u>
3	Pavt, Rem, Modified	1000	Syd	\$25.00	\$25,000.00
4	HMA, 13A	400	Tons	\$161.55	\$64,620.00
12	Mobilization, Max \$5,000, Fifth Round	1	LSUM	\$2,500.00	\$2,500.00
13	Traffic Control, Max \$5,000, Fifth Round	1	LSUM	\$3,500.00	\$3,500.00
14	Mobilization, Max \$5,000, Sixth Round	1	LSUM	\$2,500.00	\$2,500.00
15	Traffic Control, Max \$5,000, Sixth Round	1	LSUM	\$3,500.00	\$3,500.00
Total Change:					\$101,620.00

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>130,675.00</u>
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>2</u> : \$ <u>36,232.50</u>
Contract Price prior to this Change Order: \$ <u>166,907.50</u>
Increase (Decrease) of this Change Order: \$ <u>101,620.00</u>
Contract Price incorporating this Change Order: \$ <u>268,527.50</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: <u>November 15, 2023</u> Ready for Final Payment: _____ (days or dates)
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>2</u> : Substantial Completion: <u>381 days</u> Ready for Final Payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: <u>November 30, 2024</u> Ready for Final Payment: _____ (days or dates)
Increase (Decrease) of this Change Order: Substantial Completion: <u>365 days</u> Ready for Final Payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>November 30, 2025</u> Ready for Final Payment: _____ (days or dates)

RECOMMENDED:

By: Clayton Wehner

ENGINEER (Authorized Signature)

Title: Director of Engineering

Date: 11/21/2024

APPROVED:

By: _____

OWNER (Authorized Signature)

Title: _____

Date: _____

ATTEST:

By: _____

Amy K. Kirkland

Title: City Clerk

Date: _____

ACCEPTED:

By: Shelby Smith

CONTRACTOR (Authorized Signature)

Title: President

Date: 11-21-2024



MEMORANDUM

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

DATE: December 2, 2024

TO: City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Contract Modification No. 1 to the Stewart Street Reconstruction Project

RECOMMENDATION:

Authorization to sign Contract Modification No. 1 to the Contract between the Michigan Department of Transportation (MDOT) and Crawford Contracting, Inc. of Mount Pleasant, MI, for the Stewart Street Reconstruction project to add additional contract items to the project and balance contract quantities.

BACKGROUND:

On January 16, 2024, City Council approved Cost Agreement No. 23-5504 with the Michigan Department of Transportation for the Stewart Street Reconstruction Project. MDOT is providing a \$385,000.00 grant for the street portion of the project with the city being responsible for all costs above the grant amount. Bids were received on January 5, 2024, with Crawford Contracting, Inc. submitting the lowest responsive bid of \$1,814,713.52. This was split \$1,337,479.87 for street costs and \$477,233.65 for water main costs.

Contract Modification No. 1, an increase of \$9,243.79, is necessary to add additional contract items to remove two abandoned gas mains found to be in conflict with the proposed storm sewer and to perform tree trimming along the north side of the street for water main installation. Additionally, contract quantities are balanced as part of the contract modification.

FISCAL IMPACTS:

An additional \$13,585.33 from Major Street account no. 202-451-818.000-STEWRT2024 shall be added to Purchase Order 45593. A reduction of \$4,341.54 from Water Fund account no. 591-901-972.000-DWRLF24-25 shall be removed from Purchase Order 45593. The water main costs are funded by the Drinking Water State Revolving Fund through the Michigan Department of Environment, Great Lakes, and Energy.

Attachments: (1) Resolution
(2) Contract Modification No. 1 for the Stewart Street Reconstruction Project

MASTER PLAN IMPLEMENTATION GOALS: 3.4, 3.22, 6.6

RESOLUTION NO.

**AUTHORIZING CONTRACT MODIFICATION NO. 1
TO THE CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF
TRANSPORTATION AND
CRAWFORD CONTRACTING, INC.
FOR THE STEWART STREET RECONSTRUCTION PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved Cost Share Agreement No. 23-5504 with the Michigan Department of Transportation (MDOT) on January 16, 2024 for the Stewart Street Reconstruction Project; and

WHEREAS, MDOT received bids on January 5, 2024 for the Stewart Street Reconstruction Project and Crawford Contracting, Inc. was the low responsive bidder and was awarded the contract; and

WHEREAS, changes in field conditions have warranted additional work for the project and Contract Modification No. 1 is necessary to add contract items and balance existing contract quantities.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve Contract Modification No. 1.
- SECOND: the City Engineer is instructed and authorized to sign the document substantially in the form attached as Contract Modification No. 1 in the amount of \$9,243.79, revising the total current contract amount from \$1,814,712.52 to \$1,823,957.31.
- THIRD: the Accounts Payable department is authorized to allocate an additional \$9,243.79 to purchase order number 45593.
- FOURTH: the above expenses shall be paid from Major Street Account No. 202-451-818.000-STEWRT2024 (\$13,585.33) and Water Fund Account No. 591-901-972.000-DWRLF24-25 (-\$4,341.54) with the water fund charges being funded by the Drinking Water State Revolving Fund through the Michigan Department of Environment, Great Lakes, and Energy.



Contract Modification

Contract: 76000-214375, Hot mix asphalt reconstruction, concrete curb, gutter and si

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
1		11/25/2024	Yes	\$9,243.79	\$1,814,713.52
Route		Managing Office		District	Entered By
		City of Owosso		04015	Chris Harrington
Contract Location					
Stewart Street from Shiawassee (M-52) to Washington					

Short Description

Contract Modification No. 1 to balance completed quantities and add extra items of work.

Description of Changes

- A. Original Contract Amount: \$1,814,713.52
- B. Current Contract Value (including this revision): \$1,823,957.31
- C. Net Total Change (B-A): \$9,243.79
- D. Net Percent Change: (C/A*100): (%) 0.507%
- E. MDOT LAP Full Consultant Construction Engineering
 - a. Project Engineer: Erik Morris, P.E., Eng., Inc.
 - b. Local Agency Engineer: Clayton Wehner, P.E., City of Owosso
 - c. MDOT Construction Engineer: Keith Brown, Davison TSC
 - d. MDOT TSC Manager: Brian Ulman, Davison TSC Manager
 - e. Managing Office: City of Owosso
- F. Revision Summary: This contract modification does not exceed the 5% Tier 1 - TSC threshold, therefore, approval at the Tier 1 - TSC level is requested.

The purposed of this contract modification is to balance completed items and add new items to the contract.

New items included in this modification are:

1. _Tree Trimming - CAT 003
2. _Removal of Gas Facilities_Abandoned - CAT 001
3. Pavt Mrkg, Ovly Cold Plastic, Stop Bar, 24inch - CAT 003

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ 1 inch Copper Service Lead, Type "K", Mo dified	8237001	0455	0510	214375A	0003	Original	2.000	Ft	64.00000	\$128.00
Reason: As-Constructed										
_ Abandoned Gas Main, Conflict	4027050	0165	0150	214375A	0001	Original	4.000	Ea	200.00000	\$800.00
Reason: As-Constructed										



Contract Modification

Michigan Department of Transportation

11/25/2024 8:44 AM

FieldManager 5.3c

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Abandoned Gas Main, Conflict	4027050	0165	0470	214375A	0003	Original	17.000	Ea	200.00000	\$3,400.00
Reason: As-Constructed										
_ Aggregate Base, 10 inch, Modified	3027011	0085	0070	214375A	0001	Original	-1.000	Syd	21.40000	\$-21.40
Reason: As-Constructed										
_ Aggregate Base, 8 inch, Modified	3027011	0090	0075	214375A	0001	Original	22.000	Syd	16.42000	\$361.24
Reason: As-Constructed										
_ Curb Box, Stop, 1 inch Corporation Stop and Connection, Modified	8237050	0480	0535	214375A	0003	Original	1.000	Ea	2,500.00000	\$2,500.00
Reason: As-Constructed										
_ Detectable Warning Surface, Modified	8037001	0320	0305	214375A	0001	Original	-8.000	Ft	125.00000	\$-1,000.00
Reason: As-Constructed										
_ Dr Structure Collar, Modified	4037050	0205	0190	214375A	0001	Original	2.000	Ea	750.00000	\$1,500.00
Reason: As-Constructed										
_ Existing Valve with Valve Box Removal	8237050	0490	0545	214375A	0003	Original	1.000	Ea	500.00000	\$500.00
Reason: As-Constructed										
_ Gate Valve and Box, 6 inch, Modified	8237050	0500	0555	214375A	0003	Original	-1.000	Ea	2,000.00000	\$-2,000.00
Reason: As-Constructed										
_ Geotextile, Separator, Modified	3087011	0105	0090	214375A	0001	Original	23.000	Syd	3.00000	\$69.00
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Install Meter Pit, Complete	8237050	0510	0565	214375A	0003	Original	-5.000	Ea	1,700.00000	\$-8,500.00
Reason: As-Constructed										
_ Sanitary Service, Conflict	4027050	0170	0155	214375A	0001	Original	7.000	Ea	2,500.00000	\$17,500.00
Reason: As-Constructed										
_ Sanitary Service, Conflict	4027050	0170	0475	214375A	0003	Original	-4.000	Ea	2,500.00000	\$-10,000.00
Reason: As-Constructed										
_ Sewer, SDR-26, 10 inch, Tr Det B, Modified	4027001	0120	0105	214375A	0001	Original	-1.000	Ft	103.53000	\$-103.53
Reason: As-Constructed										
_ Sewer, SDR-26, 12 inch, Tr Det B, Modified	4027001	0125	0110	214375A	0001	Original	-18.000	Ft	113.00000	\$-2,034.00
Reason: As-Constructed										
_ Sewer, SDR-26, 15 inch, Tr Det B, Modified	4027001	0130	0115	214375A	0001	Original	1.000	Ft	129.50000	\$129.50
Reason: As-Constructed										
_ Sewer, SDR-26, 18 inch, Tr Det B, Modified	4027001	0135	0120	214375A	0001	Original	4.000	Ft	146.00000	\$584.00
Reason: As-Constructed										
_ Sewer, SDR-26, 24 inch, Tr Det B, Modified	4027001	0140	0125	214375A	0001	Original	-1.000	Ft	209.00000	\$-209.00
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Sewer, SDR-26, 4 inch, Tr Det B, Modified	4027001	0150	0135	214375A	0001	Original	-20.000	Ft	95.00000	\$-1,900.00
Reason: As-Constructed										
_ Sewer, SDR-26, 6 inch, Tr Det B, Modified	4027001	0155	0140	214375A	0001	Original	-20.000	Ft	97.00000	\$-1,940.00
Reason: As-Constructed										
_ Sewer, SDR-26, 8 inch, Tr Det B, Modified	4027001	0160	0145	214375A	0001	Original	112.000	Ft	103.00000	\$11,536.00
Reason: As-Constructed										
_ Turf Establishment, Performance	8167011	0440	0500	214375A	0003	Original	-736.000	Syd	7.50000	\$-5,520.00
Reason: As-Constructed (50% posted)										
_ Water Main, C909 PVC, 6 inch, TB Detail G, Modified	8237001	0460	0515	214375A	0003	Original	-7.000	Ft	120.00000	\$-840.00
Reason: As-Constructed										
_ Water Main, C909 PVC, 8 inch, TB Detail G, Modified	8237001	0465	0520	214375A	0003	Original	-52.000	Ft	103.27000	\$-5,370.04
Reason: As-Constructed										
_ Water Main, Rem	8237001	0470	0525	214375A	0003	Original	851.000	Ft	25.00000	\$21,275.00
Reason: As-Constructed										
_ Water Meter Pit, Rem	8237050	0525	0580	214375A	0003	Original	-4.000	Ea	500.00000	\$-2,000.00
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Approach, CI II, LM	3070023	0100	0085	214375A	0001	Original	-17.000	Cyd	71.00000	\$-1,207.00
Reason: As-Constructed										
Cement	6030005	0270	0255	214375A	0001	Original	-2.000	Ton	200.00000	\$-400.00
Reason: As-Constructed										
Curb and Gutter, Conc, Det F4	8020038	0290	0275	214375A	0001	Original	27.500	Ft	20.75000	\$570.63
Reason: As-Constructed										
Curb and Gutter, Rem	2040020	0030	0020	214375A	0001	Original	-81.000	Ft	7.00000	\$-567.00
Reason: As-Constructed										
Curb Ramp Opening, Conc	8030030	0295	0280	214375A	0001	Original	-14.000	Ft	23.00000	\$-322.00
Reason: As-Constructed										
Curb Ramp, Conc, 4 inch	8032001	0310	0295	214375A	0001	Original	-294.000	Sft	5.25000	\$-1,543.50
Reason: As-Constructed										
Curb Ramp, Conc, 7 inch	8032003	0315	0300	214375A	0001	Original	-3.000	Sft	6.25000	\$-18.75
Reason: As-Constructed										
Dr Structure, Adj, Add Depth	4030280	0180	0165	214375A	0001	Original	-7.000	Ft	400.00000	\$-2,800.00
Reason: As-Constructed										
Dr Structure, Tap, 10 inch	4030310	0185	0170	214375A	0001	Original	-2.000	Ea	550.00000	\$-1,100.00
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Dr Structure, Tap, 12 inch	4030312	0190	0175	214375A	0001	Original	-2.000	Ea	600.00000	\$-1,200.00
Reason: As-Constructed										
Driveway, Nonreinf Conc, 6 inch	8010005	0275	0260	214375A	0001	Original	41.750	Syd	44.00000	\$1,837.00
Reason: As-Constructed										
Driveway, Nonreinf Conc, 7 inch	8010006	0280	0265	214375A	0001	Original	-15.000	Syd	48.00000	\$-720.00
Reason: As-Constructed										
Driveway, Nonreinf Conc, 9 inch	8010008	0285	0270	214375A	0001	Original	-15.000	Syd	53.00000	\$-795.00
Reason: As-Constructed										
Embankment, CIP	2050010	0050	0035	214375A	0001	Original	5.000	Cyd	15.00000	\$75.00
Reason: As-Constructed										
Ero Con, Inlet Protection, Fabric Drop	2080020	0075	0060	214375A	0001	Original	-2.000	Ea	125.00000	\$-250.00
Reason: As-Constructed										
Excavation, Earth	2050016	0055	0040	214375A	0001	Original	85.000	Cyd	21.00000	\$1,785.00
Reason: As-Constructed										
Flowable Fill, Non-Structural	2050148	0070	0055	214375A	0001	Original	-20.000	Cyd	350.00000	\$-7,000.00
Reason: As-Constructed										
Gate Box, Adj, Case 1	8230431	0450	0430	214375A	0001	Original	1.000	Ea	400.00000	\$400.00
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Hand Patching	5010025	0245	0230	214375A	0001	Original	1.900	Ton	220.00000	\$418.00
Reason: As-Constructed										
HMA Approach	5010061	0250	0235	214375A	0001	Original	-20.300	Ton	100.00000	\$-2,030.00
Reason: As-Constructed										
HMA Approach	5010061	0250	0480	214375A	0003	Original	-20.000	Ton	100.00000	\$-2,000.00
Reason: As-Constructed										
HMA, 3EML	5012013	0255	0240	214375A	0001	Original	-10.450	Ton	81.00000	\$-846.45
Reason: As-Constructed										
HMA, 4EML	5012025	0260	0245	214375A	0001	Original	-3.500	Ton	91.00000	\$-318.50
Reason: As-Constructed										
HMA, 5EML	5012037	0265	0250	214375A	0001	Original	86.630	Ton	99.00000	\$8,576.37
Reason: As-Constructed										
Lighted Arrow, Type C, 8120140 Furn	0400	0385		214375A	0001	Original	-2.000	Ea	100.00000	\$-200.00
Reason: As-Constructed										
Lighted Arrow, Type C, 8120141 Oper	0405	0390		214375A	0001	Original	-2.000	Ea	100.00000	\$-200.00
Reason: As-Constructed										
Non Haz Contam Matl HandlingandDisp, LM	2050031	0060	0045	214375A	0001	Original	-25.000	Cyd	100.00000	\$-2,500.00
Reason: As-Constructed										
Pavt Mrkg, Ovly Cold Plastic,6in, X-Walk	8110024	0345	0330	214375A	0001	Original	30.000	Ft	3.85000	\$115.50
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Pavt Mrkg, Poly, 12 in Cross Hatch, Yellow	8110109	0380	0365	214375A	0001	Original	-129.000	Ft	7.50000	\$-967.50
Reason: As-Constructed										
Pavt Mrkg, Polyurea, 4 inch, White	8110091	0370	0355	214375A	0001	Original	-7.000	Ft	1.55000	\$-10.85
Reason: As-Constructed										
Pavt Mrkg, Polyurea, 4 inch, Yellow	8110092	0375	0360	214375A	0001	Original	326.000	Ft	1.55000	\$505.30
Reason: As-Constructed										
Pavt Mrkg, Ovly ColdPlastic, 24in, Stop Bar	8110045	0350	0335	214375A	0001	Original	27.000	Ft	15.95000	\$430.65
Reason: As-Constructed										
Pavt, Rem	2040050	0040	0025	214375A	0001	Original	-31.000	Syd	9.00000	\$-279.00
Reason: As-Constructed										
Pavt, Rem	2040050	0040	0455	214375A	0003	Original	-47.000	Syd	9.00000	\$-423.00
Reason: As-Constructed										
Post, Steel, 3 pound	8100371	0325	0310	214375A	0001	Original	12.000	Ft	8.00000	\$96.00
Reason: As-Constructed										
Sewer Tap, 4 inch	4021200	0110	0095	214375A	0001	Original	-1.000	Ea	500.00000	\$-500.00
Reason: As-Constructed										
Sewer Tap, 6 inch	4021201	0115	0100	214375A	0001	Original	-1.000	Ea	550.00000	\$-550.00
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Sewer, Rem, Less than 24 inch	2030015	0025	0015	214375A	0001	Original	28.000	Ft	25.00000	\$700.00
Reason: As-Constructed										
Sidewalk, Conc, 4 inch	8030044	0300	0285	214375A	0001	Original	253.000	Sft	4.25000	\$1,075.25
Reason: As-Constructed										
Sidewalk, Conc, 4 inch	8030044	0300	0485	214375A	0003	Original	-350.000	Sft	4.25000	\$-1,487.50
Reason: As-Constructed										
Sidewalk, Conc, 6 inch	8030046	0305	0290	214375A	0001	Original	-526.500	Sft	5.25000	\$-2,764.13
Reason: As-Constructed										
Sidewalk, Rem	2040055	0045	0030	214375A	0001	Original	1.000	Syd	8.00000	\$8.00
Reason: As-Constructed										
Sidewalk, Rem	2040055	0045	0460	214375A	0003	Original	-50.000	Syd	8.00000	\$-400.00
Reason: As-Constructed										
Sign, Type B, Temp, Prismatic, Furn	8120350	0425	0410	214375A	0001	Original	-205.000	Sft	1.00000	\$-205.00
Reason: As-Constructed										
Sign, Type B, Temp, Prismatic, Oper	8120351	0430	0415	214375A	0001	Original	-205.000	Sft	1.00000	\$-205.00
Reason: As-Constructed										
Sign, Type III, Erect, Salv	8100402	0330	0315	214375A	0001	Original	-1.000	Ea	45.00000	\$-45.00
Reason: As-Constructed										
Sign, Type III, Rem	8100403	0335	0320	214375A	0001	Original	-9.000	Ea	45.00000	\$-405.00
Reason: As-Constructed										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Sign, Type IIIB	8100405	0340	0325	214375A	0001	Original	2.750	Sft	18.00000	\$49.50
Reason: As-Constructed										
Subbase, CIP	3010002	0080	0065	214375A	0001	Original	-17.000	Cyd	22.00000	\$-374.00
Reason: As-Constructed										
Subbase, CIP	3010002	0080	0465	214375A	0003	Original	-2.000	Cyd	22.00000	\$-44.00
Reason: As-Constructed										
Subgrade Undercutting, Type II	2050041	0065	0050	214375A	0001	Original	-300.000	Cyd	30.00000	\$-9,000.00
Reason: As-Constructed										

Total Dollar Value: \$-8,191.21

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Removal of Gas Facilities, Abandoned	2037001	0540	0595	214375A	0001	Extra	673.000	Ft	15.00000	\$10,095.00

- Reason: A. What was done? During installation of the storm sewer between Ball and Michigan, it was discovered that there was an abandoned 6" steel gas main directly in the alignment of the proposed storm sewer. Crawford contracting performed removal of the abandoned gas main in order to install the storm sewer at the appropriate depth and location.
- B. Why was it done? Crawford contracting performed removal of the abandoned gas main in order to install the storm sewer at the appropriate depth and location.
- C. Are there any offsetting items? No
- D. Is this work expected to impact contract time or open to traffic dates? No
- E. Is this a design error or due to changed conditions? Changed conditions
- F. Who else has reviewed the proposed contract revisions? The proposed work has been reviewed and approved by the City of Owosso.
- G. How was the price established? The price is based on negotiations with the Contractor and was deemed to be reasonable based on the MDOT 2024 Weighted Average Item Price Report for the same or similar item.
- H. Supporting documentation: CM001 A2



Contract Modification

Michigan Department of Transportation

11/25/2024 8:44 AM

FieldManager 5.3c

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Tree Trimming	2007051	0535	0590	214375A	0003	Extra	1.000	LS	6,440.00000	\$6,440.00

Reason: A. What was done? Crawford Contracting performed tree trimming as necessary along the north side of the site during watermain installation.

B. Why was it done? The tree trimming was performed to allow access for the construction equipment in the proposed alignment of the watermain.

C. Are there any offsetting items? No

D. Is the work expected to impact contract time or open to traffic dates? No

E. Is this a design error or due to changed conditions? Changed conditions

F. Who else has reviewed the proposed contract revisions? The proposed work has been reviewed and approved by the City of Owosso.

G. How was the price established? Price was established through negotiation with the Contractor based on the labor and equipment required to complete the work.

H. Supporting documentation: CM001 A1

Pavt Mrkg, Ovly Cold Plas,BikeThruArrSyr	8112165	0545	0600	214375A	0001	Extra	6.000	Ea	150.00000	\$900.00
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Reason: A. What was done? Bike arrow symbols were placed during placement of pavement markings as called out on plan

B. Why was it done? Arrow symbols were shown on the plans to indicate direction of travel in the bike lane.

C. Are there any offsetting items? No

D. Is this work expected to impact contract time or open to traffic dates? No

E. Is this a design error or due to changed conditions? Changed conditions

F. Who else has reviewed the proposed contract revisions? The proposed work has been reviewed and approved by the City of Owosso.

G. How was the price established? The price was established based on negotiations with the sub contractor and was deemed acceptable based upon the MDOT AUP for similar items.

H. Supporting documentation: CM001 A3

Total Dollar Value: \$17,435.00

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
214375A	Hot mix asphalt reconstruction, concrete curb, gutter and si	24A0070	MDOT Oversight	STUL	76000	
0001	Road Work Federal 81.85%/City of Owosso 18.15%					\$13,585.33
0003	Road Work City of Owosso 100%					\$-4,341.54
Total:						\$9,243.79

Total Net Change Amount: \$9,243.79



Contract Modification

Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.	
Prime Contractor: Crawford Contracting, Inc. _____ Signature Date	Recommended by Construction Engineer: Keith Brown - Davison TSC _____ Signature Date
Prepared by Project Engineer: Erik J Morris, PE - Eng., Inc. _____ Signature Date	Authorized by Managing Office Manager: Brian Ulman - Davison TSC Manager _____ Signature Date
Prepared by Consultant Project Manager: _____ Signature Date	Authorized by Region Construction Engineer: _____ Signature Date
Recommended by Local Agency: Clayton Whener, PE - City of Owosso _____ Signature Date	Authorized by Bureau of Field Services: _____ Signature Date
Authorized by Airport Sponsor: _____ Signature Date	Authorized by Airports Division: _____ Signature Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.	
___ Approved ___ Not Eligible ___ See Letter Dated _____	_____ (Signature) (Date)
FEDERAL PARTICIPATION - ACTION BY F.A.A.	
___ Approved ___ Not Eligible ___ See Letter Dated _____	_____ (Signature) (Date)



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: November 22, 2024

TO: Owosso City Council

FROM: Kevin Lenkart
Public Safety Chief

RE: Ambulance Contract Transfer Agreement

Recommendation:

Approve the Transfer Agreement for the purchase of a 2026 Type III Ford E-450 Ambulance

Background:

On November 6, 2023, Owosso City Council approved an Ambulance purchase from Kodiak Emergency Vehicles at a price of \$373,245.00. In July 2024, MacQueen Equipment, LLC., bought out Kodiak Emergency Vehicles. The purchase by MacQueen Equipment LLC., included the outstanding ambulance contract with the City of Owosso. The Transfer Agreement will allow MacQueen Equipment LLC., to sell the ambulance to the City of Owosso. There is no increase in cost to the City of Owosso, the only change is to who will sell the ambulance to the City.

Fiscal Impacts:

The purchase of a new ambulance will be expensed to GL 101.336.978.000 in the amount of \$373,245.00. This expense is not included in the current budget; however, its purchase was anticipated with such funds being included in the city's assigned fund balance. Due to the city receiving a USDA Rural Development grant in the amount of 116,500, the net fiscal impact to the city will be \$256,745.00 for this purchase. Estimated delivery day for the ambulance is August 2026.

RESOLUTION NO.

**AUTHORIZING APPROVAL OF A TRANSFER AGREEMENT
BETWEEN KODIAK EMERGENCY VEHICLES, MACQUEEN EQUIPMENT, LLC,
AND THE CITY OF OWOSSO
FOR ONE 2026 FORD E-450 AMBULANCE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Fire/EMS Department requiring the use of ambulances; and

WHEREAS, in November of 2023 the Owosso City Council approved the purchase of a 2026 Type III Ford E-450 Ambulance from Kodiak Emergency Vehicles; and

WHEREAS, MacQueen Equipment LLC, bought out Kodiak Emergency Vehicles and wishes to assume the contract with the City, necessitating a Transfer Agreement between the three parties.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve the Transfer Agreement for the purchase of one 2026 Ford E-450 Ambulance.
- SECOND: the mayor and city clerk are hereby authorized and instructed to sign the Transfer Agreement substantially in the form attached.

TRANSFER AGREEMENT

THIS TRANSFER AGREEMENT (“Agreement”) is made and effective as of the day last executed below, by and between Kodiak Emergency Equipment, Inc. DBA Kodiak Emergency Vehicles (“Transferor”), MacQueen Equipment, LLC (“Transferee”), and The City of Owosso. The transfer is being effectuated due to a buyout of Kodiak Emergency Equipment, Inc. DBA Kodiak Emergency Vehicles by MacQueen Equipment, LLC.

REGARDING: Contract for Services Between the City of Owosso and Kodiak Emergency Equipment, Inc. DBA Kodiak Emergency Vehicles 2023 Owosso Ambulance Bid Type III Ford E-450 Ambulance signed on November 6, 2023.

This Agreement is herein referred to collectively as the “Contract”.

WHEREAS, Transferor wishes to transfer the Contract to the Transferee and Transferee wishes to assume the Contract.

NOW, THEREFORE, in contemplation of the foregoing and for other good and valuable consideration, the parties agree as follows:

1. Transferee hereby agrees to uphold all obligations of Transferor under the Contract, as if Transferee itself had executed the Contract.
2. Transferor agrees that, as of the date of its execution of this Agreement, The City of Owosso has fully performed all of its obligations under the Contract.
3. The City of Owosso consents to the transfer of the Contract from Transferor to Transferee.
4. Each party has full corporate authority to enter into this Agreement and perform the obligations stated herein. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements regarding the same subject matter by and between Transferor, Transferee and The City of Owosso related to the same subject matter, including any and all proposals, negotiations, commitments, or understandings, whether oral or written, between the parties.

In WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

The City of Owosso

ATTEST:

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Amy K. Kirkland
 Title: City Clerk
 Date: _____

MacQueen Equipment, LLC

By: _____
 Name: _____
 Title: _____
 Date: _____



MEMORANDUM

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

DATE: November 25, 2024

TO: Mayor Teich and the Owosso City Council

FROM: City Manager

SUBJECT: Engineering Services – City Hall Improvements Project

Background

The City of Owosso issued an RFP seeking engineering services for improvements to City Hall. These upgrades include HVAC system replacement, electrical service upgrades, a new building management system, and emergency generator replacement.

Proposals were evaluated on cost, experience, and alignment with the project scope. Below is a summary of the proposals received:

- **Spicer Group:** \$44,000
- **OHM Advisors:** \$46,000
- **Matrix Consulting:** \$48,400
- **Ignyte Design:** \$55,040
- **Fishbeck:** \$107,000

After review, Spicer Group emerged as the most qualified firm, offering competitive pricing and extensive relevant experience.

Recommendation

I recommend that the City Council award the engineering services contract for the City Hall Improvements Project to Spicer Group.

Spicer Group provided the most comprehensive proposal, supported by their experience with municipal projects, including HVAC and electrical upgrades for similar historic and public buildings. Their scope of work ensures project delivery and includes:

- Replacement of mechanical systems with modern, energy-efficient solutions.

- Electrical panel and service upgrades for improved reliability.
- Installation of a building management system.

Additionally, Spicer Group's familiarity with the Owosso region and proven track record with local projects positions them uniquely to address this project's requirements. Their proposal reflects an understanding of the project's complexity, operational constraints, and the need to minimize disruption during construction.

Spicer Group's proposal also aligns with the city's budget, with a total cost of \$44,000, the lowest among the responding firms.

MASTER PLAN GOALS: 3.8, 4.7, 6.7,

RESOLUTION NO.

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
WITH SPICER GROUP, INC.
FOR THE CITY HALL IMPROVEMENTS PROJECT**

WHEREAS, the City of Owosso desires to make improvements to City Hall, including the replacement of the HVAC system, electrical service upgrades, a new building management system, and replacement of the emergency generator; and

WHEREAS, due to the historic nature of City Hall and the complex nature of the proposed improvements the services of an engineering firm are required; and

WHEREAS, Spicer Group, Inc. is selected as the most qualified firm to perform said work and offers to complete engineering design and bidding services in the amount of \$44,000.00.

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 employ the firm of Spicer Group, Inc. to provide professional engineering design and bidding services for the City Hall Improvements Project.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the necessary documents as an Agreement for Professional Services with Spicer Group, Inc. for the City hall Improvements Project.
- THIRD: the Accounts Payable department is authorized to make payment up to the amount of \$44,000.00 to Spicer Group, Inc. upon successful completion of work or portion thereof.

**EXHIBIT A
TO RESOLUTION NO. _____**

**AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES WITH
SPICER GROUP, INC. FOR THE CITY HALL IMPROVEMENTS PROJECT**

THIS IS AN AGREEMENT made on December 2, 2024 between the city of Owosso, hereinafter referred to as the "owner," and Spicer Group, Inc. with its principal place of business at 230 S Washington Ave, Saginaw, MI 48607, hereinafter referred to as the "engineer."

WHEREAS, the owner intends to accomplish a City Hall Improvements Project, hereinafter referred to as the "project"; and

WHEREAS, the engineer has the necessary personnel and facilities to provide the professional services described; and

WHEREAS, the engineer desires to contract with the owner for rendering professional services for the project;

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, the owner and the engineer do hereby covenant and agree as follows:

**SECTION I - DESCRIPTION OF SERVICES
STATEMENT OF UNDERSTANDING**

1.1 General

1.1.1 The engineer agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by the owner. A detailed description of services will be specifically set forth by addenda to this agreement.

1.2 Pertaining to the Engineer's Services

1.2.1 The engineer agrees to perform all services in a thorough and professional manner and to hold the owner harmless from any liens for materials and labor furnished by the engineer in connection with the engineer's work.

1.2.2 The engineer agrees to maintain insurance as specified in EXHIBIT A -- INSURANCE COVERAGES.

1.2.3 The engineer intends to render services under this agreement in accordance with generally accepted professional practices for the intended use of the project and makes no warranty either express or implied.

1.2.4 The engineer reserves the right to enter into agreements with other design professionals for portions of the work included under this agreement. Where this subagreement would represent a major portion of the design work, the engineer shall receive approval of the owner for this subagreement.

1.2.5 All documents, including drawings and specifications, furnished by the engineer pursuant to this agreement are the instruments of the engineer's services in respect to the project. The engineer grants to the owner a nonexclusive license for the owner's use of the documents on the project. They are not intended or represented to be suitable for reuse by others on extensions of the project or on any other project. Any reuse without the specific written verification or adaptation by the engineer will be at the

owner's sole risk, and without liability or legal exposure to the engineer from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom.

1.2.6 All work product shall become the product of the owner and shall not be made available to any third party by the engineer without the consent of the owner. The engineer shall provide copies of all work product in printed format and computerized format.

