

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
TUESDAY, JANUARY 21, 2025  
6:30 P.M.**

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

**AGENDA**

**OPENING PRAYER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF THE AGENDA:**

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 6, 2025:**

**APPROVAL OF THE MINUTES OF SPECIAL MEETING OF JANUARY 8, 2025:**

**ADDRESSING THE CITY COUNCIL**

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

1. Ordinance Amendment – Rezoning of 108 N. Chipman Street. Conduct a public hearing to receive citizen comment regarding the request from Jabb Management, LLC to rezone the property at 108 N. Chipman Street from CBD, Central Business District, to I-1, Light Industrial District.

**CITIZEN COMMENTS**

**COUNCIL COMMENTS**

**CONSENT AGENDA**

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

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Sue Osika*	LDFA / Brownfield Redevelopment Authority	06-30-2026

\*Indicates reappointment

2. Change to Street Lighting Contract - Addition of Streetlight. Authorize amendment to the Street Lighting Contract with Consumers Energy to reflect the addition of one LED Cobrahead streetlight at 207 Curwood Castle Drive, authorize the Mayor and City Clerk to execute appropriate documents, and approve payment to Consumers Energy in the amount of \$100.00 for installation.
3. Change Order – WWTP Secondary Clarifier Project. Approve Change Order No. 2 to the WWTP Secondary Clarifier Project contract with RCL Construction Co., Inc., increasing the contract by \$199,738.00 for the replacement of gates, additional drain yard piping, and video surveillance, and further approve payment to the contractor up to the amount of \$6,048,838.00 upon satisfactory completion of the work or portion thereof.
4. Warrant No. 651. Authorize Warrant No. 651 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Owosso Charter Township	Per February 22, 2011 Water Agreement	Water	\$18,747.46
Caledonia Township	Per July 1, 2006 Water Agreement	Water	\$42,922.22
Gould Law P.C.	Services from December 10, 2024 – January 13, 2025	Varies	\$10,590.84

**ITEMS OF BUSINESS**

1. Contract Approvals – Ludington Electric, Inc. Acknowledge pecuniary interest of a sitting Councilmember and consider approval of contracts with Ludington Electric, Inc.
2. FY 2025-26 Goal Setting Report. Consider approval of the FY 2025-26 Goal Setting report and corresponding priorities.
3. Grant Application – First Congregational Church of Owosso. Consider approving the submittal of an application to the Michigan State Historic Preservation Office (SHPO) Certified Local Government (CLG) Grant Program for funding to complete interior plaster restoration at the historic First Congregational Church, 327 N. Washington Street.  
**Master Plan Implementation Goals: 4.3, 4.7**
4. CLG Grant Memorandum of Understanding (MOU). Consider approval of the MOU with First Congregational Church of Owosso, Michigan outlining the rights and responsibilities of all parties as they relate to the application and administration of the potential CLG Grant.  
**Master Plan Implementation Goals: 4.3, 4.7**

**CITIZEN COMMENTS**

**COUNCIL COMMENTS**

**COMMUNICATIONS**

1. Emily S. Olson, DDA/OMS Board. Letter of resignation.
2. Tanya S. Buckelew, Planning & Building Director. December 2024 Building Department Report.
3. Tanya S. Buckelew, Planning & Building Director. December 2024 Code Violations Report.
4. Tanya S. Buckelew, Planning & Building Director. December 2024 Inspections Report.
5. Tanya S. Buckelew, Planning & Building Director. December 2024 Certificates Issued Report.
6. Kevin D. Lenkart, Public Safety Director. December 2024 Police Report.
7. Kevin D. Lenkart, Public Safety Director. December 2024 Fire Report.
8. Historical Commission. Minutes of January 13, 2025.

**NEXT MEETING**

Monday, February 03, 2025

**BOARDS AND COMMISSIONS OPENINGS**

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

**ADJOURNMENT**

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

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

The Owosso City Council will conduct an in-person meeting on January 21, 2025. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL  
TUESDAY, JANUARY 21, 2025 AT 6:30 p.m.**

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

- **Join Zoom Meeting:**

<https://us02web.zoom.us/j/85088695745?pwd=2LgOyVQ4alVzn3oxEb7izLsyTtkCqc.1>

**Meeting ID: 850 8869 5745**

**Passcode: 297784**

**One tap mobile**

+13126266799,,81130530177#,,,,\*017514# US (Chicago)

+16465588656,,81130530177#,,,,\*017514# US (New York)

**Dial by your location**

+1 312 626 6799 US (Chicago)

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+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 January 21, 2025. may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us). Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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

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

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

**OPENING PRAYER:** PASTOR GARY BEAL  
CHURCH OF THE JUBILEE

**PLEDGE OF ALLEGIANCE:** TOM COOK

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

**ABSENT:** Councilmember Carl C. Ludington.

**APPROVE AGENDA**

Motion by Mayor Pro-Tem Haber to approve the agenda with the following amendment:

**ITEMS OF BUSINESS – ADDITION**

5. Accept USDA Grant Conditions. Consider acceptance of the terms for a \$1,000,000 Community Facilities Grant from USDA Rural Development and authorize the execution of all necessary documents to obtain the grant.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 16, 2024**

Motion by Councilmember Owens to approve the Minutes of the Regular Meeting of December 16, 2024 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS**

Tom Cook, representing the Cook Family Foundation, briefly detailed the recycling group they are assembling to facilitate talks within the county regarding recycling and the new legislation that will require certain governmental units to provide recycling services.

Tom Manke, 2910 W. M-21, said he does not like the new start time for Council meetings. He thanked those involved in putting on the New Year's Eve ball drop event, saying it was a great event. Lastly, he said that there is no money to be made by the private sector in recycling and he does not want a government solution that will cost him any money.

**COUNCIL COMMENTS**

Mayor Teich thanked Councilmember Owens for all of his hard work in taking on the ball drop event. He said he went to the event, it was great, and it wouldn't have happened without Councilmember Owens and his team. Councilmember Owens said that he had a team of dedicated volunteers and went on to thank a number of them personally.

Mayor Teich went on to thank new board members for stepping up to serve and noted that Sideline Sports Bar was the DDA/OMS business of the month this month.

**CONSENT AGENDA**

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

**First Reading & Set Public Hearing – Rezoning of 108 N. Chipman Street.** Conduct first reading and set a public hearing for Tuesday, January 21, 2025 to receive citizen comment regarding the request from Jabb Management, LLC to rezone the property at 108 N. Chipman Street from CBD, Central Business District, to I-1, Light Industrial District as follows:

**RESOLUTION NO. 01-2025**

**AUTHORIZING FIRST READING & SETTING A PUBLIC HEARING  
TO AMEND CHAPTER 38, ZONING, OF THE CODE OF ORDINANCES  
TO REZONE ONE PARCEL OF REAL PROPERTY AT 108 N. CHIPMAN STREET  
AND AMEND THE ZONING MAP**

WHEREAS, the City of Owosso adopted a master plan in 2021 which includes a future land use plan; and

WHEREAS, the City of Owosso received a request from Jabb Management, LLC, owners of the property located at 108 N. Chipman Street, parcel #050-660-017-001-00, to rezone the parcel from CBD, Central Business District, to 1-1, Light Industrial District; and

WHEREAS, the Planning Commission published and mailed notices for the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the Planning Commission finds that the requested rezoning does not meet the intent and criteria for a zoning amendment as it relates to the master plan and the zoning ordinance; and

WHEREAS, the Planning Commission, with reservations, does not recommend the rezoning of said parcel; and

WHEREAS, City staff recommends, without reservation, the rezoning of the following parcel:

<b>Parcel Address</b>	<b>Parcel Number</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>
108 N. Chipman St	050-660-017-001-00	CBD Central Business	I-1 Light Industrial

and

WHEREAS, a public hearing by the City Council is required before any such ordinance amendment can be approved or denied.

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

SECTION 1. OFFICIAL ZONING MAP AMENDMENT. That Chapter 38, Zoning, Sec. 38-27, *Zoning Districts and Map*, is proposed to reflect the following changes, to be noted on the official map and filed with the city clerk:

Parcel Address	Parcel Number	Current Zoning	Proposed Zoning
108 N. Chipman St	050-660-017-001-00	CBD Central Business	I-1 Light Industrial

SECTION 2. PUBLIC HEARING. A public hearing is set for Tuesday, January 21, 2025 at 6:30 p.m. in the City Hall Council Chambers for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

SECTION 3. NOTICE. Council hereby directs staff to supply a public notice concerning the rezoning to a newspaper of general circulation within the city.

SECTION 4. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

**\*Property Lease -Tillable Acreage - Twenty-One Day Posting.** Authorize twenty-one (21) day posting period for the lease of approximately 10 acres of city owned tillable land near Hopkins Lake to Shawnee Creek Farms for \$500.00 per year for the 2025-2029 farming seasons as follows:

**RESOLUTION NO. 02-2025**

**AUTHORIZING 21-DAY POSTING FOR  
A CROP FARMING CASH RENT AGREEMENT  
WITH MATT DUTCHER AND KEVIN DUTCHER D/B/A SHAWNEE CREEK FARMS**

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

WHEREAS, the city owns certain tillable acreage near Hopkins Lake that would be suitable for farming; and

WHEREAS, the city is not currently utilizing the land and desires to lease the land for farming purposes; and

WHEREAS, Matt and Kevin Dutcher, doing-business-as Shawnee Creek Farms, have expressed an interest in leasing the land for a five-year period; and

WHEREAS, Charter Section 14.3 (b)(2) provides for a twenty-one day posting period to allow public inspection of the proposed lease.

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

FIRST: the city of Owosso is in receipt of a proposed five-year cash rent agreement for ten acres of tillable farmland near Hopkins Lake from Matt Dutcher and Kevin Dutcher, d/b/a

Shawnee Creek Farms, which farm adjacent land.

SECOND: the city council approves the posting of said agreement for a period of at least 21-days to allow for public inspection.

THIRD: the agreement be returned to council at the meeting of February 3, 2025 for potential final determination.

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

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Carl Ludington	Planning Commission - Council Representative	11-13-2028

**\*Contract Amendment – Grand Avenue Playground Equipment.** Approve Amendment No. 1 to the contract with GameTime for the purchase and installation of playground equipment for Grand Avenue Park, increasing the contract amount \$863.96, and further approve payment of \$38,346.63 to the vendor upon satisfactory delivery and installation of said equipment as follows:

**RESOLUTION NO. 03-2025**

**RESOLUTION AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO  
THE CONTRACT WITH GAMETIME FOR PLAYGROUND EQUIPMENT  
FOR GRAND AVENUE PARK**

WHEREAS, the Council of the City of Owosso, Shiawassee County, Michigan, approved a contract on November 2, 2024 with GameTime for the purchase and installation of playground equipment for Grand Avenue Park; and

WHEREAS, the price for said equipment increased \$863.96 for the 2025 calendar year, per the terms of MiDeal Contract #180000001296 with the State of Michigan; and

WHEREAS, staff desires to expand the contract by \$863.96.

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 to approve Amendment No. 1 to the contract with GameTime for the purchase and installation of playground equipment for Grand Avenue Park, increasing the price \$863.96.

SECOND: the Accounts Payable Department is authorized to pay GameTime in the amount of \$38,346.63 upon satisfactory delivery and installation of said playground equipment.

THIRD: the above expenses shall be paid from the general fund 101-751-930.000 in the amount of \$23,346.63 and \$15,000 from the Parks Millage Fund account 208-751-930.000.

Master Plan Implementation Goals: 5.3

**\*Internship Agreement – Corunna Area Ambulance Service, Inc.** Approve a three-year agreement for the provision of clinical training rotations by the Owosso Fire Department for Corunna Area Ambulance Service, Inc. EMS students as follows:



**RESOLUTION NO. 04-2025**

**AUTHORIZING AN AGREEMENT WITH  
CORUNNA AREA AMBULANCE SERVICE, INC.  
FOR CLINICAL ROTATION/EMS EXPERIENCE FOR CAAS EMS STUDENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Fire Department is licensed by the State of Michigan as an Emergency Medical Services (EMS) Agency whose staff is trained in current Fire and Emergency Medical Services procedures; and

WHEREAS, Corunna Area Ambulance Service, Inc. (CAAS) desires a contract with the City of Owosso to allow CAAS EMS training program students to intern with the Owosso Fire Department; and

WHEREAS, the Owosso Fire Department (OFD) has several longstanding partnerships with area EMS educational programs including, CAAS, Lansing Community College, and the Shiawassee Regional Education Service District. These partnerships allow EMS students to learn on-the-job and gain experience under the guidance of OFD staff.

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 execute a contract for the provision of EMS internship opportunities to Corunna Area Ambulance Service, Inc. EMS training program students.

SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached.

Master Plan Implementation Goals: 7.1

**\*Contract Authorization — Public Safety Vehicle Equipment Changeover.** Waive competitive bidding requirements, authorize contract with Mid Michigan Emergency Equipment Sales and Service L.L.C. for the removal, supply, and installation of public safety equipment in two new police utility vehicles in an amount not to exceed \$27,426.12, and further authorize payment to the vendor upon satisfactory completion of the work as follows:

**RESOLUTION NO. 05-2025**

**AUTHORIZING THE EXECUTION OF A CONTRACT FOR  
REMOVAL, SUPPLY, AND INSTALLATION OF PUBLIC SAFETY EQUIPMENT  
IN NEW POLICE VEHICLE(S)  
WITH MID MICHIGAN EMERGENCY EQUIPMENT SALES AND SERVICE L.L.C.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has purchased new police vehicles that need to have equipment and Axon cameras installed in them; and

WHEREAS, the new vehicles will require additional new public safety equipment to be properly outfitted for service; and

WHEREAS, the City of Owosso received a quote from Mid-Michigan Emergency Equipment Sales and Service L.L.C. for the removal of the old equipment, supply of select pieces of new equipment, and the installation of all said equipment; and it is hereby determined that this company is qualified to perform the work requested; and

WHEREAS, a waiver of the bidding requirements is requested as professional services are exempt from competitive bidding.

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 Mid-Michigan Emergency Equipment Sales and Service L.L.C. for the removal, purchase, and installation of public safety equipment in City Police vehicles in the amount of \$27,426.12.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and Mid-Michigan Emergency Equipment Sales and Service L.L.C.
- THIRD: the accounts payable department is hereby authorized to issue payment to Mid- Michigan Emergency Equipment Sales and Service L.L.C. in the amount of \$27,426.12 upon delivery of the equipment and satisfactory completion of the work.
- FOURTH: the above expenses shall be paid from the Police equipment fund 101-301-978.000.

Master Plan Implementation Goals: 3.2

**\*Bid Award – Portable Toilets.** Authorize contract with Kincaid Construction, LLC dba Kincaid’s Septic & Portables for the supply and service of seven (7) portable toilets for City parks in the amount of \$27,630.00 for a three-year period ending in October 2027 and further authorize payment up to the contract amount as follows:

**RESOLUTION NO. 06-2025**  
**AUTHORIZING A CONTRACT**  
**FOR PORTABLE TOILETS**  
**WITH KINCAID’S SEPTIC & PORTABLES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires portable toilets for its city parks; and

WHEREAS, staff solicited proposals for the supply and service of seven portable toilets covering the 2025 – 2027 calendar years, and received three bids; and

WHEREAS, the Director of Public Services & Utilities recommends authorizing a contract with Kincaid Construction LLC dba Kincaid’s Septic & Portables of Swartz Creek, Michigan for \$27,630.00.

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 authorize a contract for the supply and service of seven portable toilets from Kincaid Construction, LLC dba Kincaid’s Septic & Portables, for the period of May 2025 – October 2025, May 2026 – October 2026, and May 2027 – October 2027 in the total amount of \$27,630.00.
- SECOND: the accounts payable department is authorized to submit payment to Kincaid’s Septic & Portables in an amount not to exceed \$27,630.00 for work satisfactorily completed.

THIRD: the above expenses shall be paid for from the Parks General Fund Account 101-751-818.000.

**\*Check Register – December 2024.** Affirm check disbursements totaling \$2,391,360.99 for December 2024.

**Warrant No. 650.** Authorize Warrant No. 650 as follows:

Vendor	Description	Fund	Amount
Carl & Sue Ludington	Water Service Line Reimbursement 536 / 538 N. Shiawassee Street	Water	\$4,605.97

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

**ITEMS OF BUSINESS**

**Notice of Pecuniary Interest**

Motion by Mayor Pro-Tem Haber to enter the following notice of pecuniary interest on the record for Councilmember Carl Ludington as it relates to contracts with Ludington Electric:

**STATEMENT REGARDING BUSINESS DEALINGS WITH THE CITY  
Per Owosso City Charter Section 14.4 and Michigan Public Act 317 of 1968, as amended**

I, Carl Ludington, being an officer of the City of Owosso, do hereby declare a pecuniary interest in the foregoing proposed contract(s) with the City of Owosso, described as:

PO NUMBER	DEPT.	DESCRIPTION	AMOUNT
000046358	862	LUDINGTON ELECTR PANEL FOR GILBERTS LOT PLAZA STAGE PLUGS	\$ 1,935.00
000046404	862	LUDINGTON ELECTR CHAIRMAN LIGHTS ALONG CASS ST.	\$ 374.32
000046447	862	LUDINGTON ELECTR DOWN TOWN LIGHTS & PLUGS FOR GLOW	\$ 458.92
000046454	851	LUDINGTON ELECTR LIGHTS FOR CURWOOD CASTLE	\$ 1,875.00
			<b>\$ 4,643.24</b>

For the Period of: October 2024 - December 2024

Vendor: Ludington Electric, Inc

Total Amount: \$4,643.24

I am making this declaration because I am the owner/operator of Ludington Electric, Inc. I confirm that I will not vote on the matter(s) in question, I will not take part in discussion on any question in respect to the

matter(s), and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question at a public meeting of the Owosso City Council.

Said items will be considered for approval at the January 21, 2025 meeting of the Owosso City Council.

Declared the 6th of January, 2024.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

### **Cook Family Foundation Recycling Work Group Appointments**

**Master Plan Implementation Goals: 1.23, 3.1, 3.3, 7.1**

Motion by Councilmember Olson to approve the appointment of one City Councilmember and the City Manager to serve as the City's representatives on the Cook Family Foundation Recycling Work Group as follows:

#### **RESOLUTION NO. 07-2025**

#### **AUTHORIZING THE APPOINTMENT OF ONE CITY COUNCILMEMBER AND THE CITY MANAGER TO THE COOK FAMILY FOUNDATION RECYCLING WORK GROUP**

WHEREAS, the Cook Family Foundation has established the Shiawassee Recycling Community Work Group to address recycling challenges and opportunities in the region; and

WHEREAS, changes to Michigan Public Act 451 of 1994 require the City of Owosso to provide curbside recycling services by January 2028; and

WHEREAS, the City recognizes the importance of regional collaboration to meet statutory requirements, promote recycling, and enhance sustainability.

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

FIRST: Mayor Robert Teich and City Manager Nathan Henne are hereby appointed as the City of Owosso representatives to the Cook Family Foundation Recycling Work Group.

SECOND: representatives shall participate in Work Group activities, provide updates to the City Council, ensure alignment with the City's sustainability goals, and compliance with Public Act 451 of 1994.

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

**ARPA Funding Reconciliation**

Motion by Councilmember Osmer to approve the following reconciliation of obligated ARPA funds and related interest:

**RESOLUTION NO. 08-2025**

**RECONCILING ARPA FUNDING OBLIGATIONS TO ACTUAL DISTRIBUTION**

WHEREAS, the city of Owosso, Michigan is a non-entitlement unit of local government (NEU) that received American Rescue Plan Act (ARPA) funding; and

WHEREAS, all funds must be obligated by December 31, 2024 and expended to cover such obligations by December 31, 2026; and

WHEREAS, the Owosso City Council designated \$750,000 of ARPA funds to the Water Fund on March 7, 2022 to lower the impact of a rate increase and be used for construction costs associated with the rehabilitation of standby towers and a water main replacement on Center Street; and

WHEREAS, the Owosso City Council designated \$150,300 of ARPA funds to the General Fund (Fire Department) on April 19, 2022 to purchase self-contained breathing apparatuses for Fire Department personnel; and

WHEREAS, the Owosso City Council designated \$331,600 of ARPA funds to the Water Fund on April 19, 2022 to be used for lead service line replacement throughout the city; and

WHEREAS, the Owosso City Council designated \$275,986 of ARPA funds to the Downtown Development Authority on June 21, 2022 to be used for downtown chairman light replacement; and

WHEREAS, the Owosso City Council designated an additional \$55,973 to the Water Fund to assist with the construction of two well houses and a new supervisory control and data acquisition (SCADA) system for the water filtration process; and

WHEREAS, all American Rescue Plan Act (ARPA) funds (\$1,517,586.20) and interest earned (\$115,709.70) on such funds have been spent as of November 2024.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN that:

FIRST: the Owosso City Council approves the reconciliation of ARPA funding authorization and obligation and earned interest on such funds to the following projects:

1. \$950,398.62 (actual) for well house construction and supervisory control and data acquisition (SCADA) system construction for the water filtration process
2. \$150,300 (actual) to purchase self-containing breathing apparatuses
3. \$218,962.05 (actual) to replace lead service lines
4. \$313,635.23 (actual) to replacement downtown chairman lights

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

**Financial Depository Update**

Motion by Councilmember Owens to update the list of designated depositories to reflect the merger of The State Bank (Fenton, MI) and ChoiceOne Bank (Sparta, MI) as follows:

**RESOLUTION NO. 09-2025**

**AUTHORIZING DEPOSITORIES AND DESIGNATED SIGNERS FOR THE CITY OF OWOSSO**

WHEREAS, Section 8.13 of the Owosso City Charter states, the Council shall designate depositories for city funds in accordance with law and shall provide for the regular deposit of all city moneys; and

WHEREAS, Section 8.10(c) of the Owosso City Charter states, checks or warrants for the disbursement of city funds may be signed by the clerk only; and

WHEREAS, the Council may, however, provide by ordinance that checks or warrants shall also be countersigned by the Finance Director or the Treasurer; and

WHEREAS, Section 7.8 of the Owosso City Charter states, the Clerk and Treasurer and other administrative officers may appoint and remove their deputies, and each deputy shall possess all the powers and authority of their superior officer except as the same may be from time to time limited by their superior; and

WHEREAS, the City of Owosso has an investment policy adopted by the City Council on December 18, 2006 in accordance with Michigan Public Act 20 of 1943, as amended (2023); and

WHEREAS, designated depositories of the City of Owosso must agree to and follow such investment policy.