1.2.7 Original documents, notes and the like, except those furnished to the engineer by the owner, represent the engineer's cumulative knowledge and are, and shall remain, the property of the engineer and shall not constitute the work product of this agreement. The owner shall have access to these materials and the engineer shall provide a copy upon written request at cost for reproduction.

1.2.8 Whenever the owner elects to enter into any contract or agreement with any person or entity other than the engineer for the performance of services on the project, the engineer will not be responsible for the acts or omissions of said persons or entity at the site or otherwise performing such services. This includes those parties for whom the engineer is providing coordination. Neither the engineer's authority to act under the contract documents or under this agreement, nor any decision made by the engineer in good faith either to exercise or not exercise such authority, shall give rise to any duty or responsibility of the engineer to the above, or any of their agents, or employees, or any other person performing any services for the owner.

1.2.9 The engineer has not been retained or compensated to provide design and construction review services relating to safety precautions, or to means, methods, techniques, sequences, or procedures, all as may be required for any person or entity other than the engineer to perform their work, including but not limited to shoring, scaffolding, underpinning, temporary retainment of excavations, and any erection methods or temporary bracing methods.

1.2.10 The engineer in no way undertakes to be responsible for any personal injury or property damage occurring to any person or entity arising out of the construction or subsequent operation of this project by any person or entity unless same shall be found to be the result of a design error. In spite of this, if any claims shall be brought against the engineer of that nature, the owner agrees to defend, indemnify and hold harmless the engineer from all claims, damages and expenses including attorneys' fees arising out of such claim, which claim, damages and expenses are the result or attributable to the acts or omissions in whole or in part of any person or entity other than the engineer.

1.2.11 The engineer and the owner hereby agree that the engineer services under this contract do not include the investigation, detection, abatement, materials, or processes containing asbestos. All responsibility with asbestos detection and abatement shall remain with the owner.

The engineer and the owner also agree that the engineer's services under this contract do not include responsibility for mine subsidence, ground water contamination or legal proceedings related to loss of real estate values.

1.3 Pertaining to the Owner

1.3.1 The owner shall provide at the owner's expense (unless the engineer has specifically included them in addenda to this agreement), and in such manner that the engineer may rely upon them in the performance of services under this agreement, all criteria, design, and construction standards including full information as to the owner's requirements for the project insofar as such documents are available to the owner, or in the owner's possession. Such information may include but not be limited to:

- a. Existing technical drawings, specifications, and reports pertaining to the project scope and building.
- b. legal, accounting, financial and insurance counseling services necessary for the project, including legal review of the construction contract documents; and

c. permits and approvals from any authorities having jurisdiction over the project.

1.3.2 The owner has designated the Veridus Group to act as the owner's representative. The owner or the owner's representative shall receive and examine documents submitted by the engineer, and shall be empowered to interpret and define the owner's policies and render decisions and authorizations in writing promptly to prevent unreasonable delay in the progress of the engineer's services.

1.3.3 The owner shall guarantee full and free access for the engineer to enter upon all property required for the performance of the engineer's services under this agreement.

1.3.4 The owner shall give prompt written notice to the engineer whenever the owner observes or otherwise becomes aware of any defect in the project or other event which may substantially affect the engineer's performance of services under this agreement.

SECTION II- COMPENSATION FOR SERVICES

2.1 General

2.1.1 The owner shall compensate the engineer for services rendered under this agreement. The method of compensation for said services shall be as set forth in addenda to this agreement.

2.1.2 Payments for services are due 30 days after their invoiced date, based on actual engineering services furnished, unless another schedule of payments is agreed upon by addenda.

2.1.3 Where the owner disputes some portion of the charges contained in the engineer's bill for services, it shall make payment of that portion of the bill which is undisputed and shall notify the engineer in writing of the reason for the dispute. In no case may the owner elect to withhold payment to the engineer of the entire amount due. This would constitute a failure to make payment.

SECTION III- GENERAL PROVISIONS

3.1 General

3.1.1 This agreement is the result of final negotiations between the owner and the engineer and represents the entire and integrated agreement between the owner and the engineer for the project and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the owner and the engineer.

3.1.2 Neither party shall hold the other responsible for damages or delay in performance by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's agents. However, when these delays require additional work to be performed by the engineer, the engineer shall be entitled to additional compensation at the prevailing per diem rates or as otherwise agreed to between the owner and the engineer.

3.1.3 This agreement may be terminated by either party if the other party substantially fails to fulfill its obligations under this agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten (10) calendar days written notice of intent to terminate and an opportunity for correcting the default, and for consultation with the terminating party before termination. In addition, the owner may terminate this agreement, in whole or in part, for cause (such as for legal or financial reasons, or major changes in the work or program requirements), and the engineer is given not less than ten (10) calendar days written notice and an opportunity for consultation before termination. If the owner terminates as a result of the engineer's default, any payment due the engineer at the time of termination may be adjusted to the extent of any additional cost the owner incurs due to the engineer's default. If the engineer terminates as a result of the owner's default or the owner terminates for cause, the engineer shall be paid for services performed to the termination date, including reimbursable expenses due. Upon receipt of the terminating action, the engineer shall promptly

discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to the owner all appropriate documents prepared under the agreement, whether completed or in process.

3.1.4 Unless otherwise specified within this agreement, this agreement shall be governed by the laws the state of Michigan.

3.1.5 In the event any provisions of this agreement or any subsequent Addendum shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved December 2, 2024

For the engineer:
Spicer Group, Inc.

For the owner:
City of Owosso, Michigan

By: _____
Derrick Huff, P.E.
Principal

By: _____
Robert J Teich, Jr.
Mayor

By: _____
Witness

By: _____
Amy K. Kirkland
City Clerk

Executed: _____, 2024

Executed: _____, 2024

EXHIBIT A

INSURANCE COVERAGES

A. The engineer shall purchase from and maintain in a company or companies lawfully authorized to do business in the state of Michigan such insurance as will protect the owner, its officers, directors, employees, agents, consultants, and volunteers from claims involving the engineer's contractual obligations under this agreement including, but not limited to, the following hold-harmless agreement:

The engineer herein agrees to indemnify, defend and hold harmless the owner, its officers, directors, employees, agents, consultants and volunteers from all losses, claims, liabilities, injuries, damages and expenses, including attorneys' fees, that the owner, its officers, directors, employees, agents, consultants and volunteers may incur by reason of any injury or damage sustained to any person or property (including loss of use) arising out of or occurring in connection with the negligent performance by the engineer of engineer's duties and obligations.

B. The engineer shall obtain and maintain, at the engineer's own expense, engineer's professional liability insurance in the amount of one million dollars (\$1,000,000.00) (including a broad form contractual liability coverage with all coverage retroactive to the earlier date of this agreement or the commencement of the engineer's services in relation to the project) covering personal injury, bodily injury and property damages, said coverage to be maintained for three (3) years after the date of final payment hereunder.

C. The engineer shall maintain at the engineer's own expense comprehensive general liability insurance (including broad-form contractual liability and completed operations, explosions, collapse and underground hazards) in the amount of one million dollars (\$1,000,000.00) covering personal injury, bodily injury and property damage.

D. The engineer shall maintain at the engineer's own expense comprehensive automobile liability insurance, including hired and non-owned vehicles, if any, in the amount of one million dollars (\$1,000,000.00) covering personal injury, bodily injury and property damage.

E. The engineer shall maintain at the engineer's own expense workers' compensation insurance in the amount of the statutory maximum with an employer's liability coverage of at least five hundred thousand dollars (\$500,000.00).

F. The owner and its officers and employees shall be named as additional insured on the engineer's comprehensive general liability and automobile insurance policies.

G. All insurance required by the engineer shall be maintained at the engineer's own expense, from a company or companies lawfully authorized to do business in Michigan and rated at least A by Best's Key Rating Guide. All insurance obtained by the engineer shall incorporate a provision requiring the giving of written notice to the owner at least thirty (30) days prior to the cancellation, renewal or material modification of any such policies by return receipt of United States certified mail. All insurance required by the engineer shall also state that the coverage afforded under the policy or policies shall be primary insurance. Any insurance carried independently by the owner shall be secondary insurance which operates on only an excess or contingent basis.

H. All insurance required of the engineer shall provide that any failure to comply with reporting provisions of the policy shall not affect coverage provided to the owner, its directors, officials, employees, agents, consultants or volunteers.

I. The engineer shall submit valid certificates in form and substance satisfactory to the owner evidencing the effectiveness of the foregoing insurance policies and the required amendatory requirements to each such policy to the owner for the owner's approval before the engineer commences the rendition of any services hereunder.

J. Under no circumstances shall the owner be deemed to have waived any of the insurance requirements of this contract by any action or omission, including but not limited to:

- (1) allowing any work to commence by the engineer before receipt of certificates of insurance;
- (2) failing to review any certificates of insurance received from the engineer; or
- (3) failing to advise the engineer that any certificate of insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner.

The engineer agrees that the obligation to provide the insurance required by these documents is solely the engineer's responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the owner.

K. Nothing contained in this contract is to be construed as limiting the liability of the engineer. The owner does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate in each addendum for specific projects to protect the owner, or the engineer, but are merely minimums. The obligations of the engineer to purchase insurance shall not, in any way, limit its obligations to the owner in the event that the owner should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by the engineer's insurance.

L. In the event the engineer fails to furnish and maintain the insurance required by this contract, the owner may purchase such insurance on behalf of the engineer, and the engineer shall pay the cost thereof to the owner upon demand or shall have such cost deducted from any payments due the engineer. The engineer agrees to furnish to the owner the information needed to obtain such insurance.

**ADDENDUM 1 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES WITH
SPICER GROUP, INC.**

This addendum is attached and made part of the agreement for professional engineering services dated December 2, 2024 between the city of Owosso, Michigan (owner) and Spicer Group, Inc. (Engineer) providing for professional services.

CITY HALL IMPROVEMENTS PROJECT

PROJECT SCOPE OF WORK

1. **Replacement of (4) existing mechanical units** – The (4) existing Trane rooftop units are to be replaced with modern equivalents. Exterior ductwork is to be replaced. Interior ductwork will likely remain unchanged, however, the provided test and balance report will be reviewed for necessary ductwork/air distribution modifications. Existing gas piping and electrical are to be reused whenever possible. Whole-building fresh air calculations and simplified heating/cooling load calculations are recommended and included in our proposal. Existing duct smoke detectors shall be disconnected and reconnected to be reused as required.
2. **Removal of (2) defunct mechanical units** – An existing Lennox ducted air conditioning unit and condensing unit are no longer operational. The scope includes equipment removal and capping existing ductwork at ceiling height.
3. **Replacement of the building management system** – Replace existing DDC control system with a non-proprietary, web-based Tridium BMS or equal.
4. **Supply air duct insulation installation** – In addition to the new exterior ductwork mentioned in #1 above, this includes waterproof exterior duct insulation with UV protection.
5. **Increased IT room cool air supply** – While Spicer Group understands the intent to add some airflow to this room from one of the new rooftop units, additional considerations may be required. Existing ductwork modifications would be necessary, and typically IT rooms are best kept independent from the rest of the building's system. Without a motorized control damper, the rooftop unit would add heat to the IT room when the other spaces are calling for heat. The apparent age and performance of the existing air conditioning unit may warrant a replacement unit of a larger size. Modern computer room air conditioners offer much higher efficiencies, built-in redundancies, and operate in a wider range of outdoor conditions.
6. **Emergency generator replacement with automatic transfer switch** – The existing natural gas generator, one (1) existing 480Volt automatic transfer switch, and one (1) existing 240Volt automatic transfer switch will be replaced. Provisions for an NFPA 110-rated emergency system will be investigated. The existing natural gas service and available gas pressure at the generator will also be confirmed and coordinated. The intent is for the new generator to provide backup power to the full building's electrical system(s).
7. **Electrical panel and service upgrades** – This includes the replacement of the existing electrical service equipment and the associated feeder and branch electrical panels, as recommended. Spicer Group will evaluate combining the two (2) existing electric utility meters and services into a new single electric utility meter and service with Consumers Energy and the Owner. Modifications to other building systems may be required to provide the code-required working clearances for some of the new electrical panels. All service disconnects, and new electrical panels will include identification labels. The electrical feeder and/or branch circuit conductors and conduits are planned to remain and be reused unless the associated electrical panel(s) is/are relocated to a new mounting location.
8. **Eliminate the room underneath the existing mechanical units and generator** – Spicer Group will utilize our in-house architects and structural engineers to ensure proper support, thermal insulation, and the required weather and rodent-proofing for this building modification. We have noted there are existing electrical and natural gas services in this area that will need to be rerouted or replaced with direct-bury equivalents. This work is expected to disturb the existing privacy fence

and landscaping, which will be salvaged/reinstalled or replaced as part of this project. All exterior work would be subject to review by the Historic District Commission.

In addition to the design/engineering of the above improvements, Spicer Group would be responsible for technical specifications, bidding services and construction administration. A more detailed explanation of each of these phases is provided below.

Design – The assessment/engineering phase includes review of existing equipment, systems and conditions. Engineered recommendations will be made, including specific mechanical equipment, temperature controls system, generator and electrical panel & service. Drawings will be completed in AutoCAD and provided in PDF format. 6-Digit technical specifications will accompany the drawing set.

Bidding – This includes front-end bidding documents, distribution on Quest (or similar bidding websites), RFI management, pre-bid walk through with contractors, bid opening (either in person or virtual), and contract drafting/awarding.

Construction Administration – This phase of the project includes an on-site construction kickoff meeting, RFI management, monthly virtual progress meetings, monthly pay application reviews, and on-site final punch list inspection/report.

Veridus Group will be engaged as Owner’s Representative and will require close coordination throughout the design, bidding and construction phases. The published construction budget is \$612,000 excluding professional services (design & owner’s representation).

Services Not Included – Spicer does not include the following in our proposed lump sum fee: survey, civil engineering, construction management, and AMEP design work outside the above project scope. Spicer does not anticipate a need for HVAC distribution test and balance, electrical feeders/branch circuit replacement and therefore generating a floor plan for the building in AutoCAD is not currently included. Modifications to ductwork beyond capping furnace mains are not included. We have attached our rate sheet for potential scope changes, as requested.

SCHEDULE

12/02/2024 – Design Start Date
02/21/2025 – Final Review
03/03/2025 – Issued for Bids
04/01/2025 – Contract(s) Awarded
08/29/2025 – Completion of Scope Items #1-5 & 8
10/01/2025 – Completion of Scope Item #7
05/01/2026 – Completion of Scope Item #6

COMPENSATION

Design Engineering which totals \$44,000:

- Engineering/Documentation Phase - \$34,500
- Bidding Phase - \$2,300
- Construction Admin - \$7,200
- **TOTAL** - **\$44,000**

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 day and date first above written.

Approved December 2, 2024

For the engineer:
Spicer Group, Inc.

For the owner:
City of Owosso, Michigan

By: _____
Derrick Huff, P.E.
Principal

By: _____
Robert J Teich, Jr.
Mayor

By: _____
Witness

By: _____
Amy K. Kirkland
City Clerk

Executed: _____, 2024

Executed: _____, 2024



MEMORANDUM

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

DATE: December 2, 2024

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: WWTP – Service Agreement for Air Compressors

RECOMMENDATION:

Authorization to enter into a two (2) year customer service agreement with OTC Industrial Technologies of Livonia, Michigan for our two (2) Atlas-Copco air compressors at the Wastewater Treatment Plant (WWTP).

BACKGROUND:

As part of the Wastewater Treatment Plant (WWTP) Solids Handling Project, two (2) new Atlas-Copco air compressors were purchased and installed in 2023. These provide compressed air throughout the plant buildings for operation and maintenance needs.

OTC Industrial Technologies (Livonia, MI) supplied the compressors and offers a two (2) year customer service agreement which includes all required preventive maintenance, and an extension of the original warranty. The first preventive maintenance items are due in the coming weeks, and the original one (1) year warranty will be expiring in December. Due to the technical nature of the controls, monitoring functions and compressor operation itself, staff believes it is in our best interest to have authorized professionals performing the preventive maintenance until WWTP staff becomes more familiar with these items. The OTC staff will also review the usage history and assist with machine optimization for energy savings.

Attached is a statement from Atlas-Copco which notes OTC as the only authorized Atlas-Copco supplier able to provide the extended warranty coverage for our units. Also attached is the customer service agreement with pricing quoted at \$9,786.00 per year for the two (2) years.

OTC Industrial Technologies is a sole source provider for parts and service for our Atlas-Copco air compressors. Request waiver of purchasing policy formal bid requirements in order to initiate immediate contract upon approval and authorization.

FISCAL IMPACTS:

\$19,572.00 total expense for both the 2024-25 and 2025-26 fiscal years. Funded from the Operations & Maintenance Budget account 599-548-743.200.

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

Attachments:

- (1) OTC – CSA
- (2) OTC-Atlas Copco Sole Source Letter
- (2) Resolution

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A
CUSTOMER SERVICE AGREEMENT
WITH OTC INDUSTRIAL TECHNOLOGIES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires two air compressors for operation and maintenance needs at the Wastewater Treatment Plant; and

WHEREAS, the City of Owosso has determined that OTC Industrial Technologies of Livonia, Michigan is the only firm qualified to provide the parts and service for the Atlas Copco air compressors at the Wastewater Treatment Plant; and

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

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 contract with OTC Industrial Technologies for the preventative maintenance and repair of the WWTP's two (2) Atlas Copco air compressors, at the price of \$9,786.00 per year (\$19,572 total) for two (2) years total.
- SECOND: the mayor and city clerk are hereby authorized and instructed to sign said contract substantially in the form attached as Customer Service Agreement dated November 14, 2024.
- THIRD: the accounts payable department is authorized to submit payment to OTC Industrial Technologies of Livonia, Michigan, in the total amount of \$19,572.00, for both FY2024-2025 and FY2025-2026.
- FOURTH: the above expenses shall be paid from the WWTP fund, and chargeable to account 599-548-743.200.



734-762-9247
 11771 Belden Court
 Livonia, MI 48150

CUSTOMER SERVICE AGREEMENT

Date: November 14, 2024

Customer Name: <u>Owosso WWTP</u>	Product Description: <u>CSA 5 Star-2</u>
Customer #: _____	Purch. Contact: _____
Billing Address: <u>1410 Chipewwa St</u>	Phone: _____ Fax: _____
City: <u>Owosso</u> State: <u>Mi</u> Zip: <u>48867</u>	Email: _____
Jobsite Name: <u>Owosso WWTP</u>	Maint. Contact: _____
Jobsite Address: <u>1410 Chipewwa St</u>	Phone: _____ Fax: _____
City: <u>Owosso</u> State: <u>Mi</u> Zip: <u>48867</u>	Email: _____

COVERED EQUIPMENT

Make	Model	Serial Number	Appendix	Running Hours	Agreement Type
Atlas Copco	GA30+	API059852	OIS	4000	5 Star
Atlas Copco	GA30+	API059629	OIS	4000	5 Star

1. The annual price to perform the service outlined in this Agreement and attached Appendix(es) is: \$9,786.00 Per Year for 2 Years
 Please select one of the following payment options:
 Annual at \$9,786.00 Semi-Annual at \$4,893.00 Quarterly at \$2,446.50

2. This agreement shall be invoiced on the following dates: _____
Net 30 Days

3. The length of this Agreement shall be from: December 1, 2024 to November 30, 2026

4. Comments, special instructions, etc. This agreement is for 2 years. Please refer to the attached appendix for services performed.
The agreement is based on running hours stated above. If unit(s) run more than stated hours, additional services may be required and will be quoted separately. Customer may be charged a pro rated amount if agreement is canceled before expiration date.
Taxes are billed in addition to CSA billings. Billing and service months may not coincide.
Quote is valid for 15 days.

5. Agreed to by:

Customer Signature Date

AIR TECHNOLOGIES® Date

Purchase Order Number Date

ATTEST:

By: _____
Amy K. Kirkland
 Title: City Clerk
 Date: _____

CUSTOMER SERVICE AGREEMENT GENERAL TERMS AND CONDITIONS

- 1) Prices stated above and service detailed on the attached Appendix (Appendices) are for normal business hours Monday-Friday 7:30 a.m. - 4:30 p.m. Extra charges will apply for service outside of normal business hours unless otherwise stated.
- 2) Services requested beyond those specified in this Agreement will be charged trip charges and labor rates as follows:

Monday-Friday 7:30 a.m. - 4:30 p.m.	Regular Hourly Rate
Monday-Friday 4:30 p.m. - midnight; Saturdays 7:30 a.m.-midnight	Time and One-Half Rate
Monday-Saturday after midnight; all day Sunday and holidays	Double Time Rate, Holidays are Triple time

Trip charges will also apply to services not specified in this Agreement.
- 3) When additional parts, labor, travel time or any other charge beyond those included in this Agreement are required or requested, Buyer must provide written approval either by a purchase order or by signing an acknowledgment.
- 4) OTC Industrial Technologies® warrants the work performed hereunder for a period of 30 days after the date of completion of the work. Defects in material and workmanship shall be limited to the repair or replacement of those new parts previously installed or labor previously performed and demonstrated to be defective. Such remedies shall constitute Buyer's sole remedy, and Buyer hereby agrees that no other remedy shall be available to Buyer. Work that is not in conformance to manufacturer's recommended standards may be performed upon request of and according to Buyer's instructions, but such work will carry absolutely no warranty whatsoever.
- 5) OTC Industrial Technologies® and Buyer agree to indemnify and hold harmless the other party, and all of their affiliates, officers, directors, employees, agents, and representatives from and against any and all claims, actions, causes of action, demands, or liabilities of whatsoever kind and nature, including judgments, interest, reasonable attorney fees, and all other costs, fees, expenses, and charges (collectively "Claims") to the extent that such Claims arise from the possession, use, operation, handling or transportation of the Covered Equipment by the indemnifying party or from any breach of the Agreement by the indemnifying party.
- 6) In no event shall either party be liable for any special, indirect, incidental, consequential or punitive losses or damages, including but not limited to losses or damages arising out of claims for loss of use, business, goodwill, or profits, and claims arising out of third party actions.
- 7) Buyer agrees to grant OTC Industrial Technologies® free access to the Covered Equipment. Parts kits and hardware/software placed on Buyer's site to perform this Agreement are the property of OCT Industrial Technologies®. Because the normal operation of the Covered Equipment is a function of the Buyer OTC Industrial Technologies® cannot be responsible for either the failure of the Covered Equipment nor for any obsolescence.



734-762-9247

734-762-9247
11771 Belden Court
Livonia, MI 48150

Unit(s) Covered Under 5-Star Features & Benefits		
Make	Model	Serial Number
Atlas Copco	GA30+	API059852
Atlas Copco	GA30+	API059629

5-Star Customer Service Agreement Features & Benefits

**** On Operating Efficiency Alone.....

* Lower pressure drop saves power

Dirty air filter reduces air flow 5 to 10% (\$2,700 to \$5,500)

Dirty broken down oil robs 1 to 3% in power

Dirty air/oil separator increases power consumption up to 6% (\$3,300)

Dirty air system filter increase power costs 5 to 10% (\$2,700 to \$5,500)

Power savings basis \$0.07 per KW/HR continuous duty for a 100 HP unit

Feature	Benefit
Equipment is monitored 24 hours per day, 7 days a week (24 / 7 / 365) (Optional)	** Remote troubleshooting & diagnostic capabilities by factory trained technicians ** Use of past & present data to accurately determine service needs ** Automatic notification of AIR TECHNOLOGIES® and/or plant personnel of compressor warnings or shutdowns
"Bumper-to-Bumper" warranty protection (Option for New Equipment only)	** Takes the worry out of expensive unplanned repairs. Every component covered. (5-years on new equipment, see NOTE below)
Stocked service vehicles with most commonly used parts	** Genuine replacement parts on hand when needed ** Significantly reduce potential machine downtime
Preventive maintenance performed when required	** Extends equipment life & performance ** Helps control and/or reduce future unexpected repair costs
Safety devices are checked & adjusted annually	** Better compressor protection and safety
Includes rebuild of all control valves; oil stop, vent, minimum pressure, unloader & discharge check when needed (normal repair kits). Replace drive coupling element (16,000 hrs), thermostatic valve (8,000 hrs), & flexmaster gaskets (8,000 hrs)	** Includes normal repair kit parts, labor & travel ** Reduce potential for emergency service calls ** Reduce unexpected maintenance costs ** Highest possible reliability
Genuine OEM Parts on Atlas Copco	** Highest quality components ** Factory Support & Warranty
Manufacturers recommended product upgrades	** Upgrade compressor to latest technology (some upgrades may require additional charges to be quoted)
Factory trained technicians	** Knowledge of proper operating parameters ** Maintenance / repairs performed to factory specifications ** Factory support throughout life of equipment
Waste oil / filter removal	** No EPA issues
Vibration & oil analysis	** Early deduction of bearing and/or oil breakdown
Complete air system check	** Operate at maximum efficiency at lowest overall cost
Customized Billing Schedule	** Even out maintenance budgets

NOTE: The 5-Year "Bumper-to-Bumper" warranty does not cover incidental or consequential damages or



Oil Flooded PM Service Schedule

Compressor Model GA30+
 Compressor Model GA30+

S/N API059852
 S/N API059629

	Dec '24		June '25		Dec'25		June '26		
	PARTS	LABOR	PARTS	LABOR	PARTS	LABOR	PARTS	LABOR	
SAFETY ITEM CHECKS									
SAFETY VALVES			X		X		X		X
MOTOR OVERLOAD			X		X		X		X
HIGH TEMPERATURE SWITCH			X		X		X		X
CONTROL ITEM CHECKS									
OIL STOP VALVE OPERATION			X		X		X		X
MINIMUM PRESSURE VALVE OPERATION			X		X		X		X
DISCHARGE CHECK VALVE OPERATION			X		X		X		X
INLET/UNLOADER VALVE OPERATION			X		X		X		X
REGULATOR/VENT VALVE OPERATION			X		X		X		X
ADJUST LOAD/UNLOAD POINT			X		X		X		X
BASIC SYSTEM CHECKS									
HOSE CONDITION			X		X		X		X
INSPECT OVERALL COMPRESSOR INSTALLATION			X		X		X		X
INSPECT COOLERS/BLOW OFF DIRT			X		X		X		X
OIL LEVEL/TOP OFF			X		X		X		X
AIR LEAKS			X		X		X		X
OIL LEAKS			X		X		X		X
ABNORMAL NOISES/VIBRATIONS			X		X		X		X
MOISTURE TRAP OPERATION			X		X		X		X
INSPECT/ADJUST DRIVE SYSTEM			X		X		X		X
ELECTRICAL SYSTEM CHECKS									
RECORD VOLTAGE & LOADED/UNLOADED AMPS			X		X		X		X
INSPECT MOTOR/CLEAN AIR PASSAGES			X		X		X		X
TIGHTEN ELECTRICAL CONNECTIONS			X		X		X		X
MAINTENANCE REPAIRS (when required)									
CHANGE OIL FILTER						X	X		
CHANGE AIR FILTER			X	X		X	X		
CHANGE OIL						X	X		
CLEAN OIL SCAVENGE LINE				X	X		X		X
REBUILD MOISTURE TRAP			X	X		X	X		
DRAIN FLOAT			X	X		X	X		
UNLOADER KIT						X	X		
MPV KIT						X	X		
THERMOSTAT KIT						X	X		
INSPECT INLINE FILTER				X	X		X		X
CHANGE INLINE FILTER			X	X		X	X		
CHANGE SEPARATOR						X	X		
LOG OPERATING PRESSURES/TEMPERATURES									
UNLOAD/LOAD PRESSURE			X		X		X		X
AMBIENT TEMPERATURE			X		X		X		X
DISCHARGE TEMPERATURE			X		X		X		X
SEPARATOR DIFFERENTIAL PRESSURE			X		X		X		X
OTHER MOUNTED GAUGES			X		X		X		X
LOG RUNNING/LOADED HOURS			X		X		X		X
PREVENTIVE ANALYSIS									
TAKE OIL SAMPLE			X	X	X	X	X	X	X
BEARING VIBRATION ANALYSIS (SPM)									
PREPARE REPORT RECOMMENDATIONS				X	X		X		X
THERMAL SCAN			X	X		X	X		
COMPRESSOR SYSTEM INSPECTION									
CHECK AIR DRYER OPERATION			X		X		X		X
CHECK IN LINE FILTER CONDITION									
WARRANTY									
STANDARD FACTORY WARRANTY			X	X	X	X	X	X	X

11/22/2024

To: Tim Guysky
timothy.guysky@ci.owosso.mi.us
City of Owosso, MI

This letter is to verify that OTC/Air Technologies is the authorized Atlas Copco Compressors LLC distributor and Service for the State of Michigan including all Metropolitan areas. This also includes the surrounding areas. OTC/Air Technologies is the only Atlas Copco Compressors LLC distributor that has a contract to sell the Oil Injected and Oil Free size equipment, its parts and service in these Metropolitan areas and the corresponding surrounding territory.

This includes all Rotary compressors up to the 400 hp VSD driven machinery, oil free rotary lobe, oil free scroll and reciprocating compressors.

If you have any concerns, please feel free to contact me anytime.

Kind regards,

A handwritten signature in black ink, appearing to read 'Jon Myers', with a large, stylized loop on the left side.

Jon Myers
Regional Service Sales Manager
Atlas Copco Compressors LLC

Atlas Copco Compressors LLC

Address: 300 Technology Center Drive,
Suite 550
Rock Hill, SC 29730, USA

Telephone: +1 866-546-3588
email: info@atlascopcousa.com
Website: atlascopco.com



MEMORANDUM

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

DATE: December 2, 2024
TO: City Council
FROM: Clayton Wehner, Director of Engineering
SUBJECT: 2025 Sewer Televising Project Bid Award

RECOMMENDATION:

Award of sewer televising services to MEC Underground Solutions LLC of Fairgrove, Michigan, for the 2025 Sewer Televising Project in the amount of \$31,925.00.

BACKGROUND:

Bids were received on November 19, 2024 for the 2025 Sewer Televising Project. This work is necessary to clean and inspect segments of sanitary and storm sewers on portions of Ament St, Bennett Field Dr, Oliver St, Hickory St, Park St, King St, and Dewey St. Additionally, the sanitary sewer interceptor from the Robbins and Main intersection to Hathaway Dr is targeted for cleaning and televising. Maps are attached. Five (5) bids were received. The bid tab is attached for reference.

FISCAL IMPACTS:

Funds for this work are to be charged to Major and Local Street Maintenance Funds, Account Nos. 202-463-818.000 and 203-463-818.000 in the amount of \$11,390.00 each, and Sewer Account No. 590-549-818.000 in the amount of \$9,145.00, plus contingency for additional televising services required in the amount of \$10,000.00 for a total of \$41,925.00.

Attachments: (1) Resolution
(2) Project Maps
(3) Bid Tab

MASTER PLAN IMPLEMENTATION GOALS: 3.4

RESOLUTION NO.

**AUTHORIZING THE AWARD OF THE
2025 SEWER TELEVISIONING PROJECT CONTRACT
TO MEC UNDERGROUND SOLUTIONS LLC OF FAIRGROVE, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is advisable, necessary, and in the public interest to televise segments of sanitary and storm sewer on various streets in the City; and

WHEREAS, the City of Owosso sought bids for the televising of these segments of sanitary and storm sewer as part of the 2025 Sewer Televising Project, and the low responsive and responsible bid was received from MEC Underground Solutions LLC in the amount of \$31,925.00; and

WHEREAS, MEC Underground Solutions 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: it has heretofore determined that it is advisable, necessary and in the public interest to employ MEC Underground Solutions LLC to televise segments of sanitary and storm sewer as part of the 2025 Sewer Televising Project.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the necessary documents to execute the services contract with MEC Underground Solutions LLC in the amount of \$31,925.00.
- THIRD: the Accounts Payable department is authorized to pay MEC Underground Solutions LLC for work satisfactorily completed on the project up to the initial contact amount of \$31,925.00, plus contingency in the amount of \$10,000.00 for a total of \$41,925.00.
- FOURTH: the above expenses shall be paid from the Major and Local Street Maintenance Funds accounts 202-463-818.000 and 203-463-818.000 in the amount of \$11,390.00 each, Sewer Account No. 590-549-818.000 in the amount of \$9,145.00, and other funds as appropriate.

EXHIBIT A

**Contract for Services Between
The City of Owosso
and
MEC Underground Solutions LLC
2025 Sewer Televising Project**

November 2024

CONTRACT

THIS AGREEMENT is made on November ____, 2024 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and MEC UNDERGROUND SOLUTIONS LLC ("contractor"), a Michigan company, whose address is 2930 N. Thomas Road, Fairgrove, Michigan 48733.