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

FIRST: the following financial institutions be and are hereby designated as depositories for City of Owosso funds:

Huntington Bank, 100 East Main Street, Owosso, MI  
Dort Financial Credit Union, 1006 East Main Street, Owosso, MI  
Frankenmuth Credit Union, 947 Street, Owosso, MI  
PFCU, 1465 North Michigan 52, Owosso, MI  
Michigan Cooperative Liquid Assets Securities System (MI CLASS)  
Stifel, 1865 E M21, Owosso, MI  
Shiawassee Community Foundation, 217 N. Washington St., Ste 104 Owosso, MI  
US Bankcorp Government Leasing and Finance, Inc.,  
950 17<sup>th</sup> Street, Denver, CO 80202

(water meter 15 year installment purchase agreement)  
The State Bank / ChoiceOne Bank, 9380 Genesee Street, New Lothrop, MI 48460

SECOND: all of the designated officers, per city charter, are hereby authorized to execute on behalf of the city signature cards or other documents containing the rules and regulations of the financial institution and the conditions under which deposits are accepted and to agree on behalf of the city to those rules, regulations and conditions.

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

**\*Accept USDA Grant Conditions** (This item was added to the agenda.)

City Manager Nathan R. Henne said this grant was due to the efforts of former Representative, now Senator, Elissa Slotkin and her team. He went on to thank Public Safety Director Kevin D. Lenkart for his diligence in following up on this grant opportunity.

Motion by Councilmember Owens to approve acceptance of the terms for a \$1,000,000 Community Facilities Grant from USDA Rural Development and authorize the execution of all necessary documents to obtain the grant as follows:

#### **RESOLUTION NO. 10-2025**

#### **APPROVING USDA GRANT CONDITIONS AND AUTHORIZING THE SIGNING OF DOCUMENTS FOR THE USDA PUBLIC SAFETY BUILDING COMMUNITY FACILITIES GRANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has been granted a \$1 million congressional appropriation through the United States Department of Agriculture (USDA) for the purposes of upgrading the public safety building to improve service capabilities and enhance services; and

WHEREAS, this funding is critical for addressing the immediate needs of our public safety infrastructure, ensuring that our facilities meet modern operational and safety requirements; and

WHEREAS, the USDA has issued a Letter of Conditions setting out the conditions for the grant; and

WHEREAS, the Council approves these conditions and wishes to accept the funding from the USDA.

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 accept the conditions set forth in the Letter of Conditions for a Community Facilities Grant to FY24 CDS Public Safety Building, dated December 30, 2024.

SECOND: the mayor and city clerk are instructed and authorized to execute all necessary forms to

obtain the grant, including but not limited to:

1. Letter of Intent to Meet Conditions
2. Request for Obligation of Funds

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

### **CITIZEN COMMENTS**

Tom Manke, 2910 W. M-21, said the City is persecuting a local building owner for minor code violations while allowing the Fifth Third building to remain an eyesore for years, accusing those in power of accepting bribes.

### **COUNCIL COMMENTS**

None.

### **\*CITY MANAGER REPORT**

City Manager Henne detailed the City Manager Report for December 2024.

### **COMMUNICATIONS**

Christopher Owens, Planning Commission. Letter of Resignation.  
Lizzie L. Frederick, OMS/DDA Director. OMS/DDA 2025 Impact Report.  
Brad A. Barrett, Finance Director. Revenue & Expenditure Report – November 2024.  
Parks & Recreation Commission. Minutes of December 4, 2024.  
Owosso Historical Commission. Minutes of December 9, 2024.  
Planning Commission. Minutes of December 9, 2024.

### **NEXT MEETING**

Wednesday, January 8, 2025 6:30 p.m. – Goal Setting Session  
Tuesday, January 21, 2025 6:30 p.m. - 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  
DDA/OMS Board – term expires June 30, 2028  
Zoning Board of Appeals – Alternate – term expires June 30, 2027  
Zoning Board of Appeals – Alternate – term expires June 30, 2025



**ADJOURNMENT**

Motion by Councilmember Osmer for adjournment at 7:07 p.m.

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

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Robert J. Teich, Jr., Mayor

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Amy K. Kirkland, City Clerk

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

**CITY OF OWOSSO  
SPECIAL MEETING OF THE CITY COUNCIL  
MINUTES OF JANUARY 8, 2025  
6:30 P.M.  
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

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

**PLEDGE OF ALLEGIANCE:** MAYOR ROBERT J. TEICH, JR.

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

**ABSENT:** Councilmember Carl C. Ludington and Christopher D. Owens.

**CITIZEN COMMENTS**

None.

**COUNCIL COMMENTS**

None.

Motion by Councilmember Fear to suspend the Rules of Order to allow for more organic discussion during tonight's activity.

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

**ITEMS OF DISCUSSION**

**FY 2025-26 Goal Setting**

City Manager Nathan R. Henne initiated the FY 2025-26 goal-setting process with the aim of holding an annual goal-setting session prior to updating the Capital Improvement Plan (CIP). The Council reviewed a Preliminary Report summarizing questionnaire results from Councilmembers and staff. These results were categorized into three focus areas:

1. Teamwork Improvement
2. Initiatives, Programs, and Policies
3. Capital Projects & Equipment Needs

Councilmembers discussed and revised the priorities in each area, then selected their top two priorities for each. These results will be formally presented for approval at the January 21, 2025 meeting. City Manager Henne concluded the discussion, suggesting various methods of communicating the finalized goals, such as posting them in the Council Chambers, hosting a dedicated meeting to discuss them, organizing open houses at City facilities, and giving presentations to local service clubs.

**NEXT MEETING**

Tuesday, January 21, 2025 at 6:30 p.m.

**BOARDS AND COMMISSIONS OPENINGS**

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

**ADJOURNMENT**

Motion by Councilmember Olson for adjournment at 7:59 p.m.

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

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Robert J. Teich, Jr., Mayor

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Amy K. Kirkland, City Clerk



**MEMORANDUM**

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

**DATE:** December 11, 2024  
**TO:** Mayor Teich and the Owosso City Council  
**FROM:** Tanya S. Buckelew, Planning & Building Director  
**SUBJECT:** Rezoning Request 108 N Chipman St Recommendation and Setting the Public Hearing

**RECOMMENDATION:**

The Planning Commission does not recommend amending the zoning ordinance to rezone the following parcel:

Parcel Address	Parcel Number	Current Zoning	Proposed Zoning
108 N Chipman St	050-660-017-001-00	CBD Central Business	I-1 Light Industrial

The City Council is required to hold a Public Hearing prior to approving or not approving the rezoning request to amend the zoning ordinance. The Public Hearing shall be scheduled for Tuesday, January 21, 2025 at 6:30 pm.

**BACKGROUND:**

The City is in receipt of a rezoning request from JABB Management to rezone the above listed parcel. The proposed use is a marijuana processing facility.

- This property was originally zoned I-1 Light Industrial and was rezoned to B-3 in 2012 because of its frontage along W. Main Street. (In 2012, the Westown Main Street corridor was rezoned to B-3).
- The property was split into two parcels (approved at the 11/01/2021 City Council meeting), one with frontage on W. Main Street, and the other frontage on N. Chipman Street.
- The applicant will keep the CBD zoning on the parcel fronting W. Main Street. Future development will be determined later.
- This request only pertains to the building and parcel at 108 N. Chipman Street.

*(Side note – B-3 zoning designation was used in the previous zoning ordinance and with the newly adopted ordinance, CBD is now the zoning designation)*

The Planning Commission, after mailing notices and holding a public hearing, voted at its regular meeting on December 9, 2024, to recommend that City Council deny the rezoning request.

**FISCAL IMPACTS:** None.

**ORDINANCE NO.**

**AMENDING CHAPTER 38, ZONING, OF THE CODE OF ORDINANCES  
TO REZONE ONE PARCEL OF REAL PROPERTY AT 108 N. CHIPMAN STREET  
AND AMEND THE ZONING MAP**

WHEREAS, the City of Owosso adopted a Master Plan in 2021 which includes a future land use plan;  
and

WHEREAS, the City received a request from property owner Jabb Management LLC to rezone the parcel  
located at 108 N. Chipman Street from CBD-Central Business District to I-1-Light Industrial District; and

WHEREAS, the Planning Commission published and mailed notices for the request, held a public hearing  
on the request, and deliberated on the request; and

WHEREAS, the Planning Commission finds that the proposed rezoning does not meet the intent and  
criteria for a zoning amendment as it relates to the master plan and the zoning ordinance; and

WHEREAS, the City staff recommends, without reservations, the rezoning of the following parcel:

<b>Parcel Address</b>	<b>Parcel Number</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>
108 N. Chipman St.	050-660-017-001-00	CBD Central Business	I-1 Light Industrial

and

WHEREAS, the City Council published notice of the request, held a public hearing on the request and  
deliberated on the request; and

WHEREAS, the City Council finds that the zoning petition meets the intent and criteria for a rezoning and  
zoning map amendment, specifically as it relates to the requirements of Owosso City Code Secs. 38-279  
and 38-280.

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

SECTION 1. OFFICIAL ZONING MAP AMENDMENT. That Chapter 38, Zoning, Sec. 38-72, *Zoning  
Map*, reflect the following changes, to be noted on the official map and filed with the city clerk:

<b>Parcel Address</b>	<b>Parcel Number</b>	<b>Current Zoning</b>	<b>New Zoning</b>
108 N. Chipman St.	050-660-017-001-00	CBD Central Business	I-1 Light Industrial

SECTION 2. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office,  
Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective February 11, 2025.

**RESOLUTION NO.**

**DENIAL OF A REQUEST TO AMEND CHAPTER 38, ZONING, OF THE CODE OF ORDINANCES TO REZONE ONE PARCEL OF REAL PROPERTY AT 108 N. CHIPMAN STREET**

WHEREAS, the City of Owosso adopted a Master Plan in 2021 which includes a future land use plan; and

WHEREAS, the City received a request from property owner Jabb Management LLC to rezone the parcel located at 108 N. Chipman Street from CBD-Central Business District to I-1-Light Industrial District; and

WHEREAS, the Planning Commission published and mailed notices for the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the Planning Commission finds that the proposed rezoning does not meet the intent and criteria for a zoning amendment as it relates to the master plan and the zoning ordinance; and

WHEREAS, the City staff recommends, without reservations, the rezoning of the following parcel:

<b>Parcel Address</b>	<b>Parcel Number</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>
108 N Chipman St	050-660-017-001-00	CBD Central Business	I-1 Light Industrial

and

WHEREAS, the City Council published notice of the request, held a public hearing on the request, and deliberated on the request; and

WHEREAS, the City Council finds that the zoning petition does not meet the intent and criteria for a zoning map amendment, specifically as it relates to the requirements of City of Owosso Code Secs. 38-279 and 38-280.

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

FIRST: the request to rezone the parcel located at 108 N. Chipman Street from CBD Central Business to I-1 Light Industrial is denied.

The following people submitted letters for the Planning Commission public hearing regarding the requested rezoning of the parcel at 108 N. Chipman St., with the request that their letters be passed along to City Council. As such, the letters were sent to City Councilmembers via email on the dates noted below.

If you wish to view the individual letters please contact the Clerk's Office at 989-725-0500 or [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us).

<b>Name</b>	<b>Address</b>	<b>Position</b>	<b>Date Emailed</b>
Janet Behrens Houska		Opposed	12/2/2024
Rachel Taphouse	805 W. King St	Opposed	12/2/2024
Kelly Poe	1114 W. Oliver St	Opposed	12/2/2024
James Houska	715 Lee St	Opposed	12/3/2024
Erik Brabo	805 W. King St	Opposed	12/3/2024
Athena Kurtz	721 Lee St	Opposed	12/4/2024
Thomas Laurin	656 Ada St	Opposed	12/6/2024
Rose Kline	523 Clark St	Opposed	12/9/2024
Sam & Michelle McLaren	721 W. Oliver St	Opposed	12/9/2024
Kateri Kilpatrick	804 W. Oliver St	Opposed	12/9/2024
Julie Wenzlick	1101 Riverside Dr	Opposed	12/9/2024
Geoff Kilpatrick	804 W. Oliver St	Opposed	12/9/2024
Elizabeth Byrne	815 W. Oliver St	Opposed	12/9/2024
William Byrne	815 W. Oliver St	Opposed	12/9/2024
Dean Paxton	615 3rd Ave	Opposed	12/13/2024



**APPLICATION FOR REZONING**

City of Owosso  
301 W. Main Street, Owosso, MI 48867  
Phone: (989) 725.0535  
building@ci.owosso.mi.us

- Refer to the City of Owosso Zoning Ordinance Chapter 38 Article XXI for additional information
- Application must be filed at least 25 days prior to a scheduled Planning Commission meeting for staff review and proper notices (see last page for submittal deadlines)
- Payment of fees including escrow fees
- The Applicant or his/her representative must be present at the Planning Commission and City Council public hearings for action to be taken on this request
- City Council will address the rezoning at the following meeting Council meeting after Planning Commission makes its recommendation

I, (we), the undersigned, do hereby respectfully make application and petition the City of Owosso Planning Commission and City Council to amend the Zoning Ordinance and change the zoning map as hereinafter requested:

**1. PROPERTY TO BE REZONED:**

Address: 108 N. CHIPMAN, OWOSSO, MI 48867

Parcel ID #: 050-660-017-001-00

Legal Description:

Frontage in feet:

Depth in feet:

**2. PROPERTY OWNERSHIP:**

Name: BRIAN J BRAMSTEWICZ

Address:

Phone:

**3. ZONING REQUEST:**

Current Zoning: B3-CENT BUS

Requested Zoning: I1-IND LT

**4. PROPOSED USE OF THE PROPERTY: PROCESSING**

Indicate why, in your opinion, the requested change is consistent with the ordinance in prompting and protecting the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city of Owosso. The surrounding properties on Chipman, N. Lyon, & Bechtel St are zoned I1. This property is a former factory surrounded by a gated chain link fence and will have state of the art security camera system & odor filtration.

The above information has been submitted in support of the rezoning and is accurate and truthful to the best of our knowledge.

Signature of Applicant: [Signature]

Date: 11/14/2024

1. Application fee is \$575.00 + \$10.00 per acre.

2. Escrow fee (Hourly rate of Staff/Consultant involved) is \$1,500

- A cash deposit of \$1,500.00 shall be placed with the City of Owosso
- The City will let the applicants know when additional funds are needed (typically when about 25% is remaining).
- Should there be funds remaining in the account after completion of the project, the balance will be returned



To Whom this may concern:

11/13/2024

**Application for Re-zoning:**

We are requesting a re-zoning of the property located at 108 N. Chipman St. in Owosso, MI. The following is in support of the request of re-zoning the property. The property itself is located in a secluded isolated area that is completely fenced in with no residential neighbors for a stretch of distance. There is currently a tenant that is using one of our spaces, but the contract will become null and void upon approval for rezoning. We are requesting for a rezoning of this commercial site to build a Marijuana processor, we currently own/operate Homegrown Owosso and adding a processor is detrimental to our future success and longevity for the community.

**Proposed Use Type of Business:**

Processor:

Processing consists of multiple levels of manufacturing. The main objective is the complete use of plant material, biomass, and distillate that results in creating other items such as pre-rolls, concentrates, vaporizers, gummies, and other forms of consumable as well as inhalation of marijuana products. These products are vital to the marijuana industry as a whole, they are the back bone of the industry. Homegrown – Owosso is owned by the applicant, to which the processing is a major contributor for longevity of the business.

The primary goal for this processor in Owosso would be to support the business of Homegrown – Owosso. Packaging of Bulk materials, both flower and pre-rolls with use of specialized marijuana machinery and kitchen will be installed to achieve this goal. Air filtration system installation to catch odors that may arise from the manufacturing processes. The lively hood of Homegrown- Owosso is a vital part of this operation as both businesses will support each other, creating job opportunities and more business across the board bringing revenue in the city.

The operational aspects of the processor pose no threat to any of the neighboring businesses or community. The odor aspect is not a concern either, as the proprietary purpose is to create products. There will be air handlers installed to which left keep fresh air flowing thru the building and processing rooms. Odors can be eliminated with proper air regulation machinery that scrubs the stale odor air that may be lingering. The processes are very eco friendly and bring passive income to the city, by hiring of employees and sale of goods at the local retailer level.

Best Regards,

James Tolston  
&  
Brian Brzustewicz

**2024 Meeting Date**

**2024 Submittal Deadline**

January 22	December 28, 2023
February 26	February 1
March 25	March 1
April 22	March 28
May 28	May 3
June 24	May 30
July 22	June 28
August 26	August 1
September 23	August 29
October 28	October 3
November 25	November 1
December 9	November 14

FOR OFFICIAL USE ONLY

Case # <i>PREZ2024-02</i>	Planning Commission Hearing Date <i>12/9/2024</i>
Receipt # <i>630190</i>	Action Taken
Date Filed <i>11/13/2024</i>	City Council Hearing Date
Description Checked <i>[Signature]</i>	Action Taken



December 3, 2024

Planning Commission  
 City of Owosso  
 301 W. Main Street  
 Owosso, Michigan 48867

**Subject:** REZONING  
**Location:** 108 N Chipman Street  
**Size of Site:** 3 acres  
**Request:** To rezone roughly 3 acres at 108 N Chipman Street from CBD, Central Business, to I-1 Light Industrial.  
**Applicant:** City of Owosso

Dear Planning Commissioners:

At your request, we have reviewed the above application from the City of Owosso to rezone 3 acres from B-3 Commercial to I-1, Light Industrial. The property has previously been split into two parcels, one with frontage on W. Main and the other with frontage on Chipman. This property was originally zoned industrial and was rezoned to CBD in the past 2 years when the new Zoning Ordinance was adopted. The applicant is not proposing to change the zoning designation along Main.

Our comments are based on a review of the information submitted by the applicant, a site visit, meetings with the applicant, discussions with the Planning Commission, and conformance to the City’s Master Plan and Zoning Ordinance. In reaching a decision on the application, the Planning Commission should consider our comments along with those from other staff and consultants, relevant input from the public, additional information provided by the applicant, and your own findings based on ordinance standards as part of your deliberation and recommendation to City Council.

**LOCATION AND DESCRIPTION**

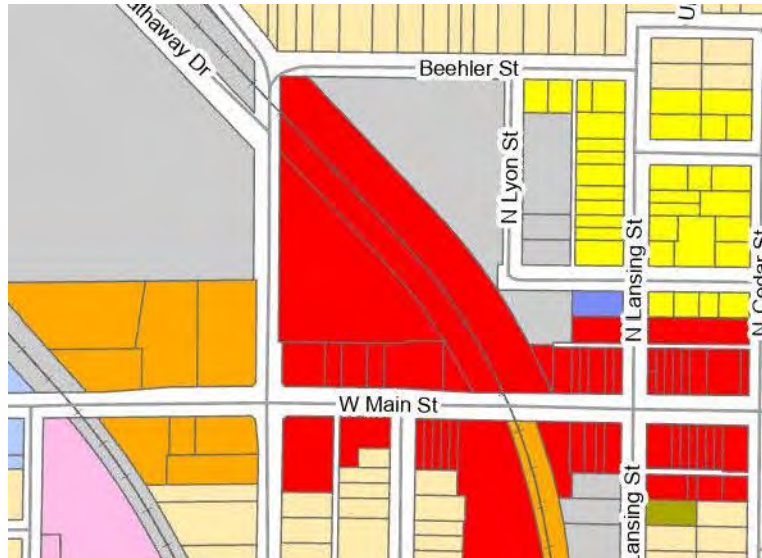
The subject parcel is located along the east side of N. Chipman Street, adjacent to the rail line. The property is identified in the master plan as an area for redevelopment but did not specifically state what redevelopment should be. The applicant would like to potentially locate a marijuana processing facility on this property.

**EXISTING LAND USE, ZONING AND FUTURE LAND USE**

	Existing Land Use	Zoning	Master Plan
<b>Subject Site</b>	Existing 26,000 SF Ind. Building	CBD	Commercial
North	Industrial & Commercial	CBD	Commercial

South	Commercial	CBD	Commercial
East	Commercial	CBD	Commercial
West	Industrial and Commercial	B-4, General Commercial and I-1, Light Industrial	Local business and industrial

**\*The map below is the existing zoning map for the City of Owosso**



## DISCUSSION

In considering any petition for an amendment to the official zoning map, the planning commission and city council shall consider the following criteria in making its findings, recommendations and decision:

1. Consistency with the goals, policies, and future land use map of the City of Owosso Master Plan. If conditions upon which the master plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the master plan was adopted, as determined by the city, the planning commission and council shall consider the consistency with recent development trends in the area.

**Finding** – While the current future land use map identifies this area as commercial, this property was previously industrial, and a marijuana processing facility would not be considered too intense for the surrounding commercial uses.

2. Compatibility of the site's physical, geological, hydrological, and other environmental features with the host of uses permitted in the proposed zoning district.

**Finding** – This site would be compatible with the host of uses permitted under the I-1 Zoning Classification.

3. Evidence the applicant cannot receive a reasonable return on investment through developing the property with at least one (1) use permitted under the current zoning.

**Finding** – To our knowledge, no evidence exists showing that the applicant could not receive a reasonable return on investment through developing the property as commercial.

4. The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

**Finding** – It is our belief that land uses within the I-1 district are more compatible with this site given former industrial uses on this site and the proximity to the rail line.

5. The capacity of the city's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety, and welfare."

**Finding** – There should be no issues with existing infrastructure being able to accommodate and service this site.

6. The apparent demand for the types of uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to accommodate the demand.

**Finding** – We find that there is high demand for industrial property in Owosso for potential marijuana processing facilities.

7. The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.

**Finding** – This application has not been previously before the City for the requested processing facility.

## **RECOMMENDATION**

Based upon the above comments, **we recommend approval of the rezoning request for 108 N. Chipman based on the following items;**

1. That the request is not in overwhelming conflict with the Master Plan or the Zoning Ordinance;
2. The site is compatible with uses in the proposed I-1 Zoning District;
3. The applicant is not rezoning to increase the return on investment of the property;
4. That the Planning Commission understands that the proposed use may be more compatible with surrounding land uses;
5. Infrastructure to the site is appropriate for the proposed use; and
6. The request has not been previously submitted to the City for consideration.

We look forward to discussing this with you at your November Planning Commission meeting

Sincerely,

City of Owosso Planning Commission

**108 N. Chipman Rezoning Review**

December 3, 2024

Page 4

**CIB Planning**





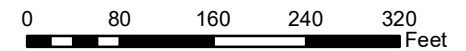
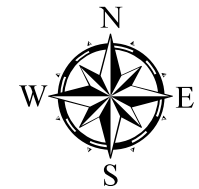
Justin Sprague  
Vice President

# City of Owosso

## 300' Buffer Zone Map

Subject Parcel:  
108 N. Chipman St.

-  Subject Parcel
-  Area within 300' of Subject Parcel



**MINUTES**  
**REGULAR MEETING OF THE OWOSSO PLANNING COMMISSION**  
**Monday, December 9, 2024 – 6:30 P.M.**

**CALL TO ORDER:** Chairman Livingston called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE:** Recited

**ROLL CALL:** Tanya Buckelew

**MEMBERS PRESENT:** Secretary Fear, Commissioner Law, Chairman Livingston, Commissioner Owens, Vice-Chair Robertson, Commissioners Schlaack and Taylor

**MEMBERS ABSENT:** Commissioner Osika

**OTHERS PRESENT:** Tanya Buckelew, Planning & Building Director; Justin Sprague, CIB Planning

**APPROVAL OF AGENDA:**

**MOTION BY COMMISSIONER TAYLOR, SUPPORTED BY SECRETARY FEAR TO APPROVE THE AGENDA FOR December 9, 2024.**

**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

**MOTION BY VICE-CHAIR ROBERTSON SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR THE October 28, 2024 MEETING.**

**YEAS ALL. MOTION CARRIED.**

**PUBLIC HEARING:**

**1. REZONING REQUEST FOR 108 N CHIPMAN STREET:**

The applicant has submitted a request to rezone the property from CBD, Central Business District to I-1, Light Industrial for the purpose of a marijuana processing facility.

The applicant stated they would need about 2,000 to 3,000 square feet of the building for processing. The interior build out would be similar to a commercial kitchen with indoor storage. There is less odor with processing and air scrubbers with carbon filters would be installed to control any odors emitting from the building. The business would be open Monday through Friday between 9 am and 5 pm and no weekends. No additional traffic would occur.

Justin Sprague, CIB Planning, provided comments and reviewed his letter submitted for the Planning Commission.

The property has been previously split into two parcels, one with frontage on W. Main and the other with frontage on Chipman. The property was originally zoned industrial.

In considering any petition for an amendment to the official zoning map, the planning commission and city council shall consider the following criteria in making its findings, recommendations and decision:



1. Consistency with the goals, policies, and future land use map of the City of Owosso Master Plan. If conditions upon which the master plan was developed (such as market factors, demographics, infrastructure, traffic and environmental issues) have changed significantly since the master plan was adopted, as determined by the city, the planning commission and council shall consider the consistency with recent development trends in the area.

**Finding** – While the current future land use map identifies this area as commercial, this property was previously industrial, and a marijuana processing facility would not be considered too intense for the surrounding commercial uses.

2. Compatibility of the site's physical, geological, hydrological, and other environmental features with the host of uses permitted in the proposed zoning district.

**Finding** – This site would be compatible with the host of uses permitted under the I-1 Zoning Classification.

3. Evidence the applicant cannot receive a reasonable return on investment through developing the property with at least one (1) use permitted under the current zoning.

**Finding** – To our knowledge, no evidence exists showing that the applicant could not receive a reasonable return on investment through developing the property as commercial.

4. The compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values.

**Finding** – It is our belief that land uses within the I-1 district are more compatible with this site given former industrial uses on this site and the proximity to the rail line.

5. The capacity of the city's infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the "health, safety, and welfare."

**Finding** – There should be no issues with existing infrastructure being able to accommodate and service this site.

6. The apparent demand for the types of uses permitted in the requested zoning district in relation to the amount of land currently zoned and available to accommodate the demand.

**Finding** – We find that there is high demand for industrial property in Owosso for potential marijuana processing facilities.

7. The request has not previously been submitted within the past one (1) year, unless conditions have changed, or new information has been provided.

**Finding** – This application has not been previously before the city for the requested processing facility.

## **RECOMMENDATION**

Based upon the above comments, we recommend approval of the rezoning request for 108 N. Chipman based on the following items;

1. That the request is not in overwhelming conflict with the Master Plan or the Zoning Ordinance.
2. The site is compatible with uses in the proposed I-1 Zoning District.
3. The applicant is not rezoning to increase the return on investment of the property.
4. That the Planning Commission understands that the proposed use may be more compatible with surrounding land uses.
5. Infrastructure to the site is appropriate for the proposed use; and
6. The request has not been previously submitted to the city for consideration.

The Planning Commission can recommend to City Council to approve or deny the request. Conditional rezoning could be a possibility. Mr. Sprague referred to the Master Plan and Future Land Use and this lot is in the Centers place type, which allows light production facilities (w/ retail) among other commercial uses and multi-family buildings.

## **CHAIRMAN LIVINGSTON OPENED THE PUBLIC HEARING AT 6:50 PM**

The following spoke during the public hearing:

1. Lynn Back, 630 Clark, asked if they could expand into a grow facility, air scrubbers are stand-alone inside and what about venting for the oven.
2. Bill Byrne, 815 W. Oliver, thanked the planning commission for their time. Is strongly opposed to the rezoning.
3. Jim Slingerland, 908 Campbell, there is a strong odor by the soccer fields near the industrial park. Recommends planning commission does not approve.
4. Sam McLaren, 721 W. Oliver, stated venting and makeup air is required and some equipment is not safe. Requests it not to be rezoned.
5. Gary Morris, 840 Woodlawn, would like to see more businesses for work.
6. Glen Merkel, 4658 S. Morrice Rd., talked about the odor in the SE industrial park.
7. Elizabeth Byrne, 815 W. Oliver, stated it is zoned for business as part of the master plan. Borders business and residential districts and could have a negative impact.
8. Roberto Larrivey, 702 W. Oliver, can't rent a house in Chesaning due to odor. The buffer zone in the public notice is not correct as to how far marijuana odor can travel. Owns a gym on 21 and does not want the odor.
9. Matt Jones, 600 Clark, opposed the rezoning. Enjoys going to Old Town Lansing and Williamston. With grow and processing, the town will stay stagnant.
10. Inita Jones, 600 Clark, there is a pot shop on every corner and is an eyesore. This facility would be an eyesore. What kind of traffic would this bring.
11. Jennifer Larrivey, 702 W. Oliver, we are the caretakers of this community. The master plan is to maintain the integrity of this community. Opposed to the rezoning.
12. Elizabeth Byrne, 815 W. Oliver, used to own a business in Owosso. Westtown is part of this community.

## **CLOSED THE PUBLIC HEARING AT 7:20 PM.**

Discussion was held with the Commissioners in regard to what other uses could go in if the property was zoned industrial. Discussed what neighboring properties are zoned. Discussed working on the master plan, marijuana ordinances and the ordinance in regard to odor control.

**MOTION BY COMMISSIONER OWENS SUPPORTED BY COMMISSIONER LAW TO TABLE THE REZONING REQUEST UNTIL THE JANUARY 2025 MEETING.**

**YEAS: COMMISSIONERS LAW, OWENS AND SCHLAACK**  
**NAYS: SECRETARY FEAR, VICE-CHAIR ROBERTSON, COMMISSIONER TAYLOR AND CHAIRMAN LIVINGSTON**  
**RCV 3-4**  
**MOTION FAILED**

**MOTION BY COMMISSIONER TAYLOR SUPPORTED BY COMMISSIONER LAW TO RECOMMEND THE APPROVAL OF THE REZONING REQUEST TO THE CITY COUNCIL.**

**YEAS: COMMISSIONERS LAW, OWENS AND TAYLOR**  
**NAYS: SECRETARY FEAR, VICE-CHAIR ROBERTSON, COMMISSIONER SCHLAACK AND CHAIRMAN LIVINGSTON**  
**RCV 3-4**  
**MOTION FAILED**

**MOTION BY VICE-CHAIR ROBERTSON SUPPORTED BY COMMISSIONER SCHLAACK TO RECOMMEND THE DENIAL OF THE REZONING REQUEST TO THE CITY COUNCIL BECAUSE IT IS CONTRARY TO THE MASTER PLAN AND IS NOT WITHIN THE PURPOSE OF THE MASTER PLAN.**

**YEAS: SECRETARY FEAR, VICE-CHAIR ROBERTSON, COMMISSIONER SCHLAACK AND CHAIRMAN LIVINGSTON**  
**NAYS: COMMISSIONERS LAW, OWENS AND TAYLOR**  
**RCV 4-3**  
**MOTION PASSED**

**ADJOURNMENT:**

**MOTION BY COMMISSIONER LAW SUPPORTED BY COMMISSIONER TAYLOR TO ADJOURN AT 7:50 PM UNTIL THE NEXT MEETING ON JANUARY 27, 2025.**

**YEAS ALL, MOTION CARRIED**

\_\_\_\_\_  
**Janae Fear, Secretary**



## MEMORANDUM

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

**DATE:** January 21, 2025  
**TO:** Owosso City Council  
**FROM:** Clayton Wehner, Director of Engineering  
**SUBJECT:** Change to Street Lighting Contract – Additional Street Light at 207 Curwood Castle Dr.

### RECOMMENDATION:

Recommend approval of the proposed contract amendment to install one new streetlight at 207 Curwood Castle Drive in the amount of \$100.00, with utility costs estimated at \$150.00/year.

### BACKGROUND:

City staff received a request for a streetlight at 207 Curwood Castle Dr. This new streetlight will help illuminate the mid-block pedestrian crossing connecting Curwood Castle Park and its parking lot. Consumers Energy has provided the city with a customer packet including an invoice for the new street light and an amendment to the LED street light contract.

### FISCAL IMPACTS:

The cost to install the new streetlight is \$100.00. Electricity costs for the street light are estimated to be about \$150/year. These expenses will come from the Street Lighting account 101-441-821.000.

Document originated by: Amy K. Kirkland, City Clerk

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of OWOSSO, dated 9/27/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated 01/21/2025,

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

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

STATE OF MICHIGAN  
COUNTY OF SHIAWASSEE

I, Amy K. Kirkland, clerk of the City of OWOSSO do hereby certify that the foregoing resolution was duly adopted by the

commission  council  board of said municipality, at the meeting held on 01/21/2025.

Dated:

\_\_\_\_\_

\_\_\_\_\_  
Amy K. Kirkland, City Clerk

Municipal Customer Type: City



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

Contract Number: 103033853856

Consumers Energy Company is authorized as of 01/21/2025 by the City of OWOSSO, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of OWOSSO, dated 9/27/2018.

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

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

Notification Number(s): 1072001445

Comments:

City of OWOSSO

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

(Signature)

Robert J. Teich, Jr., Mayor

(Printed)

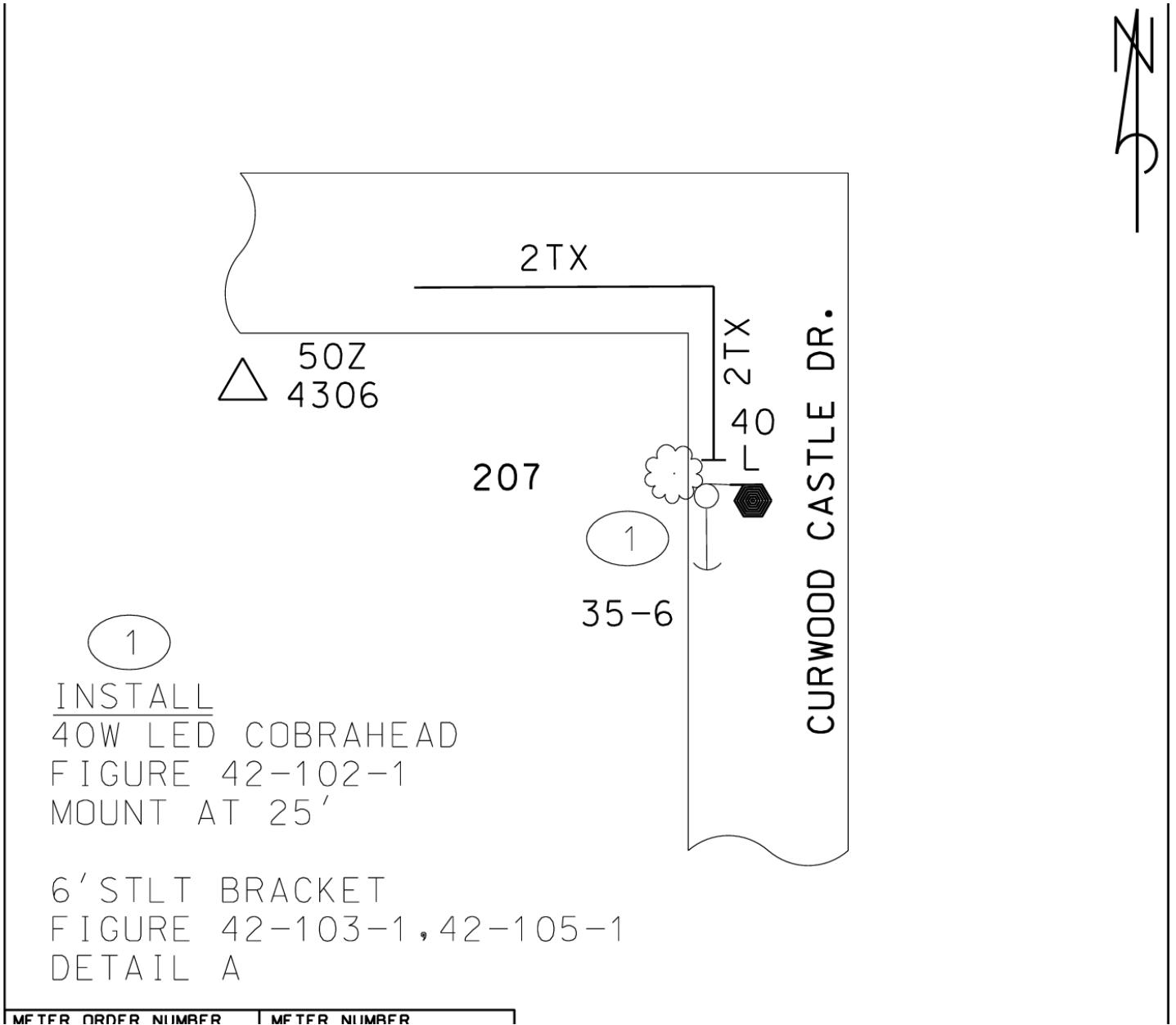
Attest: \_\_\_\_\_

Amy K. Kirkland, City Clerk

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

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (1) 40 watt LED White Cobrahead NA to Install at location 207 CURWOOD CASTLE ;



1  
INSTALL  
40W LED COBRAHEAD  
FIGURE 42-102-1  
MOUNT AT 25'

6' STLT BRACKET  
FIGURE 42-103-1, 42-105-1  
DETAIL A







## MEMORANDUM

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

---

**DATE:** January 21, 2024

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

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

**SUBJECT:** WWTP Secondary Clarifier Project Change Order #2

### RECOMMENDATION:

Approval of increased payment for construction work by RCL Construction Co., Inc. (Sanford, MI) for the WWTP Secondary Clarifier project in the amount of \$199,738.00.

### BACKGROUND:

The Wastewater Treatment Plant has two existing rectangular clarifiers originally installed in 1930s for primary clarification. The clarifiers are only designed to handle average day loading, they do not meet depth requirements for secondary treatment, and are in very poor condition.

One new circular clarifier will be constructed and sized to one half the maximum day. It will be installed east of the existing rectangular clarifier and connected into existing site piping. Electrical, SCADA, and site lighting will be connected in the main plant building. The existing rectangular clarifiers will remain in service for wet weather events and redundancy. The existing drying beds will need to be removed during construction and two new drying beds will be installed to the south of the proposed clarifier.

Key components of the clarifiers have reached or are beyond the end of their useful lives. The proposed project is intended to address the critical clarifiers' issues of aging infrastructure at the WWTP, and increase the longevity of the WWTP.

City Council previously approved the start to this project at its regular scheduled meeting held on November 6, 2023.

On June 17, 2024, the City received bids for the WWTP Secondary Clarifier Project. Base Bid plus Alternate 3 ranged from \$5,773,100 to \$6,689,000.

On July 15, 2024, City Council approved the low responsive bid from RCL Construction Co., Inc. (Sanford, MI) for the WWTP Secondary Clarifier in the amount of \$5,773,100.00.

On November 4, 2024, City Council approved Change Order #1, which targeted efficiencies in

order to combine and save on both work (mobilization, labor, equipment, and etc.) and materials/items as to prep and prevent the need to rework items and areas on future work. Ultimately to save and reduce long range costs. Including the Drying Bed Drain Line, which includes:

- Revising fence and asphalt demolition and restoration limits north end of site along Drying Bed Drain Line.
- Upsize Drying Bed Drain Line to be 18" PVC SDR26 pipe. Revise routing for drain line and add Sanitary Manhole-202. Revise slopes and downstream tie-in elevation of drain line.

Recently staff and engineers have reviewed connecting items and requesting the addition of:

- Replacing existing worn out gates, \$93,685.00:
  - Replace Gate #1 with slide gate/stern
  - Replace Gate #2 with slide gate/T-handle
  - Replace 1 plate with face mounted stop plates.
- Adding clarifier tank drain yard piping, \$23,984.00:
  - Adding 8" tank drain
  - Revising 6" sludge pipe exiting Secondary Clarifier
- Adding video surveillance back in (as shown in WWTP Phase 1), \$163,564.00

In an effort to find ways to help offset these additional costs, we've worked with the contractor to reduce costs in other areas, such as:

- Revise retaining wall, (\$31,375.00):
  - Remove portion of the retaining wall, and replace with geo-fabric and heavy limestone.
  - Bury remaining wall to the south at maximum 3:1 slope.
- Revise spoil disposal, (\$50,120.00):
  - Excavated soils from the clarifier to remain onsite, graded with topsoil and seed/mulch.

The net change from modifications of Change Order #2:

- Increase of \$199,738.00
- Zero (0) additional days

### **FISCAL IMPACTS:**

The project is funded by the CWSRF, with the additional costs of \$199,738.00.

Final expenses in the amount of \$6,048,838.00 shall be paid from wastewater operating fund and 2024 SRF Bond funds.

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

ATTACHMENTS:      (1)      Resolution  
                              (2)      Change Order

**RESOLUTION NO.**

**AUTHORIZING CHANGE ORDER NO. 2  
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND  
RCL CONSTRUCTION CO., INC.  
FOR THE WWTP SECONDARY CLARIFIER PROJECT**

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, an approved 2024 SRF 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: it 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 for the replacement of gates, additional drain yard piping, and video surveillance.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 2 in the amount of \$199,738.00; revising the total current contract amount from \$5,849,100.00 to \$6,048,838.00.
- THIRD: the Accounts Payable department is authorized to pay RCL Construction Co., Inc. for work satisfactorily completed up to the revised contract amount of \$6,048,838.00.
- FOURTH: the above expenses shall be paid from the Wastewater Fund, and SRF Bond Funds

CHANGE ORDER  
PAGE 1 OF 2

CONTRACT FOR: Secondary Clarifier Project

OWNER: City of Owosso  
301 West Main Street  
Owosso, MI 48867

CONTRACTOR: RCL Construction Co., Inc.  
777 W. Maynard Road  
Sanford, MI 48657

ENGINEER: Fishbeck  
1515 Arboretum Drive, SE  
Grand Rapids, MI 49546

ATTACHMENTS: Bulletin 2, Contractor Change Request dated December 17, 2024

Contractor shall indicate approval of Change Order through signing of this document and returning to Engineer. Engineer will forward to Owner, who shall indicate approval of Change Order through signing of this document and returning to Engineer. Upon receipt of fully executed (all signatures) Change Order, Engineer will distribute to all parties.

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

ITEM NO. 1: Incorporate Item No. 1 of Bulletin No. 2, add video surveillance scope shown in the WWTP Phase 1 bidding documents. Painting is excluded.

ADD: \$163,564 and 0 Days.

ITEM NO. 2: Incorporate Item No. 2 of Bulletin No. 2, replace existing gates shown (attached).

- A. Remove and Replace gate #1 with slide gate/stern.
- B. Remove and Replace gate # 2 with sluice gate/T handle.
- C. Replace only (1) plate with face mounted stop plates. Do not remove existing.

ADD: \$93,685 and 0 Days.

ITEM NO. 3: Incorporate Item No. 3 of Bulletin No. 2, add clarifier tank drain yard piping.

- A. Add 8-inch PVC SDR26 Tank Drain and core into existing manhole-1001. Add 8-inch plug valve centered in perimeter sidewalk.
- B. Revise 6-inch sludge pipe exiting Secondary Clarifier No. 1 from the southwest to be PVC SDR26 outside of the tank. Add SDR26 45-degree bend and reducing wye into Tank Drain.

ADD: \$23,984 and 0 Days.

ITEM NO. 4: Except Contractor Change Request dated December 17, 2024

- A. Remove portion of retaining wall and replace with geo-fabric and heavy limestone. Bury remaining wall to the south at maximum 3:1 slope. CREDIT: \$31,375
- B. Excavated soils from clarifier to remain onsite, graded with topsoil and seed/mulch. CREDIT: \$50,120

Credit Total: \$81,495

CHANGE ORDER  
PAGE 2 OF 2

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$5,773,100

Previous Change Order No.: 01

\$ 76,000

Contract Price prior to this Change Order:

\$5,849,100

Net increase of this Change Order:

\$199,738

Contract Price with all approved Change Orders:

\$6,048,838

CHANGE IN CONTRACT TIMES:

Original Contract time:

September 5, 2024

Substantial Completion:

December 1, 2025

Ready for final payment:

January 16, 2026

Net change from previous Change Orders:

0 Days

Contract Time prior to this Change Order:

Substantial Completion:

December 1, 2025

Ready for final payment:

January 16, 2026

Net increase/decrease of this Change Order:

0 Days

Contract Time with all approved Change Orders:

Substantial Completion:

December 1, 2025

Ready for final payment:

January 16, 2026

RECOMMENDED

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



Engineer

Brian Van Zee,  
Sr. Water and Wastewater  
Engineer

\_\_\_\_\_  
Name and Title of Signatory

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

January 6, 2025

APPROVED

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



Contractor

Nick Coon,  
Project Manager

\_\_\_\_\_  
Name and Title of Signatory

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

January 6th, 2025

APPROVED

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

Owner

Robert J. Teich, Jr.,  
Mayor

\_\_\_\_\_  
Name and Title of Signatory

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

END OF CHANGE ORDER

ATTEST:

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

Amy K. Kirkland

Title: \_\_\_\_\_

City Clerk

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

BULLETIN  
 PAGE 1 OF 2

CONTRACT FOR:	City of Owosso Wastewater Treatment Plant
OWNER:	City of Owosso 301 West Main Street Owosso, MI 48867
CONTRACTOR:	RCL Construction Co., Inc. 777 W. Maynard Road Sanford, MI 48657
ENGINEER:	Fishbeck 1515 Arboretum Drive, SE Grand Rapids, MI 49546
DRAWING REVISION NO.:	B2
ISSUED HEREWITH:	
SPECIFICATION SECTIONS:	
SHEETS:	C401, P004, P102, P103, P201, P301

The items below are being considered as possible changes to the Contract Documents for this Project. Contractor is requested to submit changes in cost, if any, for each item and indicate whether it is an addition to or deduction from the Contract Price. Costs are requested as lump sums unless otherwise noted as a unit cost. Include all labor, materials, overhead and profit, trades, subcontractors, and related costs. After reviewing the effects of those changes in the Work, Owner may issue a Change Order specifying which changes are to be incorporated in the Work, if any.