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 "**2025 Sewer Televising Project**", 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 thirty-one thousand nine hundred twenty-five dollars (\$31,925.00). 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: _____

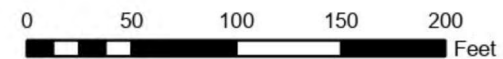
City of Owosso

Storm Sewer Mains for Televising

Ament St.
from S. Lyon St. to S. Cedar St.
(Map 1 of 3)



- Storm Sewer Mains to Televis
- ⊗ Subject Stormwater Manhole
- Subject Catchbasin
- Other Storm Sewer Mains
- ⊗ Other Stormwater Manholes
- Catchbasins
- City Parcels



7 October, 2024

City of Owosso

Storm Sewer Mains for Televising

Ament St.
from S. Cedar St. to Walnut St.
(Map 2 of 3)



- Storm Sewer Mains to Televis
- ⊗ Subject Stormwater Manhole
- Subject Catchbasin
- Other Storm Sewer Mains
- ⊗ Other Stormwater Manholes
- Catchbasins
- City Parcels

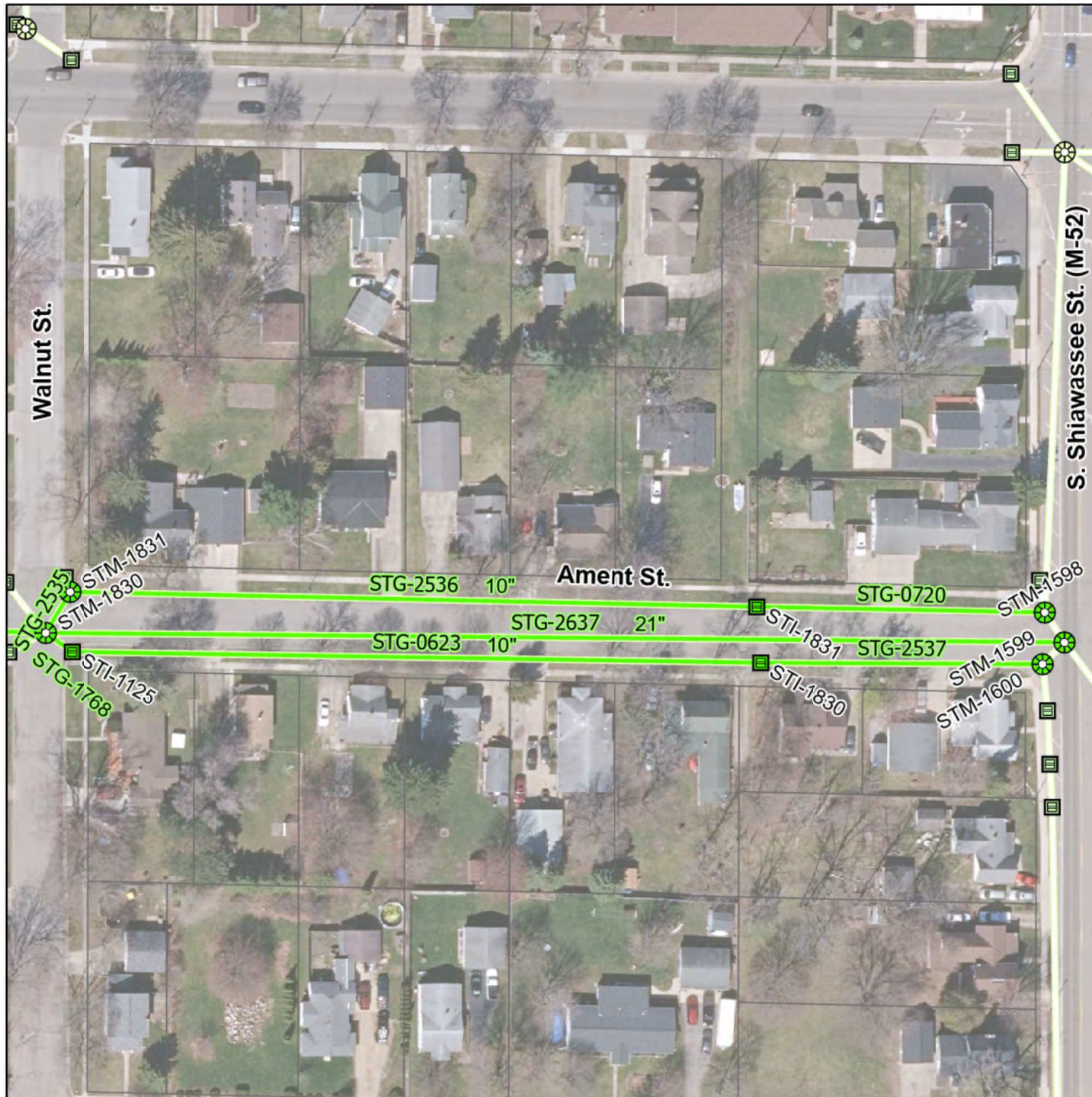


7 October, 2024

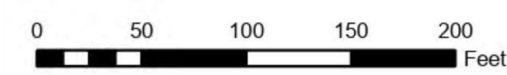
City of Owosso

Storm Sewer Mains for Televising

Ament St.
from Walnut St.
to S. Shiawassee St.
(Map 3 of 3)



- Storm Sewer Mains to Televise
- Subject Stormwater Manhole
- Subject Catchbasin
- Other Storm Sewer Mains
- Other Stormwater Manholes
- Catchbasins
- City Parcels



City of Owosso

Storm Sewer Mains for Televising

Bennett Field Dr. at Hoyt St.



- Storm Sewer Main to Televis
- Subject Catchbasin
- Subject Stormwater Outlet
- Other Storm Sewer Mains
- Other Stormwater Manholes
- Other Stormwater Outlet
- Catchbasins
- City Parcels

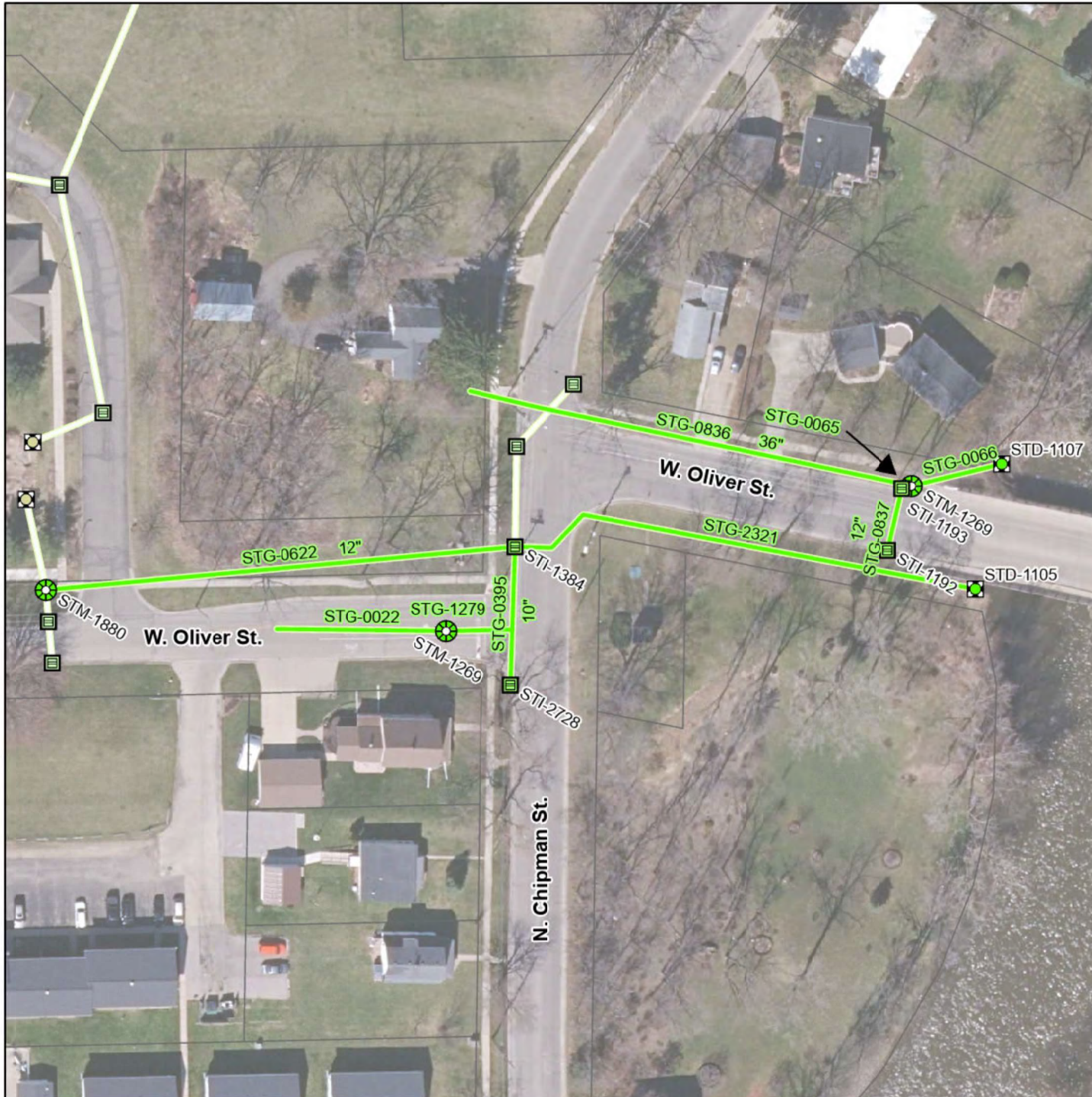


4 October, 2024

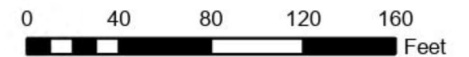
City of Owosso

Storm Sewer Mains for Televising

N. Chipman St.
at
W. Oliver St.



- Other Storm Sewer Mains
- Other Stormwater Manholes
- Other Stormwater Outlet
- Catchbasins
- City Parcels
- Subject Stormwater Manholes
- Storm Sewer Mains to Televis
- Subject Catchbasins
- Subject Stormwater Outlet









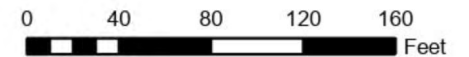
City of Owosso

Storm Sewer Mains for Televising

N. Hickory St.
between E. King St. & Osburn St.



-  Storm Sewer Main to Televis
-  Subject Stormwater Manhole
-  Other Storm Sewer Mains
-  Other Stormwater Manholes
-  Catchbasins
-  City Parcels









4 October, 2024

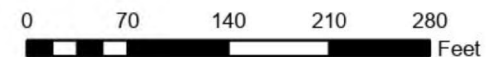
City of Owosso

Storm Sewer Mains for Televising

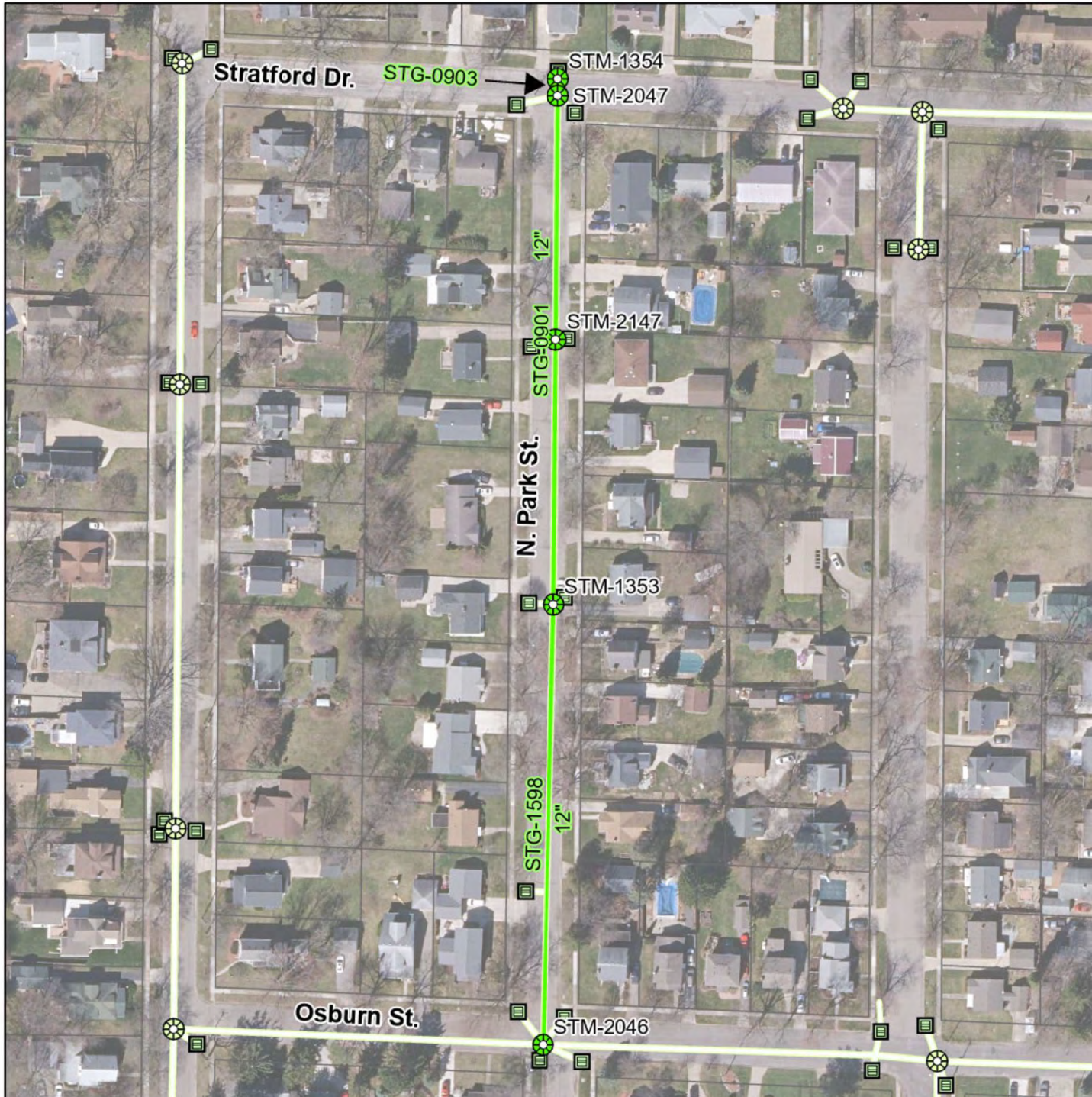
N. Park St.
between
Osburn St. & Stratford Dr.



-  Storm Sewer Main to Televis
-  Subject Stormwater Manhole
-  Other Storm Sewer Mains
-  Other Stormwater Manholes
-  Catchbasins
-  City Parcels



4 October, 2024



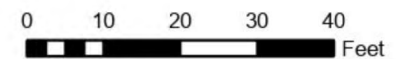
City of Owosso

Storm Sewer Mains for Televising

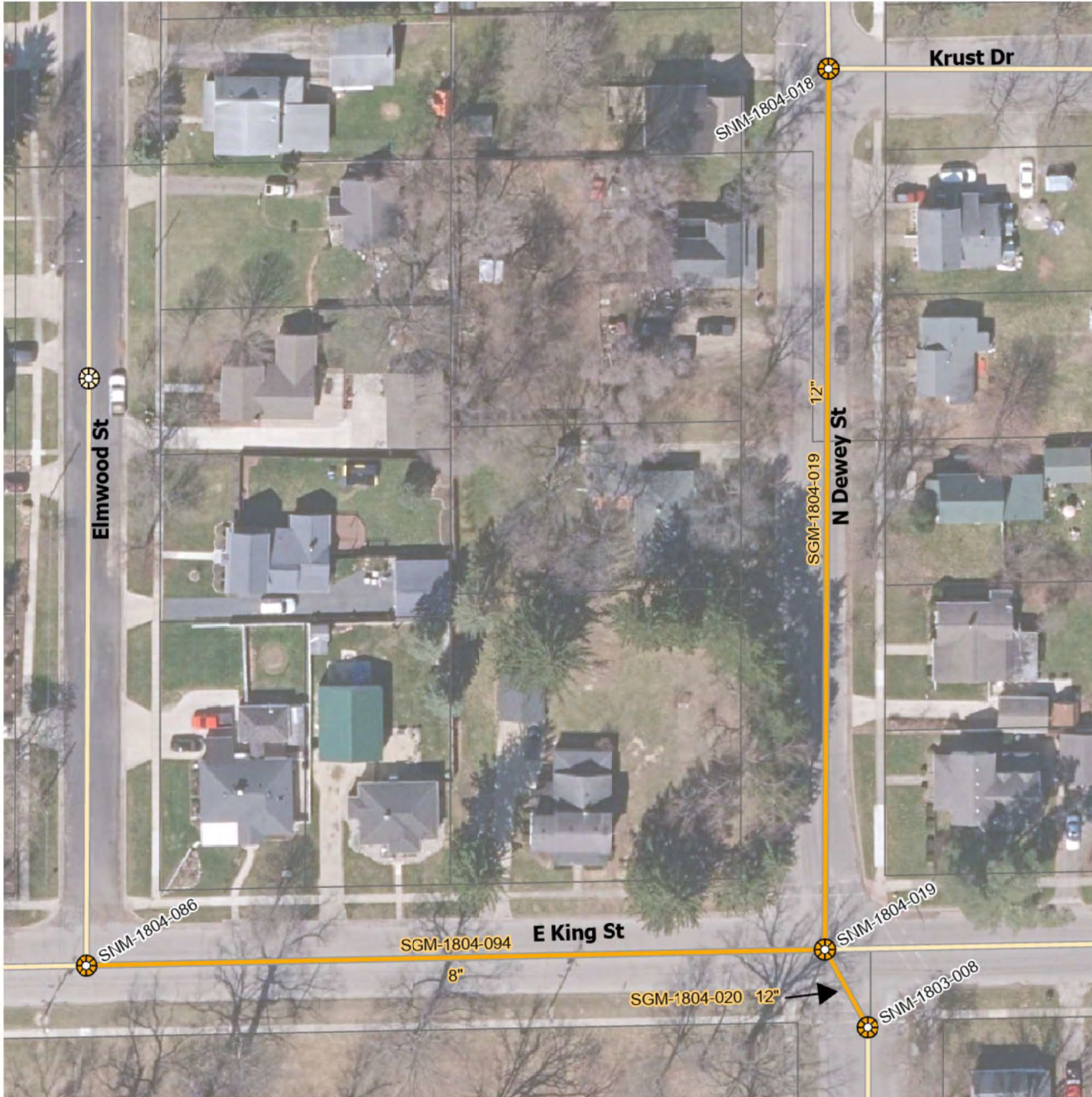
E. King St. & N. Dewey St.
Intersection



- Storm Sewer Main to Televise
- Subject Stormwater Manhole
- Subject Catchbasin
- Other Storm Sewer Mains
- Other Stormwater Manholes
- Catchbasins
- City Parcels



4 October, 2024



City of Owosso

Sanitary Sewer Mains to Televis

E. King St. and N. Dewey St.



- Sanitary Sewer Mains to Televis
- Subject Sanitary Manholes
- Other Sanitary Sewer Mains
- Other Sanitary Manholes
- City Parcels



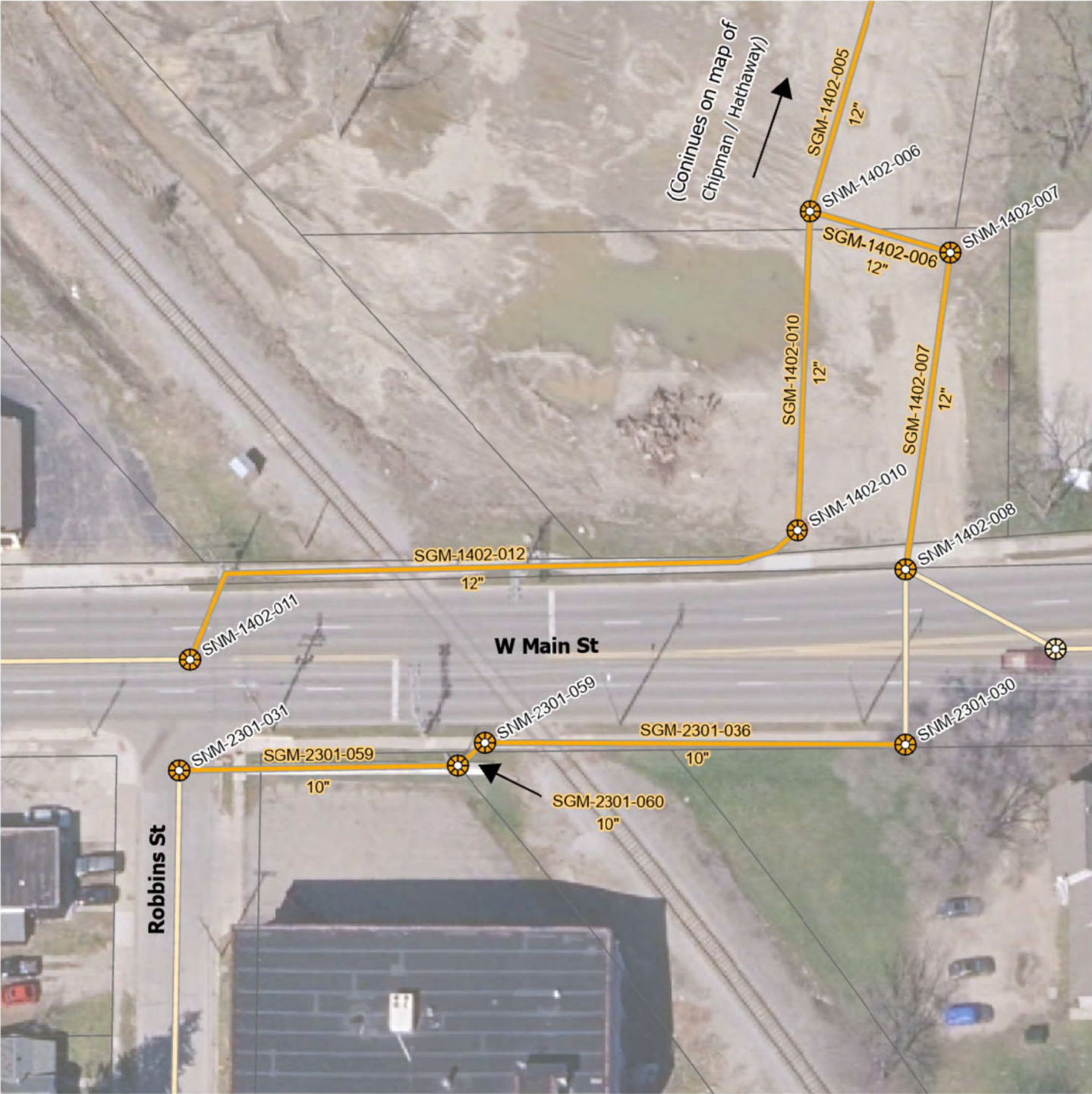
4 October, 2024

City of Owosso

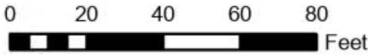
Sanitary Sewer Mains to Televis

W. Main St at Robbins St. and Railroad

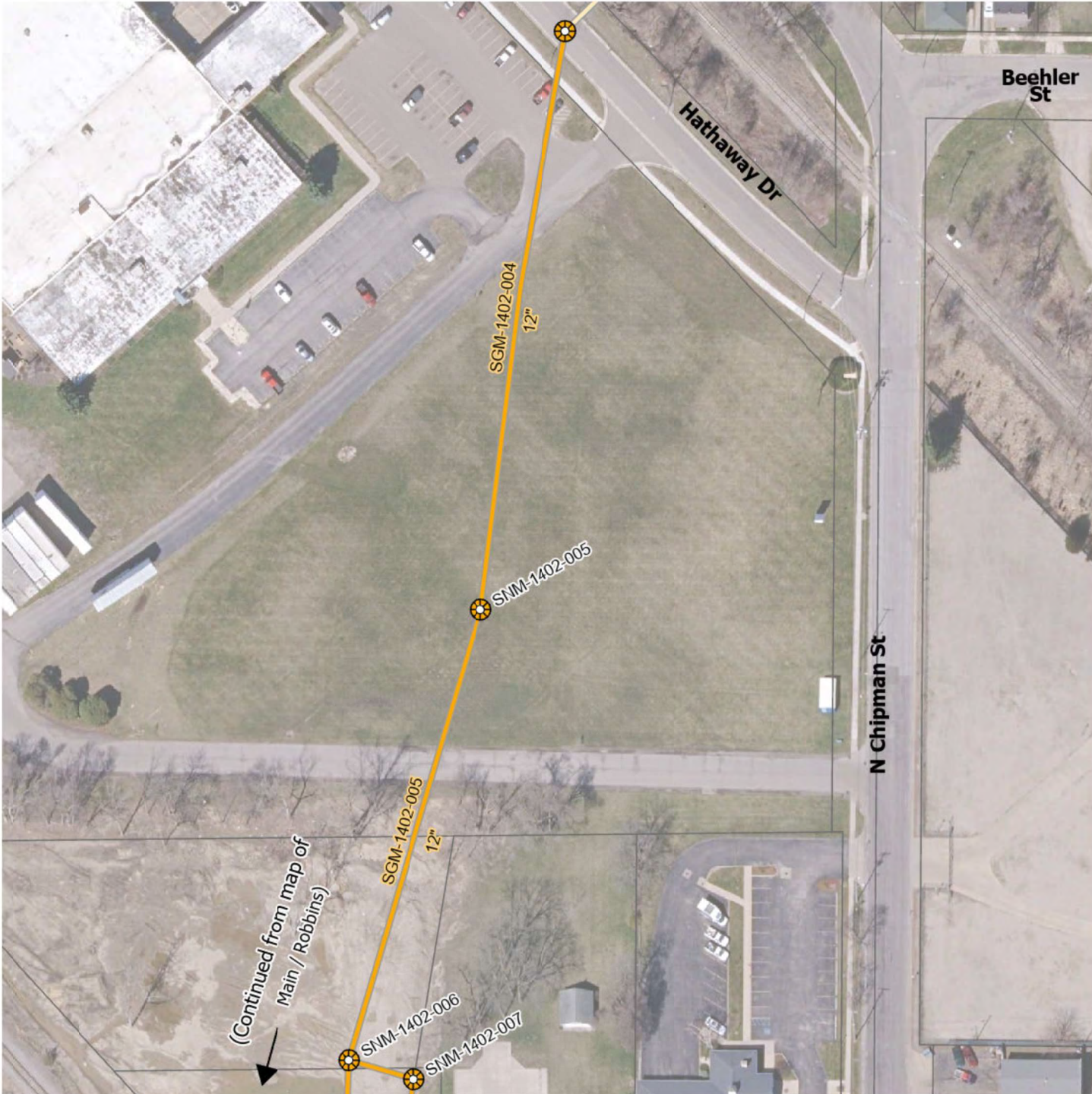
(Map 1 of 2)
(See Chipman/Hathaway)



- Sanitary Sewer Mains to Televis
- Subject Sanitary Manholes
- Other Sanitary Sewer Mains
- Other Sanitary Manholes
- City Parcels



4 October, 2024



City of Owosso

Sanitary Sewer Mains to Televis

N Chipman St. and Hathaway Dr. area

(Map 2 of 2)
(See Main / Robbins)



- Sanitary Sewer Mains to Televis
- Subject Sanitary Manholes
- Other Sanitary Sewer Mains
- Other Sanitary Manholes
- City Parcels



4 October, 2024

CITY OF OWOSSO BID TABULATION SHEET

DATE 11/19/2024
DEPT. Engineering

SUBJECT: 2025 Sewer Televising

Bid contains math error

Engineer's Estimate	MEC Underground Solutions LLC 2930 N Thomas Rd Fairgrove, MI 48733 989-550-1488	Plummer's Environmental Services 10075 Sedroc Industrial Byron Center, MI 49315 616-877-3930
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ITEM #	DESCRIPTION	EST. QTY	UNIT	Engineer's Estimate		MEC Underground Solutions LLC		Plummer's Environmental Services	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization, Max \$4,600	1	LSUM	\$ 4,600.00	\$ 4,600.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
2	CCTV of 8" Sanitary Sewer	340	Ft	\$ 3.00	\$ 1,020.00	\$ 2.00	\$ 680.00	\$ 2.46	\$ 836.40
3	CCTV of 10" Sanitary Sewer	260	Ft	\$ 4.00	\$ 1,040.00	\$ 2.00	\$ 520.00	\$ 2.64	\$ 686.40
4	CCTV of 12" Sanitary Sewer	1,740	Ft	\$ 5.00	\$ 8,700.00	\$ 2.50	\$ 4,350.00	\$ 2.78	\$ 4,837.20
5	CCTV of 10" Storm Sewer	1,610	Ft	\$ 4.00	\$ 6,440.00	\$ 2.00	\$ 3,220.00	\$ 2.97	\$ 4,781.70
6	CCTV of 12" Storm Sewer	1510	Ft	\$ 4.50	\$ 6,795.00	\$ 2.50	\$ 3,775.00	\$ 3.03	\$ 4,575.30
7	CCTV of 21" Storm Sewer	640	Ft	\$ 5.00	\$ 3,200.00	\$ 3.00	\$ 1,920.00	\$ 3.82	\$ 2,444.80
8	CCTV of 24" Storm Sewer	1150	Ft	\$ 5.50	\$ 6,325.00	\$ 3.00	\$ 3,450.00	\$ 4.11	\$ 4,726.50
9	CCTV of 36" Storm Sewer	310	Ft	\$ 6.00	\$ 1,860.00	\$ 6.00	\$ 1,860.00	\$ 5.23	\$ 1,621.30
10	Heavy Cleaning (if needed)	30	Hrs	\$ 350.00	\$ 10,500.00	\$ 255.00	\$ 7,650.00	\$ 463.00	\$ 13,890.00
TOTAL BID				\$ 50,480.00		\$ 31,925.00		\$ 42,899.60	

Taplin Group, LLC 5140 West Michigan Ave Kalamazoo, MI 49006 269-375-9595	Duke's Root Control, Inc. 400 Airport Rd. Suite E Elgin, IL 60123 800-447-6687	Advanced Underground Inspection, LLC 390101 Webb Drive Westland MI 48125 734-721-0081
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ITEM #	DESCRIPTION	EST. QTY	UNIT	Taplin Group, LLC		Duke's Root Control, Inc.		Advanced Underground Inspection, LLC	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization, Max \$4,600	1	LSUM	\$ 4,591.90	\$ 4,591.90	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00
2	CCTV of 8" Sanitary Sewer	340	Ft	\$ 2.45	\$ 833.00	\$ 3.50	\$ 1,190.00	\$ 3.50	\$ 1,190.00
3	CCTV of 10" Sanitary Sewer	260	Ft	\$ 2.58	\$ 670.80	\$ 3.50	\$ 910.00	\$ 3.50	\$ 910.00
4	CCTV of 12" Sanitary Sewer	1,740	Ft	\$ 2.73	\$ 4,750.20	\$ 3.50	\$ 6,090.00	\$ 4.75	\$ 8,265.00
5	CCTV of 10" Storm Sewer	1,610	Ft	\$ 3.26	\$ 5,248.60	\$ 4.40	\$ 7,084.00	\$ 4.75	\$ 7,647.50
6	CCTV of 12" Storm Sewer	1510	Ft	\$ 3.41	\$ 5,149.10	\$ 4.40	\$ 6,644.00	\$ 5.50	\$ 8,305.00
7	CCTV of 21" Storm Sewer	640	Ft	\$ 4.86	\$ 3,110.40	\$ 6.30	\$ 4,032.00	\$ 6.50	\$ 4,160.00
8	CCTV of 24" Storm Sewer	1150	Ft	\$ 5.43	\$ 6,244.50	\$ 7.35	\$ 8,452.50	\$ 8.75	\$ 10,062.50
9	CCTV of 36" Storm Sewer	310	Ft	\$ 7.87	\$ 2,439.70	\$ 8.80	\$ 2,728.00	\$ 9.50	\$ 2,945.00
10	Heavy Cleaning (if needed)	30	Hrs	\$ 502.94	\$ 15,088.20	\$ 551.50	\$ 16,545.00	\$ 350.00	\$ 10,500.00
TOTAL BID				\$ 48,126.40		\$ 58,275.50		\$ 58,585.00	

DEPT. HEAD: Clayton Wehmer

PURCH. AGENT: [Signature]