This Bulletin is not a Change Order and is not to be deemed authorization to proceed with the changes listed.

Additional work or materials, where proposed, shall meet the requirements of the Contract Documents, except where noted.

Contractor is responsible for notifying Engineer, in writing, concerning any revision or clarification which causes a change in the Contract Documents, but not specifically mentioned as a cost item in this Bulletin.

Return one completed and signed copy of the Bulletin to Engineer on or before the due date noted above.

Each proposed change has been described briefly with additional information provided concerning detailed changes required for the major trades concerned. Only one total cost figure has been requested for each item on the Bulletin; however, a complete breakdown is required for each item as supporting documentation. This will allow Owner to more easily evaluate the proposed cost changes. Each Bulletin item is an all-inclusive item and may concern work from several trades or Subcontractors. It is Contractor's responsibility to ensure that all work for each item has been included in the total cost figure provided to Owner.

**ITEM NO. 1:** Add video surveillance scope shown in the WWTP Phase 1 bidding documents.

\*Painting is excluded

**ADD/DEDUCT:** \$ 163,564.00 \*

**ITEM NO. 2:** Replace existing gates shown (attached).

A. Remove and Replace gate #1 with slide gate/stern.

**ADD/DEDUCT:** \$ 37,240.00

B. Remove and Replace gate # 2 with sluice gate/T handle.

**ADD/DEDUCT:** \$ 37,240.00

C. Replace plates gates #3, 4 and 5 with face mounted stop plates. Do not remove existing.

\*\*Gate #6 is included **ADD/DEDUCT:** \$ 65,008.00 \*\* If all four were purchased together.  
 \$19,205.00\*\* For each if purchased separately.

**ITEM NO. 3:** Add clarifier tank drain yard piping.

A. Add 8-inch PVC SDR26 Tank Drain and core into existing manhole-1001. Add 8-inch plug valve centered in perimeter sidewalk.

B. Revise 6-inch sludge pipe exiting Secondary Clarifier No. 1 from the southwest to be PVC SDR26 outside of the tank. Add 45-degree bend and reducing wye into Tank Drain.

\*\*\*SDR26

**ADD/DEDUCT:** \$ 23,984.00 \*\*\*

BULLETIN  
PAGE 2 OF 2

RCL Construction Co., Inc.



Digitally signed by Nicholas Coon  
DN: C=US, E=nick@rclconstruct.com, O=RCL  
Construction, OU=Project Manager, CN=Nicholas  
Coon  
Date: 2025.01.02 13:35:26-05'00'

---

Signature

**Nicholas Coon / Project Manager**

---

Name and Title of Signatory

**01/02/2025**

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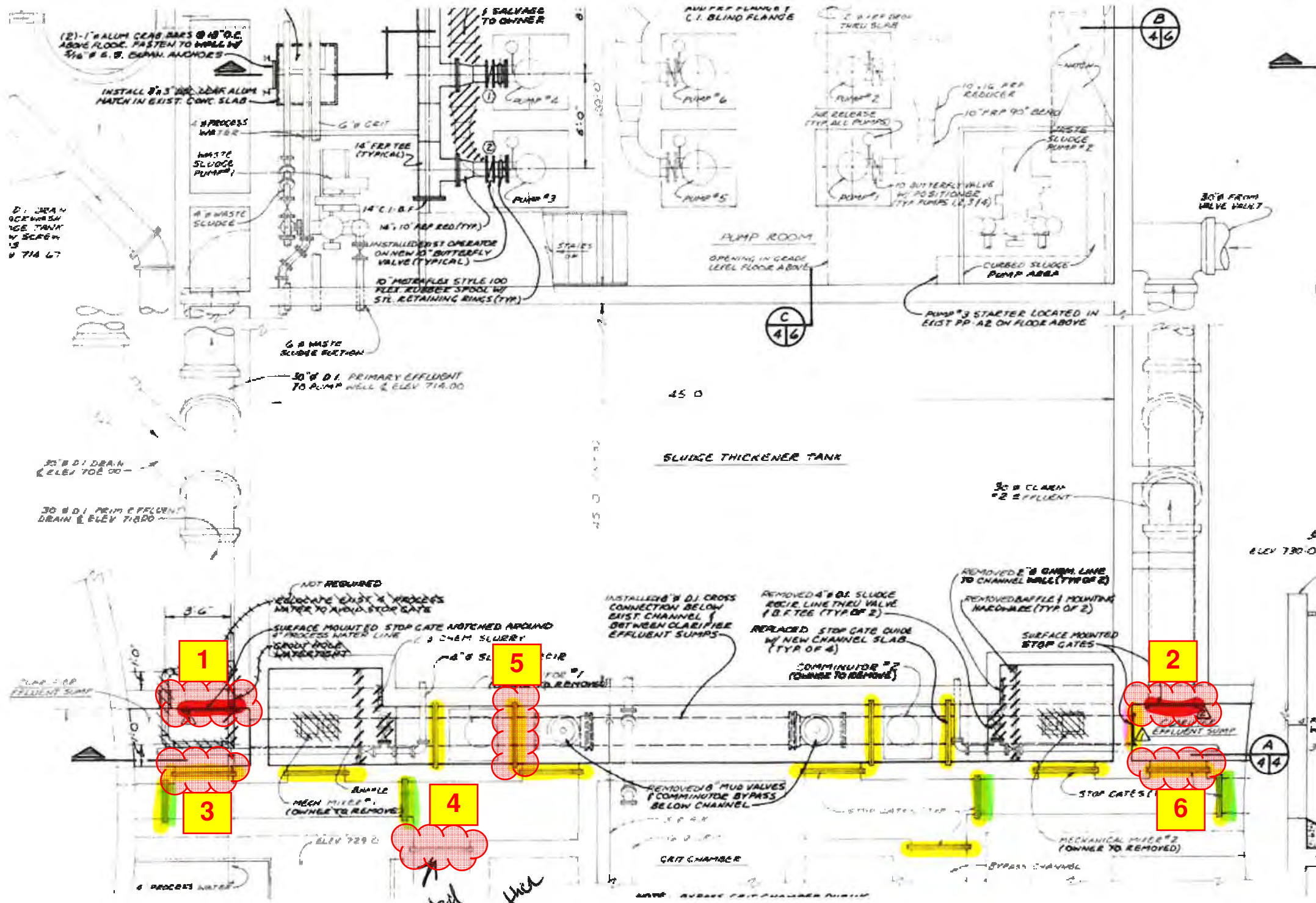
Date

END OF BULLETIN

33376V4

To: Troy Spencer <TroySpencer@johnegreen.com>  
Subject: RE: stop plates Owosso

Thank you. I am working on a meeting with Coon and will let you know when we can get it.



1  
3

5

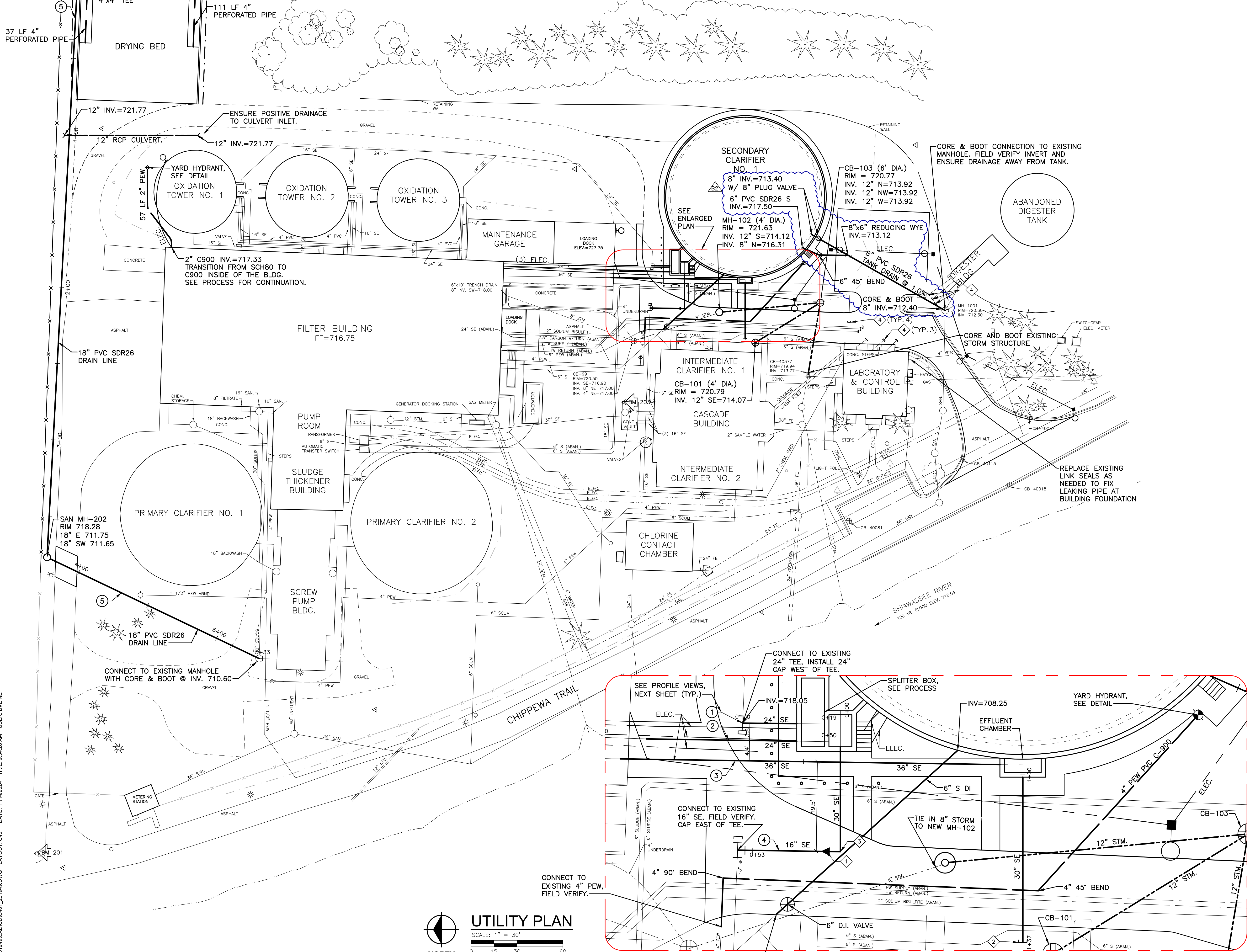
4

2  
6

Not  
highlighted  
is all together



SAN MH-201  
RIM 724.19  
4" S 714.39  
18" W 714.29



- BENCH MARKS**
- BENCH MARK 200 ELEVATION: 718.71  
MAG NAIL ON WEST SIDE OF CONCRETE LIGHT POLE BASE EAST OF CHIPPEWA TRAIL, 80'± SOUTHEAST OF CENTERLINE OF SOUTH ENTRANCE DRIVE TO SITE
  - BENCH MARK 201 ELEVATION: 716.43  
CHISELED X ON EAST-SOUTHEAST FLANGE BOLT OF HYDRANT AT NORTHEAST CORNER OF INTERSECTION OF NORTH ENTRANCE DRIVE TO SITE & CHIPPEWA TRAIL
  - BENCH MARK 202 ELEVATION: 722.98  
CHISELED X ON TOP OF WEST END OF 12" RCP CULVERT NEAR NORTHEAST CORNER OF SITE, 10'± WEST OF GRAVEL DRIVE
  - BENCH MARK 203 ELEVATION: 721.40  
MAG NAIL IN NORTHEAST CORNER OF CONCRETE PAD NORTH OF FLOCCULATION AND SETTLING TANK AREA AND 80'± SOUTH OF THE SOUTHWEST CORNER OF MAIN BUILDING

- SYMBOL LEGEND**
- 8" SAN. SANITARY SEWER & MANHOLE
  - 30" SE SECONDARY EFFLUENT
  - 8" SI SECONDARY INFLUENT
  - 36" FE FINAL EFFLUENT
  - 6" S SLUDGE
  - WYE & LEAD
  - RISER & LEAD
  - STANDARD SEWER CLEANOUT
  - 12" STORM STORM SEWER & MANHOLE
  - CATCH BASIN
  - UNDERDRAIN
  - 8" WATER WATER MAIN
  - 6" PEW PROCESS EFFLUENT WATER
  - VALVE & BOX
  - VALVE & CHAMBER
  - METER
  - PLUG
  - STANDARD FIRE HYDRANT ASSEMBLY
  - CURB STOP & BOX
  - GAS MAIN
  - ELECTRIC
  - TELEPHONE/FIBER OPTIC

- NOTES**
- EXISTING UTILITIES LOCATIONS SHOWN ARE APPROXIMATE. FIELD VERIFY UTILITY LOCATION, CROSSINGS AND TIE IN POINTS BEFORE INSTALLATION.
  - VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO EXCAVATION WHERE NECESSARY.
  - PROTECT AND MAINTAIN SERVICE OF OTHER UTILITIES AT CROSSINGS.
  - DO NOT CONNECT ROOF DRAINS, FOUNDATION DRAINS, AND OTHER CLEAN WATER SERVICES TO THE SANITARY SEWER.
  - END SECTIONS ARE INCLUDED IN PIPE LENGTHS SHOWN.
  - PROVIDE RIPRAP AT ALL END SECTIONS UNLESS OTHERWISE NOTED.
  - PROVIDE AND MAINTAIN INLET FILTERS AT ALL CATCH BASIN INLETS, DURING CONSTRUCTION.
  - WATERLINES TO HAVE A MINIMUM OF 5.5 FEET OF COVER.
  - PROVIDE A MINIMUM OF EIGHTEEN (18) INCHES OF VERTICAL SEPARATION AND TEN (10) FEET OF HORIZONTAL SEPARATION BETWEEN THE WATER MAIN AND ALL SANITARY AND STORM SEWERS.
  - ADJUST ALL CASTINGS TO FINISH GRADES.
  - PIPE LENGTHS ARE TO CENTER OF STRUCTURES UNLESS NOTED OTHERWISE. ALL PIPE LENGTHS ARE FOR THE CONVENIENCE OF THE CONTRACTOR.
  - ALL PIPE SIZES ARE INTERIOR DIAMETER.

- KEY NOTES**
- 30"x16" D.I. REDUCER
  - 30" D.I. CAP
  - 30" 90° D.I. BEND
  - CAP UTILITIES

**REVISIONS**

9/5/2024	B1	BULLETIN NO. 1
11/14/2024	B2	BULLETIN NO. 2

**FOR CONSTRUCTION**

Drawn By	AWH
Designer	BEV
Reviewer	BAM
Manager	BWV

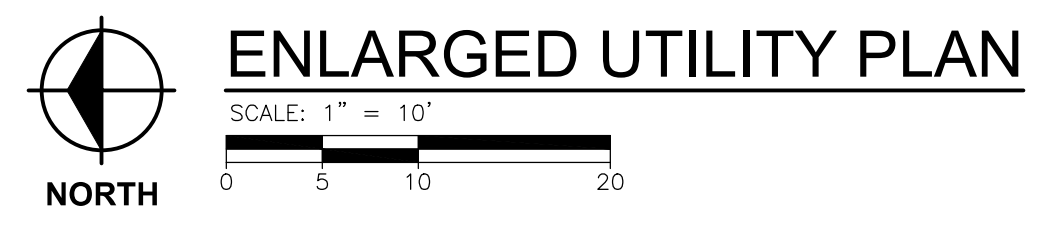
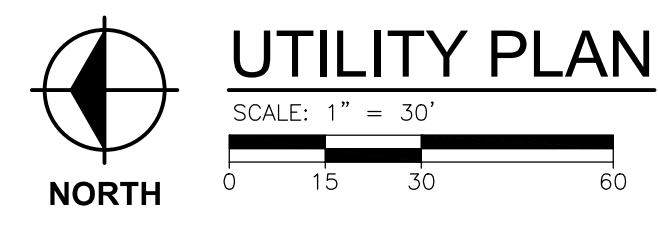
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PROJECT NO.  
**231949**

SHEET NO.

**C401**

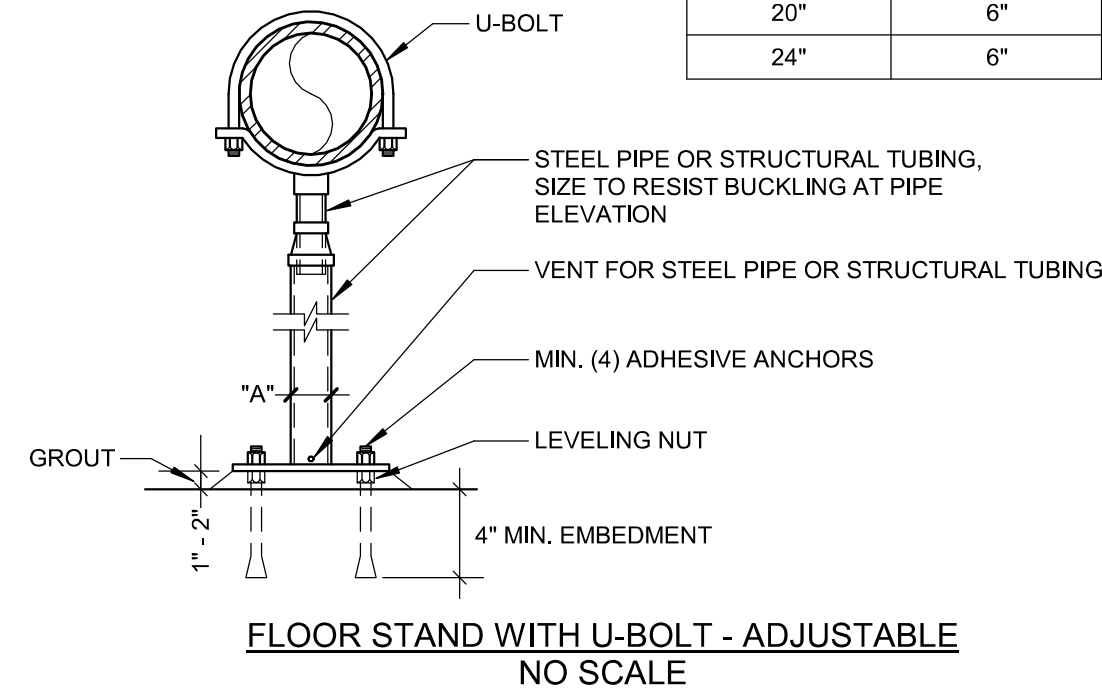
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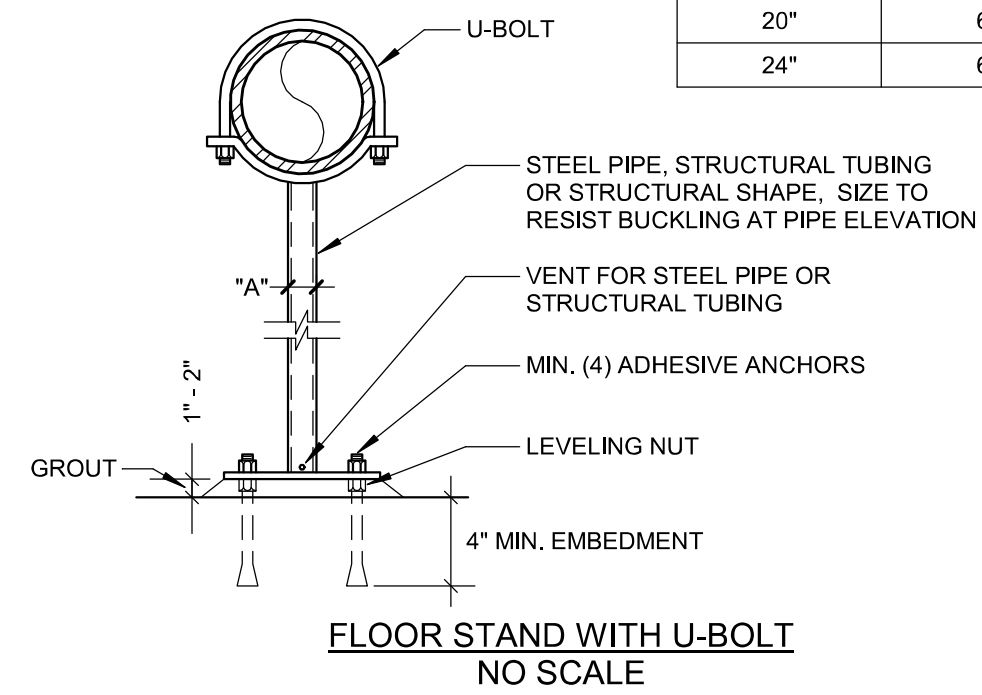


DIMENSION TABLE	
PIPE SIZE	"A" MINIMUM NOMINAL PIPE SIZE
2 1/2"	2 1/2"
3"	2 1/2"
4"	3"
6"	3"
8"	3"
10"	3"
12"	3"
14"	4"
16"	4"
20"	6"
24"	6"

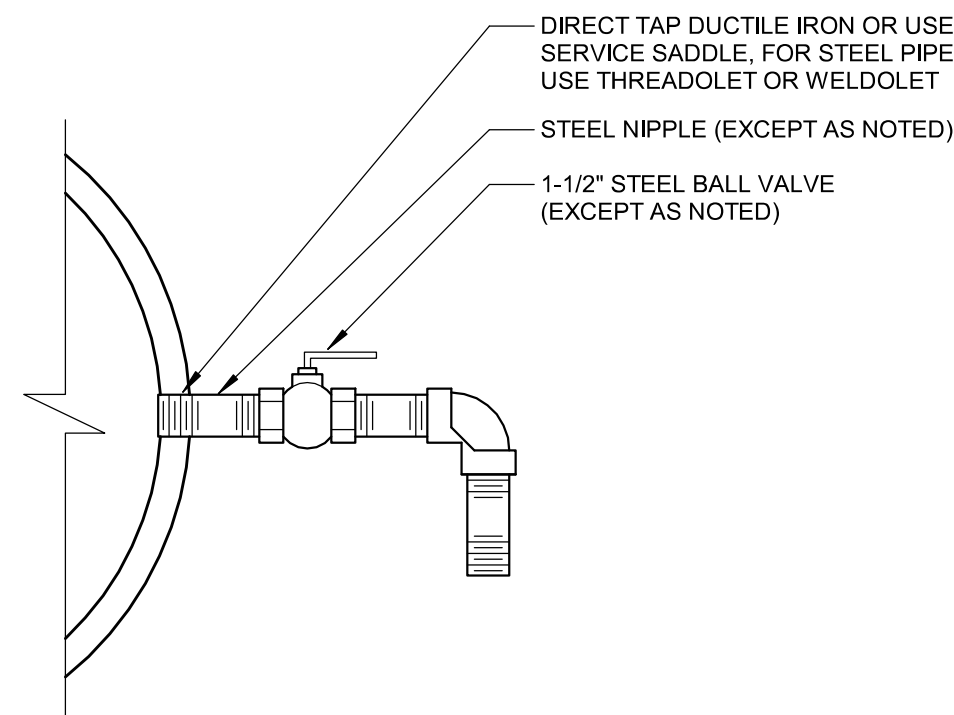
DIMENSION TABLE	
PIPE SIZE	"A" MINIMUM NOMINAL PIPE SIZE
2 1/2"	2 1/2"
3"	2 1/2"
4"	3"
6"	3"
8"	3"
10"	3"
12"	3"
14"	4"
16"	4"
20"	6"
24"	6"



**FLOOR STAND WITH U-BOLT - ADJUSTABLE**  
NO SCALE

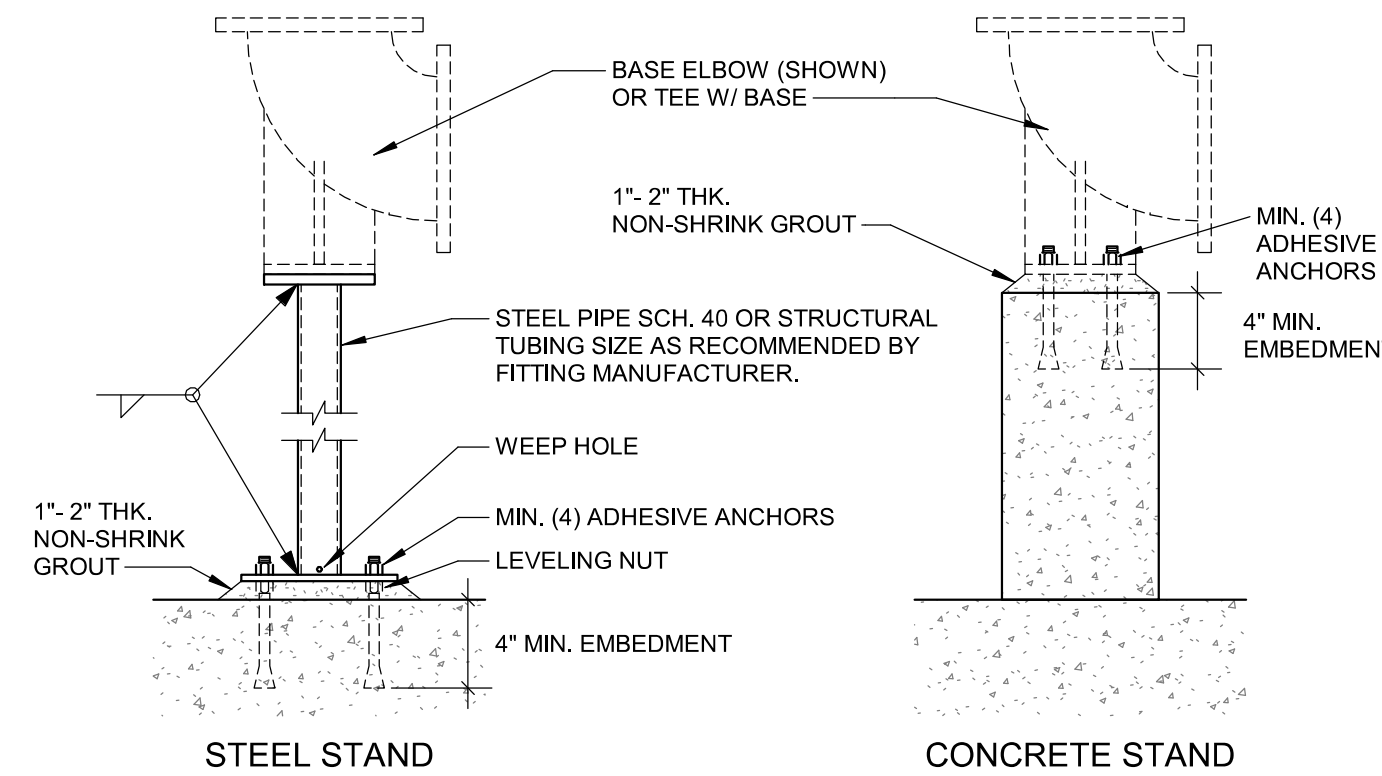


**FLOOR STAND WITH U-BOLT**  
NO SCALE

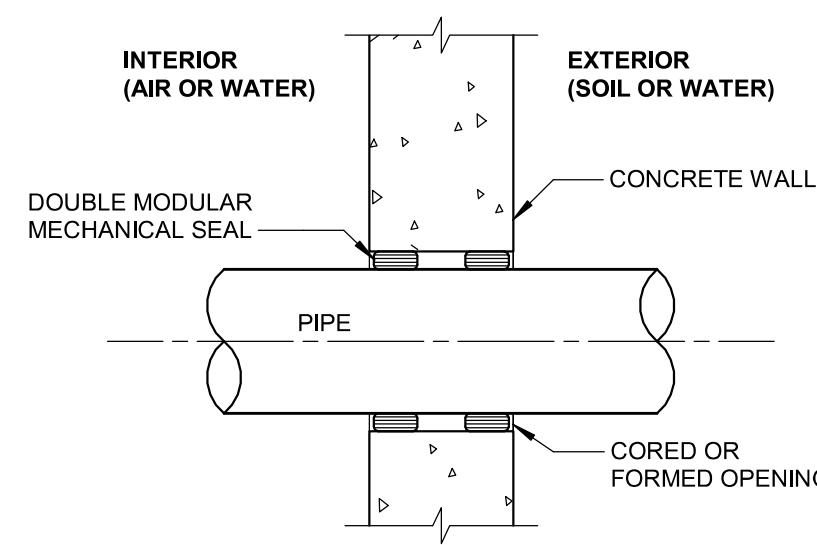


- NOTES:
- USE THIS DETAIL FOR SAMPLE TAPS IN PROCESS LINES AND MANUAL SAMPLE TAPS IN SAMPLE PUMP SUCTION OR DISCHARGE LINES.
  - FOR STAINLESS STEEL PROCESS LINES WELD STAINLESS STEEL THREDOLETT OR WELDOLETT WITH STAINLESS STEEL FITTINGS, NIPPLES AND VALVES.
  - FOR SAMPLE TAPS LOCATED HIGHER THAN 8'-0" A.F.F., PROVIDE EXTENDED DISCHARGE WITH SECOND SHUTOFF BALL VALVE AT 4'-0" A.F.F.

**SAMPLE TAP 1**  
NO SCALE

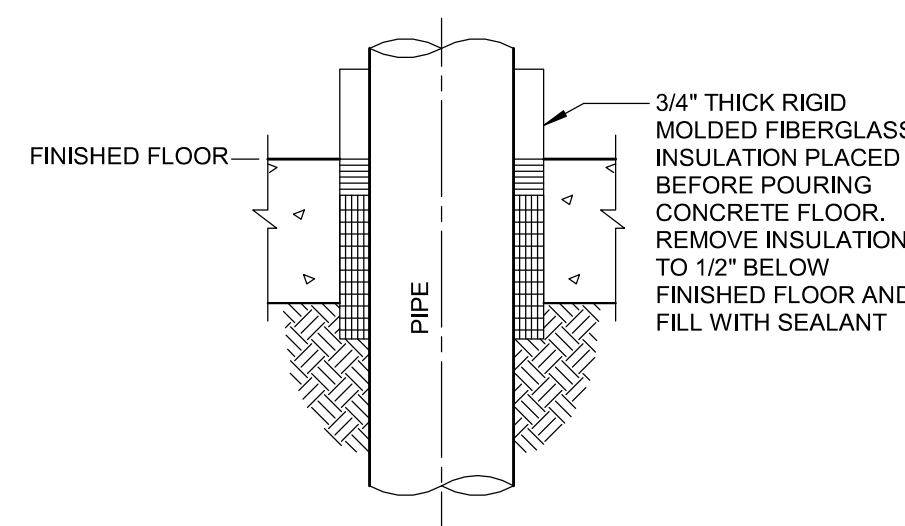


**SUPPORT STAND FOR FITTING WITH BASE**  
NO SCALE



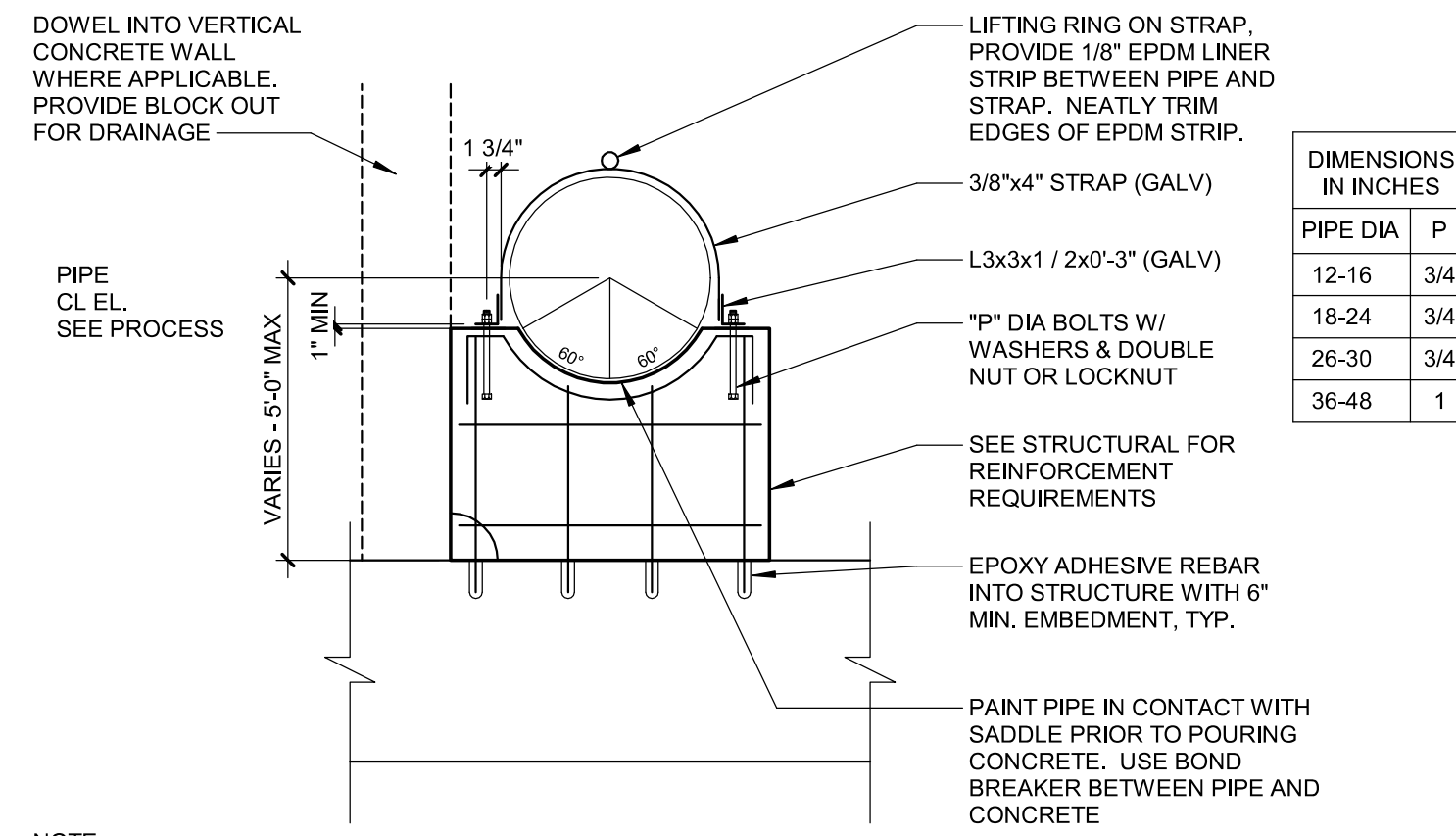
NOTE:  
FOR ALL PIPING PASSING THROUGH CORED OR FORMED OPENINGS IN NEW OR EXISTING CONCRETE WALLS, WHERE NO SLEEVE IS USED.

**WPN-1 WALL PENETRATION**  
NO SCALE



NOTE:  
FOR ALL PIPING PASSING THROUGH NEW CAST-IN-PLACE CONCRETE SLAB ON GRADE.

**FPN-1 FLOOR PENETRATION**  
NO SCALE



NOTE:  
COORDINATE PIPE SIZE AND SUPPORT LOCATIONS WITH PROCESS.

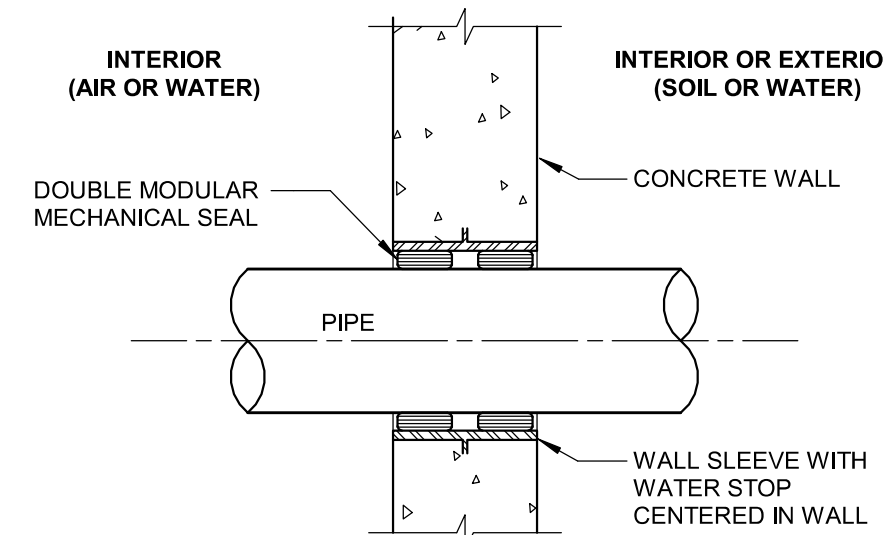
**CONCRETE PIPE SUPPORT**  
NO SCALE

VALVE SCHEDULE					
TAG	SIZE	TYPE	OPERATOR	SERVICE	NOTES
401	6"	PLUG	HANDWHEEL	SECONDARY SLUDGE	
405	6"	CHECK	NA	SECONDARY SLUDGE	
406	6"	PLUG	HANDWHEEL	SECONDARY SLUDGE	
410	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
411	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
412	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
413	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
414	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
415	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
416	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
417	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
418	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
419	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
420	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
421	6"	FLOOR TYPE PRV	NA	SECONDARY CLARIFIER	
422	8"	PLUG	OPERATING NUT	TANK DRAIN	VALVE BOX, SEE CIVIL FOR DETAILS.

PUMP SCHEDULE										
TAG	SIZE INLET	SIZE OUTLET	SERVICE	BASIS OF DESIGN MODEL	GPM	TDH (ft)	MOTOR HP	MOTOR VOLT	RPM	NOTES
P-401	6"	6"	SECONDARY SLUDGE	PENN VALLEY 6DSSX107	50-200	11	7.5	480	200	

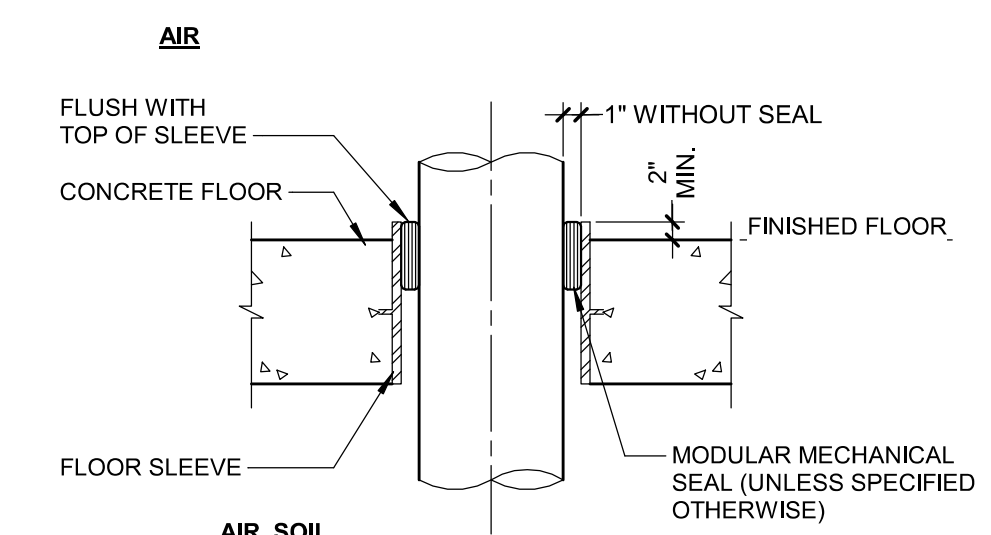
GATE SCHEDULE						
TAG	OPENING SIZE	FRAME TYPE	OPERATOR	LOCATION	NOTES	
SG-1	30" x 30"	WALL MOUNTED, CENTERED ON PIPE.	HANDWHEEL	EFFLUENT CHAMBER	CENTER ON 30" SECONDARY EFFLUENT PIPE. PROVIDE 11'-10" FROM CENTERLINE OF PIPE TO HANDWHEEL.	
WG-1	5'-0" x 4'-3"	WALL MOUNTED	HANDWHEEL	INFLUENT CHAMBER	FRAME EXTENSION TO 4" ABOVE GRATING. MOUNT HANDWHEEL TO FRAME.	
WG-2	5'-0" x 4'-3"	WALL MOUNTED	HANDWHEEL	INFLUENT CHAMBER	FRAME EXTENSION TO 4" ABOVE GRATING. MOUNT HANDWHEEL TO FRAME.	

PENETRATION SCHEDULE						
ABBREVIATIONS: "FP" = FLOOR PIPE; "FPN" = FLOOR PENETRATION; "FS" = FLOOR SLEEVE; "WP" = WALL PIPE; "WPN" = WALL PENETRATION; "WS" = WALL SLEEVE						
TAG	SIZE	SERVICE	PENETRATION MATERIAL	END CONNECTIONS	LOCATION	NOTES
FPN-1-1	2"	PROCESS EFFLUENT WATER	N/A	N/A	SOLIDS ROOM	
FS-1-1	30"	SECONDARY EFFLUENT	SCH 40 STEEL	PEPE	INFLUENT SPLITTER BOX	
WPN-1-1	2"	PROCESS EFFLUENT WATER	N/A	N/A	SOLIDS ROOM	
WPN-1-2	12"	SLUDGE	N/A	N/A	SLUDGE HOPPER	
WS-2-1	30"	SECONDARY EFFLUENT	SCH 40 STEEL	PEPE	EFFLUENT CHAMBER	
WS-2-2	36"	SECONDARY EFFLUENT	SCH 40 STEEL	PEPE	EFFLUENT CHAMBER	
WS-2-3	30"	SECONDARY EFFLUENT	SCH 40 STEEL	PEPE	INFLUENT SPLITTER BOX	
WS-2-4	24"	SECONDARY EFFLUENT	SCH 40 STEEL	PEPE	INFLUENT SPLITTER BOX	
WS-2-5	24"	SECONDARY EFFLUENT	SCH 40 STEEL	PEPE	INFLUENT SPLITTER BOX	
WS-2-6	6"	SCUM	SCH 40 STEEL	PEPE	SCUM SKIMMER ASSEMBLY	
WS-2-7	6"	DRAIN	SCH 40 STEEL	PEPE	SLUDGE DRAINING BED	
WS-2-8	8"	TANK DRAIN	SCH 40 STEEL	PEPE	SECONDARY CLARIFIER	



NOTE:  
FOR ALL PIPING PASSING THROUGH NEW CAST-IN-PLACE CONCRETE WALLS.

**WS-2 WALL SLEEVE**  
NO SCALE



NOTE:  
FOR ALL PIPING PASSING THROUGH NEW NON-FIRE RATED CAST-IN-PLACE CONCRETE FLOORS.

**FS-1 FLOOR SLEEVE**  
NO SCALE

NOTES

- THE VALVE SCHEDULE IS PROVIDED AS AN AID, BUT DOES NOT INCLUDE ALL THE PROJECT VALVES. SPECIFICALLY MANUAL VALVES SMALLER THAN 4 INCH NOMINAL SIZE. VERIFY ALL VALVE REQUIREMENTS AND PROVIDE VALVES FOR A COMPLETELY OPERABLE SYSTEM. PROVIDE TEMPORARY VALVES AS NEEDED.
- THE PENETRATION SCHEDULE IS PROVIDED AS AN AID, BUT DOES NOT INCLUDE ALL THE PROJECT PENETRATIONS. SPECIFICALLY PENETRATIONS SMALLER THAN 4 INCH NOMINAL SIZE. VERIFY ALL PENETRATION REQUIREMENTS AND PROVIDE PENETRATIONS FOR A COMPLETE OPERABLE SYSTEM.