STAFF REC.: MEC Underground

GENERAL LIABILITY INSURANCE EXPIRATION DATE: _____

WORKERS COMPENSATION INSURANCE EXPIRATION DATE: _____

SOLE PROPRIETORSHIP EXPIRATION DATE: NA

AWARDED: _____

COUNCIL APPROVED: _____

PO NUMBER: _____

Budgeted 202/203/590

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
11/08/2024	11144 (A)	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	OCTOBER 2024 REGULAR PURCHASES	135.98
			AMAZON CAPITAL SERVICES	OCTOBER 2024 REGULAR PURCHASES	245.91
			AMAZON CAPITAL SERVICES	OCTOBER 2024 REGULAR PURCHASES	115.98
			AMAZON CAPITAL SERVICES	OCTOBER 2024 REGULAR PURCHASES	61.99
			AMAZON CAPITAL SERVICES	OCTOBER 2024 REGULAR PURCHASES	44.18
			AMAZON CAPITAL SERVICES	OCTOBER 2024 REGULAR PURCHASES	350.04
					<u>954.08</u>
11/08/2024	11145 (A)	APPLIED INDUSTRIAL TECHNOLOGIE	APPLIED INDUSTRIAL TECHNOLOGIE	SHOP SUPPLY - TRI FLOW	338.02
11/08/2024	11146 (A)	BOUND TREE MEDICAL LLC	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES FOR OFD	984.78
11/08/2024	11147 (A)	BROOKS INNOVATIVE GRAPHICS	BROOKS INNOVATIVE GRAPHICS	REFINISH ELECTION A-FRAME SIGNS	300.00
11/08/2024	11148 (A)	CDW GOVERNMENT, INC.	CDW GOVERNMENT, INC.	ADOBE STANDARD SUBSCRIPTION - UTILIT	145.71
11/08/2024	11149 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US	38.32
11/08/2024	11150 (A)	CMP DISTRIBUTORS INC	CMP DISTRIBUTORS INC	EQUIP FOR NEW OFF. ALCODRAY	787.75
11/08/2024	11151 (A)	CONSUMERS ENERGY	CONSUMERS ENERGY	CITY OF OWOSSO ACCOUNTS	55,774.42
11/08/2024	11152 (A)	DALTON ELEVATOR LLC	DALTON ELEVATOR LLC	FYE6-30-2025 CYLINDER RENTAL/OXYGEN/	370.76
11/08/2024	11153 (A)	EDWARDS SIGN & SCREEN PRINTING	EDWARDS SIGN & SCREEN PRINTING	OFD SHIRT	12.50
11/08/2024	11154 (A)	ELECTION SOURCE	ELECTION SOURCE	VAT BLANK BALLOT STOCK	25.31
11/08/2024	11155 (A)	EPS SECURITY	EPS SECURITY	CURWOOD CASTLE MONITORING	68.85
11/08/2024	11156 (A)	ETNA SUPPLY COMPANY	ETNA SUPPLY COMPANY	SEPT INVENTORY REPLACMENT.	444.00
11/08/2024	11157 (A)	FERGUSON ENTERPRISES INC	FERGUSON ENTERPRISES INC	HYDRANT MARKERS	121.20
			FERGUSON ENTERPRISES INC	CHLORINE TEST STRIPS	55.44
					<u>176.64</u>
11/08/2024	11158 (A)	FISHBECK, THOMPSON, CARR & HUE	FISHBECK, THOMPSON, CARR & HUE	WTP FILTERS IMPROVEMENT PROJECT DWRF	2,154.77
11/08/2024	11159 (A)	FRONT LINE SERVICES INC	FRONT LINE SERVICES INC	PRESSURE PROTECTION VALVE FOR OFD EQ	49.60
11/08/2024	11160 (A)	GILBERT'S DO IT BEST HARDWARE	GILBERT'S DO IT BEST HARDWARE	OCTOBER 2024 REGULAR PURCHASES	945.72
11/08/2024	11161 (A)	GOULD LAW PC	GOULD LAW PC	LEGAL SERVICES	13,218.40
11/08/2024	11162 (A)	GRAYMONT WESTERN LIME INC	GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,879.22
			GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,794.17
					<u>17,673.39</u>
11/08/2024	11163 (A)	H2O COMPLIANCE SERVICES INC	H2O COMPLIANCE SERVICES INC	WATER SUPPLY BACKFLOW PREVENTERS TES	1,980.00
			H2O COMPLIANCE SERVICES INC	H2O CROSS CONNECTION CONTROL PROGRAM	767.81
					<u>2,747.81</u>
11/08/2024	11164 (A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND FUEL	4,590.40
			J & H OIL COMPANY	FYE6-30-2025 LUBES AND DELIVERED DIE	289.98
					<u>4,880.38</u>
11/08/2024	11165 (A)	JAYNE S BROWN	JAYNE S BROWN	MUMS FOR FAYETTE SQUARE PARK	134.00
11/08/2024	11166 (A)	JCI JONES CHEMICALS INC	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE - WTP FYE6-30-2C	1,844.30
11/08/2024	11167 (A)	JON HARRIS	JON HARRIS	ELECTRICAL INPECTIONS OCT. 2024	765.88
			JON HARRIS	ELECTRICAL PLAN REVIEWS OCT. 2024	300.00
					<u>1,065.88</u>
11/08/2024	11168 (A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	UNIFORM FOR OFD - CARSON DAMAN	440.65
11/08/2024	11169 (A)	LAW ENFORCEMENT OFFICERS REGIC	LAW ENFORCEMENT OFFICERS REGIC	LEORTC FALL 2024 MEMBERSHIP	3,793.73
11/08/2024	11170 (A)	LOGICALIS INC	LOGICALIS INC	VIRTUAL IT QUOTATION: 2024-185294V2	1,350.00
11/08/2024	11171 (A)	LUDINGTON ELECTRIC, INC.	LUDINGTON ELECTRIC, INC.	REMOVE/RELOCATE ELECTRICAL FROM EXIS	2,305.00

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
11/08/2024	11172 (A)	MACQUEEN EMERGENCY GROUP	MACQUEEN EMERGENCY GROUP	FIRE HELMET & FIRE HOOD	438.95
			MACQUEEN EMERGENCY GROUP	EQUIPMENT- NAME PLATE COSTELLO	70.45
			MACQUEEN EMERGENCY GROUP	OFD UNIFORM BOOTS	506.22
			MACQUEEN EMERGENCY GROUP	OFD UNIFORM EXPENSE - 6" LEATHER FRC	70.45
					<u>1,086.07</u>
11/08/2024	11173 (A)	MARK BOOTH	MARK BOOTH	MECHANICAL & PLUMBING INSPECTIONS	1,860.00
			MARK BOOTH	PLUMBING AND MECHANICAL PLAN REVIEWS	150.00
					<u>2,010.00</u>
11/08/2024	11174 (A)	MUNICIPAL EMERGENCY SERVICES	MUNICIPAL EMERGENCY SERVICES	OFD FACEPIECE WITH RADIO	1,480.27
11/08/2024	11175 (A)	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYEE CONTRIBUTIONS	67,388.50
11/08/2024	11176 (A)	NAPA AUTO PARTS	NAPA AUTO PARTS	PARTS/SUPPLIES-INVOICE TO BE SIGNED	667.40
11/08/2024	11177 (A)	ODEN TRAINING	ODEN TRAINING	WATER FILTRATION EXAM REVIEW FOR RYA	250.00
11/08/2024	11178 (A)	PVS TECHNOLOGIES, INC.	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE AT WWTP FYE 6-30-202	10,056.96
11/08/2024	11179 (A)	QUADIENT FINANCE USA INC	QUADIENT FINANCE USA INC	POSTAGE USED SEPT 2024 ACCT# 7900044	2,000.00
11/08/2024	11180 (A)	REPUBLIC SERVICES INC	REPUBLIC SERVICES INC	REFUSE SERVICE 7/1/23-6/30/24 PER BI	435.99
11/08/2024	11181 (A)	S L H METALS INC	S L H METALS INC	DEFLECTOR PLATES FOR TOWERS	365.66
11/08/2024	11182 (A)	SAFETY-KLEEN SYSTEMS INC	SAFETY-KLEEN SYSTEMS INC	FYE6-30-2025 WWTP-QUARTERLY REPLACE/	365.80
11/08/2024	11183 (A)	SORENSEN GROSS COMPANY	SORENSEN GROSS COMPANY	PALMER 3A AND JUNIPER 1 WELL HOUSE C	54,431.83
11/08/2024	11184 (A)	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE LIFE INSURANCE	6,214.09
11/08/2024	11185 (A)	STAPLES BUSINESS CREDIT	STAPLES BUSINESS CREDIT	SEPTEMBER 2024 PURCHASES	397.56
			STAPLES BUSINESS CREDIT	OCTOBER 2024 REGULAR PURCHASES	836.13
					<u>1,233.69</u>
11/08/2024	11186 (A)	TAYLOR AND MORGAN CPA PC	TAYLOR AND MORGAN CPA PC	ACCOUNTANT SERVICES JANUARY 2024-DEC	1,618.75
11/08/2024	11187 (A)	UNITED PARCEL SERVICE	UNITED PARCEL SERVICE	SHIPPING FOR WWTP	8.99
			UNITED PARCEL SERVICE	SHIPPING FOR WWTP	99.91
					<u>108.90</u>
11/08/2024	11188 (A)	VERIZON WIRELESS	VERIZON WIRELESS	M2M ACCOUNT SHARE	125.26
11/08/2024	11189 (A)	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES	8,256.35
11/08/2024	11190 (A)	WEB ASCENDER	WEB ASCENDER	QUARTERLY HOSTING FOR CITY'S WEBSITE	150.00
11/08/2024	11191 (A)	WESTECH ENGINEERING INC	WESTECH ENGINEERING INC	SPROCKET & EXTENTION SHAFT - QUOTE #	1,966.70
11/13/2024	11192 (A)	WEST CONSTRUCTION SERVICES LLC	WEST CONSTRUCTION SERVICES LLC	RENTAL REHAB CONSTRUCTION - DOWNTOWN	231,498.18
11/22/2024	11193 (A)	AIS CONSTRUCTION EQUIPMENT	AIS CONSTRUCTION EQUIPMENT	LOADER AND BACK HOE PARTS	513.09
			AIS CONSTRUCTION EQUIPMENT	LOADER PARTS	286.87
					<u>799.96</u>
11/22/2024	11194 (A)	ALS LABORATORY GROUP	ALS LABORATORY GROUP	FYE 6-30-2025 WASTEWATER ANALYSES-ES	766.00
11/22/2024	11195 (A)	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	OCTOBER 2024 REGULAR PURCHASES	44.99
			AMAZON CAPITAL SERVICES	NOVEMBER 2024 REGULAR PURCHASES	98.97
					<u>143.96</u>
11/22/2024	11196 (A)	AXON ENTERPRISE INC	AXON ENTERPRISE INC	TASER INSTRUCTOR COURSE SUPPLIES FOF	495.00
11/22/2024	11197 (A)	CDW GOVERNMENT, INC.	CDW GOVERNMENT, INC.	NCE VISIO P1 G - VISIO PLAN 1-NCE, 1	57.00
11/22/2024	11198 (A)	CMP DISTRIBUTORS INC	CMP DISTRIBUTORS INC	LEVEL III HOLSTER WITH LIGHT	173.50
			CMP DISTRIBUTORS INC	DUTY BELT -ALCODYRAY	91.95
					<u>265.45</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
11/22/2024	11199 (A)	COMMUNITY IMAGE BUILDERS	COMMUNITY IMAGE BUILDERS	ADA/SHIAWASSEE SPR	1,945.00
			COMMUNITY IMAGE BUILDERS	PLANNING, ZONING & DEVELOPMENT ADVIS	934.75
					<u>2,879.75</u>
11/22/2024	11200 (A)	D & K TRUCK COMPANY INC	D & K TRUCK COMPANY INC	PARTS FOR DUMP TRUCKS	143.43
11/22/2024	11201 (A)	DELL MARKETING LP	DELL MARKETING LP	68 WATT LAPTOP BATTERY	118.24
			DELL MARKETING LP	REPLACEMENT LAPTOP FOR ASSISTANT CIT	425.60
					<u>543.84</u>
11/22/2024	11202 (A)	DORNBOS SIGN INC	DORNBOS SIGN INC	SIGN REPLACMENT	434.24
11/22/2024	11203 (A)	ELECTION SOURCE	ELECTION SOURCE	ICX TONER - EMERGENCY PURCHASE	256.71
			ELECTION SOURCE	ICX TONER - EMERGENCY PURCHASE	480.64
					<u>737.35</u>
11/22/2024	11204 (A)	EMD MILLIPORE CORPORATION	EMD MILLIPORE CORPORATION	RO REPLACEMENT CARTRIDGE	764.70
11/22/2024	11205 (A)	ENG INC	ENG INC	ENGINEERING SERVICE SFOR 2024 DWRSF	10,791.14
			ENG INC	ENGINEERING-2023 NORTH STREET PROJEC	1,375.00
			ENG INC	STEWART STREET PRE ENGINEERING WATEF	8,052.14
					<u>20,218.28</u>
11/22/2024	11206 (A)	ENTHALPY ANALYICAL	ENTHALPY ANALYICAL	ANNUAL WWTP PFAS TESTING	945.00
11/22/2024	11207 (A)	EPS SECURITY	EPS SECURITY	PAYMASTER BUILDING MONITORING 09/01/	107.76
11/22/2024	11208 (A)	FERGUSON ENTERPRISES LLC	FERGUSON ENTERPRISES LLC	WATER INVENTORY-PURCHASE NOT TO EXCE	729.78
			FERGUSON ENTERPRISES LLC	WTR INVENTORY	1,149.82
					<u>1,879.60</u>
11/22/2024	11209 (A)	FISHBECK, THOMPSON, CARR & HUF	FISHBECK, THOMPSON, CARR & HUF	ENGINEERING DESIGN/BIDDING SERVICES/	11,304.00
			FISHBECK, THOMPSON, CARR & HUF	ENGINEERING SERVICES FOR WWTP SOLIDS	112.50
			FISHBECK, THOMPSON, CARR & HUF	WWTP PHASE 1 PREENGINEERING WORK (CW	44,897.64
					<u>56,314.14</u>
11/22/2024	11210 (A)	FLEIS & VANDENBRINK ENGINEERIN	FLEIS & VANDENBRINK ENGINEERIN	ENGINEERING - CIS TRAIL CONNECTION F	11,476.50
11/22/2024	11211 (A)	GOULD LAW PC	GOULD LAW PC	LEGAL SERVICES 10/15/2024 - 11/11/20	9,642.52
11/22/2024	11212 (A)	GRAYMONT WESTERN LIME INC	GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,767.71
11/22/2024	11213 (A)	GREEN TECH SYSTEMS LLC	GREEN TECH SYSTEMS LLC	TRENCHLESS EMERGENCY WATER SERVICE I	7,400.00
			GREEN TECH SYSTEMS LLC	2022-2024 WATER LINE REPLACEMENT PRC	15,000.00
					<u>22,400.00</u>
11/22/2024	11214 (A)	GROUP RESOURCES	GROUP RESOURCES	NOVEMBER FSA ADMIN	100.00
11/22/2024	11215 (A)	HARBOR FREIGHT TOOLS	HARBOR FREIGHT TOOLS	SHOP SUPPLIES FOR DPW	19.98
11/22/2024	11216 (A)	HI QUALITY GLASS, INC	HI QUALITY GLASS, INC	FRAMING OF CURWOOD POSTER	281.12
11/22/2024	11217 (A)	HUTSON INC OF MICHIGAN	HUTSON INC OF MICHIGAN	FYE6-30-2025 ROUTINE PARTS/SUPPLIES-	2,707.76
11/22/2024	11218 (A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND FUEL	6,985.49
			J & H OIL COMPANY	GAS AND FUEL	4,908.08
					<u>11,893.57</u>
11/22/2024	11219 (A)	JAYNE S BROWN	JAYNE S BROWN	TULIP BULBS FOR FAYETTE SQUARE PARK	14.99
11/22/2024	11220 (A)	JCI JONES CHEMICALS INC	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE - WWTP FYE6-30-2	6,547.27
11/22/2024	11221 (A)	LAKESIDE EQUIPMENT CORPORATION	LAKESIDE EQUIPMENT CORPORATION	HOLD DOWN CLIPS FOR SCREWPUMP #4 COV	150.00
11/22/2024	11222 (A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	BELT BUCKELS FOR OPD	150.00

CHECK REGISTER FOR CITY OF OWOSSO
 CHECK DATE FROM 11/01/2024 - 11/30/2024

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
			LANSING UNIFORM CO.	UNIFORMS FOR OPD	1,321.45
			LANSING UNIFORM CO.	UNIFORMS FOR OPD	729.65
					<u>2,201.10</u>
11/22/2024	11223 (A)	LUNGHAMER FORD OF OWOSSO	LUNGHAMER FORD OF OWOSSO	OFD MEDIC 5 - OIL CHANGE, FILTERS,	242.71
			LUNGHAMER FORD OF OWOSSO	MEDIC 1 - BRAKE JOB AND PM SERVICE	1,621.73
					<u>1,864.44</u>
11/22/2024	11224 (A)	MEI TOTAL ELEVATOR SOLUTIONS	MEI TOTAL ELEVATOR SOLUTIONS	CITY HALL ELEVATOR SERVICE AGREEMENT	218.52
11/22/2024	11225 (A)	MEMORIAL HEALTHCARE	MEMORIAL HEALTHCARE	PREEMPLOYMENT DRUG SCREENS	138.00
			MEMORIAL HEALTHCARE	PREEMPLOYMENT DRUG SCREENS	138.00
					<u>276.00</u>
11/22/2024	11226 (A)	MERIT LABORATORIES INC	MERIT LABORATORIES INC	FYE6-30-2025 ANNUAL WATER TESTING SE	522.00
11/22/2024	11227 (A)	MICHIGAN WATER ENVIRONMENT ASSM	MICHIGAN WATER ENVIRONMENT ASSM	MICHIGAN WATER ENVIRONMENT ASSMWEA 2024 LAB PRACTICES SEMINAR - JC	195.00
				MICHIGAN WATER ENVIRONMENT ASSMWEA 2024 MAINTENANCE SEMINAR - JOHN	295.00
					<u>490.00</u>
11/22/2024	11228 (A)	MML MICHIGAN MUNICIPAL LEAGUE	MML MICHIGAN MUNICIPAL LEAGUE	2024-2025 ANNUAL WORKERS COMP INSURA	36,824.00
11/22/2024	11229 (A)	NATIONAL VISION ADMINISTRATORS	NATIONAL VISION ADMINISTRATORS	NOVEMBER VISION INSURANCE	937.76
11/22/2024	11230 (A)	PACE ANALYTICAL SERVICES INC	PACE ANALYTICAL SERVICES INC	FYE6-30-2025 ANNUAL WASTEWATER ANALY	477.60
11/22/2024	11231 (A)	PAXXO (USA) INC	PAXXO (USA) INC	BAG CASSETTES FOR SCREENINGS/GRIT	827.53
11/22/2024	11232 (A)	PHP MEDICARE	PHP MEDICARE	DEC. 2024 MEDICARE PAYMENT	88.00
11/22/2024	11233 (A)	RCL CONSTRUCTION CO INC	RCL CONSTRUCTION CO INC	WWTP IMPROVEMENTS PHASE 1 - CWRP PRC	863,003.75
			RCL CONSTRUCTION CO INC	WWTP CLARIFIER PROJECT PROJECT 5919.	300,390.48
					<u>1,163,394.23</u>
11/22/2024	11234 (A)	RUTHY'S LAUNDRY CENTER	RUTHY'S LAUNDRY CENTER	PUBLIC SAFETY UNIFORM CLEANING	501.38
11/22/2024	11235 (A)	SPICER GROUP, INC.	SPICER GROUP, INC.	ENGINEERING SERVICES FOR SAFET ROUTE	4,124.00
11/22/2024	11236 (A)	STRYKER SALES CORPORATION	STRYKER SALES CORPORATION	SUPPLIES FOR OFD	343.40
11/22/2024	11237 (A)	SW CONTROLS INC	SW CONTROLS INC	HOFFER HO SERIES TURBINE FLOWMETER F	1,999.00
			SW CONTROLS INC	CO2 REGULATOR (001) 627-1217-30373 F	1,143.30
					<u>3,142.30</u>
11/22/2024	11238 (A)	THE ACCUMED GROUP	THE ACCUMED GROUP	COLLECTION FEE	5,333.60
11/22/2024	11239 (A)	THE ARGUS-PRESS	THE ARGUS-PRESS	LEGAL PRINTING SERVICES 2 YEARS	440.80
11/22/2024	11240 (A)	UNITED PARCEL SERVICE	UNITED PARCEL SERVICE	SHIPPING FOR WWTP	10.40
11/22/2024	11241 (A)	USA BLUE BOOK	USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$200	298.00
			USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$200	733.96
			USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$200	964.26
			USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$200	391.36
					<u>2,387.58</u>
11/22/2024	11242 (A)	VERIZON WIRELESS	VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	541.07
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: C	86.68
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES H.	40.72
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	601.39
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: E	86.44
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: E	43.34
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	89.06
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: I	185.50

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: W	107.68
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: W	134.02
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: I	43.34
			VERIZON WIRELESS	M2M ACCOUNT SHARE	125.44
					<u>2,084.68</u>
11/22/2024	11243 (A)	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES	9,446.90
11/22/2024	11244 (E)	HUNTINGTON NATONAL BANK	-CREDIHUNTINGTON NATONAL BANK	-CREDICITY CREDIT CARD PURCHASES	3,194.54
11/22/2024	11245 (E)	MAILCHIMP	MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	17.00
			MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	19.50
					<u>36.50</u>
11/08/2024	137791	ALLSTAR TOWING & REPAIR	ALLSTAR TOWING & REPAIR	OIL CHANGE OPD 24-09	65.00
			ALLSTAR TOWING & REPAIR	TIRES OPD 23-10	1,180.00
			ALLSTAR TOWING & REPAIR	VARIOUS CAR MAINTENNANCE 19-08	1,071.50
			ALLSTAR TOWING & REPAIR	OIL & BATTERY OPD 21-01	444.15
			ALLSTAR TOWING & REPAIR	OIL CHANGE OPD 24-02	65.00
					<u>2,825.65</u>
11/08/2024	137792	AMERICAN SPEEDY PRINTING	AMERICAN SPEEDY PRINTING	PRINTING OF DPW WORK ORDER FORMS -2C	279.00
			AMERICAN SPEEDY PRINTING	CURWOOD CASTLE BROCHURE	465.00
					<u>744.00</u>
11/08/2024	137793	AMY HIGLEY	AMY HIGLEY	HOTEL AND MEAL EXPENSE REIMBURSEMENT	255.26
11/08/2024	137794	BIERLEIN COMPANIES INC.	BIERLEIN COMPANIES INC.	WATER HYDRANT METER RENTAL REFUND	424.72
11/08/2024	137795	BONNIE EHLERT	BONNIE EHLERT	PROW240053 BOND REFUND	2,500.00
11/08/2024	137796	BUCHHOLZ ELDEN	BUCHHOLZ ELDEN	UB refund for account: 2131440003	96.14
11/08/2024	137797	COSTELLO MERSADEEZ	COSTELLO MERSADEEZ	UB refund for account: 5902070006	104.93
11/08/2024	137798	COUNTYLINE POWER, LLC	COUNTYLINE POWER, LLC	WATER TREATMENT PLANT SCADA UPGRADE	27,954.76
11/08/2024	137799	DEWOLF & ASSOCIATES	DEWOLF & ASSOCIATES	TRAINING COURSE FOR OPD OFFICE MANAG	445.00
11/08/2024	137800	DONE DEAL COMMERCIAL & RESIDEN	DONE DEAL COMMERCIAL & RESIDEN	CLEANING FOR CURWOOD CASTLE	150.00
11/08/2024	137801	DURAND AUTO PARTS	DURAND AUTO PARTS	ROUTINE PURCHASES NOT TO EXCEED \$20C	2,715.40
11/08/2024	137802	GAS TANK RENU	GAS TANK RENU	REPAIR OFD FIRE TRUCK TANK - OFF SIT	650.00
11/08/2024	137803	GRINNELL, KRISTIE	GRINNELL, KRISTIE	BD Payment Refund	50.00
11/08/2024	137804	HALL, SCOTT	HALL, SCOTT	2024 Sum Tax Refund 050-420-009-010-	167.48
11/08/2024	137805	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT SERVICES	OCTOBER 2024 REGULAR PURCHASES	857.22
11/08/2024	137806	JANICE OCHODNICKY	JANICE OCHODNICKY	WATER SERVICE LINE REPLACEMENT REIME	2,050.00
11/08/2024	137807	JUDY CRAIG	JUDY CRAIG	MAIL COURIER SERVICE	209.00
11/08/2024	137808	KELLI ST.JAMES	KELLI ST.JAMES	WATER SERVICE LINE REPLACEMENT REIME	1,950.00
11/08/2024	137809	LAMPHERE PLUMBING & HEATING IN	LAMPHERE PLUMBING & HEATING IN	SERVICE CALL TO REPAIR/REPLACE RESTF	306.29
11/08/2024	137810	MICHIGAN MUNICIPAL LEAGUE (UIA	MICHIGAN MUNICIPAL LEAGUE (UIA	UNEMPLOYMENT QUARTERLY PAYMENT - 3RI	54.42
11/08/2024	137811	MSC HOLDINGS, LLC	MSC HOLDINGS, LLC	2-TWO GAL SETS (PART A & B) OF RAVEN	673.29
11/08/2024	137812	MURDOCH, WILLIAM	MURDOCH, WILLIAM	2024 Sum Tax Refund 050-010-002-024-	244.91
11/08/2024	137813	NASH NURSERIES LLC	NASH NURSERIES LLC	FALL ROW TREES	2,384.29
11/08/2024	137814	POSTMASTER	POSTMASTER	2024 WATER SERVICE MATERIAL LETTERS	1,699.20
11/08/2024	137815	PROFESSIONAL ANSWERING SERVICE	PROFESSIONAL ANSWERING SERVICE	SERVICE CHARGE	75.00
11/08/2024	137816	RYAN FARLEY	RYAN FARLEY	HOTEL AND MILEAGE REIMBURSEMENT FOR	359.44
11/08/2024	137817	SETTERINGTON NICHOLE	SETTERINGTON NICHOLE	UB refund for account: 5152170004	57.84
11/08/2024	137818	SHATTUCK SPECIALTY ADVERTISING	SHATTUCK SPECIALTY ADVERTISING	ENGRAVED BRASS PLATE FOR HISTORICAL	132.00
11/08/2024	137819	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	2024 TAX COLLECTION 10/16/2024 - 11/	14,187.77
11/08/2024	137820	SMITH ALAN/JESSICA	SMITH ALAN/JESSICA	UB refund for account: 2836140002	19.42
11/08/2024	137821	SPARTAN STORES LLC	SPARTAN STORES LLC	VG'S CARD PURCHASES OCT. 2024	469.04
11/08/2024	137822	STATE OF MICHIGAN	STATE OF MICHIGAN	AERIAL IMAGERY - GIS DEVELOPEMENT -	1,472.85
11/08/2024	137823	STATE OF MICHIGAN	STATE OF MICHIGAN	2025 COMMUNITY PUBLIC WATER SUPPLY	5,658.03
11/08/2024	137824	TRACTOR SUPPLY CREDIT PLAN	TRACTOR SUPPLY CREDIT PLAN	SUPPLIES FOR DPW/WATER	119.97
11/08/2024	137825	TRI TERRA	TRI TERRA	ENVIRONMENT ASSESSMENT SERVICES - 11	2,600.00

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
11/08/2024	137826	VARGAS ALEJANDRO	VARGAS ALEJANDRO	UB refund for account: 1532000018	52.42
11/08/2024	137827	VARGAS DANIELLA	VARGAS DANIELLA	UB refund for account: 1910500017	191.17
11/08/2024	137828	VERIDUS MICHIGAN LLC	VERIDUS MICHIGAN LLC	OWNERS REP - CITY HALL REHABILITATIC	881.25
11/08/2024	137829	WINES, TRAVIS	WINES, TRAVIS	2024 Sum Tax Refund 050-010-026-002-	462.85
11/08/2024	137830	ZORO TOOLS INC	ZORO TOOLS INC	MISCELLANEOUS ITEMS	104.88
11/22/2024	137831	AMERICAN SPEEDY PRINTING	AMERICAN SPEEDY PRINTING	BULK PERMIT LABELS	150.00
11/22/2024	137832	BLU ASHE LLC	BLU ASHE LLC	SEPTEMBER BUSINESS OF THE MONTH SERV	75.00
11/22/2024	137833	CLEARGOV	CLEARGOV	CLEARGOV SUBSCRIPTION FOR CIP PROGRA	9,010.00
11/22/2024	137834	D & D TRUCK & TRAILER PARTS	D & D TRUCK & TRAILER PARTS	FYE6-30-2025 PARTS/SUPPLIES-INDIVIDU	976.00
11/22/2024	137835	DAYSTARR COMMUNICATIONS	DAYSTARR COMMUNICATIONS	CASTLE PHONE AND INTERNET - NOVEMBER	78.20
11/22/2024	137836	DAYSTARR COMMUNICATIONS	DAYSTARR COMMUNICATIONS	CITY OF OWOSSO PHONE & INTERNET	1,829.69
11/22/2024	137837	DELTA DENTAL PLAN OF MICHIGAN	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE PREMIUM DECEMBER	6,043.61
11/22/2024	137838	GLOBAL INDUSTRIAL	GLOBAL INDUSTRIAL	249425TN GLOBAL INDUSTRIAL & #153; M	1,914.10
11/22/2024	137839	H K ALLEN PAPER CO	H K ALLEN PAPER CO	ROUTINE PURCHASES NOT TO EXCEED \$20C	882.00
11/22/2024	137840	HAT TRICK TENTS & EVENTS	HAT TRICK TENTS & EVENTS	RENTAL OF TABLES & CHAIRS	654.00
11/22/2024	137841	HAVILAND	HAVILAND	HAVAFLOK POLYMER, 2300 LB TOTE	4,952.60
			HAVILAND	SODIUM HYPOCHLORITE - ONE TOTE'S DEF	400.00
					<u>5,352.60</u>
11/22/2024	137842	JACK FRANCIS	JACK FRANCIS	MEDICARE PAYMENT REFUND	309.00
11/22/2024	137843	LAMPHERE PLUMBING & HEATING	INLAMPHERE PLUMBING & HEATING	INSERVICE CALL TO REPAIR/REPLACE RESTF	279.36
			LAMPHERE PLUMBING & HEATING	INSERVICES FOR OFD	252.50
					<u>531.86</u>
11/22/2024	137844	LAW ENFORCEMENT SEMINARS LLC	LAW ENFORCEMENT SEMINARS LLC	CPE TRAINING - SGT. DAVIS	425.00
11/22/2024	137845	LOPEZ CONCRETE CONSTRUCTION	LLOPEZ CONCRETE CONSTRUCTION	LIFY24-2025 SIDEWALK PROGRAM	5,000.00
11/22/2024	137846	MICH BUSINESS POWERED BY MDPA	MICH BUSINESS POWERED BY MDPA	QUARTERLY COBRA BILLING (JAN - MARCH	165.00
11/22/2024	137847	MID MICHIGAN TURF CARE	MID MICHIGAN TURF CARE	CASH PERFORMANCE BOND REFUND - PROW2	2,500.00
11/22/2024	137848	MOTOR CITY ELECTRIC UTILITES	MOTOR CITY ELECTRIC UTILITES	BULK WATER PAYMENT REFUND	41.00
11/22/2024	137849	NATIONAL HOSE TESTING SPECIAL	INATIONAL HOSE TESTING SPECIAL	TANNUAL GROUND LADDER TESTING & AERIA	1,604.10
11/22/2024	137850	NORTH AMERICAN OVERHEAD DOOR	INORTH AMERICAN OVERHEAD DOOR	IREPAIR OFD DOORS	158.99
			NORTH AMERICAN OVERHEAD DOOR	IREPAIR OFD DOORS	210.95
			NORTH AMERICAN OVERHEAD DOOR	IREPAIR OFD DOOR	229.00
					<u>598.94</u>
11/22/2024	137851	OWOSSO BOLT & BRASS CO	OWOSSO BOLT & BRASS CO	ROUTINE PURCHASES NOT TO EXCEED \$20C	207.21
11/22/2024	137852	OWOSSO COMM AIRPORT	OWOSSO COMM AIRPORT	UB refund for account: 5035000004	197.22
11/22/2024	137853	PHILLIPS, MICHAEL	PHILLIPS, MICHAEL	2024 Sum Tax Refund 050-652-008-015-	108.88
11/22/2024	137854	RENTACOMPUTER.COM	RENTACOMPUTER.COM	LAPTOP COMPUTER RENTAL	1,320.00
11/22/2024	137855	ROBERTO LARRIVEY	ROBERTO LARRIVEY	WATER SERVICE LINE REIMBURSEMENT	16,528.30
11/22/2024	137856	ROBERTO LARRIVEY	ROBERTO LARRIVEY	WATER SERVICE LINE REPLACEMENT	4,500.00
11/22/2024	137857	SHATTUCK SPECIALTY ADVERTISING	SHATTUCK SPECIALTY ADVERTISING	CURWOOD CASTLE T-SHIRTS FOR GIFT SHC	516.27
			SHATTUCK SPECIALTY ADVERTISING	EMBROIDED HAT FOR OFD	10.00
					<u>526.27</u>
11/22/2024	137858	SHIAWASSEE COUNTY HEALTH DEPAR	SHIAWASSEE COUNTY HEALTH DEPAR	HEP A & B VACCINE AND IMMUNIZATION	148.03
11/22/2024	137859	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	2024 TAX COLLECTION 11/02/2024 - 11/	3,097.68
11/22/2024	137860	SHIAWASSEE HEALTH & WELLNESS	SHIAWASSEE HEALTH & WELLNESS	COSSAP GRANT 15PBJA-21-GG-04538-COAF	2,395.60
11/22/2024	137861	SMITH LAWNSCAPES LLC	SMITH LAWNSCAPES LLC	DOWNTOWN MONTHLY WEEDING JUNE - OCTC	600.00
11/22/2024	137862	STATE OF MICHIGAN	STATE OF MICHIGAN	BROWNFIELD REDEVELOPEMENT FUND 2021	19,491.50
11/22/2024	137863	STATE OF MICHIGAN	STATE OF MICHIGAN	SAFE ROUTES TO SCHOOL MDOT COST SHAF	61,207.65
			STATE OF MICHIGAN	COST SHARE AGREEMENT WITH MDOT FOR S	594,956.74
					<u>656,164.39</u>

11/22/2024 01:26 PM
User: BBarrett
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 11/01/2024 - 11/30/2024

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
11/22/2024	137864	TERRY MCHALLAM-LEDUC	TERRY MCHALLAM-LEDUC	ELECTION WORKER WAGES - BELOW 1099 T	225.00
11/22/2024	137865	WIN'S ELECTRICAL SUPPLY OF OWC	WIN'S ELECTRICAL SUPPLY OF OWC	WIN'S ELECTRICAL SUPPLY OF OWC FYE6-30-2025 SUPPLIES-INVOICE TO BE	519.84
1 TOTALS:					
Total of 177 Checks:					2,725,925.22
Less 0 Void Checks:					0.00
Total of 177 Disbursements:					2,725,925.22



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

MEMORANDUM

DATE: December 2, 2024

TO: Owosso City Council

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Downtown Social District Expansion

BACKGROUND:

In 2021, the City of Owosso established the Downtown Social District and Downtown Commons Area. Since then, the OMS & DDA has received feedback from community members, downtown property owners, and downtown business owners for an expansion of the district boundary and commons area to better support current qualified licensees, downtown activation, and development projects.