REVISIONS	
11/14/2024	B2 BULLETIN NO. 2

8/15/2024 FOR CONSTRUCTION

Drawn By RS2  
Designer JPY  
Reviewer DLC  
Manager BWV

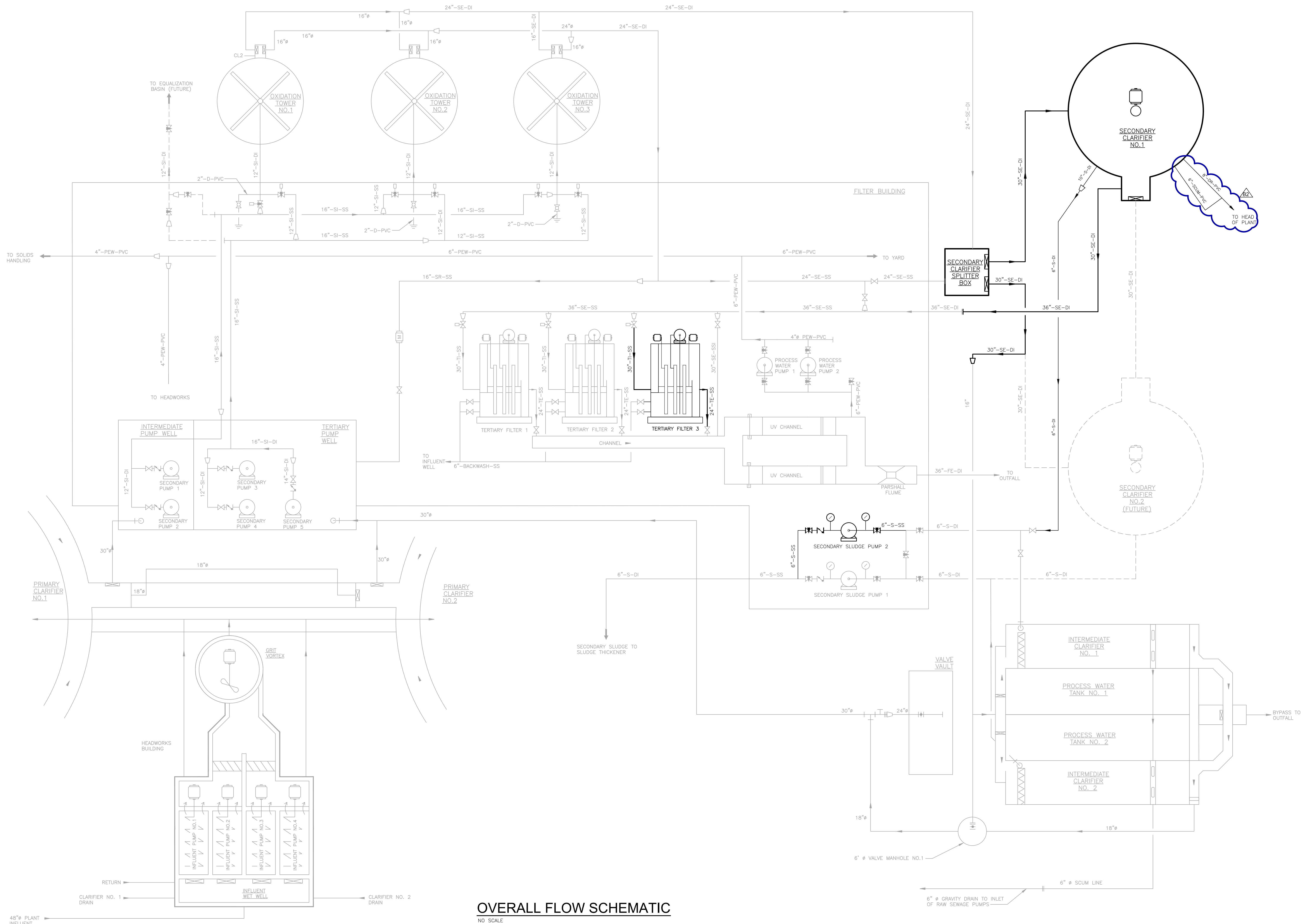
Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.  
231949

SHEET NO.

**P004**

PLOT INFO: Z:\02\03\019\01\02231948.DWG LAYOUT: P102 DATE: 11/14/2024 TIME: 7:42:58 AM USER: RSECORD



**OVERALL FLOW SCHEMATIC**  
NO SCALE

REVISIONS

11/14/2024	B2	BULLETIN NO. 2
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8/15/2024 FOR CONSTRUCTION

Drawn By	RS2
Designer	JPJ
Reviewer	DLC
Manager	BWV

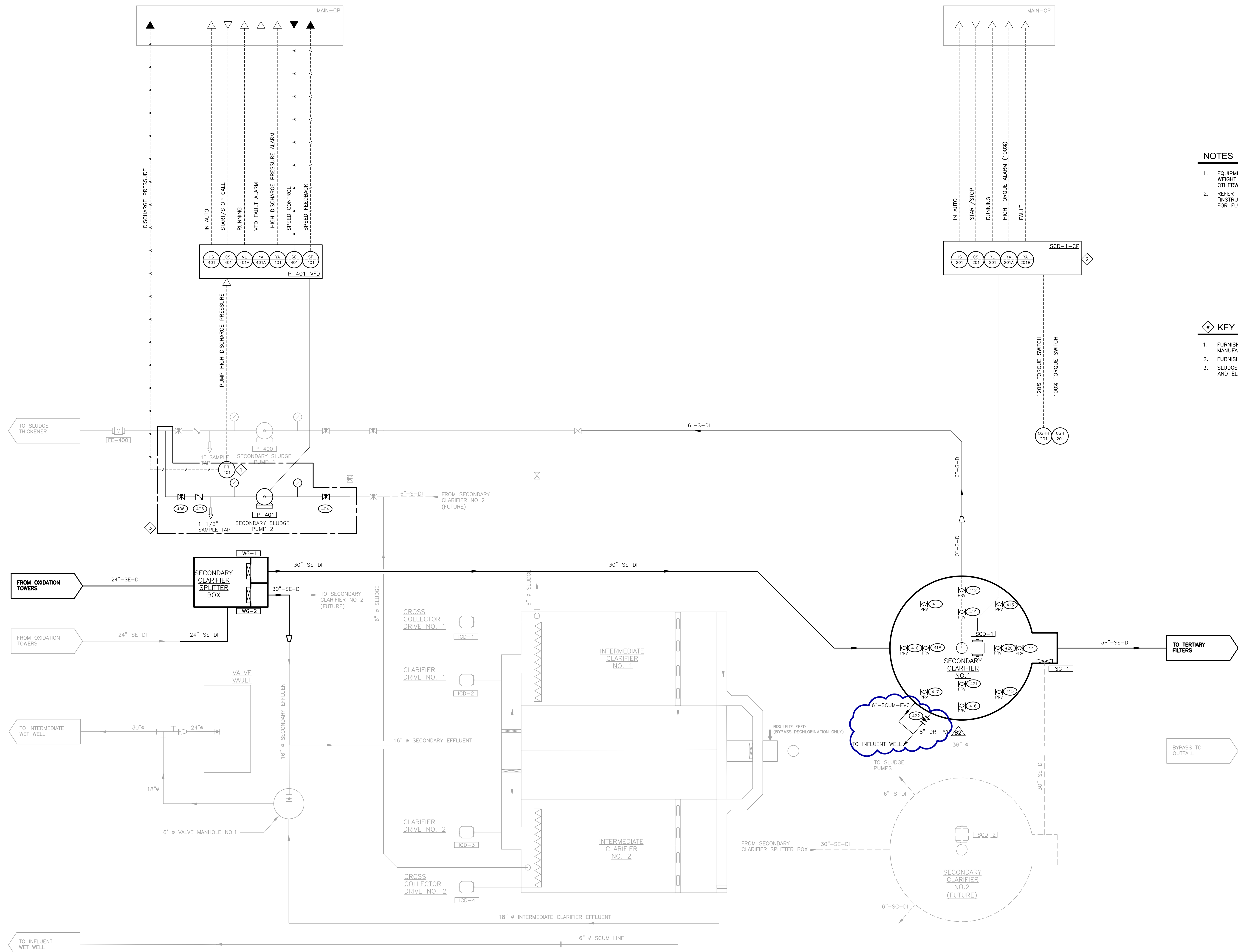
Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.  
**231949**

SHEET NO.

**P102**





**FLOW SCHEMATIC AND P&ID**  
 NO SCALE

**NOTES**

- EQUIPMENT AND INSTRUMENTS SHOWN IN A LIGHTER PEN WEIGHT (SHADED) ARE EXISTING TO REMAIN UNLESS NOTED OTHERWISE.
- REFER TO SPECIFICATION DIVISION 40, SECTION "INSTRUMENTATION AND CONTROL FOR PROCESS SYSTEMS" FOR FUNCTIONAL INTENT.

**KEY NOTES**

- FURNISHED BY DOUBLE DISC PUMP EQUIPMENT MANUFACTURER.
- FURNISHED BY CLARIFIER EQUIPMENT MANUFACTURER.
- SLUDGE PUMP, PIPING, AND VALVES BY OWNER, CONTROLS AND ELECTRICAL BY CONTRACTOR PER BASE BID.

**REVISIONS**

11/14/2024	B2	BULLETIN NO. 2
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**FOR CONSTRUCTION**

Drawn By	RS2
Designer	JPJ
Reviewer	DLC
Manager	BWV

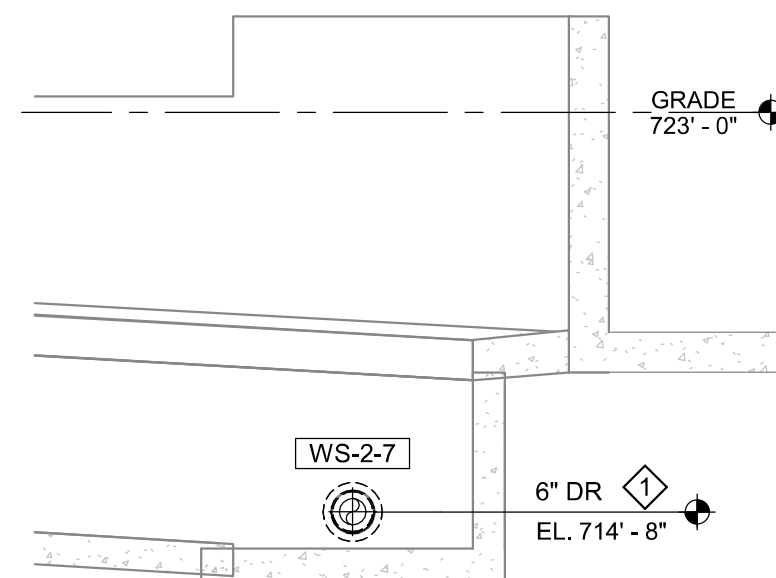
Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.  
**231949**

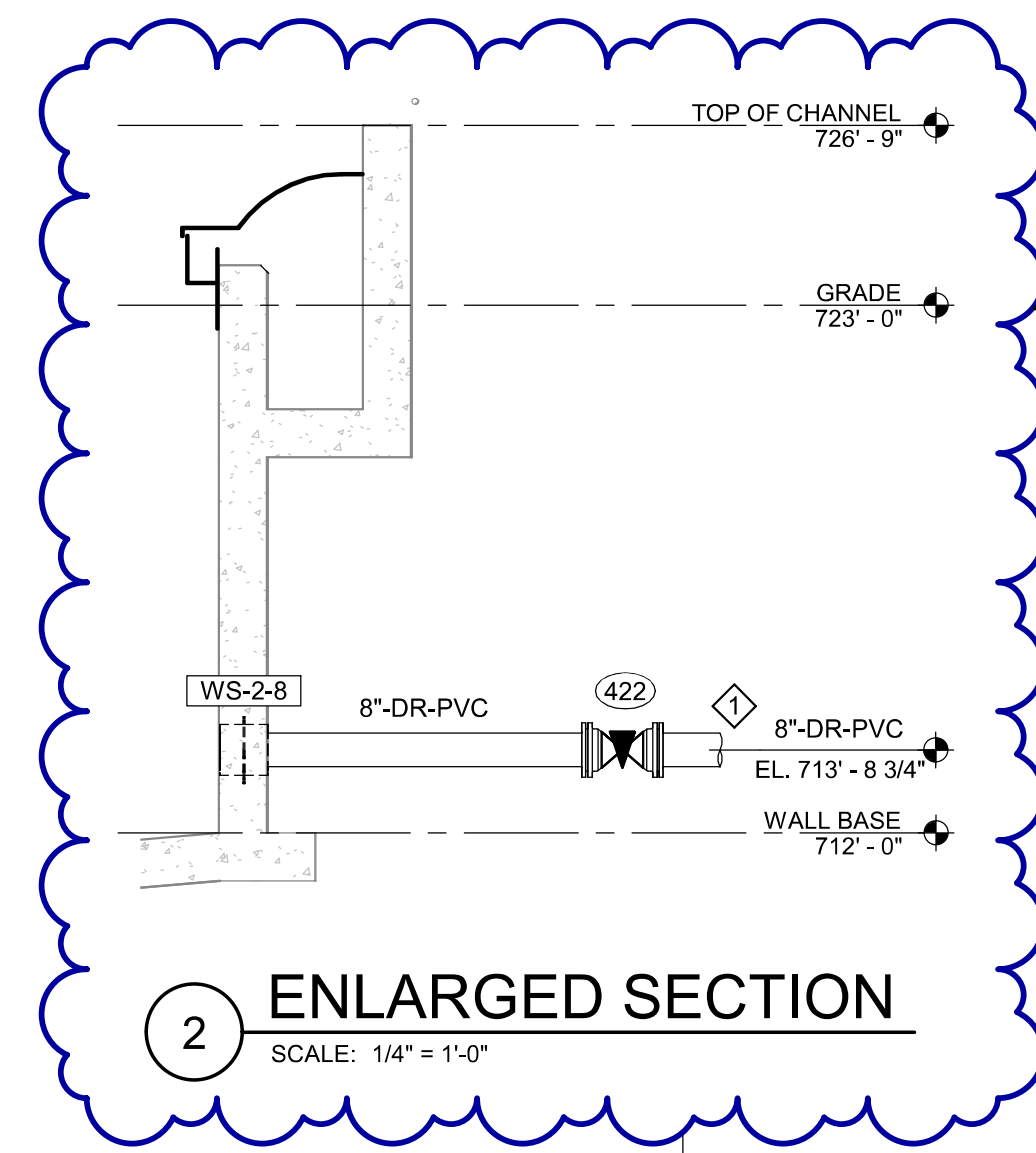
SHEET NO.

**P103**

PLOT INFO: Z:\0230231949\CAD\CDP\102231949.DWG LAYOUT: P103 DATE: 11/14/2024 TIME: 7:42:39 AM USER: RSECORD



**1 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"



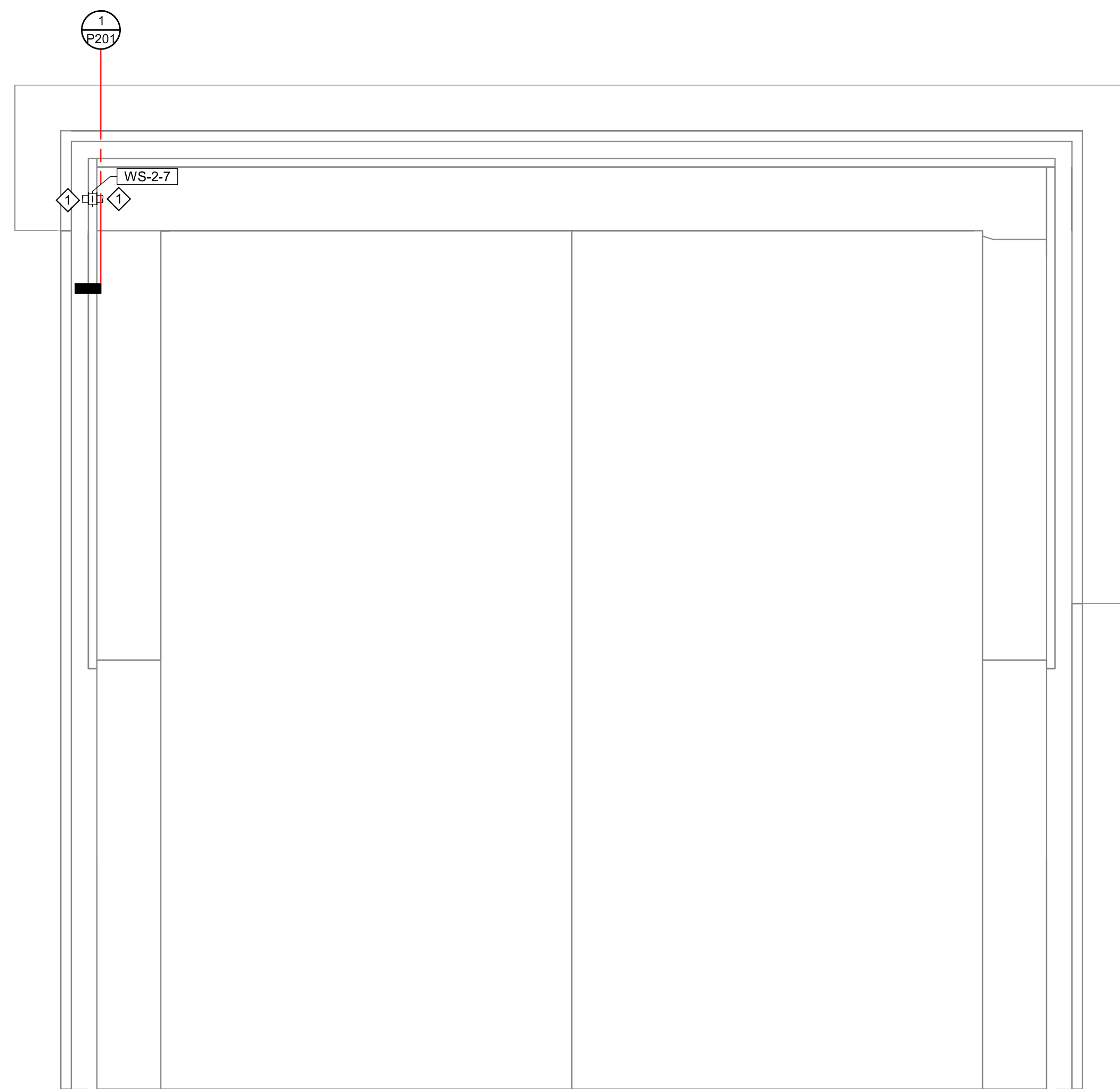
**2 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"

**NOTES**

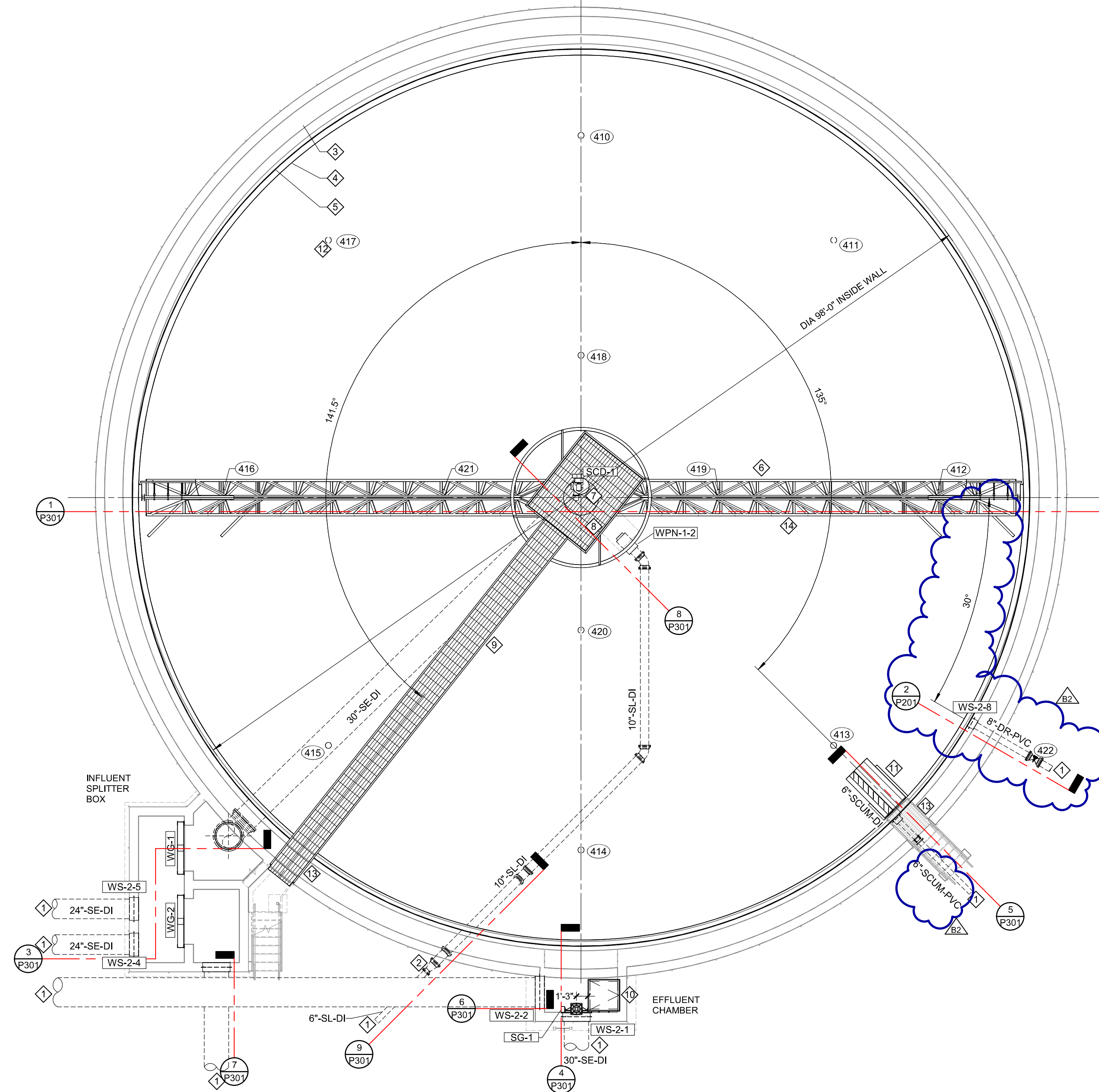
1. COORDINATE CLARIFIER CONNECTION WORK WITH OWNER TO MINIMIZE DOWNTIME.
2. COORDINATE PIPING WITH CIVIL SITE UTILITY PLAN.

**KEY NOTES**

1. SEE CIVIL FOR PIPING CONTINUATION.
2. 10"x8" MJ REDUCER.
3. LAUNDER COVER.
4. SCUM BAFFLE WITH SUPPORTS.
5. WEIR PLATE WITH V-NOTCHES.
6. RAKE ARMS AND BLADES.
7. CLARIFIER DRIVE UNIT.
8. CONTROL PANEL. SEE ELECTRICAL FOR LOCATION.
9. 3'-0" WIDE WALKWAY WITH GRATING.
10. 3'-0"x3'-0" SINGLE LEAF ACCESS HATCH. SEE STRUCTURAL FOR OPENING.
11. SCUM BOX ASSEMBLY WITH WASH.
12. PRV. SEE DETAIL FOR INSTALLATION, TYPICAL OF 12.
13. NO LAUNDER COVER UNDER WALKWAY.
14. FULL DIAMETER SCUM SCRAPER.