FISCAL IMPACT:

None.

MOTION TO CONSIDER:

To approve the expansion of the Downtown Social District and Downtown Commons Area boundaries identified on the attached Downtown Social District Map.

ATTACHMENTS:

Downtown Social District Map
Social District Boundary and Commons Area Expansion Resolution

Master Plan Implementation Goals: 1.17, 4.5, 4.6, 4.16, 5.9, 5.10, 5.12, 5.36

RESOLUTION NO.

**DESIGNATING AN EXPANSION OF THE
DOWNTOWN SOCIAL DISTRICT AND DOWNTOWN COMMONS AREA
BOUNDARIES**

WHEREAS, the Owosso City Council established the Downtown Social District and Downtown Commons Area on February 16, 2021 and authorized the Owosso Main Street & Downtown Development Authority (OMS & DDA) to oversee management and maintenance; and

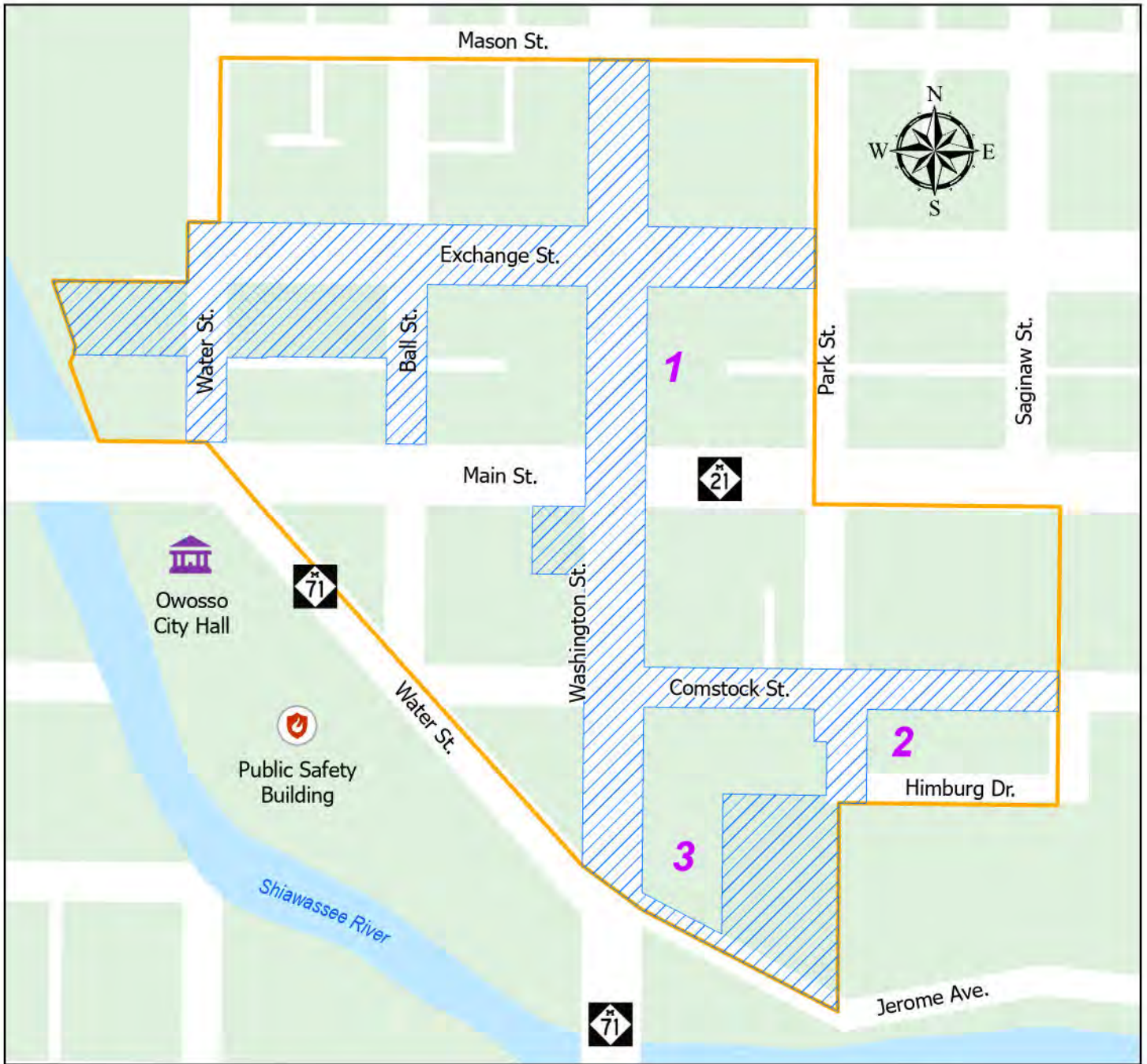
WHEREAS, the OMS & DDA recognized that an expansion of the boundary and commons area will increase support of qualified licensees, downtown activation, and future development; and

WHEREAS, the social district and commons area boundaries are indicated by the Downtown Social District Map; and



WHEREAS, on November 6, 2024, the OMS & DDA approved the expanded Downtown Social District Map and authorized City of Owosso staff to submit the expanded Downtown Social District Map for approval by Owosso City Council.

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

- FIRST: the Owosso City Council hereby approves the Downtown Social District Map with the expanded Downtown Social District and Downtown Commons Area Boundaries as attached.



Map of Downtown Owosso Social District

-  Commons Area
-  Social District Boundary



- 1 - Niche Bar & Lounge
- 2 - Roma's Backdoor
- 3 - The Sideline Sports Bar



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

MEMORANDUM

DATE: December 2, 2024

TO: Owosso City Council

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Revolving Loan & Grant Program Revisions and Memorandum of Understanding

BACKGROUND:

In 1994, the City of Owosso established a revolving loan program for projects within the Downtown Development Authority District. This program then expanded, including grants and funding for projects within identified zoning districts. Stewardship was given to the Owosso Main Street & Downtown Development Authority (OMS & DDA) Board of Directors with oversight of the application and program revision process by the Revolving Loan Fund Sub-Committee, now known as the Economic Vitality (EV) Committee.

On June 18, 2024, the Lapeer Development Corporation (LDC) proposed establishing a Memorandum of Understanding (MOU) to the EV Committee for processing loans. This partnership will establish security for loan repayment ensuring replenishment to the Revolving Loan Fund and the continued use of the Revolving Loan & Grant Program for economic development.

The EV Committee worked directly with Michigan Main Street, the State Historic Preservation Office, LDC, and Owosso's City Manager, Finance Director, and Attorney on updating the Revolving Loan & Grant Program.

On October 18, 2024, the EV Committee approved revisions to the Revolving Loan & Grant Program for the current fiscal year.

The OMS & DDA Board approved the revised Revolving Loan & Grant Program and MOU with the LDC at its regular meeting on November 6, 2024.

FISCAL IMPACT:

Loan processing fees will be added to the total amount borrowed by the applicant and a \$500 processing fee will be required for grant awards.

MOTION TO CONSIDER:

To approve the revised Revolving Loan & Grant Program and Memorandum of Understanding with the Lapeer Development Corporation and authorize the mayor to sign the Memorandum of Understanding.

ATTACHMENTS:

Revolving Loan & Grant Program

Lapeer Development Corporation Memorandum of Understanding

Revolving Loan & Grant Program and Memorandum of Understanding Resolution

RESOLUTION NO.

**AUTHORIZE APPROVAL OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN & GRANT PROGRAM REVISIONS
AND MEMORANDUM OF UNDERSTANDING
WITH THE LAPEER DEVELOPMENT CORPORATION**

WHEREAS, in 1994 the City of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program; and

WHEREAS, on June 17, 2019, Owosso City Council approved the new Owosso Main Street & Downtown Development Authority (OMS & DDA) Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the OMS & DDA Board of Directors; and

WHEREAS, on June 18, 2024, the Lapeer Development Corporation (LDC) proposed establishing a Memorandum of Understanding (MOU) with the OMS & DDA Economic Vitality Committee for processing the program's loans. This partnership will establish security for loan repayment ensuring replenishment to the Revolving Loan Fund and the continued use of the Revolving Loan & Grant Program for economic development; and

WHEREAS, on October 18, 2024, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the current fiscal year; and

WHEREAS, on November 6, 2024, the OMS & DDA Board approved the revised OMS & DDA Revolving Loan & Grant Program and the MOU with LDC and authorized City of Owosso staff to submit the Revolving Loan & Grant Program and MOU for approval by Owosso City Council.

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

- FIRST: it hereby approves the attached Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program.
- SECOND: the mayor is instructed and authorized to sign the attached Memorandum of Understanding with the Lapeer Development Corporation.



Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program

This version of the program will be applicable through June 30, 2025.

INTRODUCTION

This program is available to Central Business District, Corridor Business District and General Business District zoned for-profit businesses, landowners, and corporations.

Monies are available to the OMS & DDA until the \$250,000.00 reserve is reached.

OMS & DDA administers the program as authorized by the Owosso City Council.

The program is administered on a year-by-year basis.

The OMS & DDA Economic Vitality Committee leads the program and is responsible for recommending updates to the program on a fiscal year basis.

The fiscal year is from July 1st of the current year through June 30th of the subsequent year.

The OMS & DDA Board will approve or reject the recommended changes once a year from the Economic Vitality Committee.

The City of Owosso City Council will approve or reject the recommended changes following the OMS & DDA Board's approval.

With or without changes, the Revolving Loan & Grant Program will be approved by the OMS & DDA Board and made available for use by July 1st of each year.

All grants will require a \$500 processing fee if awarded.

The applicant shall be responsible for any and all costs associated with the OMS & DDA loan application, additionally, any fees or services rendered by a third party, including but not limited to, loan review, underwriting and/or consultation with lending institutions. The applicant will be responsible for any and all costs associated with the OMS & DDA loan application as described above regardless of whether the loan is approved or if applicant retracts the loan application.

All loans will be made at the U.S. Prime Rate -2%, with a minimum floor rate of 4%, set on the date on the signed application.

Loan length will be ten years or less; dependent on lease agreement.

Loan maximums are up to \$200,000 per project.

Grant maximums are up to \$50,000 per project. Only (4) grants per year will be awarded.

Loans and/or grants may be made on the same project.

Loans are paid prior to project start; grants are paid upon project completion.

Grant payment will be disbursed once all invoices are paid, and permits are signed off/closed.

Repayment of loans will begin one month after the City of Owosso Finance Department releases the check.

Loans and/or grants cannot be issued to projects that have either started or have been completed prior to approval of program application.

All applications require a business plan and financial projections.

All upper-story residential grants or loans require permits to be submitted with the applications.

All property development loans must be repaid in full if there is a transfer of the property title/ownership.

All loans and grants must provide project before and after photos.

ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects - including loans or grants for elevators
2. Historic Preservation
3. Upper Story Housing Development
4. Restaurant/Retail Space Build Out and Upgrades
5. Acquisition and Rehabilitation of Blighted Properties
6. Signage Purchase or Restoration
7. Environmental Site Assessments/Studies
8. Small Business Start-up Costs (working capital only): {Examples of eligible working capital include: purchase of a point-of-sale system, marketing expenses, or inventory of retail goods.}
9. Match on Main Approved Projects
10. Underground Vault Removal/Repair

INELIGIBLE PROJECT TYPES

1. Re-financing of debt owed to private sector entities such as banks, credit unions, etc.
2. Projects or part of projects unrelated to the scope described in the program application.
3. Employee wages or benefits, rent, mortgage payments, utilities, machine leases, vehicle leases, taxes and insurance, professional fees, credit card processing fees and other soft costs.
4. Payment of taxes, utilities, or other similar obligations.

APPLICATION PROCESS

THIS PROCESS CAN TAKE UP TO 3-6 MONTHS

1. Contact OMS & DDA Executive Director, Lizzie Fredrick, at lizzie.fredrick@ci.owosso.mi.us for a preliminary meeting to discuss the program's scope.
2. Obtain and complete the application form from the OMS & DDA website:
www.downtownowosso.org/business-development-resources
3. Submit the application form by email to: lizzie.fredrick@ci.owosso.mi.us
4. The Economic Vitality Committee of the OMS & DDA Board will review the application at their next meeting, in accordance with agenda submission deadlines. If the application is not accepted for further consideration, the applicant will be provided with a rationale for the decision and steps to re-apply.
5. If the application is approved by the OMS & DDA Economic Vitality Committee, the OMS & DDA Board of Directors will approve or deny the application at their next meeting, in accordance with agenda submission deadlines.
6. Upon approval by the OMS & DDA Board:
 - Grant Applications will be submitted to Owosso City Council for approval, in accordance with agenda submission deadlines.
 - Loan Applications will be submitted to the Lapeer Development Corporation for underwriting, collateralization and approval.
7. Loan applications approved by the LDC will then be submitted to City Council for approval, in accordance with agenda submission deadlines.
8. Approved loans require ACH automatic payments.
9. The City of Owosso Finance Department will release a check and create a coupon book for loans once all proper and completed paperwork is submitted. Invoices will not be mailed.
10. The City of Owosso Finance Department will release a check for grants once all paid invoices are provided.

CRITERIA FOR ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects
 - a. The building must be multi-story and have 4,000 or more square feet per floor
 - b. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
 - c. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
 - d. Architectural services for building access are eligible for a grant of up to \$5,000
 - e. Elevators for building access are eligible for a grant of up to \$25,000
2. Historic Preservation
 - a. If applicable, the project plan must be approved by the Downtown Historic District Commission prior to submission to the Economic Vitality Committee
3. Upper Story Housing Development
 - a. The upper story must have a minimum of 800 square feet; “micro loft/studio” projects will be considered
 - b. Air conditioning and internet access in each room except bathrooms must be included
 - c. Fire suppression must be included, and the fire suppression plan must be approved by the city building inspector **prior submission** to the Economic Vitality Committee
 - d. Fire suppression is eligible for a grant of up to \$12,500 per unit for projects with upper floor residential units
 - e. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project
 - f. Elevators for upper story housing development are eligible for a grant of up to \$25,000
4. Restaurant/Retail Space Build Outs and Upgrades
 - a. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
 - b. Architectural services are eligible for a grant of up to \$3,000 per project
5. Acquisition and Rehabilitation of Blighted Properties
 - a. A description of the plans for the property must be included with the application form
 - b. If preliminarily approved by OMS & DDA, a detailed plan with timing must be submitted to OMS & DDA for further review prior to submission of the application to the loan committee
6. Signage Purchase or Restoration
 - a. Building must be 50 years or older
 - b. If in the historic district, the plan must be approved by the Historic District Commission prior to submission to the loan committee
7. Environment Site Assessments/Studies
 - a. The building or site must have a brownfield plan
 - b. The building or site must be contaminated or suspected of being contaminated
 - c. Phase I and Phase II studies are eligible

Pre-existing Loans:

Existing loan payments may be deferred up to 6-months

- Deferments will be issued on a case-to-case basis depending on the Emergency Response circumstance.
- All deferments must be approved by the OMS & DDA Board and City Council
- Loan deferments must be requested by the loan holder in written form via letter or email, providing reasoning for deferment. Other information may be requested by the Economic Vitality Committee to aid in their determination.
- Requests for deferment should be reviewed by the Economic Vitality Committee.
- Upon review from the Economic Vitality Committee, if recommendation is determined, the loan request will be sent to City Council for final approval.
- Program-wide deferments can be considered during city, state, and/or country- wide Emergency Response declarations. Program-wide deferments require both OMS & DDA and City Council approval.

CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT

The Owosso Main Street & Downtown Development Authority Board of Directors will determine Economic Vitality Committee Members.

The Committee consists of a City Council representative, OMS & DDA Board Member, small business owner, commercial property owner, representative from a traditional lending institution and Owosso Main Street volunteers.

The Committee will make recommendations for approval based on criteria established by the Revolving Loan & Grant Program Scoring Rubric and other Committee considerations.

If the Committee does not recommend project approval, it will submit rationale to the applicant and the OMS & DDA Board of Directors.

Questions on the program, process, or any other aspect of the program may be directed to the OMS & DDA office at 989-725-0571 or lizzie.fredrick@ci.owosso.mi.us.

Each year, led by the Economic Vitality Committee, the OMS & DDA Board will update and republish the program based on continuous improvement input and recommendations.



Effective Date: August 27, 2024

This Memorandum of Understanding ("MOU") is entered into by and between Lapeer Development Corporation, located at 449 McCormick Dr, Lapeer, Michigan, and the City of Owosso, located at 301 W Main St, Owosso, Michigan.

Purpose:

The purpose of this MOU is to establish the roles and responsibilities of both parties in the review and processing of loan requests for projects within the City of Owosso. This MOU shall not be construed nor obligate either party to a contractual relationship. Each loan review performed by Lapeer Development Corporation shall be according to the terms and conditions agreed upon by the parties for each specific individual loan.

Responsibilities of Lapeer Development Corporation:

Lapeer Development Corporation agrees to:

1. Review and process loan requests submitted by the City of Owosso.
2. Conduct underwriting reviews in collaboration with its regional partners and lending institutions.

Responsibilities of the City of Owosso:

The City of Owosso agrees to:

1. Review loan applications and assess the acceptability of projects for loan funding, based on local loan priorities.
2. Forward loan applications deemed acceptable to Lapeer Development Corporation for further review and processing.

Cost Responsibility:

Any costs associated with the review and processing of loan applications will be the responsibility of the loan fund. These costs will be covered via the loan fund at time of closing or when invoiced to the fund.

Signatories:

This MOU is executed by the authorized representatives of both parties.

(Signature)

(Signature)

(Date)

Date

For Lapeer Development Corporation

For the City of Owosso

Sam Moore

Robert J. Teich, Jr.

Executive Director

Mayor



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: November 13, 2024
TO: City Council
FROM: Kevin Lenkart, Owosso Public Safety Chief
RE: Emergency Action Support Plan

Recommendation:

Recommend Council adopt the City of Owosso Emergency Operations Plan as proposed.

Background:

According to the administrative rules, “State Assistance to Counties and Municipalities,” put forward by the Department of the State Police per the Emergency Management Act (PA 390 of 1976), a municipality with a population of 10,000 or more that has elected to be incorporated in the county emergency management program shall maintain a support plan in accordance with the current standard of that county’s Emergency Action Guidelines. It shall contain the signature of the chief executive official of the municipality (as defined in the Act) and be forwarded to the county. This support plan must be approved and signed by the municipal executive at least every four years.

Attached is a resolution for the adoption of the updated plan and a copy of the support plan.

Fiscal Impacts:

None

Master Plan Goals: 7.1

RESOLUTION NO.

**AUTHORIZING THE APPROVAL OF
THE UPDATED EMERGENCY OPERATIONS SUPPORT PLAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department; and

WHEREAS, the City of Owosso Public Safety Department has opted to participate in the Shiawassee County Emergency Management Program; and

WHEREAS, State law requires municipalities with a population of 10,000 or more to maintain and file with the County a plan of support that is in accordance with the County's Emergency Action Guidelines at least every four years.

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

- FIRST: it has elected to participate in the Shiawassee County Emergency Management Program.
- SECOND: the attached City of Owosso Emergency Operations Plan provides a framework for the City to use in performing emergency functions before, during, and after emergent situations and is hereby approved.
- THIRD: the mayor and city clerk are instructed and authorized to sign the attached document in support of the Shiawassee County Emergency Operations Plan.

EMERGENCY OPERATIONS PLAN

Owosso, Michigan



Supporting:

Shiawassee County Emergency Operations Plan

November 12, 2024

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 - City of Owosso Emergency Coordinator
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 - City of Owosso
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 - City of Owosso
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Appendix A: Acronyms

Appendix B: Glossary

PLAN DISTRIBUTION

The City of Owosso Emergency Operations Plan is provided to all municipal departments. Non-municipal departments may contact the City Clerk to obtain a copy of the plan. Additionally, this plan will also be provided to the Shiawassee County Emergency Management Program as support to the Shiawassee County Emergency Operations Plan.

AUTHORITY AND REFERENCES

State

- a. Act 390 of 1976, Michigan Emergency Management Act
- b. Michigan Emergency Management Assistance Compact

Local

- a. Shiawassee County Emergency Operations Plan
- b. City of Owosso NIMS Resolution, adopted October 2, 2006
- c. City of Owosso participates in county wide mutual aid agreement.

PLAN DEVELOPMENT AND MAINTENANCE

The municipal operations plan will be maintained in accordance with current standards of the Shiawassee County Emergency Operations Plan (EOP) and in accordance with municipal government. Deficiencies identified in exercises and actual use, or organizational changes will stimulate revisions to the plan as well. Revisions of the plan will be forwarded to all organizations/agencies assigned responsibilities in the plan. Directors of supporting agencies have the responsibility for maintaining internal plans, Standard Operating Guidelines (SOG), and resource data to ensure prompt and effective response to emergencies.

BASIC PLAN

1. PURPOSE

This operation plan has been developed to satisfy the requirements of the Michigan Emergency Management Act (P.A. 390, as amended) and to define the actions to be taken by the City of Owosso government to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the City of Owosso is part of the Shiawassee County Emergency Management Program. This plan is to be used in conjunction with the Shiawassee Emergency Operations Plan (EOP) / Emergency Action Guidelines (EAG)s.

2. SCOPE

This operation plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. The plan and its annexes provide instructions for accomplishing assigned functions.

3. SITUATION AND ASSUMPTIONS

- A. The City of Owosso is located in the central part of the State of Michigan within Shiawassee County. The city's population is 14,581. The City is 5.23 square miles centrally located in mid-Michigan 35 miles from the City of Lansing the State Capital.
- B. The City of Owosso is subject to a variety of natural hazards. According to the county Hazard Vulnerability Analysis, the most likely and damaging of these include, but are not limited to: fires, flooding, storms, and tornadoes.
- C. Adjacent municipalities and other governments will render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.
- D. The City of Owosso has the capability and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. When municipal resources are exhausted, the Shiawassee Emergency Management Agency will coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties or from the State of Michigan through the Michigan Emergency Management Assistance Compact (MEMAC). Ultimately, the State can ask other states through the Emergency Management Assistance Compact (EMAC) or the federal government for assistance in dealing with a major disaster or emergency.

- E. The City of Owosso Mayor or designee declares a local state of emergency and notifies the municipal Emergency Coordinator (EC) and the Shiawassee County Emergency Management Coordinator (EMC) of this decision.

4. CONCEPT OF OPERATIONS

- A. The City of Owosso is responsible for the protection of the lives and property of the citizens. It exercises primary supervision and control over the four phases of emergency management (mitigation, preparedness, response, and recovery) and activities within the municipality and in coordination with and support of Shiawassee Emergency Management.
- B. The City Manager is ultimately responsible for emergency management activities within the boundaries of the jurisdiction. This position can delegate their authority, but never their responsibility. An Emergency Operation Center (EOC), located in the James Capitan Building, 149 E. Corunna Ave, Corunna Mi., has been designated by the municipality, and may be activated by the EC or the city manager during an emergency. The EOC will be staffed according to the level of emergency.
- C. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
- D. The EC and City Manager will develop mutual aid agreements with other municipalities within and outside of Shiawassee County for reciprocal emergency assistance as needed.
- E. Emergency response by the municipal government or its agents will follow procedures in support of the Shiawassee County Emergency Management Procedures.
- F. Public Safety agencies will respond and operate as required in accordance with the standards of the National Incident Management System (NIMS) as adopted under the Owosso City Council NIMS Resolution. This includes institutionalizing the Incident Command Structure (ICS) for all response disciplines at incident locations to provide for an efficient response operation as well as establishing an efficient public information system within the structure.
- G. Emergency response by the City of Owosso or its agents will follow procedures in support of the Shiawassee County Emergency Management Procedures.
- H. The City of Owosso will coordinate and support emergency incident and management through the development and use of integrated multi-agency coordination systems, which includes maintaining connectivity capability between incident command posts (ICP), 911 Centers, and Emergency Operations Centers.

- I. City of Owosso response personnel will be qualified to provide an adequate level of performance to continue the operations of the City and for public safety needs.

5. CONTINUITY OF GOVERNMENT

This plan is an all-hazards plan concerning all types of emergency situations. It deals with the activities that occur before, during, and after the emergency operations. These activities are accomplished by dividing emergency management activities into the following phases: mitigation, preparedness, response, and recover.

- A. Mitigation: Mitigation activities are any actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property.
- B. Preparedness: Preparedness activities are any actions taken prior to the emergency that facilitates the implementation of a coordinated response.
- C. Response: Response activities are any actions taken immediately before, during or directly after an emergency to save lives, minimize damage to property, and increase effectiveness of recovery efforts. :
- D. Recovery: Recovery is the phase that involves restoring systems to normal conditions. Short-term recovery actions are taken to assess damage and reestablish vital life-support systems; long-term recovery actions may continue for years.

6. EMERGENCY ACTION LEVELS (National Weather Service)

- A. Watch – All emergency personnel placed on standby. (Conditions are favorable for severe weather)
- B. Warning – Partial activation of EOC by emergency management personnel. (Actual sighting, actually occurring).
- C. Impact – Full activation of EOC
- D. Recovery – Continued response activities as needed.

7. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The City of Owosso incident management operations will be conducted in Shiawassee County Emergency Operations Center. Operations will be in accordance with the National Incident Management System to ensure that adequate capabilities and resources are provided under a manageable span of control for incident operation needs. The management structure will consist of the City Manager or designee as the lead incident manager with subordinate

agencies and personnel performing operational support tasks. Each agency required to provide support during emergency operations will conduct their duties to the best of their abilities which will derive from continuous training and participation in exercises. The following section provides the responsibilities and assignments that the selected agencies and personnel should address in supporting the City of Owosso emergency operations. Each will be required to report to the Shiawassee County Emergency Operation Center located at the James Capitan Center, 149 E. Corunna Ave, Corunna, Michigan 48817

A. INCIDENT MANAGER

City of Owosso City Manager / designee

1. Ensure incident management functions are in accordance with NIMS.
2. Ensure compliance with this plan and the Shiawassee County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the City of Owosso.
3. Issue local emergency declarations and notify the proper emergency management coordinators of this action.
4. Seek federal post-disaster funds if available.
5. Provide for continuity of operations.

City of Owosso Emergency Coordinator/Public Safety Chief

1. Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
2. Coordinates EOC response and recovery operations.
3. Ensures appropriate personnel have completed NIMS and ICS training to enhance multi- discipline and multi-jurisdictional coordination.
4. Acts as a liaison with the Shiawassee County Emergency Management Director.

B. PUBLIC INFORMATION OFFICER

Public Information is responsible for interfacing with the public and media and/or with other agencies with incident related information. The Public Information Officer (PIO) develops accurate and complete information on the incident's cause, size, and current situation for internal and external needs.

1. Providing for the planning and dissemination of emergency information to the public.

2. Assists in implementing procedures for the communications and warning function.
3. Ensures ability to communicate between the municipality, field operations and the county EMA.
4. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
5. Coordinating information with neighboring municipalities and the county.

C. OPERATIONS

The following departments are selected to provide incident management support in their functional area to emergency operations. These departments provide support to all disaster and emergency types no matter the cause, size or location of the incident and in accordance to NIMS standards. In addition, each will develop and maintain its own Standard Operating Guidelines (SOG), to provide the steps in completing functions and tasks.

Public Safety- Fire Department

1. In cooperation with the city Emergency Coordinator, develops and maintains the Implementing Procedures for the Fire & Rescue function.
2. Assists in the development, review and maintenance of the Shiawassee County EOP.
3. Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency.
4. Assumes primary responsibility for emergency alerting of the public.
5. Advises the Municipal Emergency Coordinator about fire and rescue activities.
6. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

Public Safety-Police Department

1. In cooperation with the city Emergency Coordinator, develops and maintains procedures for the Police Services function.
2. Assists in the development, review and maintenance of the Shiawassee County EOP.

3. Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
4. Provides traffic and access control in and around affected areas.
5. Assists with emergency alerting and notification of threatened population.
6. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

Public Safety- Ambulance Service

1. In cooperation with the city Emergency Coordinator, develops and maintains the Implementing Procedures for the Health/Medical Services function.
2. Assists in the development, review and maintenance of the EOP.
3. Coordinates emergency medical activities within the municipality, and with appropriate personnel from the County Emergency Management agency.
4. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities.
5. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

City of Owosso Public Works Department

1. Restore vital facilities and public utilities.
2. Provide traffic and access control equipment;
3. Assist in establishing alternate evacuation routes.
4. Provide for damage assessment for public property.
5. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
6. Coordinate or direct the protective actions and restoration of public utilities.

D. PLANNING

Planning is responsible for collecting, evaluating, disseminating tactical information pertaining to the incident.

City of Owosso Community Development Department

1. Collects, evaluates and provides information about the incident.
2. Determines need for resources and maintains status of resources.
3. Assists in reviewing and updating the operation plan.
4. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

E. LOGISTICS

Logistics provides the support needs for the incident, including providing facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.

Should City of Owosso resources become exhausted, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing mutual aid agreements and understandings and the Shiawassee County Emergency Operations.

City of Owosso Finance Department

1. Provides materials, services and facilities in support of the emergency.
2. Develops procedures for rapidly ordering supplies and equipment and to track their delivery.
3. Provides proper record keeping of expenditures and obligations in emergency operations.

City of Owosso Engineering Department

1. Make damage reports to the EMC and assist in the assessment of damage to local and state agencies.
2. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning and procedures.

F. FINANCE/ADMINISTRATION

Finance/administration handles the need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities.

City of Owosso City Manager / designee

1. Authority to order any emergency purchase and/or authorize the contracting of any emergency service required.
2. Augment personnel to fill response shortfalls.

City of Owosso Finance Department

1. Maintains oversight of all financial and cost analysis activities associated with the emergency.
2. Tracks costs and personnel time records.
3. Coordinate with state and local mutual aid agreements to properly reimburse for expenses.

8. COMMUNICATION

Existing communications systems available to each agency will be used during emergency operations. Telephones, regular and cell phone will be considered the primary direction and control communications. Two-way radios will be used in the direction and control of operations where the use of the telephone is neither possible nor convenient. In accordance with the NIMS, common terminology will be used instead of coded language when communicating amongst agencies.

APPENDIX A

ACRONYMS

ALS	Advanced Life Support
DOC	Department Operations Center
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC or UC	Incident Command or Unified Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LNO	Liaison Officer
MEMAC	Michigan Emergency Management Assistance Compact
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research and Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOG	Standard Operating Guideline
UC	Unified Command
US&R	Urban Search and Rescue

APPENDIX B

GLOSSARY

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, and ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards. **Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America. **Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills,

nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command Staff and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is

handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the

efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S.

Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all

levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational

awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.



DATE: 11.20.24
TO: CITY COUNCIL
FROM: CITY MANAGER
SUBJECT: City Council Goal Setting Process

Introduction

The City of Owosso City Council will initiate a structured goal-setting process to identify, prioritize, and guide the city's strategic objectives for FY 2025-2026. It is designed to ensure collaboration, transparency, and a focus on actionable outcomes.

Goal Setting Strategy

The strategy for the goal-setting process includes the following components:

1. Preliminary Preparation

- **Questionnaire Distribution:** All elected officials and department heads will complete a detailed questionnaire to identify:
 - Major accomplishments from the past two years.
 - Current issues, concerns, and opportunities.
 - Proposed initiatives, programs, and policies.
 - Capital projects and equipment needs.
 - Suggestions for teamwork improvement.
- **Confidential Responses:** Responses will be collected, summarized, and anonymized to encourage honest feedback.

2. Facilitated Work Session

A goal-setting session will be facilitated by the city manager. This session will include:

- **Review of Accomplishments:** Reflect on the city's achievements from the past two years to build a foundation of progress.
- **Identification of Issues and Trends:** Discuss current and emerging challenges or opportunities facing the city.
- **Discussion on Initiatives and Policies:** Develop a comprehensive list of potential programs and policy changes.
- **Prioritization:** Rank initiatives and projects using tools like a "dot system" to visually represent consensus priorities.

3. Capital Improvement Planning

- Review and prioritize major capital projects and equipment purchases.
- Develop a preliminary timeline and funding strategies for high-priority projects.

4. Teamwork Development

- Discuss ways to improve communication, decision-making, and collaboration among council members and city staff.
 - Explore opportunities for informal interactions and joint initiatives to strengthen teamwork.
-

Implementation Process

Step 1: Initial Questionnaire

- **Timeline:** Distributed two months before the session.
- **Objective:** Gather insights and ideas to frame the session agenda.

Step 2: Goal-Setting Session

- **Agenda:**
 1. Introduction and process overview.
 2. Review of accomplishments.
 3. Discussion of issues and concerns.
 4. Evaluation and ranking of programs, initiatives, and capital projects.
 5. Team-building workshop.
 6. Summary of findings and next steps.

Step 3: Report Development

- A comprehensive report summarizing session results will be prepared and shared with the council and public.
- The report will include:
 - Ranked priorities.
 - Preliminary timelines and funding strategies.
 - Recommended teamwork initiatives.

Step 4: Public Communication

- **Transparency:** Post the final report on the city's website, and summarize the results during a public council meeting.
- **Engagement:** Host town halls or open houses to present goals to the community and gather feedback.

Step 5: Monitoring and Updates

- Conduct quarterly reviews of progress on initiatives and projects.
 - Adjust priorities based on emerging needs or opportunities.
-

Expected Outcomes

- Clear and actionable city goals for fiscal year 2025-2026
 - Enhanced collaboration among elected officials and city staff.
 - A roadmap for capital improvement projects.
 - Stronger alignment between council objectives and community needs.
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Timeline

- **Questionnaire Distribution:** Within 2 weeks of council approval.
- **Goal-Setting Session:** Within 8 weeks of questionnaire collection.
- **Report Finalization:** Within 4 weeks of the session.
- **Quarterly Reviews:** Ongoing, beginning in the quarter following the session.

Master Plan Goals: A.5, 3.6

RESOLUTION NO.

**RESOLUTION ADOPTING A FISCAL YEAR 2025-2026 GOAL SETTING PROCESS
FOR THE OWOSSO CITY COUNCIL**

WHEREAS, the City of Owosso is committed to fostering collaboration, transparency, and strategic planning in its governance and decision-making; and

WHEREAS, a structured goal-setting process will help the City Council identify, prioritize, and achieve strategic objectives while ensuring accountability to the community; and

WHEREAS, this process incorporates best practices, including input from elected officials and department heads, prioritization of initiatives and capital projects, and regular progress reviews.

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

- FIRST: the City Council adopts the goal setting process, which includes:
- A preliminary questionnaire to gather input from Department Heads and Councilmembers
 - A facilitated session to identify priorities
 - Development of a summary report and implementation plan
 - Quarterly progress reviews

SECOND: the City Manager is directed to oversee and implement the process, ensuring its timely completion and public transparency.



City Manager’s Report: December 2, 2024

Projects, Updates, Community Information, Staffing, General Operations

STATE LEGISLATIVE UPDATE		
Curbside Recycling Required in Owosso by 2028	Passed in December of 2022, this legislation amended PA 451 of 1994 – specifically Part 115 – to mandate that all cities over a population of 5000 shall be required to have curbside recycling established with at least 90% of single family households within the city by January of 2028. Councilman Haber has been appointed by the County to serve on the committee charged with deciding how to make this transition. While the county is required to submit a plan to EGLE by July, 2024, the city will have additional responsibilities to address on its own – chiefly the implementation of curbside recycling by 2028. I recommend starting this conversation at least by the end of 2025.	Cook Family Foundation may be able to help with outreach/listening sessions.
Wind and Solar Siting Preemption	Signed by the Governor in Nov 2023, this legislation removes local zoning control for wind and solar site approvals. Much like pipeline siting, land use and zoning consideration will now fall to the Michigan Public Service Commission. There are requirements that site developers negotiate with local governments, but the decision is now up to the MPSC on zoning and land use. It is unlikely that a large wind or solar farm developer will look at Owosso because of a lack of large privately-owned tracts but I cannot rule out that possibility for city-owned greenspace lots that may be attractive to energy site developers. This legislation was opposed by the MML and MTA.	
Road Funding Pilot Program – Road Usage Charges	In 2024, MDOT is conducting a study with eligible Michiganders who responded to a survey in early 2024 to explore the viability of road use charges as opposed to the Act 51 gas tax formula for road funding. Road use charges would most likely include paying a few cents for each mile driven. The implementation of the pilot program will begin in Fall 2024.	
Changes to CVTRS	The Michigan Treasury's City, Village, and Township Revenue Sharing (CVTRS) program provides financial support to local units of government. The program is designed to help these local governments manage their budgets and provide essential services to residents. For the fiscal year 2024, local units must submit required documentation, including financial reports and a certification of compliance with program requirements, to qualify for the payments. The payments are disbursed in six equal installments throughout the year once the required documents are submitted and approved. For the states FY 24-25 beginning on Oct 1, cities are no longer required to submit reports in order to get	

	<p>funding. The City, Village, and Township Revenue Sharing (CVTRS) program in Michigan was previously known as the Economic Vitality Incentive Program (EVIP) and is the vehicle for the state to disperse cities' shares of statutory revenue sharing.</p>	
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Project Name		Status
REZONING REQUESTS		
108 N Chipman	Request to be rezoned from Central Business District (CBD) to Light Industrial (I-1) for the December 9 th Planning Commission Meeting	
BUILDING PERMITS – COMMERCIAL		
110 S Ball	Roofing permit	
120 W Exchange	New Business (CPA)	
104 N Washington	New Business and Sign (restaurant)	
MARIHUANA LICENSES		
GROW		
1. 1370 E South St	Medical/Recreational	Renewed – September 2024
2. 1455 Industrial	Recreational	Issued – October 2024
3. 1410/1420 Hathaway	Recreational	Issued – January 2024
PROCESSING		
1. 1750 E South St Ste. 1	Recreational	Renewed – January 2024
RETAIL		
1. 117 E Main St	Medical and Recreational	Renewed - October 2024
2. 1115 Corunna	Medical and Recreational	Renewed – August 2024
3. 200 E Main	Recreational	Renewed – May 2024
4. 116 N Washington	Recreational	Renewed – January 2024

ECONOMIC DEVELOPMENT PROJECTS		
<p>Westown craft brewery – \$400,000 CRP grant - 2022</p>	<p>\$800,000 project to redevelop a historic Westown storefront building into a craft brewery and upper story housing. Total state grant amount estimated at \$400,000 through the Community Revitalization Program grant</p>	<p>Complete. Brewery open!</p>
<p>123 N Washington project – estimated \$1.2 million CRP grant - 2022</p>	<p>\$4.7 million redevelopment of downtown building to include 11 new upper story residential units and a restored historic façade. This project includes local tax abatements.</p> <p style="text-align: center;"><u>Funding Breakdown:</u></p> <p>Grants/Abatements</p> <ul style="list-style-type: none"> • \$403k – Brownfield (abatement) • \$85k – OPRA (abatement) • \$1.5 mil – CRP/MSF (Grant) • \$145k – County Land Bank (Grant) <p>Private/Developer</p> <ul style="list-style-type: none"> • \$2.6 mil 	<p>MSF Board Approved Grant Funding in Dec 2023. Owners pursuing historic tax credits. HDC approved CofA in November, 2024. Owner preparing contingency plan should financing not pan out.</p>
<p>Old Middle School project - 2022</p>	<p>Estimated \$18 million redevelopment to include 50-54 new residential units. This project will most likely include LITEC and historical tax credits. This project was granted a 4% PILOT for the life of the mortgage but only for the previous developer. The new</p>	<p>4% PILOT approved. State tax credits approved. In Oct, 2024 Venture informed the city that</p>

	developer will ask for a similar PILOT ordinance to be granted. The tax credit application was approved in April 2024. Construction commencement: TBD	project was on hold pending the 2024 general election results.
114 W Main St Upper Story Housing - \$700,000 rental rehab grant - 2021	This project will add 7 new residential units on the 3 rd floor of this downtown building. The first two floors are commercial. This project includes tax abatements already granted.	Occupancy cert issued. Project complete
Washington Park/Woodland Trails Housing Development Project - \$14,000,000 - 2024	This project will build 14 new condo units in the Woodland Trails development and 14-16 multi family units on the Washington Park site. The developer will be requesting a 24 year brownfield to reimburse them for infrastructure and other eligible costs identified in the plan. Infrastructure Work scope includes sanitary sewer with lift station, water main installation, and street resurfacing on Wesley Dr from Water to Washington and water main installation on Washington St from North to Wesley. Design work is in progress by city staff and Tetra Tech. Construction is planned for Spring 2025.	Brownfield Plan Approved. Sewer bid awarded. Condos are starting to be built in WT. WP working on construction schedule and necessary agreements with the city. Venture now pursuing CDBG funds through MSHDA as additional assistance with the project for the Washington Park component.
MEDC RAP Grant – Curwood Place – 344 W Main St - 2024	\$1,358,000 to rehabilitate upper story apartments. The owner has also shown interest in having a mural painted on the side of the building – possibly in partnership with SAC.	Awarded. OPRA approved by city April, 2024. Construction TBD
TOTAL ECONOMIC DEVELOPMENT PROJECTS	\$39,558,000	

PROJECTS/ISSUES OF PUBLIC INTEREST

Matthews Building Site	Site backfilled, hydro-seeded, and secured. Code enforcement will be issuing additional violations for the condition of the building that remains. Sold to local developer. Building plans presented to HDC in December 2023. Construction is underway. The sidewalk underpass will be shut down for a couple months to complete work on the wall facing the river. Sidewalk closure to start in mid to late March.	Sold to private developer – September 2023. HDC approved building exterior renovation and addition Dec 2023. Construction stalled pending a state grant application.
City Club Building (Exchange Street)	After an interior collapse occurred in June, 2023 a natural gas line was severed and repaired. The building official red-tagged the building and required owner to submit stamped engineering report detailing the building’s structural integrity. Stabilization of front and rear walls complete. Owner and Engineer to present plan to Building department to clear debris and secure site. Historic District Commission issued demolition by neglect notice. Notice has since been lifted. Owner says he plans to apply for land bank grant to clean debris. Land bank did not receive completed application and funding was denied. Land bank awarded grant to the city to satisfy court ordered demolition. Façade will be saved per HDC order.	Building official concerned with worker safety if front façade is saved while removing debris from collapse. Structural report received. Façade is salvageable but will be costly. Land bank has \$180k available to assist. Remaining amount would be paid by city and assessed to the owner. Est cost of cleanup and saving façade: \$500k to \$700k

		(subject to SCLB bidding process)
123 N Washington (5 th 3 rd)	MSF board approved \$1.2 million CRP grant in Dec 2023. Architectural plans complete. Building department waiting for permit application. After that is received, the HDC will consider approval for exterior. Building permit cannot be approved until HDC signs off on exterior plan.	HDC enforcement action underway. SHPO tax credit was denied. Developer now applying to National Parks Service for tax credits.

Grants			
Grant	Amount	Status	Description
Drinking Water State Revolving Loan Fund – 2024 (7497-01)	\$1,622,500	Awarded	Part of a \$3.4 million project, this state ARPA grant will help replace water main: N Dewey, Young, W Stewart, Grace, and Tracy St. Lead service lines in water main project areas and make improvements to the WTP: replace backwash pump, process piping, obsolete controls, communications equipment, and gravity filter improvements.
Drinking Water State Revolving Loan Fund - 2023	\$1,033,750	Awarded	This grant will help with lead service line replacement, water main replacement, and well upgrades. It's part of a \$4,045,000 project to continue improving the Owosso water system. Water Main: North, Lee, Clyde, Lunn, Huron, Milwaukee. Lead Service replacements in water main project areas. SCADA upgrades at water treatment plant. Improvements to Palmer 3a and Juniper wells. Fishbeck water study. Remainder of cost will be paid with low interest SRF loans.
Clean Water State Revolving Loan Fund - 2023	\$1,412,500 plus \$5,300,000 loan forgiveness	Award – 2023	This grant plus loan forgiveness program will partially fund improvements at the wastewater plant to include: filter replacement, disinfection system replacement, electrical and SCADA upgrades, and solids drying. Total cost of the project is \$19,000,000. The remainder of the cost will be paid with low interest SRF loans. Project has begun. Old chlorine tanks removed and plant processes temporarily bypassed to facilitate construction.
Railroad Grade Repair Grant	\$181,653	Awarded	This grant is from MDOT and will fund the replacement of the railroad crossing at S. Cedar Street.
ARP Grant – Medicare/Medicaid/CHIP - 2021	\$80,708	Award Updated	The Department of Health and Human Services (HHS), through the Health Resources and Services Administration (HRSA), is making payments to providers based on the amount and type of Medicare, Medicaid, and Children's Health Insurance Program (CHIP) services provided to rural beneficiaries from January 1, 2019 through September 30, 2020. Initial award was \$56,200. An additional \$24,530 was awarded in Dec 2021.
ARPA Funding - 2021	\$1,510,000	Awarded	1 st payment received. Last payment will be received in 2022. Public online survey completed. Waiting on Council members to submit project application scoring to staff. \$750,000 has been allocated to water infrastructure.
MSHDA NEP Grant - 2023	\$75,000	Awarded	Used to assist low-income home owners with eligible exterior home improvements up to \$7,500. Application being drafted.
MSHDA MI HOPE Grant - 2023	\$105,000	Awarded	This grant program is designed to encourage and facilitate energy-efficiency focused residential housing repairs and upgrades to owner occupied homes and non-owner occupied single-family homes and multi-family properties consisting of a maximum of three total units within both rural and urban areas.

DNR Grant for Holman Pool Building - 2020	\$150,000	Cancelled	Bids came back more than twice what was budgeted for the project due to increases in labor and material costs. The building will be used for storage.
EGL E DWAM Grant - 2019	\$460,000	Awarded	Original work scope includes investigating 364 water service lines through the city, updating distribution system material inventory, and updating the water asset management plan. The project is funded by a grant from the State of Michigan. All addresses on the original list, change order no. 1 list, and change order no. 2 list have been hydro-excavated at the curb stop. Hard surface restoration is in progress.
EGL E Service Line Replacement Funding - 2020	\$3,000,000	Awarded	Owosso's application was scored the highest this round. Project plan submitted July 1, 2021. This is 100% forgiven loan (Booker Funding) through the state's revolving loan fund program. Dollars will be used to replace water service lines subject to LCR requirements.
EGL E Service Line Replacement Funding (2)	\$1,345,000	Awarded	This partial loan forgiveness funding is tied to the application above. This project involves more LSR replacements coupled with the replacement of the Center St water main and rehabilitation of the water system elevated towers. This opportunity is 30% Booker forgivable. Remainder of this project will need ARPA funding to complete.
FEMA SCBA Grant - 2022	\$250,000	Denied	This grant replaces the OFD's breathing apparatuses. This is the second year we have been denied.
FEMA Radio Grant - 2021	\$1,200,000	Denied	This grant was in conjunction with other municipalities to replace OFD's radio units.
Federal COPS Grant - 2022	\$582,875 over 3 years	Denied	This grant funds up to 3 new police officer positions for 3 years. If awarded, the city would be required to continue funding these positions for an additional year.
Saginaw WIN Grant - 2020	\$10,500	Awarded	To help fund the Middle School area kayak launch.
Safe Routes to School - 2022	\$600,000	Awarded	Work scope includes constructing ADA compliant sidewalk ramps at various locations within the city along with constructing new sidewalks primarily in the Middle School area. The project is complete.
Consumers LED Rebate - 2021	\$5,460	Completed	Replace light fixtures in City Hall with more efficient LED lights
Small Urban Grant - 2022	\$375,000	Denied	Reconstruct Chipman St from Beehler to M-21.
MEDC WRI Grant - 2021	\$1,600,000	Denied	Replace water main, streets, and LSLs on Center, Clyde, Huron, Lynn, and Milwaukee Streets. 25% match required.
MCACA Grant - 2020	\$82,500	Denied	Replace library AC, Library steam pipes, Gould House heat and AC, and Castle boiler. Required \$82,500 match. Will know in September, 2021 if we are awarded.
Small Urban Grant - 2019	\$375,000	Awarded	Reconstruct Gould St from Oliver to Moore.
T-Mobile Hometown Grant - 2020	\$45,300	Denied	Possibly help fund the Middle School Kayak Launch project so no millage money would be needed to complete the project. This would add to the Saginaw WIN Grant already awarded.
Wellhead Protection Grant - 2021	\$52,000	Denied	Fund wellhead educational activities, groundwater audit, wellhead protection software, and update the city's wellhead plan.
Consumers Tree Planting Grant - 2022	\$2,600	Awarded	Consumers Energy's tree planting grant program to assist with annual fall tree planting in 2022.
MDOT RR Grade Crossing Grant – Woodlawn	\$108,621	Denied	Replace RR crossing at Woodlawn Ave. Funding: 60% MDOT/40% RR
MDOT RR Grade Crossing Grant – Chestnut - 2023	\$81,765	Denied	Replace RR crossing at Chestnut St. Funding: 60% MDOT/40% RR

MDOT RR Grade Crossing Grant – Cedar - 2022	\$181,653	Awarded - 2021	Replace RR crossing at Cedar St. Funding 60% MDOT/40% RR
MDOT RR Grade Crossing Grant – S. Chipman - 2023	\$112,381	Denied	Replace RR crossing at S Chipman St. Funding: 60% MDOT/40% RR
FY 2023 DWSRF – Water	\$1,011,250	Awarded	Replace water main on North, Lee, Clyde, Lunn, Huron, and Milwaukee St and LSRs (see below for project specifics). SCADA control upgrade at water plant. Wells at Palmer and Juniper. Fishbeck water study. Grant amount is 25% of total project cost. Remainder to be funded by SRF low interest loans.
FY 2023 CWSRF – Sewer	\$6,712,500	Awarded	Replace waste water plant treatment towers (3). This represents 50% of the cost of the project funded by grants and forgivable loans. The remainder will be funded by low interest SRF loans. Total cost now \$19 million. Due to inflation and increase in construction costs, council decided to reduce the project scope by delaying the tower replacement portion of the project
DNR Spark Grant - 2022	\$752,500	Application delayed to resolve property ownership issue.	Make improvements to the James Minor River Trail along Jerome St to coincide with future street reconstruction. Grant will fund trail improvements and paving from Washington St to the Oakwood walk bridge.
Match on Main - 2022	\$25,000	Awarded	Grant from MEDC to Aviator Jayne for business expansion.
Match on Main - 2022	\$25,000	Awarded	Grant from MEDC to Taphouse Meat Market for business creation.
Consumers Tree Grant – 2023	\$3,000	Awarded	Grant from Consumers Energy to plant 15 trees in the city right of way.
FY 2024 DWSRF (7497-01) – Water - 2023	\$1,745,000	Awarded	Total project cost (SRF loan): \$3,490,000. 50% principal forgiveness. This project will replace water main on Dewey, Young, Tracy, Grace, and W Stewart Streets. It will also pay for WTP improvements: backwash pump replacement, process piping replacement, communication and controls upgrades, and sand filter rehabilitation.
MEDC RAP Grant – DDA Downtown Lights - 2023	\$300,000	Awarded	The scope of work is street light removal and replacement including new conduit and wiring on the following streets: <ul style="list-style-type: none"> • Comstock from Water to Park • Washington from Water to Main (M-21) • Main (M-21) from Washington to Park (south side only) • Park from Comstock to Main (M-21) (west side only) The project is funded by ARPA funds and a RAP grant. The project is complete.
MEDC RAP Grant – Curwood Place – 344 W Main St - 2023	\$1,358,000	Awarded	This grant will pay for the rehabilitation and addition of upper story residential units at 344 W Main Street.
CIS Trail Appropriation - 2024	\$4.4 million	Awarded	Legislative appropriation from State to complete the gap in the CIS trail and make improvements to trail along Jerome St. Scope of work includes trail construction from the existing Clinton-Ionia-Shiawassee (CIS) trail termination at Smith Road to Chestnut St, bike lane installation on Chestnut St, Stewart St, and Washington St, James Miner Trail reconstruction from Hickory St to Oakwood St, and paving the Sam & Opal Voight walkway from Washington Street to the boardwalk. The project also includes rehabilitating Jerome St from Hickory St to Oakwood St. Design work is in progress by Fleis & Vandenbrink. Work is scheduled to take place in 2025 and 2026.

MSHDA NEP – 2024	\$75,000	Awarded	Assists low income home owners with eligible exterior home improvements up to \$24,000 each.
MSHDA MIHope – 2024	\$365,000	Awarded	Assist low income home owners with eligible energy efficient upgrades up to \$25,000 each. In October, 2024 an additional \$100,000 was granted to the city for being a “high performer” in the program.
EPA Community Change Grant – Memorial - 2024	\$11,000,000	Application in process	<p>The EPA Community Change Grant, funded by the Inflation Reduction Act, provides approximately \$2 billion to help disadvantaged communities address environmental and climate justice challenges. The grants support projects that reduce pollution and build community resilience. Eligible applicants include partnerships of community-based organizations with tribes, local governments, or educational institutions. Applications are accepted on a rolling basis until November 21, 2024.</p> <p>The City seeks to partner with Memorial Healthcare to seek \$11 million to build the first phase of equalization storage at the Waste Water Treatment Plant in an attempt to lift the 2005 consent order from EGLE.</p>
EPA Community Change Grant – YMCA - 2024	\$11,500,000	Application in Process	Much like the memorial grant above, this application is for the same program only the city would partner with the YMCA for a community resiliency project. The Y is looking to address issues of climate change by better preparing the community for more hazardous weather events caused by climate change. The city’s portion of the grant would pay for clean water initiatives via the construction of wastewater retention at the wastewater plant. Unlike the memorial grant, this application would add an additional city component addressing clean air initiatives with the replacement of the library’s heating system. This would replace the ancient steam boiler with a modern high-efficiency hydronic boiler system.
TMF Grant – EGLE (Lead Service Line ID) - 2024	\$600,000	Awarded	The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has established the Community Technical, Managerial, and Financial (TMF) Support for Lead Line Replacement grant. This program, with an appropriation of \$48 million, aims to assist publicly owned community drinking water systems in lead service line replacement efforts. The grants, with a maximum award of \$600,000 per proposal, prioritize communities that have not previously received funding and those with lower Median Annual Household Income (MAHI). Work scope includes investigating approximately 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter. Notification for scheduling investigations inside the building are in progress. Investigation at the curb stop is scheduled for Summer 2025.
MiNeighborhood MSHDA	\$395,300	Awarded	<p>The Michigan State Housing Development Authority's (MSHDA) MI Neighborhood grant program provides funding to enhance community living and directly assist homeowners through various eligible activities, including:</p> <ul style="list-style-type: none"> • Housing Rehabilitation: Exterior repairs such as roof replacements, siding, windows, doors, and accessibility improvements like ramps and handrails.

			<ul style="list-style-type: none"> • Energy Efficiency Upgrades: Enhancements like insulation, energy-efficient windows, and HVAC system improvements to reduce utility costs. • Accessibility Modifications: Interior adjustments to improve accessibility for individuals with disabilities, including bathroom modifications and kitchen adaptations. • Public Amenity Enhancements: Community-wide projects such as park improvements, playground installations, and the creation of community gardens. <p>Eligibility for homeowner assistance typically includes income limits (usually up to 120% of the Area Median Income), property ownership as a primary residence, and location within the city. Up to \$40,000 per project.</p>
TOTAL GRANTS AWARDED	\$33,781,374 – 88%	<i>Grants Denied</i>	<i>\$4,490,442 – 12%</i>

STREETS AND SIDEWALKS			
2025 Street Program		Projects planned for street resurfacing: <ol style="list-style-type: none"> 1. Howell Street from south end to Clinton. Work scope includes crush and shape with asphalt resurfacing. The project has been awarded to Glaeser Dawes Corporation with an April 21, 2025 start date. 2. Lynn Street from west end to Clinton. Work scope includes crush and shape with asphalt resurfacing. The project has been awarded to Glaeser Dawes Corporation with an April 21, 2025 start date. 	2025
2023 Street Patch Program		Work scope includes patches on various streets within the city of Owosso needed for water main breaks, sewer repairs, etc. The project is complete.	Complete
Street Projects	Jerome: Hickory to Oakwood	Work scope includes crush and shape with asphalt pavement construction along with minor drainage upgrades. Project is on hold until funding is available.	On hold pending funding.
Street Projects - 2024	Stewart: M52 to Washington	Stewart Street from Shiawassee St (M-52) to Washington St: Work scope includes pavement reconstruction with curb and gutter replacement, storm sewer replacement, ADA sidewalk ramps, select sidewalk replacement, and permanent pavement markings and signing; water main replacement. The project is a MDOT Small Urban Program project with the water main portion approved as part of the State of Michigan Department of EGLE 2024 Drinking Water State Revolving Fund	COMPLETE

	project. The project is complete with punch list and closeout procedures underway.	
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UTILITIES (Water and Sewer)			
Project	Project Name/Description	Status	Completed
Lead Service Line Identification Project	Funded by TMF Grant. Will ID 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter.	Notification for scheduling investigations inside the building are scheduled to be sent in the Fall 2024. Investigation at the curb stop is scheduled for Summer 2025.	Summer 2025
Water Treatment Plant	SCADA System - 2023	Kick-off meeting with Tetra tech was 10.30.20. Design phase completed. Included in next DWRP loan application.	In progress
Sanitary Sewer Repair	Various	Work scope includes open-cut sewer repairs on sanitary sewers on W Exchange St, Herman St, Nelson St, and Ward St. The project has been awarded to Glaeser Dawes Corporation. Sanitary sewer repairs are complete on W Exchange St, Herman St, and Nelson St. Sanitary sewer repairs are in progress on Ward St.	Fall 2024
Water Main Replacement - 2024	Dewey St: Brandon to Moore	Work scope includes water main replacement including non-compliant water service line replacement. The project was approved as part of the State of Michigan Department of EGLE 2024 Drinking Water State Revolving Fund project. The project is complete with punch list and closeout procedures underway.	COMPLETE
	Grace St: Cedar to Shiawassee	: Work scope includes water main replacement including non-compliant water service line replacement. The project was approved as part of the State of Michigan Department of EGLE 2024 Drinking Water State Revolving Fund project. The project has been postponed due to funding	Cancelled
	Tracy St: Frederick to Stewart	Work scope includes water main replacement including non-compliant water service line replacement. The project was approved as part of the State of Michigan Department of EGLE 2024 Drinking Water State Revolving Fund project. The project is complete with punch list and closeout procedures underway.	COMPLETE
	Young St: Chestnut to Brooks	Work scope includes water main replacement including non-compliant water service line replacement. The project was approved as part of the State of Michigan Department of EGLE 2024 Drinking Water State Revolving Fund project. The project has been postponed due to funding.	Cancelled

Water Main Projects – 2025		<p>Work scope includes water main replacement including non-compliant water service line replacement on the following streets:</p> <ol style="list-style-type: none"> 1. Nafus Street from south end to Frederick 2. Grace Street from Cedar to Shiawassee 3. Young Street from Chestnut to Brooks 4. Olmstead Street from Ward to Chipman 5. Harding Avenue from Willow Springs to Hanover 6. Hanover Street from Harding to Riverside <p>The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. Design work is in progress with construction planned for late Summer 2025.</p>	Summer 2025
S Chestnut St Rail Crossing Drainage	S Chestnut Street H&E Railroad Crossing – south of M-21	<p>A property owner near the RR crossing is concerned with their property being partially flooded during very heavy rain events. The ditch in the RR right of way overflows and it is suspected that debris in the ditch clogs the culvert. City engineer and city manager met with RR personnel in Sept 2023 where we were informed the RR will not clean/clear the ditch but would allow us access to the ditch to create a debris catch for the culvert. If that does not work, we will have to approach the township and drain commission for a study to assess required improvements to the drainage system in the area. This project is not on the city's latest approved Capital Improvement Project. Staff met with property owners in westtown and the drain commissioner in October. A 1998 study will need to be updated in partnership with Owosso Twp, County, and MDOT per the rules for "Chapter 20 cost share" county drains. City's contribution of study will be 51%.</p>	Ongoing. One event this summer so far that overwhelmed the system.
Future Water Main Projects		<p>Projects submitted to EGLE for FY2025 Drinking Water State Revolving Fund (DWSRF) funds for water main replacement:</p> <ol style="list-style-type: none"> 1. Nafus Street from south end to Frederick 2. Gilbert Street from Mason to Oliver 3. Clinton Street from Cedar to Shiawassee 4. Olmstead Street from Ward to Chipman 5. Harding Avenue from Willow Springs to Hanover 6. Hanover Street from Harding to Riverside 7. Stewart Street from Cedar to Shiawassee 8. Williams Street from Shiawassee to Washington 9. Dewey Street from Main (M-21) to King 	
2025 Sewer Televising Project		<p>The following sewers are planned for televising:</p> <ol style="list-style-type: none"> 1. Ament St between Lyon and Shiawassee (M-52) – storm sewer 2. Bennett Field Dr between Lafayette and Hoyt – storm sewer 3. Oliver St and Chipman St intersection – storm sewer 	2025

		<ol style="list-style-type: none"> 4. Hickory St between King and Osburn – storm sewer 5. Park Street between Osburn and Stratford – storm sewer 6. King St and Dewey St intersection – storm and sanitary sewer 7. Sanitary Sewer Interceptor from Robbins and Main (M-21) to Hathaway – sanitary sewer <p>Bids were received on November 19, 2024 with contract award scheduled for the December 2, 2024 city council meeting. The project is scheduled to begin January 6, 2025.</p>	
2025 Drainage Improvement Project – North St between Chipman and Hanover		Work scope includes ditch cleaning on the North St ditch between Chipman and Hanover and on the Coventry Ct ditch. Bids were received on November 26, 2024 with contract award scheduled for the December 16, 2024 city council meeting. The project is scheduled to begin January 6, 2025.	
2025 Water Service Line Replacement Project		Work scope includes noncompliant water service line replacements targeting 600 locations within the City of Owosso over a 3-year time period. The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. Design work/planning is in progress with construction planned to commence in late Summer 2025.	2025-2026

WATER TREATMENT PLANT		
Project Name/Description	Status	Completed
SCADA Upgrades	Upgrade and expand the SCADA system for the WTP and wells. Tower permit with FCC has been approved! Could take 12 weeks to hear back. Any existing or new wells can continue operation with SCADA – which could be implemented later. Standpipe radio install has been progressing with Tetra Tech and Countyline. Progress meetings on SCADA project help monthly.	In process
Lab Room Repairs	This project hinges primarily on stopping the roof leaks first. Fishbeck budgeted over \$750,000 to replace the roof. This replacement is on hold and only roof repairs will be completed until it has been determined that money will be invested in the current plant. In the meantime only essential improvements will be completed on the Lab and Control Room.	Lab has also been recertified after EGLE delay.
Palmer Well Rehab Project	Palmer 2 is due for a performance test, complete inspection and cleaning, pump and pipe rehab or replacement. Process piping is being installed and consumers energy is working on installing electric service.	Complete

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED			
Project	Project Name/Description	Status	Completed
	CIS Trail Extension – Extend trail from Priest Rd. to City.	Scope of work includes trail construction from the existing Clinton-Ionia-Shiawassee (CIS) trail	State funding approved for

		<p>termination at Smith Road to Chestnut St, bike lane installation on Chestnut St, Stewart St, and Washington St, James Miner Trail reconstruction from Hickory St to Oakwood St, and paving the Sam & Opal Voight walkway from Washington Street to the boardwalk. The project also includes rehabilitating Jerome St from Hickory St to Oakwood St. Design work is in progress by Fleis & Vandenbrink. Work is scheduled to take place in 2025 and 2026.</p>	<p>M-21 route. Working with MDOT on ROW permit.</p>
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BUILDING AND GROUNDS			
Library	Window replacement	Windows are in need of replacement. City and Library to apply for MCACA grant. Unknown at this time how much it will cost.	TBD
	Heating System Replacement	Abandon/dismantle existing steam boiler and distribution lines. Add forced air systems and needed controls. Est \$50,000	Fall 2024 or Spring 2025
City Hall	Security and Accessibility - IT	Replace/Add technology at city hall for security and accessibility. Replace old doorbell on basement entry and upgrade silent alarm system.	TBD
	City Hall HVAC, electric service, and generator replacement	Replace RTUs, electric service panels, generator and transfer switch, and address structural issues with room below grade on west side of building.	Veridus hired as owner's rep. Engineering firm needed to provide plans for construction bidding (Spicer recommended @ 12.2.24 CC meeting)
	Fronts steps replacement with new sidewalk and flatwork	As part of the buildings 100 th anniversary, I am putting together a proposal to be considered in FY 24-25 to replace flatwork and front steps of city hall. This would include bricking off and filling in one of the rooms behind the city council desk. The original star drain system failed many years ago and water is getting into this room. The flagpole foundation also needs repair as it has been leaning for some time.	Postponed due to cost
Public Safety	HVAC replacement/efficiency upgrades	As part of the city hall efficiency project, I'm also planning to propose replacement of the public safety building's boiler and heating/cooling systems. As part of the project we would like to replace most of the overhead doors, garage bay ceiling panels, foam insulate the ceiling in garage bay, and replace worn entry doors.	Congressional appropriation through USDA approved. Waiting on instructions from regional USDA office. TBD



MEMORANDUM

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

DATE: November 22, 2024
TO: Owosso City Council
FROM: Brad Barrett, Finance Director
SUBJECT: Monthly Financial Report – October 2024

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 October 31, 2024.