**DRYING BEDS PIPING PLAN**  
SCALE: 1/8" = 1'-0"



**SECONDARY CLARIFIER NO. 1  
EQUIPMENT AND PIPING PLAN**  
SCALE: 1/8" = 1'-0"

**City of Owosso**  
Shiawassee County, Michigan  
Secondary Clarifier

REVISIONS	
11/14/2024	B2 BULLETIN NO. 2

8/15/2024 FOR CONSTRUCTION

Drawn By RS2  
Designer AA3  
Reviewer DLC  
Manager BWV

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

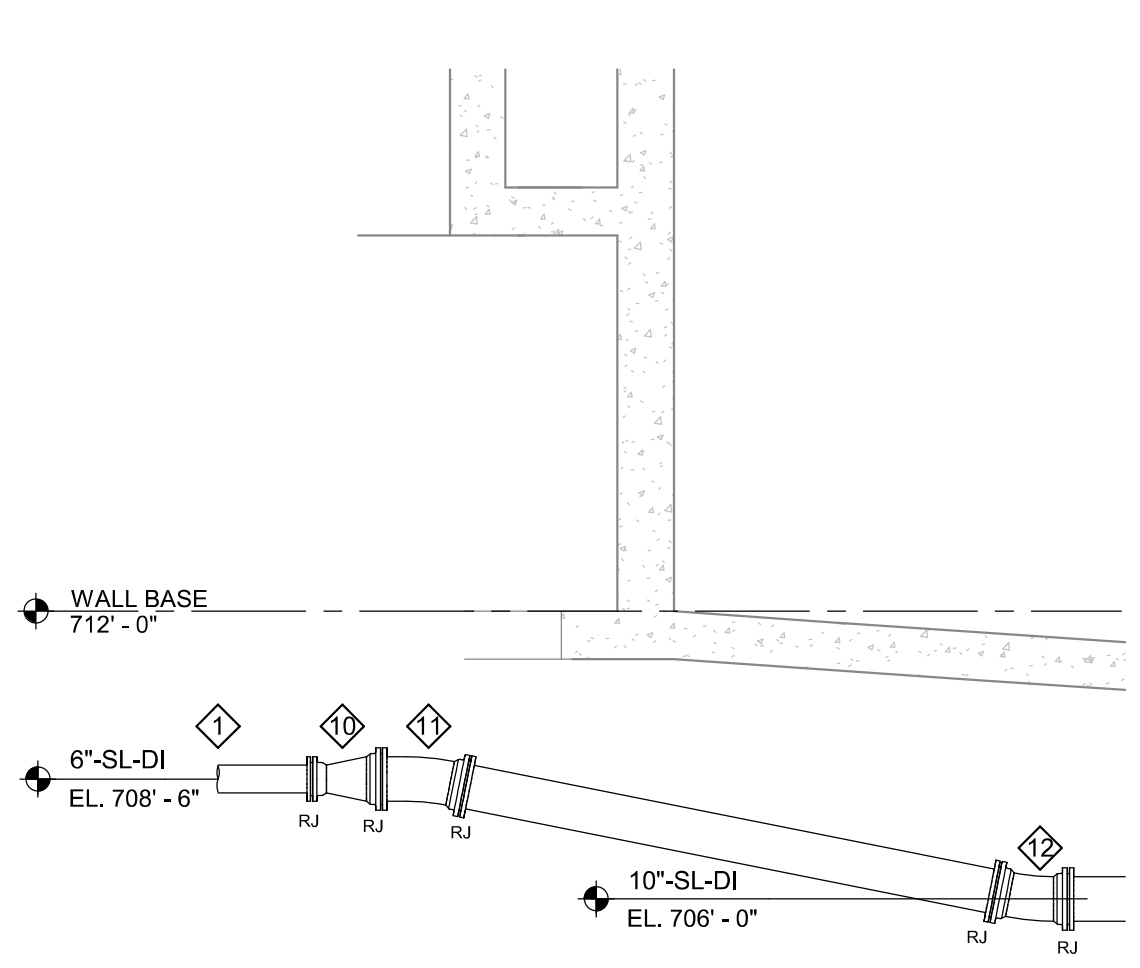
PROJECT NO.  
**231949**

SHEET NO.

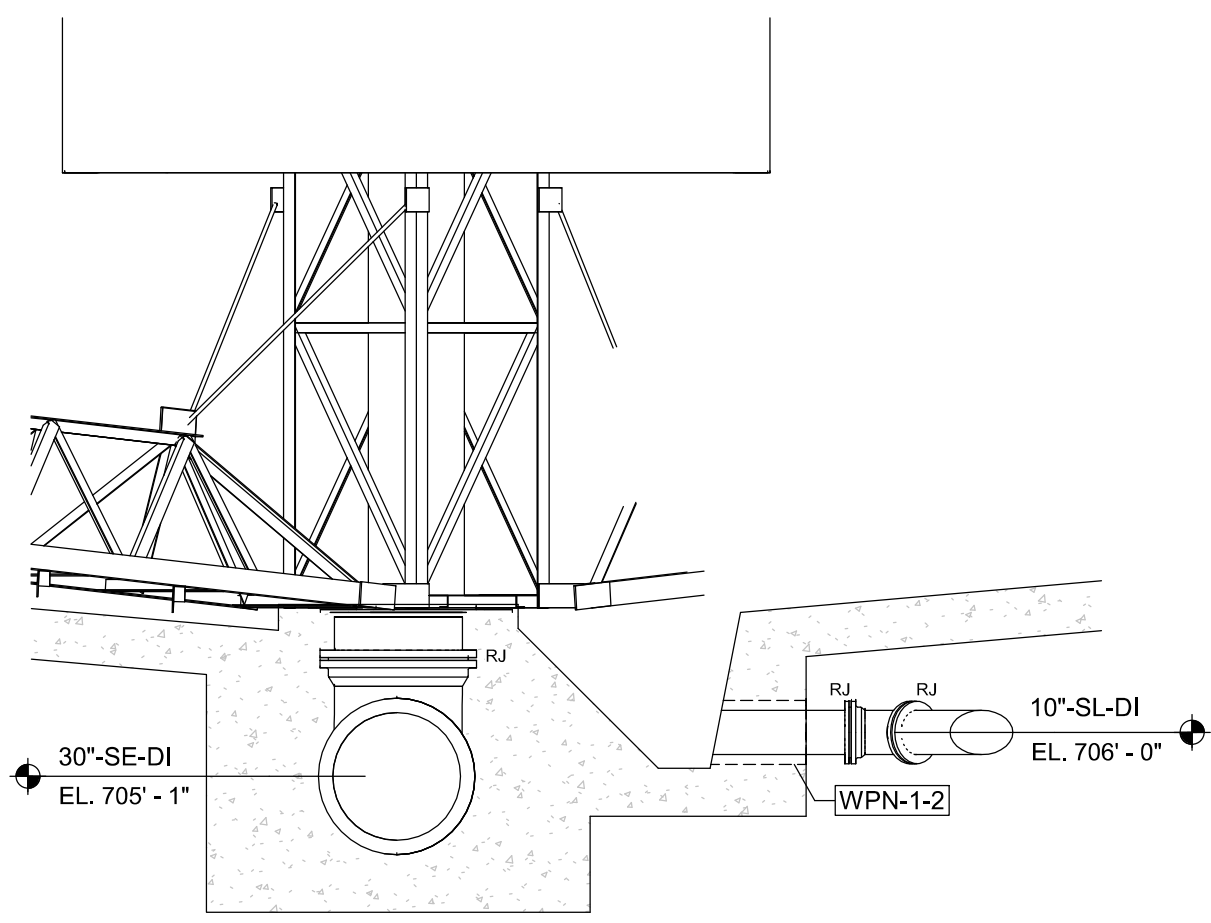
**P201**

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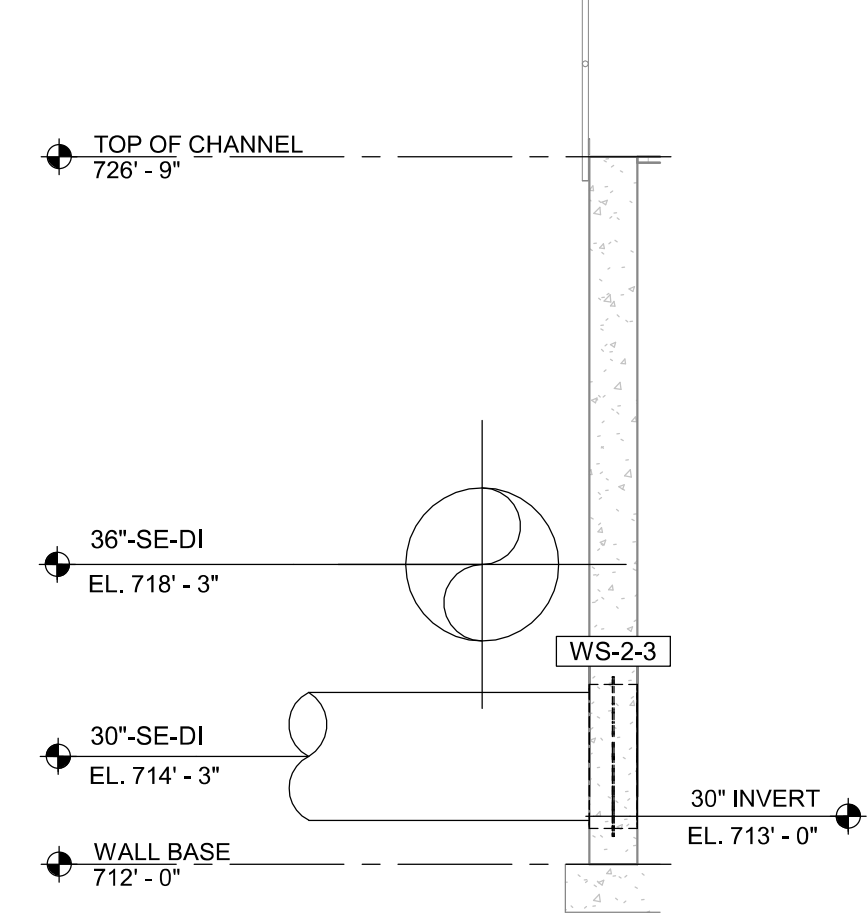




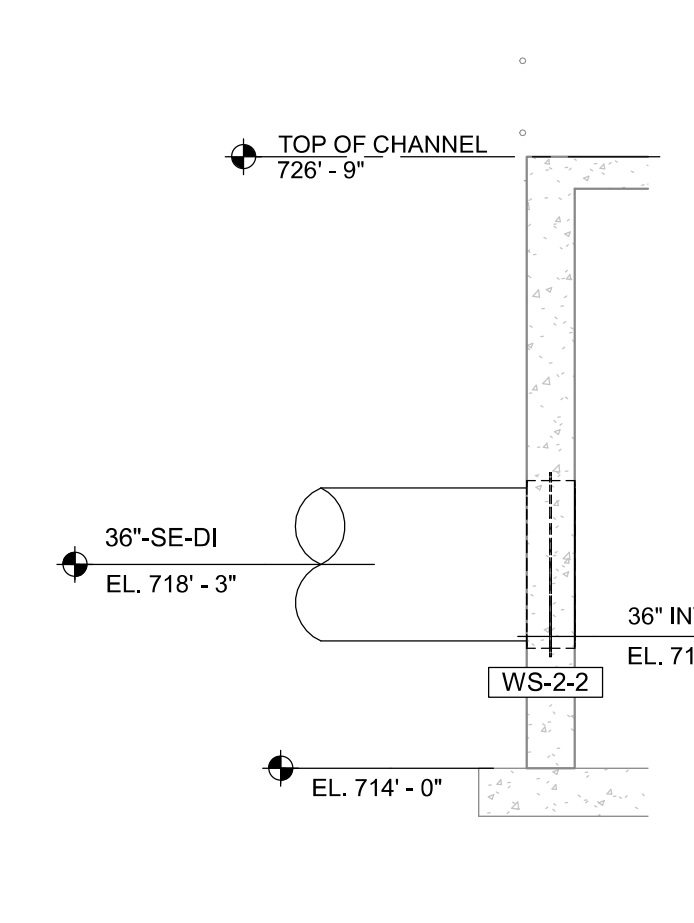
**9 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"



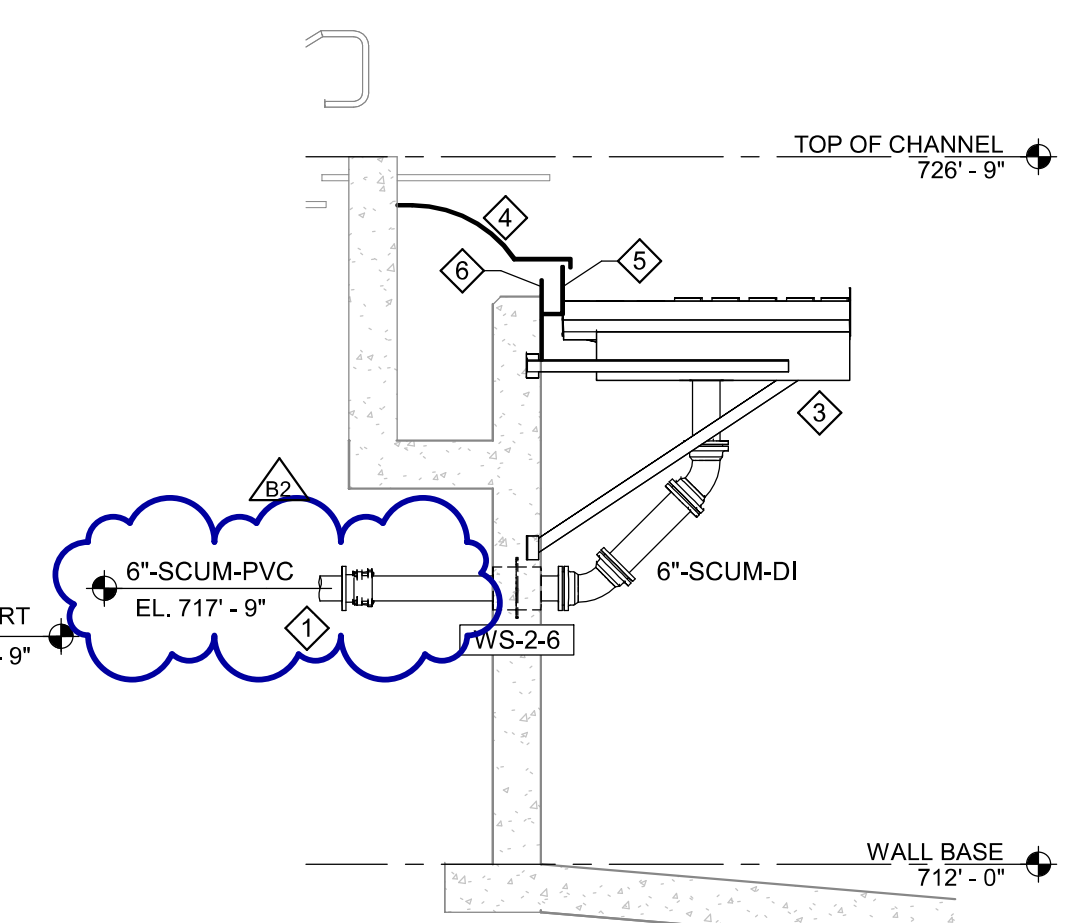
**8 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"



**7 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"

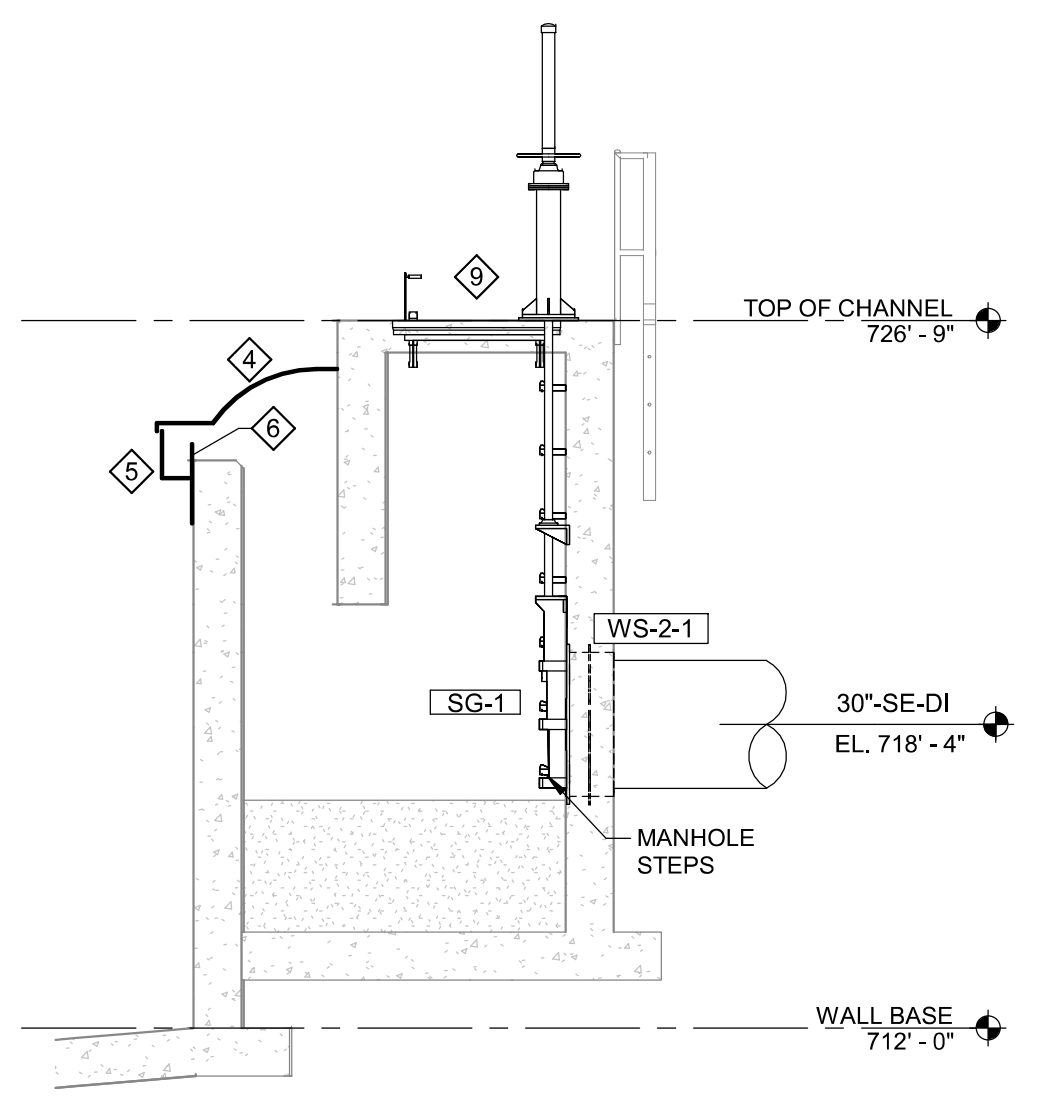


**6 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"

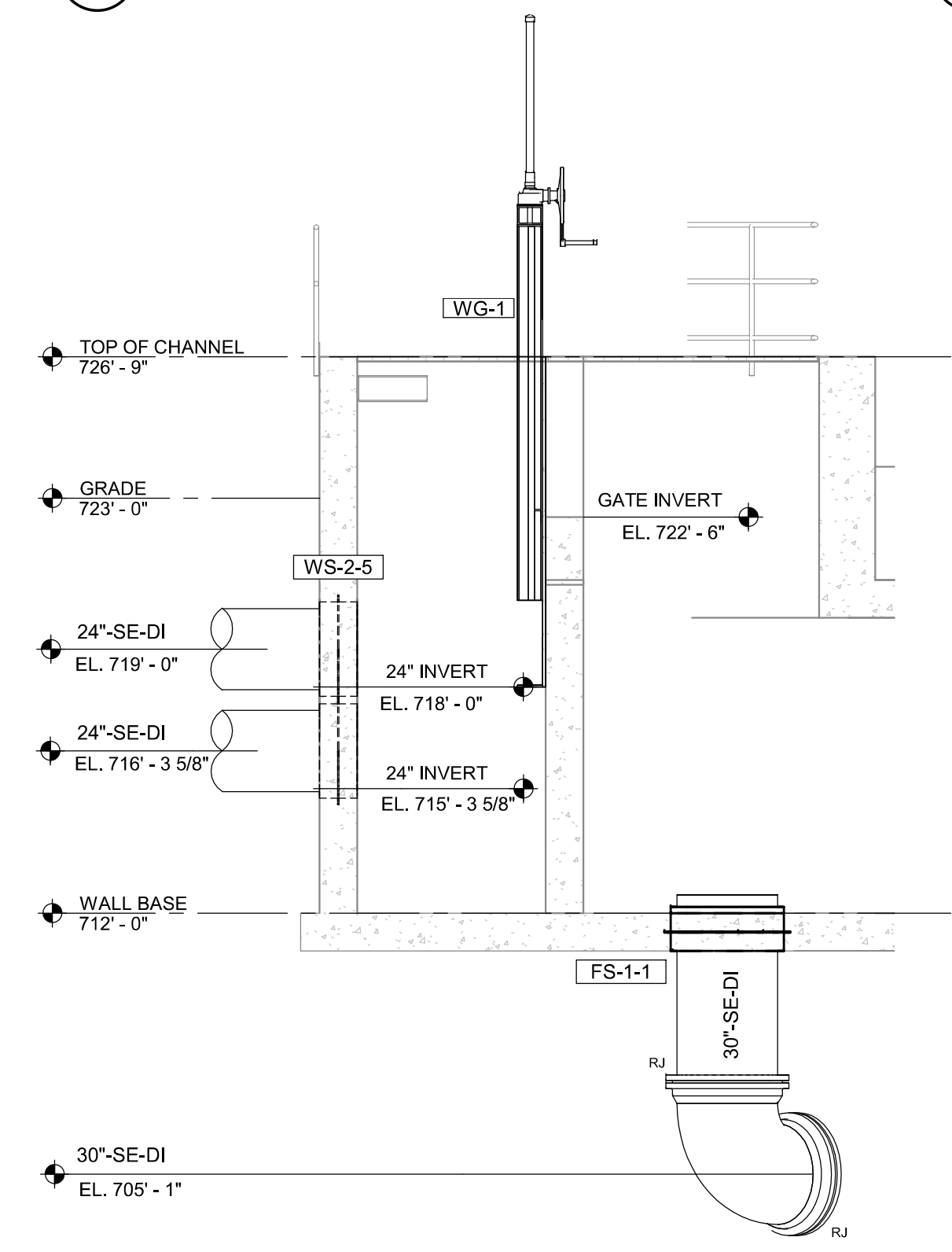


**5 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"

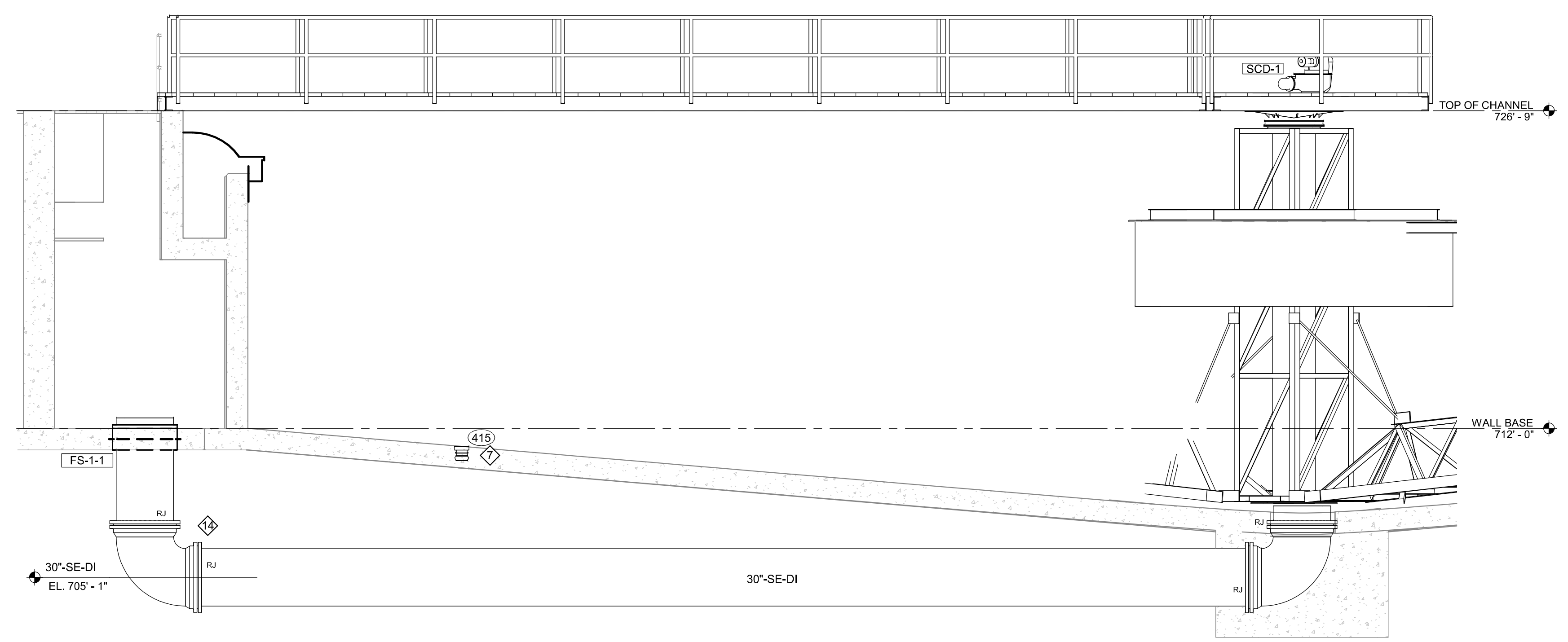
- NOTES**
- COORDINATE CLARIFIER CONNECTION WORK WITH OWNER TO MINIMIZE DOWNTIME.
  - COORDINATE PIPING WITH CIVIL SITE UTILITY PLAN.
- KEY NOTES**
- SEE CIVIL FOR PIPING CONTINUATION.
  - RAKE ARMS AND BLADES.
  - SCUM BOX ASSEMBLY WITH WASH.
  - LAUNDER COVER.
  - SCUM BAFFLE WITH SUPPORTS.
  - WEIR PLATE WITH V-NOTCHES.
  - PRV. SEE DETAIL FOR INSTALLATION, TYPICAL OF 12.
  - CLARIFIER DRIVE UNIT.
  - 3'-0"x3'-0" SINGLE LEAF ACCESS HATCH. SEE STRUCTURAL FOR OPENING.
  - 10"x8" MJ REDUCER.
  - 10" MJ&PE 11.25 ELBOW
  - 10" MJ 11.25 ELBOW
  - FULL DIAMETER SCUM SCRAPER.
  - SEE PROCESS SITE PIPING NOTES FOR RESTRAINED JOINT, TYPICAL.