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.)

FISCAL IMPACTS:

None.

Document originated by:

Revenue and Expenditure Report for City of Owosso – Period ending 10-31-2024
Cash Summary by Account for City of Owosso – 10-01-2024– 10-31-2024

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR		YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET	MONTH 10/31/24 INCR (DECR)	10/31/2024 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND								
Revenues								
101-000-402.000	GENERAL PROPERTY TAX	3,968,376.00	3,968,376.00	79,956.17	3,602,636.34	365,739.66	90.78	
101-000-402.500	OBSOLETE PROPERTY REHAB TAXES (O	3,306.00	3,306.00	0.00	0.00	3,306.00	0.00	
101-000-404.000	PA 298 OF 1917	316,083.00	316,083.00	6,364.94	286,791.56	29,291.44	90.73	
101-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	
101-000-434.000	TRAILER PARK TAXES	1,000.00	1,000.00	645.50	1,280.00	(280.00)	128.00	
101-000-437.000	INDUSTRIAL/COMMERCIAL FACILITIE	14,045.00	14,045.00	0.00	0.00	14,045.00	0.00	
101-000-439.000	MARIJUANA TAX DISTR.	237,851.00	237,851.00	0.00	0.00	237,851.00	0.00	
101-000-445.000	INTEREST & PENALTIES ON TAXES	19,858.00	19,858.00	1,488.22	3,445.32	16,412.68	17.35	
101-000-447.000	ADMINISTRATION FEES	162,835.00	162,835.00	1,842.86	84,360.11	78,474.89	51.81	
101-000-476.000	LIQUOR LICENSES	10,500.00	10,500.00	0.00	4,214.10	6,285.90	40.13	
101-000-477.000	CABLE TELEVISION FRANCHISE FEES	73,000.00	73,000.00	0.00	0.00	73,000.00	0.00	
101-000-478.000	ROW LICENSES	1,000.00	1,000.00	50.00	250.00	750.00	25.00	
101-000-491.000	PERMITS (GUN)	400.00	400.00	240.00	340.00	60.00	85.00	
101-000-502.000	GRANT-FEDERAL	173,570.00	173,570.00	0.00	0.00	173,570.00	0.00	
101-000-502.000-USDOT-OHSP	GRANT-FEDERAL	0.00	0.00	(1,231.61)	(1,231.61)	1,231.61	100.00	
101-000-502.100-COSSAP2022	FEDERAL GRANT - DEPT OF JUSTICE	100,000.00	100,000.00	0.00	8,520.03	91,479.97	8.52	
101-000-502.100-DOJ-SRTBWC	FEDERAL GRANT - DEPT OF JUSTICE	0.00	0.00	4,017.47	4,017.47	(4,017.47)	100.00	
101-000-540.000	STATE SOURCES	3,750.00	3,750.00	3,793.73	3,793.73	(43.73)	101.17	
101-000-540.000-DDASTRLITE	STATE SOURCES	300,000.00	300,000.00	300,000.00	300,000.00	0.00	100.00	
101-000-540.000-MCOLES-CPE	STATE SOURCES	0.00	0.00	0.00	1,650.00	(1,650.00)	100.00	
101-000-540.531	LOCAL GRANT	0.00	0.00	1,800.00	1,800.00	(1,800.00)	100.00	
101-000-573.000	LOCAL COMMUNITY STABILIZATION S	150,000.00	150,000.00	99,857.09	99,857.09	50,142.91	66.57	
101-000-574.000	REVENUE SHARING	1,619,621.00	1,619,621.00	285,631.00	285,631.00	1,333,990.00	17.64	
101-000-574.050	REVENUE SHARING - STATUTORY	521,375.00	521,375.00	80,500.00	80,500.00	440,875.00	15.44	
101-000-605.200	CHARGE FOR SERVICES RENDERED	17,500.00	17,500.00	1,879.95	9,871.29	7,628.71	56.41	
101-000-605.250	DUPLICATING SERVICES	1,000.00	1,000.00	474.55	661.29	338.71	66.13	
101-000-605.300	FIRE SERVICES	5,000.00	5,000.00	500.00	3,500.00	1,500.00	70.00	
101-000-605.301	POLICE DEPARTMENT SERVICES	195,764.00	195,764.00	0.00	21,125.01	174,638.99	10.79	
101-000-605.336	AMBULANCE SERVICES - TWP	331,898.00	331,898.00	0.00	236,600.13	95,297.87	71.29	
101-000-607.100	FILING FEES - ABATEMENT APPLICA'	800.00	800.00	0.00	800.00	0.00	100.00	
101-000-638.000	AMBULANCE CHARGES	291,515.00	291,515.00	42,498.17	155,630.06	135,884.94	53.39	
101-000-638.000-TREAT-ONLY	AMBULANCE CHARGES	13,883.00	13,883.00	350.00	1,750.00	12,133.00	12.61	
101-000-638.100	AMBULANCE MILEAGE CHARGES	196,461.00	196,461.00	10,418.55	41,873.25	154,587.75	21.31	
101-000-638.200	AMBULANCE/ ADVANCED LIFE SUPPOR'	432,847.00	432,847.00	46,760.28	213,642.80	219,204.20	49.36	
101-000-642.000	CHARGE FOR SERVICES - SALES	2,500.00	2,500.00	0.00	1,230.00	1,270.00	49.20	
101-000-652.200	PARKING LEASE INCOME	1,680.00	1,680.00	0.00	0.00	1,680.00	0.00	
101-000-657.000	ORDINANCE FINES & COSTS	10,000.00	10,000.00	0.00	2,798.06	7,201.94	27.98	
101-000-657.100	PARKING VIOLATIONS	7,500.00	7,500.00	465.00	1,300.00	6,200.00	17.33	
101-000-665.000	INTEREST INCOME	50,000.00	50,000.00	22,820.08	113,510.99	(63,510.99)	227.02	
101-000-665.100	MERS INTEREST INCOME	100.00	100.00	0.19	48.90	51.10	48.90	
101-000-667.100	RENTAL INCOME	500.00	500.00	0.00	30.00	470.00	6.00	
101-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	1,076.55	251,932.05	(251,932.05)	100.00	
101-000-674.200	DONATIONS	0.00	0.00	14,375.00	14,375.00	(14,375.00)	100.00	
101-000-675.000	MISCELLANEOUS	75,000.00	75,000.00	41.20	3,429.53	71,570.47	4.57	
101-000-676.200	WASTEWATER UTIL. ADMIN REIMB	185,623.00	185,623.00	0.00	33,285.16	152,337.84	17.93	
101-000-676.254	FUND 254 ADMIN CHARGE BACK	5,500.00	5,500.00	0.00	110.80	5,389.20	2.01	
101-000-676.300	CITY UTILITIES ADMIN REIMB	452,627.00	452,627.00	0.00	111,301.46	341,325.54	24.59	
101-000-676.400	DDA TIF CHARGE BACK	134,024.00	134,024.00	0.00	1,242.36	132,781.64	0.93	
101-000-676.500	ACT 51 ADMIN REIMBURSEMENT	209,887.00	209,887.00	0.00	19,854.53	190,032.47	9.46	
101-000-676.600	BRA ADMIN FEES	6,451.00	6,451.00	0.00	0.00	6,451.00	0.00	
101-000-687.000	INSURANCE REFUNDS/REBATES	88,000.00	88,000.00	0.00	0.00	88,000.00	0.00	

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 10/31/24 INCR (DECR)	10/31/2024 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-696.000	BOND PROCEEDS	806,371.00	806,371.00	0.00	0.00	806,371.00	0.00
101-000-699.287	ARPA TRANSFER IN	276,000.00	276,000.00	305,835.23	305,835.23	(29,835.23)	110.81
TOTAL REVENUES		11,480,001.00	11,480,001.00	1,312,450.12	6,313,593.04	5,166,407.96	55.00
Expenditures							
101	CITY COUNCIL	8,060.00	8,060.00	3,405.53	5,038.90	3,021.10	62.52
171	CITY MANAGER	339,400.00	339,400.00	36,432.11	105,705.27	233,694.73	31.14
201	FINANCE	254,052.00	254,052.00	25,927.87	77,422.79	176,629.21	30.48
210	CITY ATTORNEY	164,600.00	164,600.00	0.00	31,996.91	132,603.09	19.44
215	CLERK	254,983.00	254,983.00	25,289.33	75,568.87	179,414.13	29.64
228	INFORMATION & TECHNOLOGY	154,000.00	154,000.00	8,032.54	72,161.47	81,838.53	46.86
253	TREASURY	275,205.00	275,205.00	22,173.03	71,375.94	203,829.06	25.94
257	ASSESSING	222,748.00	222,748.00	22,667.03	67,537.44	155,210.56	30.32
261	GENERAL ADMIN	448,621.00	448,621.00	38,766.57	295,984.19	152,636.81	65.98
262	ELECTION	79,829.00	79,829.00	2,601.16	33,624.61	46,204.39	42.12
265	BUILDING & GROUNDS	835,789.00	835,789.00	15,368.88	40,863.27	794,925.73	4.89
270	HUMAN RESOURCES	217,410.00	217,410.00	21,819.24	65,795.68	151,614.32	30.26
301	POLICE	3,105,516.00	3,105,516.00	290,877.18	893,552.67	2,211,963.33	28.77
336	FIRE	4,053,099.00	4,053,099.00	243,839.84	757,258.60	3,295,840.40	18.68
371	BUILDING AND SAFETY	46,045.00	46,045.00	0.00	511.68	45,533.32	1.11
441	PUBLIC WORKS	1,262,732.00	1,262,732.00	279,198.64	761,048.18	501,683.82	60.27
528	LEAF AND BRUSH COLLECTION	313,011.00	313,011.00	35,105.53	91,467.06	221,543.94	29.22
585	PARKING	36,025.00	36,025.00	4,632.78	7,905.93	28,119.07	21.95
720	COMMUNITY DEVELOPMENT	37,222.00	37,222.00	14,133.34	24,741.31	12,480.69	66.47
751	PARKS	369,923.00	369,923.00	60,888.40	156,369.17	213,553.83	42.27
966	TRANSFERS OUT	52,633.00	52,633.00	0.00	11,915.11	40,717.89	22.64
TOTAL EXPENDITURES		12,530,903.00	12,530,903.00	1,151,159.00	3,647,845.05	8,883,057.95	29.11
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		11,480,001.00	11,480,001.00	1,312,450.12	6,313,593.04	5,166,407.96	55.00
TOTAL EXPENDITURES		12,530,903.00	12,530,903.00	1,151,159.00	3,647,845.05	8,883,057.95	29.11
NET OF REVENUES & EXPENDITURES		(1,050,902.00)	(1,050,902.00)	161,291.12	2,665,747.99	(3,716,649.99)	253.66

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 202 - MAJOR STREET FUND							
Revenues							
202-000-502.000	GRANT-FEDERAL	560,000.00	560,000.00	0.00	284,852.57	275,147.43	50.87
202-000-502.000-SRTS2024GR	GRANT-FEDERAL	0.00	0.00	0.00	52,787.45	(52,787.45)	100.00
202-000-540.000	STATE SOURCES	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00
202-000-540.000-MDOT-TRAIL	STATE SOURCES	225,000.00	225,000.00	0.00	14,792.00	210,208.00	6.57
202-000-541.000	TRUNKLINE MAINTENANCE	42,948.00	42,948.00	684.32	684.32	42,263.68	1.59
202-000-542.000	GAS & WEIGHT TAX	1,534,024.00	1,534,024.00	120,210.33	265,303.39	1,268,720.61	17.29
202-000-665.000	INTEREST INCOME	10,000.00	10,000.00	25,392.74	92,242.06	(82,242.06)	922.42
202-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	3,486.15	(3,486.15)	100.00
202-000-678.000	SPECIAL ASSESSMENT	0.00	0.00	6,175.94	16,835.36	(16,835.36)	100.00
TOTAL REVENUES		2,394,472.00	2,394,472.00	152,463.33	730,983.30	1,663,488.70	30.53
Expenditures							
451	CONSTRUCTION	1,587,350.00	1,587,350.00	23,599.63	592,406.66	994,943.34	37.32
463	STREET MAINTENANCE	690,735.00	690,735.00	106,030.97	287,388.68	403,346.32	41.61
473	BRIDGE MAINTENANCE	85,100.00	85,100.00	0.00	0.00	85,100.00	0.00
474	TRAFFIC SERVICES-MAINTENANCE	16,655.00	16,655.00	370.48	1,129.37	15,525.63	6.78
478	SNOW & ICE CONTROL	171,045.00	171,045.00	4,436.18	13,637.81	157,407.19	7.97
480	TREE TRIMMING	86,396.00	86,396.00	4,259.96	11,389.77	75,006.23	13.18
482	ADMINISTRATION & ENGINEERING	219,407.00	219,407.00	6,273.10	33,801.48	185,605.52	15.41
485	LOCAL STREET TRANSFER	350,000.00	350,000.00	0.00	0.00	350,000.00	0.00
490	TRUNKLINE TREE TRIM & REMOVAL	0.00	0.00	0.00	106.02	(106.02)	100.00
491	TRUNKLINE STORM DRAIN, CURBS	0.00	0.00	0.00	207.43	(207.43)	100.00
494	TRUNKLINE TRAFFIC SIGNS	0.00	0.00	0.00	208.57	(208.57)	100.00
497	TRUNKLINE SNOW & ICE CONTROL	12,784.00	12,784.00	0.00	0.00	12,784.00	0.00
TOTAL EXPENDITURES		3,219,472.00	3,219,472.00	144,970.32	940,275.79	2,279,196.21	29.21
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		2,394,472.00	2,394,472.00	152,463.33	730,983.30	1,663,488.70	30.53
TOTAL EXPENDITURES		3,219,472.00	3,219,472.00	144,970.32	940,275.79	2,279,196.21	29.21
NET OF REVENUES & EXPENDITURES		(825,000.00)	(825,000.00)	7,493.01	(209,292.49)	(615,707.51)	25.37

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 203 - LOCAL STREET FUND							
Revenues							
203-000-502.000	GRANT-FEDERAL	175,000.00	175,000.00	0.00	0.00	175,000.00	0.00
203-000-502.000-SRTS2024GR	GRANT-FEDERAL	0.00	0.00	0.00	52,787.45	(52,787.45)	100.00
203-000-540.000	STATE SOURCES	43,500.00	43,500.00	0.00	0.00	43,500.00	0.00
203-000-542.000	GAS & WEIGHT TAX	564,856.00	564,856.00	44,285.38	97,737.58	467,118.42	17.30
203-000-665.000	INTEREST INCOME	10,000.00	10,000.00	3,538.99	14,552.40	(4,552.40)	145.52
203-000-678.000	SPECIAL ASSESSMENT	0.00	0.00	5,692.23	13,618.09	(13,618.09)	100.00
203-000-699.202	MAJOR STREET TRANSFER	350,000.00	350,000.00	0.00	0.00	350,000.00	0.00
TOTAL REVENUES		1,143,356.00	1,143,356.00	53,516.60	178,695.52	964,660.48	15.63
Expenditures							
451	CONSTRUCTION	307,350.00	307,350.00	43.54	85.42	307,264.58	0.03
463	STREET MAINTENANCE	716,373.00	716,373.00	108,650.27	292,473.67	423,899.33	40.83
474	TRAFFIC SERVICES-MAINTENANCE	1,500.00	1,500.00	0.00	842.30	657.70	56.15
478	SNOW & ICE CONTROL	79,256.00	79,256.00	1,971.42	6,060.77	73,195.23	7.65
480	TREE TRIMMING	126,409.00	126,409.00	8,340.47	28,753.29	97,655.71	22.75
482	ADMINISTRATION & ENGINEERING	122,490.00	122,490.00	6,272.66	24,635.80	97,854.20	20.11
TOTAL EXPENDITURES		1,353,378.00	1,353,378.00	125,278.36	352,851.25	1,000,526.75	26.07
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		1,143,356.00	1,143,356.00	53,516.60	178,695.52	964,660.48	15.63
TOTAL EXPENDITURES		1,353,378.00	1,353,378.00	125,278.36	352,851.25	1,000,526.75	26.07
NET OF REVENUES & EXPENDITURES		(210,022.00)	(210,022.00)	(71,761.76)	(174,155.73)	(35,866.27)	82.92

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 208 - PARK/RECREATION SITES FUND								
Revenues								
208-000-665.000	INTEREST INCOME	500.00	500.00	208.84	696.03	(196.03)		139.21
208-000-674.100	PRIVATE DONATIONS	8,000.00	8,000.00	0.00	11,650.00	(3,650.00)		145.63
TOTAL REVENUES		8,500.00	8,500.00	208.84	12,346.03	(3,846.03)		145.25
Expenditures								
751	PARKS	31,700.00	31,700.00	0.00	12,545.57	19,154.43		39.58
TOTAL EXPENDITURES		31,700.00	31,700.00	0.00	12,545.57	19,154.43		39.58
Fund 208 - PARK/RECREATION SITES FUND:								
TOTAL REVENUES		8,500.00	8,500.00	208.84	12,346.03	(3,846.03)		145.25
TOTAL EXPENDITURES		31,700.00	31,700.00	0.00	12,545.57	19,154.43		39.58
NET OF REVENUES & EXPENDITURES		(23,200.00)	(23,200.00)	208.84	(199.54)	(23,000.46)		0.86

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 239 - OMS/DDA REVLG LOAN FUND								
Revenues								
239-000-644.000	PENALTIES - LATE CHARGES	250.00	250.00	0.00	29.08		220.92	11.63
239-000-665.000	INTEREST INCOME	10,000.00	10,000.00	1,303.61	7,029.73		2,970.27	70.30
239-000-670.000	LOAN PRINCIPAL	0.00	0.00	5,361.61	5,361.61		(5,361.61)	100.00
239-000-670.100	LOAN INTEREST	15,000.00	15,000.00	881.06	3,622.48		11,377.52	24.15
TOTAL REVENUES		25,250.00	25,250.00	7,546.28	16,042.90		9,207.10	63.54
Expenditures								
200	GEN SERVICES	2,814.00	2,814.00	0.00	550.00		2,264.00	19.55
TOTAL EXPENDITURES		2,814.00	2,814.00	0.00	550.00		2,264.00	19.55
Fund 239 - OMS/DDA REVLG LOAN FUND :								
TOTAL REVENUES		25,250.00	25,250.00	7,546.28	16,042.90		9,207.10	63.54
TOTAL EXPENDITURES		2,814.00	2,814.00	0.00	550.00		2,264.00	19.55
NET OF REVENUES & EXPENDITURES		22,436.00	22,436.00	7,546.28	15,492.90		6,943.10	69.05

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 243 - BRA / OBRA #12 WOODWARD LOFT								
Revenues								
243-000-402.300	OBRA:TAX CAPTURE	135,052.00	135,052.00	0.00	0.00	135,052.00	0.00	
243-000-402.300-BRA-DIST22	OBRA:TAX CAPTURE	16.00	16.00	0.00	0.00	16.00	0.00	
243-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	6,072.19	6,072.19	(6,072.19)	100.00	
243-000-665.000	INTEREST INCOME	50.00	50.00	33.03	59.98	(9.98)	119.96	
TOTAL REVENUES		135,118.00	135,118.00	6,105.22	6,132.17	128,985.83	4.54	
Expenditures								
721	PROFESSIONAL SERVICES	1,003.00	1,003.00	0.00	0.00	1,003.00	0.00	
964	TAX REIMBURSEMENTS	134,065.00	134,065.00	0.00	0.00	134,065.00	0.00	
TOTAL EXPENDITURES		135,068.00	135,068.00	0.00	0.00	135,068.00	0.00	
Fund 243 - BRA / OBRA #12 WOODWARD LOFT:								
TOTAL REVENUES		135,118.00	135,118.00	6,105.22	6,132.17	128,985.83	4.54	
TOTAL EXPENDITURES		135,068.00	135,068.00	0.00	0.00	135,068.00	0.00	
NET OF REVENUES & EXPENDITURES		50.00	50.00	6,105.22	6,132.17	(6,082.17)	2,264.34	

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
248-000-402.000	GENERAL PROPERTY TAX	38,963.00	38,963.00	2,640.61	27,487.89	11,475.11	70.55
248-000-402.100	TIF	234,378.00	234,378.00	0.00	0.00	234,378.00	0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION S	21,478.00	21,478.00	26,454.48	26,454.48	(4,976.48)	123.17
248-000-665.000	INTEREST INCOME	5,000.00	5,000.00	783.06	2,470.31	2,529.69	49.41
248-000-670.100	LOAN INTEREST	1,577.00	1,577.00	131.62	537.83	1,039.17	34.10
248-000-674.400	INCOME-PROMOTION	15,000.00	15,000.00	0.00	1,843.00	13,157.00	12.29
248-000-674.600	INCOME-DESIGN	0.00	0.00	0.00	360.00	(360.00)	100.00
248-000-674.700	EV STATION REVENUE	2,400.00	2,400.00	854.65	1,878.54	521.46	78.27
248-000-699.101	TRANSFERS FROM GENERAL FUND	35,133.00	35,133.00	0.00	7,540.11	27,592.89	21.46
TOTAL REVENUES		353,929.00	353,929.00	30,864.42	68,572.16	285,356.84	19.37
Expenditures							
200	GEN SERVICES	240,104.00	240,104.00	7,190.39	20,542.99	219,561.01	8.56
261	GENERAL ADMIN	89,179.00	89,179.00	9,822.13	28,672.42	60,506.58	32.15
704	ORGANIZATION	750.00	750.00	688.78	706.74	43.26	94.23
705	PROMOTION	15,050.00	15,050.00	118.94	1,640.17	13,409.83	10.90
706	DESIGN	7,000.00	7,000.00	9.99	1,070.83	5,929.17	15.30
707	ECONOMIC VITALITY	1,500.00	1,500.00	0.00	225.00	1,275.00	15.00
TOTAL EXPENDITURES		353,583.00	353,583.00	17,830.23	52,858.15	300,724.85	14.95
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		353,929.00	353,929.00	30,864.42	68,572.16	285,356.84	19.37
TOTAL EXPENDITURES		353,583.00	353,583.00	17,830.23	52,858.15	300,724.85	14.95
NET OF REVENUES & EXPENDITURES		346.00	346.00	13,034.19	15,714.01	(15,368.01)	4,541.62

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 249 - BUILDING INSPECTION FUND							
Revenues							
249-000-476.100	MARIJUANA LICENSE FEE	55,000.00	55,000.00	10,000.00	35,000.00	20,000.00	63.64
249-000-490.000	PERMITS-BUILDING	105,000.00	105,000.00	24,988.00	55,404.00	49,596.00	52.77
249-000-490.100	PERMITS-ELECTRICAL	30,000.00	30,000.00	3,400.00	17,135.00	12,865.00	57.12
249-000-490.200	PERMITS-PLUMBING & MECHANICAL	55,000.00	55,000.00	3,765.00	23,835.00	31,165.00	43.34
249-000-628.000	RENTAL REGISTRATION	9,000.00	9,000.00	100.00	1,000.00	8,000.00	11.11
249-000-665.000	INTEREST INCOME	5,000.00	5,000.00	1,058.44	3,528.46	1,471.54	70.57
TOTAL REVENUES		259,000.00	259,000.00	43,311.44	135,902.46	123,097.54	52.47
Expenditures							
200	GEN SERVICES	100,506.00	100,506.00	9,119.69	29,732.13	70,773.87	29.58
371	BUILDING AND SAFETY	161,834.00	161,834.00	27,325.51	39,376.85	122,457.15	24.33
TOTAL EXPENDITURES		262,340.00	262,340.00	36,445.20	69,108.98	193,231.02	26.34
Fund 249 - BUILDING INSPECTION FUND:							
TOTAL REVENUES		259,000.00	259,000.00	43,311.44	135,902.46	123,097.54	52.47
TOTAL EXPENDITURES		262,340.00	262,340.00	36,445.20	69,108.98	193,231.02	26.34
NET OF REVENUES & EXPENDITURES		(3,340.00)	(3,340.00)	6,866.24	66,793.48	(70,133.48)	1,999.80

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 254 - HOUSING & REDEVELOPMENT							
Revenues							
254-000-540.000-114116MAIN	STATE SOURCES	0.00	0.00	0.00	(16,365.97)	16,365.97	100.00
254-000-540.000-MSHDANEP24	STATE SOURCES	72,500.00	72,500.00	22,306.00	45,077.80	27,422.20	62.18
254-000-540.000-MSHDMIHOPE	STATE SOURCES	53,000.00	53,000.00	37,054.40	66,678.65	(13,678.65)	125.81
254-000-665.000	INTEREST INCOME	0.00	0.00	262.97	876.72	(876.72)	100.00
254-000-675.000-114116MAIN	MISCELLANEOUS	0.00	0.00	4,100.00	(8,560.84)	8,560.84	100.00
TOTAL REVENUES		125,500.00	125,500.00	63,723.37	87,706.36	37,793.64	69.89
Expenditures							
200	GEN SERVICES	125,500.00	125,500.00	60,566.11	84,127.06	41,372.94	67.03
TOTAL EXPENDITURES		125,500.00	125,500.00	60,566.11	84,127.06	41,372.94	67.03
Fund 254 - HOUSING & REDEVELOPMENT:							
TOTAL REVENUES		125,500.00	125,500.00	63,723.37	87,706.36	37,793.64	69.89
TOTAL EXPENDITURES		125,500.00	125,500.00	60,566.11	84,127.06	41,372.94	67.03
NET OF REVENUES & EXPENDITURES		0.00	0.00	3,157.26	3,579.30	(3,579.30)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
 PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		NORM	(ABNORM)	NORM	(ABNORM)	
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)									
Revenues									
272-000-402.300	OBRA:TAX CAPTURE	209,874.00	209,874.00	0.00	0.00	0.00	209,874.00	0.00	0.00
TOTAL REVENUES		209,874.00	209,874.00	0.00	0.00	0.00	209,874.00	0.00	0.00
Expenditures									
721	PROFESSIONAL SERVICES	12,050.00	12,050.00	0.00	0.00	0.00	12,050.00	0.00	0.00
905	DEBT SERVICE	167,999.00	167,999.00	0.00	0.00	0.00	167,999.00	0.00	0.00
TOTAL EXPENDITURES		180,049.00	180,049.00	0.00	0.00	0.00	180,049.00	0.00	0.00
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):									
TOTAL REVENUES		209,874.00	209,874.00	0.00	0.00	0.00	209,874.00	0.00	0.00
TOTAL EXPENDITURES		180,049.00	180,049.00	0.00	0.00	0.00	180,049.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		29,825.00	29,825.00	0.00	0.00	0.00	29,825.00	0.00	0.00

PERIOD ENDING 10/31/2024

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 273 - OBRA #9 ROBBINS LOFT								
Revenues								
273-000-402.300	OBRA:TAX CAPTURE	4,878.00	4,878.00	0.00	0.00	4,878.00	0.00	
273-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	564.68	564.68	(564.68)	100.00	
273-000-665.000	INTEREST INCOME	1,000.00	1,000.00	214.14	921.34	78.66	92.13	
TOTAL REVENUES		<u>5,878.00</u>	<u>5,878.00</u>	<u>778.82</u>	<u>1,486.02</u>	<u>4,391.98</u>	<u>25.28</u>	
Expenditures								
721	PROFESSIONAL SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00	
964	TAX REIMBURSEMENTS	3,678.00	3,678.00	0.00	0.00	3,678.00	0.00	
TOTAL EXPENDITURES		<u>4,878.00</u>	<u>4,878.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,878.00</u>	<u>0.00</u>	
Fund 273 - OBRA #9 ROBBINS LOFT:								
TOTAL REVENUES		<u>5,878.00</u>	<u>5,878.00</u>	<u>778.82</u>	<u>1,486.02</u>	<u>4,391.98</u>	<u>25.28</u>	
TOTAL EXPENDITURES		<u>4,878.00</u>	<u>4,878.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,878.00</u>	<u>0.00</u>	
NET OF REVENUES & EXPENDITURES		<u>1,000.00</u>	<u>1,000.00</u>	<u>778.82</u>	<u>1,486.02</u>	<u>(486.02)</u>	<u>148.60</u>	

PERIOD ENDING 10/31/2024

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA								
Revenues								
276-000-402.300	OBRA:TAX CAPTURE	12,253.00	12,253.00	0.00	0.00	12,253.00	0.00	0.00
276-000-674.200	DONATIONS	17,623.00	17,623.00	0.00	0.00	17,623.00	0.00	0.00
TOTAL REVENUES		29,876.00	29,876.00	0.00	0.00	29,876.00	0.00	
Expenditures								
721	PROFESSIONAL SERVICES	1,704.00	1,704.00	0.00	612.50	1,091.50	35.94	
905	DEBT SERVICE	28,172.00	28,172.00	0.00	0.00	28,172.00	0.00	
TOTAL EXPENDITURES		29,876.00	29,876.00	0.00	612.50	29,263.50	2.05	
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:								
TOTAL REVENUES		29,876.00	29,876.00	0.00	0.00	29,876.00	0.00	
TOTAL EXPENDITURES		29,876.00	29,876.00	0.00	612.50	29,263.50	2.05	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	(612.50)	612.50	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	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 283 - OBRA FUND-DISTRICT#3-TIAL								
Revenues								
283-000-402.300	OBRA:TAX CAPTURE	16,824.00	16,824.00	0.00	0.00	16,824.00	0.00	
283-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	0.00	620.62	620.62	(620.62)	100.00	
283-000-665.000	INTEREST INCOME	0.00	0.00	2.47	2.47	(2.47)	100.00	
TOTAL REVENUES		<u>16,824.00</u>	<u>16,824.00</u>	<u>623.09</u>	<u>623.09</u>	<u>16,200.91</u>	<u>3.70</u>	
Expenditures								
721	PROFESSIONAL SERVICES	750.00	750.00	0.00	0.00	750.00	0.00	
905	DEBT SERVICE	19,391.00	19,391.00	0.00	0.00	19,391.00	0.00	
TOTAL EXPENDITURES		<u>20,141.00</u>	<u>20,141.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,141.00</u>	<u>0.00</u>	
Fund 283 - OBRA FUND-DISTRICT#3-TIAL:								
TOTAL REVENUES		<u>16,824.00</u>	<u>16,824.00</u>	<u>623.09</u>	<u>623.09</u>	<u>16,200.91</u>	<u>3.70</u>	
TOTAL EXPENDITURES		<u>20,141.00</u>	<u>20,141.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,141.00</u>	<u>0.00</u>	
NET OF REVENUES & EXPENDITURES		<u>(3,317.00)</u>	<u>(3,317.00)</u>	<u>623.09</u>	<u>623.09</u>	<u>(3,940.09)</u>	<u>18.78</u>	

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CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 284 - OPIOID SETTLEMENT FUND								
Revenues								
284-000-665.000	INTEREST INCOME	100.00	100.00	172.21	574.06	(474.06)	574.06	
284-000-685.000	OPIOID SETTLEMENT REVENUE	0.00	0.00	0.00	11,647.26	(11,647.26)	100.00	
TOTAL REVENUES		100.00	100.00	172.21	12,221.32	(12,121.32)	2,221.32	
Fund 284 - OPIOID SETTLEMENT FUND:								
TOTAL REVENUES		100.00	100.00	172.21	12,221.32	(12,121.32)	2,221.32	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		100.00	100.00	172.21	12,221.32	(12,121.32)	2,221.32	

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CITY OF OWOSSO
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GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE		
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT								
Revenues								
287-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	234,379.50	372,731.25	(372,731.25)	100.00	
287-000-665.000	INTEREST INCOME	20,000.00	20,000.00	5.23	7,406.55	12,593.45	37.03	
TOTAL REVENUES		20,000.00	20,000.00	234,384.73	380,137.80	(360,137.80)	1,900.69	
Expenditures								
966	TRANSFERS OUT	1,413,573.00	1,413,573.00	305,835.23	472,808.66	940,764.34	33.45	
TOTAL EXPENDITURES		1,413,573.00	1,413,573.00	305,835.23	472,808.66	940,764.34	33.45	
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT:								
TOTAL REVENUES		20,000.00	20,000.00	234,384.73	380,137.80	(360,137.80)	1,900.69	
TOTAL EXPENDITURES		1,413,573.00	1,413,573.00	305,835.23	472,808.66	940,764.34	33.45	
NET OF REVENUES & EXPENDITURES		(1,393,573.00)	(1,393,573.00)	(71,450.50)	(92,670.86)	(1,300,902.14)	6.65	

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 297 - HISTORICAL FUND							
Revenues							
297-000-643.000	SALES	3,000.00	3,000.00	363.00	1,624.00	1,376.00	54.13
297-000-665.000	INTEREST INCOME	2,000.00	2,000.00	355.91	1,186.38	813.62	59.32
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,066.00	1,066.00	0.00	0.00	1,066.00	0.00
297-000-667.100	RENTAL INCOME	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
297-000-674.100	PRIVATE DONATIONS	20,000.00	20,000.00	3,666.00	9,465.00	10,535.00	47.33
297-000-674.200	DONATIONS	11,650.00	11,650.00	0.00	4,620.66	7,029.34	39.66
297-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	927.11	(927.11)	100.00
297-000-699.101	TRASFERS FROM GENERAL FUND	17,500.00	17,500.00	0.00	4,375.00	13,125.00	25.00
TOTAL REVENUES		58,016.00	58,016.00	4,384.91	22,198.15	35,817.85	38.26
Expenditures							
797	HISTORICAL COMMISSION	30,598.00	30,598.00	3,009.15	9,974.94	20,623.06	32.60
798	CASTLE	14,806.00	14,806.00	980.77	3,816.00	10,990.00	25.77
799	GOULD HOUSE	10,329.00	10,329.00	0.00	16,685.65	(6,356.65)	161.54
800	COMSTOCK/WOODARD	2,000.00	2,000.00	0.00	107.76	1,892.24	5.39
TOTAL EXPENDITURES		57,733.00	57,733.00	3,989.92	30,584.35	27,148.65	52.98
Fund 297 - HISTORICAL FUND:							
TOTAL REVENUES		58,016.00	58,016.00	4,384.91	22,198.15	35,817.85	38.26
TOTAL EXPENDITURES		57,733.00	57,733.00	3,989.92	30,584.35	27,148.65	52.98
NET OF REVENUES & EXPENDITURES		283.00	283.00	394.99	(8,386.20)	8,669.20	2,963.32

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)								
Revenues								
301-000-402.000	GENERAL PROPERTY TAX	723,150.00	723,150.00	13,636.11	655,256.10	67,893.90		90.61
301-000-573.000	LOCAL COMMUNITY STABILIZATION S	50,000.00	50,000.00	16,988.24	16,988.24	33,011.76		33.98
301-000-665.000	INTEREST INCOME	0.00	0.00	69.86	69.86	(69.86)		100.00
TOTAL REVENUES		<u>773,150.00</u>	<u>773,150.00</u>	<u>30,694.21</u>	<u>672,314.20</u>	<u>100,835.80</u>		<u>86.96</u>
Expenditures								
905	DEBT SERVICE	773,150.00	773,150.00	136,325.00	136,325.00	636,825.00		17.63
TOTAL EXPENDITURES		<u>773,150.00</u>	<u>773,150.00</u>	<u>136,325.00</u>	<u>136,325.00</u>	<u>636,825.00</u>		<u>17.63</u>
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS):								
TOTAL REVENUES		773,150.00	773,150.00	30,694.21	672,314.20	100,835.80		86.96
TOTAL EXPENDITURES		773,150.00	773,150.00	136,325.00	136,325.00	636,825.00		17.63
NET OF REVENUES & EXPENDITURES		0.00	0.00	(105,630.79)	535,989.20	(535,989.20)		100.00

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 401 - CAPITAL PROJECT FUND								
Revenues								
401-000-665.000	INTEREST INCOME	0.00	0.00	446.12	446.12	(446.12)	100.00	
401-000-687.000	INSURANCE REFUNDS/REBATES	0.00	0.00	69,364.00	69,364.00	(69,364.00)	100.00	
TOTAL REVENUES		<u>0.00</u>	<u>0.00</u>	<u>69,810.12</u>	<u>69,810.12</u>	<u>(69,810.12)</u>	<u>100.00</u>	
Fund 401 - CAPITAL PROJECT FUND:								
TOTAL REVENUES		0.00	0.00	69,810.12	69,810.12	(69,810.12)	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>69,810.12</u>	<u>69,810.12</u>	<u>(69,810.12)</u>	<u>100.00</u>	

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE	NORM (ABNORM)	
Fund 588 - TRANSPORTATION FUND								
Revenues								
588-000-402.000	GENERAL PROPERTY TAX	104,307.00	104,307.00	2,098.73	94,567.26	9,739.74	90.66	
588-000-573.000	LOCAL COMMUNITY STABILIZATION S	1,581.00	1,581.00	0.00	0.00	1,581.00	0.00	
588-000-665.000	INTEREST INCOME	0.00	0.00	7.59	32.82	(32.82)	100.00	
TOTAL REVENUES		<u>105,888.00</u>	<u>105,888.00</u>	<u>2,106.32</u>	<u>94,600.08</u>	<u>11,287.92</u>	<u>89.34</u>	
Expenditures								
200	GEN SERVICES	105,888.00	105,888.00	0.00	105,073.83	814.17	99.23	
TOTAL EXPENDITURES		<u>105,888.00</u>	<u>105,888.00</u>	<u>0.00</u>	<u>105,073.83</u>	<u>814.17</u>	<u>99.23</u>	
Fund 588 - TRANSPORTATION FUND:								
TOTAL REVENUES		105,888.00	105,888.00	2,106.32	94,600.08	11,287.92	89.34	
TOTAL EXPENDITURES		105,888.00	105,888.00	0.00	105,073.83	814.17	99.23	
NET OF REVENUES & EXPENDITURES		0.00	0.00	2,106.32	(10,473.75)	10,473.75	100.00	

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 590 - SEWER FUND							
Revenues							
590-000-491.000	PERMITS	1,000.00	1,000.00	150.00	450.00	550.00	45.00
590-000-605.350	MATERIAL & SERVICE	0.00	0.00	5,000.00	5,000.00	(5,000.00)	100.00
590-000-607.200	WATER AND SEWER FEES	0.00	0.00	1,178.00	1,178.00	(1,178.00)	100.00
590-000-643.100	METERED SALES	3,325,992.00	3,325,992.00	(618.59)	750,291.34	2,575,700.66	22.56
590-000-644.000	PENALTIES - LATE CHARGES	43,238.00	43,238.00	8.69	19,268.27	23,969.73	44.56
590-000-665.000	INTEREST INCOME	10,000.00	10,000.00	6,881.71	30,153.10	(20,153.10)	301.53
590-000-675.000	MISCELLANEOUS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		3,385,230.00	3,385,230.00	12,599.81	806,340.71	2,578,889.29	23.82
Expenditures							
200	GEN SERVICES	2,628,755.00	2,628,755.00	203,653.88	843,575.12	1,785,179.88	32.09
549	SEWER OPERATIONS	307,880.00	307,880.00	17,923.76	129,158.01	178,721.99	41.95
901	CAPITAL OUTLAY	427,500.00	427,500.00	476.00	1,482.67	426,017.33	0.35
905	DEBT SERVICE	124,302.00	124,302.00	0.00	62,401.47	61,900.53	50.20
TOTAL EXPENDITURES		3,488,437.00	3,488,437.00	222,053.64	1,036,617.27	2,451,819.73	29.72
Fund 590 - SEWER FUND:							
TOTAL REVENUES		3,385,230.00	3,385,230.00	12,599.81	806,340.71	2,578,889.29	23.82
TOTAL EXPENDITURES		3,488,437.00	3,488,437.00	222,053.64	1,036,617.27	2,451,819.73	29.72
NET OF REVENUES & EXPENDITURES		(103,207.00)	(103,207.00)	(209,453.83)	(230,276.56)	127,069.56	223.12

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 10/31/24 INCR (DECR)	10/31/2024 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Revenues							
591-000-491.000	PERMITS	1,500.00	1,500.00	150.00	500.00	1,000.00	33.33
591-000-493.000	PERMITS-OWOSSO TOWNSHIP	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
591-000-502.000-DWRLF24-25	GRANT-FEDERAL	1,745,000.00	1,745,000.00	21,977.37	519,568.49	1,225,431.51	29.77
591-000-538.000-DWRF755501	CAPITAL CONTRIBUTION-FEDERAL	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00
591-000-538.000-DWRLF23-24	CAPITAL CONTRIBUTION-FEDERAL	617,634.00	617,634.00	0.00	0.00	617,634.00	0.00
591-000-538.000-DWRLF24-25	CAPITAL CONTRIBUTION-FEDERAL	1,745,000.00	1,745,000.00	0.00	0.00	1,745,000.00	0.00
591-000-605.100	WATER MAIN REPLACEMENT CHARGE	794,937.00	794,937.00	(337.37)	201,858.85	593,078.15	25.39
591-000-605.350	MATERIAL & SERVICE	35,000.00	35,000.00	13,854.22	46,760.14	(11,760.14)	133.60
591-000-607.200	WATER AND SEWER FEES	0.00	0.00	1,174.00	45,084.00	(45,084.00)	100.00
591-000-643.100	METERED SALES	3,732,072.00	3,732,072.00	133.99	962,341.15	2,769,730.85	25.79
591-000-643.200	METERED SALES-WHOLESALE-USAGE	339,900.00	339,900.00	26,697.30	107,324.17	232,575.83	31.58
591-000-644.000	PENALTIES - LATE CHARGES	67,905.00	67,905.00	20.15	21,659.19	46,245.81	31.90
591-000-665.000	INTEREST INCOME	10,000.00	10,000.00	23,811.65	81,605.75	(71,605.75)	816.06
591-000-667.100	RENTAL INCOME	1,320.00	1,320.00	120.00	480.00	840.00	36.36
591-000-667.300	HYDRANT RENTAL	33,000.00	33,000.00	1,250.00	3,338.00	29,662.00	10.12
591-000-670.100	LOAN INTEREST	1,929.00	1,929.00	0.00	74.12	1,854.88	3.84
591-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	2,414.80	3,343.88	(3,343.88)	100.00
591-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	281.77	(281.77)	100.00
591-000-675.200	UB FEES	2,000.00	2,000.00	75.00	1,605.00	395.00	80.25
591-000-699.287	ARPA TRANSFER IN	1,137,573.00	1,137,573.00	0.00	166,973.43	970,599.57	14.68
TOTAL REVENUES		10,774,770.00	10,774,770.00	91,341.11	2,162,797.94	8,611,972.06	20.07
Expenditures							
200	GEN SERVICES	895,857.00	895,857.00	98,069.08	211,775.31	684,081.69	23.64
552	WATER UNDERGROUND	2,042,741.00	2,042,741.00	114,519.34	596,936.66	1,445,804.34	29.22
553	WATER FILTRATION	1,878,385.00	1,878,385.00	146,409.87	387,516.05	1,490,868.95	20.63
901	CAPITAL OUTLAY	6,559,421.00	6,559,421.00	461,744.76	1,176,521.84	5,382,899.16	17.94
905	DEBT SERVICE	600,489.00	600,489.00	0.00	184,247.01	416,241.99	30.68
TOTAL EXPENDITURES		11,976,893.00	11,976,893.00	820,743.05	2,556,996.87	9,419,896.13	21.35
Fund 591 - WATER FUND:							
TOTAL REVENUES		10,774,770.00	10,774,770.00	91,341.11	2,162,797.94	8,611,972.06	20.07
TOTAL EXPENDITURES		11,976,893.00	11,976,893.00	820,743.05	2,556,996.87	9,419,896.13	21.35
NET OF REVENUES & EXPENDITURES		(1,202,123.00)	(1,202,123.00)	(729,401.94)	(394,198.93)	(807,924.07)	32.79

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24 INCR (DECR)	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 599 - WASTEWATER FUND							
Revenues							
599-000-538.000-CWSRF23-24	CAPITAL CONTRIBUTION-FEDERAL (B	0.00	0.00	679,077.83	1,523,770.35	(1,523,770.35)	100.00
599-000-538.000-CWSRF24-25	CAPITAL CONTRIBUTION-FEDERAL (B	0.00	0.00	0.00	47,370.00	(47,370.00)	100.00
599-000-540.000-CWSR571001	STATE SOURCES	0.00	0.00	85,485.89	85,485.89	(85,485.89)	100.00
599-000-540.000-CWSRF24-25	STATE SOURCES (GRANT)	2,600,000.00	2,600,000.00	0.00	0.00	2,600,000.00	0.00
599-000-602.100	OP & MAINT CHRG - OWOSSO	1,407,517.00	1,407,517.00	116,152.04	475,009.75	932,507.25	33.75
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	230,729.00	230,729.00	20,287.20	79,522.42	151,206.58	34.47
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWS:	139,084.00	139,084.00	10,739.58	42,823.98	96,260.02	30.79
599-000-602.400	OP & MAINT CHRG - CORUNNA	264,539.00	264,539.00	22,975.18	83,929.87	180,609.13	31.73
599-000-603.100	REPLACEMENT CHRG - OWOSSO	265,554.00	265,554.00	21,968.15	89,248.37	176,305.63	33.61
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	59,624.00	59,624.00	5,118.45	20,243.88	39,380.12	33.95
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TW:	40,136.00	40,136.00	3,224.40	12,878.58	27,257.42	32.09
599-000-603.400	REPLACEMENT CHRG - CORUNNA	48,954.00	48,954.00	4,211.01	15,717.17	33,236.83	32.11
599-000-606.100	DEBT SERVICE CHRG - OWOSSO	563,996.00	563,996.00	46,999.87	187,999.48	375,996.52	33.33
599-000-606.200	DEBT SERVICE CHRG - OWOSSO TWP.	228,791.00	228,791.00	19,065.99	76,263.96	152,527.04	33.33
599-000-606.300	DEBT SERVICE CHRG - CALEDONIA T	173,455.00	173,455.00	14,454.68	57,818.72	115,636.28	33.33
599-000-606.400	DEBT SERVICE CHRG - CORUNNA	97,901.00	97,901.00	8,158.47	32,633.88	65,267.12	33.33
599-000-665.000	INTEREST INCOME	10,000.00	10,000.00	2,781.71	25,201.45	(15,201.45)	252.01
599-000-675.000	MISCELLANEOUS	5,000.00	5,000.00	2,250.34	6,248.05	(1,248.05)	124.96
TOTAL REVENUES		6,135,280.00	6,135,280.00	1,062,950.79	2,862,165.80	3,273,114.20	46.65
Expenditures							
200	GEN SERVICES	34,700.00	34,700.00	2,782.12	8,203.45	26,496.55	23.64
548	WASTEWATER OPERATIONS	2,007,153.00	2,007,153.00	166,771.34	527,486.85	1,479,666.15	26.28
901	CAPITAL OUTLAY	3,581,400.00	3,581,400.00	1,295,772.38	2,971,871.48	609,528.52	82.98
905	DEBT SERVICE	1,064,144.00	1,064,144.00	0.00	161,056.72	903,087.28	15.13
TOTAL EXPENDITURES		6,687,397.00	6,687,397.00	1,465,325.84	3,668,618.50	3,018,778.50	54.86
Fund 599 - WASTEWATER FUND:							
TOTAL REVENUES		6,135,280.00	6,135,280.00	1,062,950.79	2,862,165.80	3,273,114.20	46.65
TOTAL EXPENDITURES		6,687,397.00	6,687,397.00	1,465,325.84	3,668,618.50	3,018,778.50	54.86
NET OF REVENUES & EXPENDITURES		(552,117.00)	(552,117.00)	(402,375.05)	(806,452.70)	254,335.70	146.07

PERIOD ENDING 10/31/2024

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

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 10/31/24	YTD BALANCE 10/31/2024 NORM (ABNORM)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 661 - FLEET MAINTENANCE FUND								
Revenues								
661-000-665.000	INTEREST INCOME	50,000.00	50,000.00	11,117.29	44,899.82	5,100.18		89.80
661-000-667.200	EQUIPMENT RENTAL	859,648.00	859,648.00	113,764.65	343,854.03	515,793.97		40.00
661-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	275.00	(275.00)		100.00
TOTAL REVENUES		<u>909,648.00</u>	<u>909,648.00</u>	<u>124,881.94</u>	<u>389,028.85</u>	<u>520,619.15</u>		<u>42.77</u>
Expenditures								
594	FLEET MAINTENANCE	474,411.00	474,411.00	24,960.40	111,586.14	362,824.86		23.52
901	CAPITAL OUTLAY	710,000.00	710,000.00	0.00	17,925.00	692,075.00		2.52
TOTAL EXPENDITURES		<u>1,184,411.00</u>	<u>1,184,411.00</u>	<u>24,960.40</u>	<u>129,511.14</u>	<u>1,054,899.86</u>		<u>10.93</u>
Fund 661 - FLEET MAINTENANCE FUND:								
TOTAL REVENUES		909,648.00	909,648.00	124,881.94	389,028.85	520,619.15		42.77
TOTAL EXPENDITURES		<u>1,184,411.00</u>	<u>1,184,411.00</u>	<u>24,960.40</u>	<u>129,511.14</u>	<u>1,054,899.86</u>		<u>10.93</u>
NET OF REVENUES & EXPENDITURES		(274,763.00)	(274,763.00)	99,921.54	259,517.71	(534,280.71)		94.45
TOTAL REVENUES - ALL FUNDS		38,452,515.00	38,452,515.00	3,304,917.68	15,023,698.02	23,428,816.98		39.07
TOTAL EXPENDITURES - ALL FUNDS		<u>44,040,039.00</u>	<u>44,040,039.00</u>	<u>4,515,482.30</u>	<u>13,297,309.97</u>	<u>30,742,729.03</u>		<u>30.19</u>
NET OF REVENUES & EXPENDITURES		(5,587,524.00)	(5,587,524.00)	(1,210,564.62)	1,726,388.05	(7,313,912.05)		30.90

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 10/01/2024 TO 10/31/2024
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2024	Total Debits	Total Credits	Ending Balance 10/31/2024
Fund 101	GENERAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	2,479,900.90	1,886,477.39	2,131,063.11	2,235,315.18
001.201	MI CLASS ACCOUNT	0.00	100,268.09	0.00	100,268.09
001.204	HUNTINGTON LIQUIDITY PORTAL	424,098.77	1,003,566.76	869,364.00	558,301.53
001.205	THE STATE BANK	2,743,632.42	10,271.35	0.00	2,753,903.77
001.206	SWEEP ACCOUNT HUNTINGTON	90,359.85	4,237.35	0.00	94,597.20
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	1,722,744.55	2,847.11	0.00	1,725,591.66
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	1,629,573.14	235,866.01	0.00	1,865,439.15
002.203	AMBULANCE PAYMENT BANK ACCOUNT	298,033.56	142,427.06	361,080.20	79,380.42
004.000	PETTY CASH	1,725.00	0.00	0.00	1,725.00
005.401	MERS DC FUNDS - RESTRICTED	467.69	0.19	218.48	249.40
	GENERAL FUND	9,390,535.88	3,385,961.31	3,361,725.79	9,414,771.40
Fund 202	MAJOR STREET FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	(218,879.90)	127,070.59	144,970.32	(236,779.63)
001.201	MI CLASS ACCOUNT	1,213,773.17	4,994.98	0.00	1,218,768.15
001.204	HUNTINGTON LIQUIDITY PORTAL	3,034,845.18	19,512.77	0.00	3,054,357.95
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	535,498.78	884.99	0.00	536,383.77
	MAJOR STREET FUND	4,565,237.23	152,463.33	144,970.32	4,572,730.24
Fund 203	LOCAL STREET FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	172,837.10	49,977.61	125,278.36	97,536.35
001.201	MI CLASS ACCOUNT	42,450.16	174.65	0.00	42,624.81
001.204	HUNTINGTON LIQUIDITY PORTAL	385,629.39	2,479.35	0.00	388,108.74
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	535,498.78	884.99	0.00	536,383.77
	LOCAL STREET FUND	1,136,415.43	53,516.60	125,278.36	1,064,653.67
Fund 208	PARK/RECREATION SITES FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	(8,759.10)	0.00	0.00	(8,759.10)
001.204	HUNTINGTON LIQUIDITY PORTAL	32,470.50	208.84	0.00	32,679.34
	PARK/RECREATION SITES FUND	23,711.40	208.84	0.00	23,920.24
Fund 239	OMS/DDA REVLG LOAN FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	250,763.46	6,725.47	0.00	257,488.93
001.204	HUNTINGTON LIQUIDITY PORTAL	121,189.09	779.07	0.00	121,968.16
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	214,198.82	353.98	0.00	214,552.80
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	213,873.99	170.56	0.00	214,044.55
	OMS/DDA REVLG LOAN FUND	800,025.36	8,029.08	0.00	808,054.44
Fund 243	BRA / OBRA #12 WOODWARD LOFT				
001.200	POOLED CASH (HUNTINGTON BANK)	(47.35)	0.00	0.00	(47.35)
001.201	MI CLASS ACCOUNT	1,954.53	6,105.22	0.00	8,059.75
	BRA / OBRA #12 WOODWARD LOFT	1,907.18	6,105.22	0.00	8,012.40
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	34,571.60	2,640.61	17,847.23	19,364.98
001.201	MI CLASS ACCOUNT	27,636.81	26,677.16	0.00	54,313.97
001.203	MAIN STREET OWOSSO / DDA CHECKING	14,333.05	854.65	0.00	15,187.70
001.204	HUNTINGTON LIQUIDITY PORTAL	87,157.48	560.38	0.00	87,717.86
	DOWNTOWN DEVELOPMENT AUTHORITY	163,698.94	30,732.80	17,847.23	176,584.51
Fund 249	BUILDING INSPECTION FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	141,052.80	27,966.20	36,805.20	132,213.80
001.204	HUNTINGTON LIQUIDITY PORTAL	164,648.44	1,058.44	0.00	165,706.88
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	BUILDING INSPECTION FUND	305,901.24	29,024.64	36,805.20	298,120.68
Fund 254	HOUSING & REDEVELOPMENT				
001.200	POOLED CASH (HUNTINGTON BANK)	44,961.92	106,677.01	60,566.11	91,072.82
001.204	HUNTINGTON LIQUIDITY PORTAL	40,906.42	262.97	0.00	41,169.39

FROM 10/01/2024 TO 10/31/2024

FUND: ALL FUNDS

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2024	Total Debits	Total Credits	Ending Balance 10/31/2024
	HOUSING & REDEVELOPMENT	85,868.34	106,939.98	60,566.11	132,242.21
Fund 259 001.200	OBRA-DIST#15 -ARMORY BUILDING POOLED CASH (HUNTINGTON BANK)	4,508.45	0.00	0.00	4,508.45
Fund 272 001.200	OBRA FUND-DISTRICT #17 CARGILL (PREV #8) POOLED CASH (HUNTINGTON BANK)	40,626.08	0.00	0.00	40,626.08
Fund 273 001.200	OBRA #9 ROBBINS LOFT POOLED CASH (HUNTINGTON BANK)	6,657.64	0.00	0.00	6,657.64
001.201	MI CLASS ACCOUNT	51,466.05	778.82	0.00	52,244.87
	OBRA #9 ROBBINS LOFT	58,123.69	778.82	0.00	58,902.51
Fund 276 001.200	OBRA FUND DISTRICT #16 - QDOBA POOLED CASH (HUNTINGTON BANK)	4,094.35	0.00	0.00	4,094.35
Fund 277 001.200	OBRA FUND DISTRICT #20 - J&H OIL POOLED CASH (HUNTINGTON BANK)	2,972.77	0.00	0.00	2,972.77
Fund 283 001.200	OBRA FUND-DISTRICT#3-TIAL POOLED CASH (HUNTINGTON BANK)	4,570.92	0.00	0.00	4,570.92
001.201	MI CLASS ACCOUNT	0.00	623.09	0.00	623.09
	OBRA FUND-DISTRICT#3-TIAL	4,570.92	623.09	0.00	5,194.01
Fund 284 001.200	OPIOID SETTLEMENT FUND POOLED CASH (HUNTINGTON BANK)	35,043.39	0.00	0.00	35,043.39
001.204	HUNTINGTON LIQUIDITY PORTAL	26,783.29	172.21	0.00	26,955.50
	OPIOID SETTLEMENT FUND	61,826.68	172.21	0.00	61,998.89
Fund 287 001.200	ARPA - AMERICAN RESCUE PLAN ACT POOLED CASH (HUNTINGTON BANK)	(6,460.19)	87,000.00	71,455.73	9,084.08
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	327,922.48	5.23	321,379.50	6,548.21
	ARPA - AMERICAN RESCUE PLAN ACT	321,462.29	87,005.23	392,835.23	15,632.29
Fund 297 001.200	HISTORICAL FUND POOLED CASH (HUNTINGTON BANK)	(18,300.75)	2,849.00	3,930.24	(19,381.99)
001.202	HC CHECKING ACCOUNT	13,156.28	1,180.00	59.68	14,276.60
001.204	HUNTINGTON LIQUIDITY PORTAL	55,364.81	355.91	0.00	55,720.72
004.000	PETTY CASH	100.00	0.00	0.00	100.00
	HISTORICAL FUND	50,320.34	4,384.91	3,989.92	50,715.33
Fund 301 001.200	GENERAL DEBT SERVICE (VOTED BONDS) POOLED CASH (HUNTINGTON BANK)	683,129.63	13,636.11	136,325.00	560,440.74
001.201	MI CLASS ACCOUNT	0.00	17,058.10	0.00	17,058.10
	GENERAL DEBT SERVICE (VOTED BONDS)	683,129.63	30,694.21	136,325.00	577,498.84
Fund 401 001.204	CAPITAL PROJECT FUND HUNTINGTON LIQUIDITY PORTAL	0.00	69,810.12	0.00	69,810.12
Fund 588 001.200	TRANSPORTATION FUND POOLED CASH (HUNTINGTON BANK)	(12,604.96)	2,098.73	0.00	(10,506.23)
001.201	MI CLASS ACCOUNT	1,826.52	7.59	0.00	1,834.11
	TRANSPORTATION FUND	(10,778.44)	2,106.32	0.00	(8,672.12)
Fund 590 001.200	SEWER FUND POOLED CASH (HUNTINGTON BANK)	415,044.76	329,529.63	223,427.39	521,147.00
001.201	MI CLASS ACCOUNT	423,649.86	1,743.46	0.00	425,393.32
001.204	HUNTINGTON LIQUIDITY PORTAL	663,469.71	4,266.01	0.00	667,735.72
001.300	FRANKENMUTH CREDIT UNION	266,929.97	441.18	0.00	267,371.15
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	540,493.32	431.06	0.00	540,924.38

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 10/01/2024 TO 10/31/2024
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2024	Total Debits	Total Credits	Ending Balance 10/31/2024
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	SEWER FUND	2,309,787.62	336,411.34	223,427.39	2,422,771.57
Fund 591	WATER FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	544,013.85	701,374.00	822,454.79	422,933.06
001.201	MI CLASS ACCOUNT	1,633,439.71	6,721.92	0.00	1,640,161.63
001.204	HUNTINGTON LIQUIDITY PORTAL	2,658,026.73	17,089.73	0.00	2,675,116.46
	WATER FUND	4,835,480.29	725,185.65	822,454.79	4,738,211.15
Fund 599	WASTEWATER FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	447,792.40	3,227,073.13	2,623,183.35	1,051,682.18
001.201	MI CLASS ACCOUNT	397,199.75	1,634.49	0.00	398,834.24
001.204	HUNTINGTON LIQUIDITY PORTAL	1,069,276.04	445.57	1,000,000.00	69,721.61
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	266,929.97	441.18	0.00	267,371.15
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	326,617.50	260.47	0.00	326,877.97
	WASTEWATER FUND	2,507,815.66	3,229,854.84	3,623,183.35	2,114,487.15
Fund 661	FLEET MAINTENANCE FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	23,935.04	114,016.93	43,137.68	94,814.29
001.201	MI CLASS ACCOUNT	669,116.53	2,753.38	0.00	671,869.91
001.204	HUNTINGTON LIQUIDITY PORTAL	539,277.23	3,467.26	0.00	542,744.49
001.205	THE STATE BANK	1,067,373.32	3,996.00	0.00	1,071,369.32
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	544,979.18	900.65	0.00	545,879.83
	FLEET MAINTENANCE FUND	2,844,681.30	125,134.22	43,137.68	2,926,677.84
Fund 703	CURRENT TAX COLLECTION FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	(3,486,964.26)	72,571.32	182,971.62	(3,597,364.56)
001.204	HUNTINGTON LIQUIDITY PORTAL	4,110,000.00	0.00	0.00	4,110,000.00
	CURRENT TAX COLLECTION FUND	623,035.74	72,571.32	182,971.62	512,635.44
Fund 956	GASB 34 LONG TERM DEBT				
005.200	MMRMA CASH - RESTRICTED	225,494.57	0.00	0.00	225,494.57
	TOTAL - ALL FUNDS	31,040,452.94	8,457,714.08	9,175,517.99	30,322,649.03



OWOSSO HISTORICAL COMMISSION

THE CURWOOD COLLECTION

Regular Meeting of the Owosso Historical Commission

Minutes of November 12, 2024 – 6:00 P.M. at Owosso City Hall

MEMBERS PRESENT: Commissioners Mark Erickson, Debra Adams, Lance Little, Robert Hooper, Elaine Greenway, and Bill Moull

MEMBERS ABSENT: None.

COMMISSIONER ERICKSON CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – OCTOBER 15, 2024

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

Approved by voice vote

APPROVE AGENDA – NOVEMBER 12, 2024

Motion by Commissioner Little to approve the agenda with the addition of discussion regarding the Owosso made snow shovel, supported by Commissioner Hooper.

Approved by voice vote

ITEMS OF BUSINESS

Chair/Vice Chair Appointments: Motion by Commissioner Greenway to nominate Commissioner Adams to the position of vice-chair, supported by Commissioner Hooper. Approved by voice vote. Motion by Commissioner Greenway to nominate Commissioner Little to the position of chair, supported by Commissioner Hooper. Approved by voice vote.

Inventory Work: Amy Fuller shared that Denice Grace has completed cataloging the Gould House items located at City Hall. Commissioner Little requested that list be sent to the group.

Christmas Lights on the Castle: Commissioner Adams shared a quote for \$1,875 from Ludington Electric for installing new Christmas lights on Curwood Castle. Motion by Commissioner Greenway to approve the work, supported by Commissioner Hooper. Passed by voice vote.

Holiday Party: The Commission discussed details for the Curwood Castle holiday party which will take place on December 12, 2024 beginning at 5:30 pm and is open to the public.

Snow Shovel: The Commission reviewed a communication from a Dr. Glyn Thompson regarding a snow shovel manufactured in Owosso.

FINANCIAL REPORTS:

Amy Fuller reviewed the current revenue and expense report and provided an update on the budget amendment process.

Denice Grace reported on October numbers for Curwood Castle.

PUBLIC COMMENT PERIOD: Rob Teich thanked the Commissioners for their service.

COMMISSIONER COMMENTS

Commissioner Erickson thanked everyone for their service on the Commission and their support during his term as chair.

Commissioner Little thanked the Commission for having confidence in his leadership and appointing him chair.

Commissioner Moull thanked the Mayor for his support and thanked Commissioner Erickson for his leadership.

Commissioner Adams asked for clarification on grant information.

Commissioner Hooper thanked Sue Osika for her service on the Commission and for her help with the Home Tour.

NEXT MEETING: Monday, December 9, 2024 at 6:00 p.m.

ADJOURNMENT

Commissioner Little adjourned meeting at 7:15 p.m.

Respectfully submitted by:

Amy Fuller, Assistant City Manager