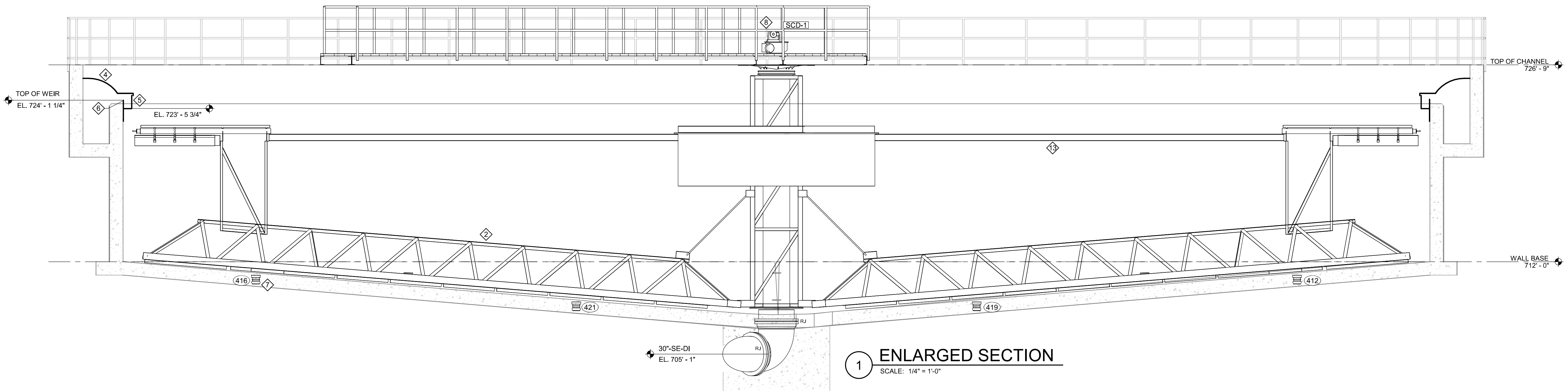
**4 EFFLUENT CHAMBER ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"



**3 INFLUENT SPLITTER BOX ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"



**2 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"



**1 ENLARGED SECTION**  
SCALE: 1/4" = 1'-0"

**City of Owosso**  
Shiawassee County, Michigan  
Secondary Clarifier

**REVISIONS**

11/14/2024	B2	BULLETIN NO. 2
------------	----	----------------

8/15/2024 FOR CONSTRUCTION

Drawn By RS2  
Designer AA3  
Reviewer DLC  
Manager BWV

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.  
**231949**

SHEET NO.

**P301**

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989.687.7319  
fax: 989.687.5378  
[RCLConstruct.com](http://RCLConstruct.com)

## Change Request

TO: Fishbeck

12/17/2024

**PROJECT:** City of Owosso WWTP Secondary Clarifier  
**CONTRACT NO.:** 231949

**Spec Section #**

**Sheet# C301**

### Question:

Regarding the attached drawing, we are proposing the following changes with the following credits.

- We are proposing the following scope: (Approx. limits are shown on attached drawing)
  - o Utilize the top of hill for temporary spoil storage
  - o Non-woven geofabric and heavy limestone
  - o Restore hillside above heavy limestone with grass restoration
  - o Bury the existing retaining wall and restore to create a 3 to 1 surface with grass restoration.
  - o Two trees will be removed and not replaced.
  - o The existing retaining wall to remain as is, is indicated on the drawing.
  - o If the scope above is approved a **credit** of **\$31,375.00** would be issued.
  
- Instead of trucking off spoils from the new secondary clarifier, we are proposing to build a 2 to 1 berm on top of the hill (approximate location indicated on the attached drawing) with topsoil and grass restoration.
  - o If the scope above is approved a **credit** of **\$50,120.00** would be issued.

### Response:

**Submitted by: Nicholas Coon**

**Response provided by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUILT-IN SATISFACTION**  
**Since 1982**



**BENCH MARKS**

- BENCH MARK 200 ELEVATION: 718.71  
MAG NAIL ON WEST SIDE OF CONCRETE LIGHT POLE BASE EAST OF CHIPPEWA TRAIL, 80'± SOUTHWEST OF CENTERLINE OF SOUTH ENTRANCE DRIVE TO SITE
- BENCH MARK 201 ELEVATION: 716.43  
CHISELED X ON EAST-SOUTHWEST FLANGE BOLT OF HYDRANT AT NORTHEAST CORNER OF INTERSECTION OF NORTH ENTRANCE DRIVE TO SITE & CHIPPEWA TRAIL
- BENCH MARK 202 ELEVATION: 722.98  
CHISELED X ON TOP OF WEST END OF 12" RCP CULVERT NEAR NORTHEAST CORNER OF SITE, 10'± WEST OF GRAVEL DRIVE
- BENCH MARK 203 ELEVATION: 721.40  
MAG NAIL IN NORTHEAST CORNER OF CONCRETE PAD NORTH OF FLOCCULATION AND SETTLING TANK AREA AND 80'± SOUTH OF THE SOUTHWEST CORNER OF MAIN BUILDING

**SYMBOL LEGEND**

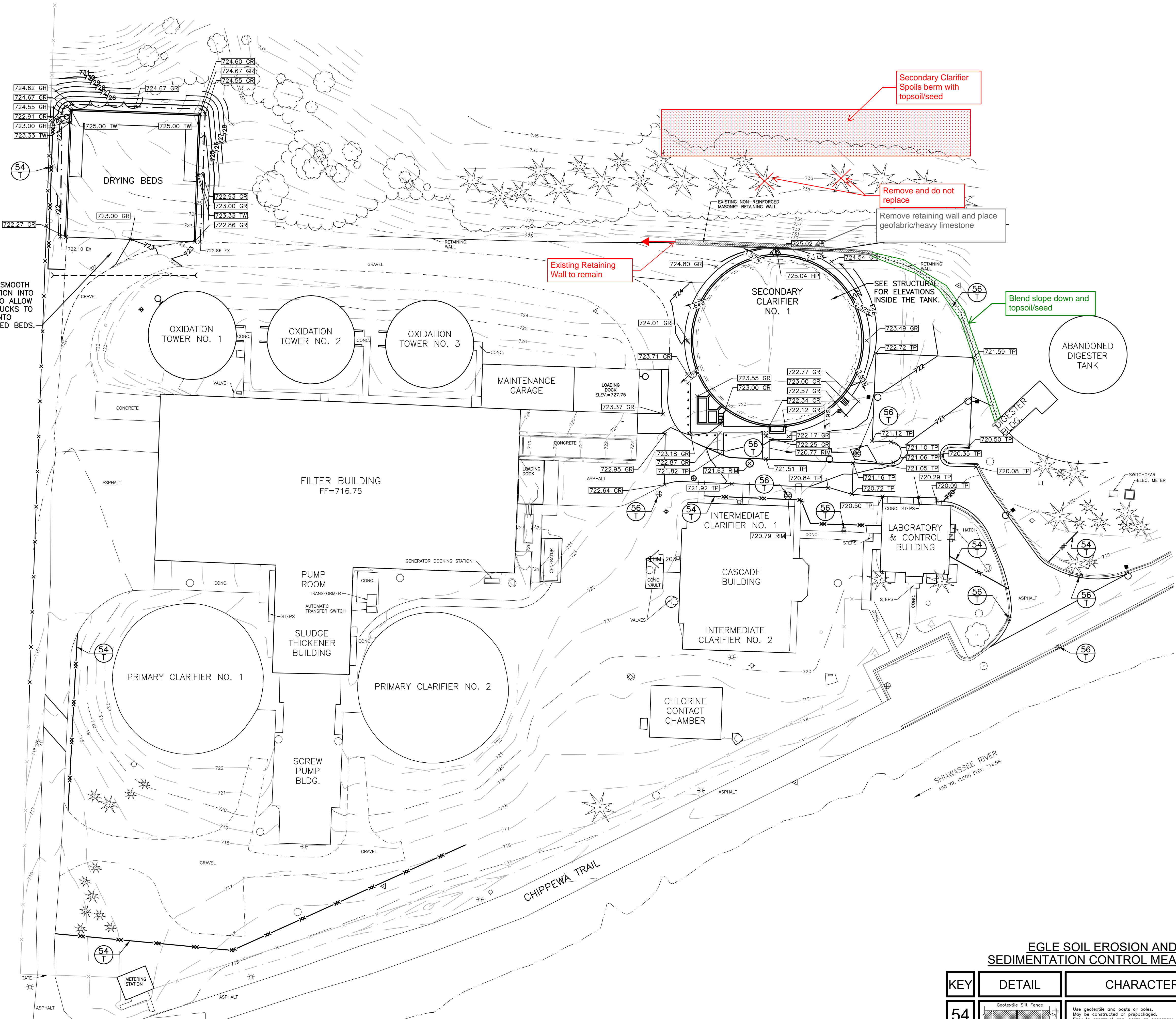
- 725 — EXISTING MAJOR CONTOUR
- 724 — EXISTING MINOR CONTOUR
- 725 — PROPOSED MAJOR CONTOUR
- 724 — PROPOSED MINOR CONTOUR
- XX — SILT FENCE
- (L) — LANDING (2% MAX. SLOPE ALL DIRECTIONS)
- (R) — RAMP
- 724.50 XX — SPOT ELEVATION
- FF — FINISH FLOOR
- GR — GRADE ELEVATION
- HP — HIGH POINT
- LP — LOW POINT
- TP — TOP OF PAVEMENT

**SESC NOTES**

- FINISH GRADE OF SOIL EDGES ALONG PAVEMENT TO MATCH EDGE OF PAVEMENT.
- STRIP AND STOCKPILE TOPSOIL FROM GRADING AREAS. USE STOCKPILED TOPSOIL AND IMPORTED TOPSOIL AS NECESSARY FOR SURFACE RESTORATION.
- GRADES SHOWN ARE FINAL SURFACE GRADES AFTER COMPLETION OF SURFACE IMPROVEMENTS AND PLACEMENT OF TOPSOIL.
- GRADE AREAS AT SITE PERIMETER TO MATCH GRADES OF ADJACENT PARCELS.
- REMOVE EXCESS SOIL FROM SITE AND DISPOSE OF PROPERLY IN ACCORDANCE WITH APPLICABLE REGULATIONS.
- PROVIDE TEMPORARY GRADING FEATURES SUCH AS BERMS, SWALES, SUMPS AND BASINS TO MANAGE INTERIM STORM WATER RUNOFF DURING CONSTRUCTION PROCESS. STORM WATER RUNOFF LEAVING THE SITE SHALL MEET ALL FEDERAL, STATE AND LOCAL QUALITY REQUIREMENTS.

**GRADING NOTES**

- MAINTAIN A COPY OF THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) ON THE SITE FOR THE DURATION OF CONSTRUCTION. IF REQUIRED, ADHERE TO THE SWPPP DURING CONSTRUCTION OPERATIONS.
- MAINTAIN AND REPAIR ALL SESC BEST MANAGEMENT PRACTICES (BMPs) DURING CONSTRUCTION UNTIL ALL VEGETATION IS ESTABLISHED. (ALL DISTURBED SOIL SURFACES ARE UNIFORMLY COVERED IN PERMANENT VEGETATION WITH A DENSITY OF 70% OR GREATER, OR AS DEFINED BY PERMIT.)
- INSTALL PERIMETER EROSION AND SEDIMENT CONTROL MEASURES PRIOR TO THE START OF ANY LAND CLEARING OR GRADING ACTIVITIES.
- APPLY TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES AS SHOWN ON THE DRAWINGS AND/OR AS REQUIRED BY SESC PERMIT AND IMPLEMENT ADDITIONAL MEASURES AS DICTATED BY SITE CONDITIONS.
- ENSURE THAT ANY SEDIMENTATION RESULTING FROM WORK ON THIS SITE IS CONTAINED ON THE SITE AND NOT ALLOWED TO COLLECT ON ANY OFF-SITE AREAS OR IN WATERWAYS.
- LEAVE SLOPES IN A ROUGHENED CONDITION DURING THE GRADING PHASE TO REDUCE RUNOFF VELOCITIES AND EROSION.
- INSTALL SILT FENCE AROUND THE PERIMETER OF ON-SITE SOIL STOCKPILE AREAS IF RUNOFF CAN IMPACT A STABILIZED PART OF THE SITE, OR LEAVE THE SITE. ADDITIONALLY, INACTIVE PORTIONS OF THE STOCKPILE AREAS ARE TO BE STABILIZED AS REQUIRED BY PERMIT.
- IMPLEMENT TEMPORARY STABILIZATION MEASURES ON ANY DISTURBED AREAS WHERE CONSTRUCTION ACTIVITIES WILL NOT RESUME FOR 14 DAYS OR MORE. IMPLEMENTATION OF TEMPORARY STABILIZATION MEASURES MUST BE INITIATED IMMEDIATELY AND COMPLETELY WITHIN SEVEN (7) DAYS FROM WHEN CONSTRUCTION ACTIVITIES TEMPORARILY CEASED ON ANY PORTION OF THE SITE. APPLY 3-5 LBS/1000 SFT. TEMPORARY SEED AND STRAW MULCH OVER DISTURBED AREA.
- TOPSOIL AND SEED ALL EXPOSED AREAS WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE CONCLUSION OF FINAL GRADING IN THAT AREA.
- REGULARLY CHECK SEEDING AREAS TO SEE THAT A GOOD STAND OF VEGETATION IS "ESTABLISHED". VEGETATION WILL NOT BE CONSIDERED "ESTABLISHED" UNTIL 100% OF THE SOIL SURFACE IS UNIFORMLY COVERED WITH PERMANENT VEGETATION WITH A DENSITY OF 70% OR GREATER. FERTILIZE, WATER, RESEED AND MULCH AS NEEDED.
- MINIMIZE TRACKING OF SOIL AND SEDIMENT ONTO OFF-SITE ROADWAYS THROUGH THE USE OF APPROPRIATE MEASURES. IMMEDIATELY REMOVE ANY SOIL OR SEDIMENT TRACKED ONTO THE ROADWAYS.
- VEHICLES AND EQUIPMENT CLEANING ARE NOT ALLOWED AT LOCATIONS WHERE RUNOFF COULD FLOW DIRECTLY INTO A WATER COURSE OR DOWNSTREAM STORM SEWER.
- SITE SOILS: LOAM  
SOIL DATA OBTAINED FROM USGS WEB SOIL SURVEY.
- DISTANCE TO NEAREST WATERCOURSE: 100 FEET (SHIAWASSEE RIVER)



**EGLE SOIL EROSION AND SEDIMENTATION CONTROL MEASURES**

KEY	DETAIL	CHARACTERISTICS
54		Use geotextile and posts or poles. May be constructed or prepackaged. Easy to construct and locate as necessary.
56		Manufactured filter bag inserted under casting. Collects sediment at catch basin inlet.

**GRADING & SESC PLAN**  
SCALE: 1" = 30'  
NORTH

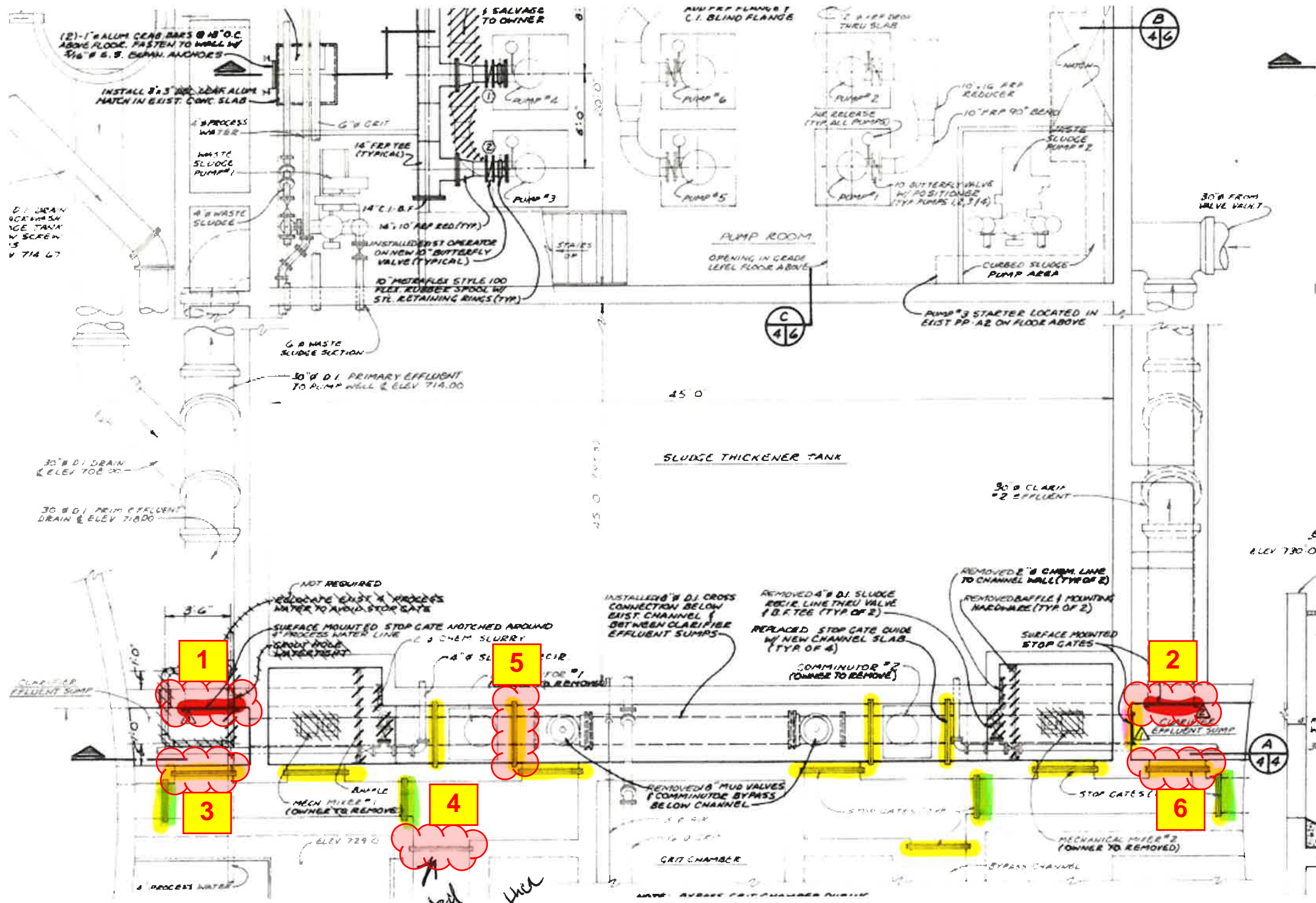
PLOT INFO: Z:\02\03\2024\1949\CADD\C301\_231949.DWG LAYOUT: C301 DATE: 8/15/2024 TIME: 12:07:36 PM USER: BYEINE



33376V4

To: Troy Spencer <TroySpencer@johnegreen.com>  
Subject: RE: stop plates Owosso

Thank you. I am working on a meeting with Coon and will let you know when we can get it.



Not  
highlighted  
is all together



Warrant 651  
January 7, 2025

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
1-7-2025	Owosso Charter Township	Per February 22, 2011 Water Agreement	Water	\$18,747.46
1-7-2025	Caledonia Township	Per July 1, 2006 Water Agreement	Water	\$42,922.22
1-14-2025	Gould Law P.C.	Services from December 10, 2024 – January 13, 2025	Varies	\$10,590.84
		Total		<b>\$72,260.52</b>

**STATEMENT REGARDING BUSINESS DEALINGS WITH THE CITY**  
Per Owosso City Charter Section 14.4 and Michigan Public Act 317 of 1968, as amended

I, Carl Ludington, being an officer of the City of Owosso, do hereby declare a pecuniary interest in the foregoing proposed contract(s) with the City of Owosso as described as:

For the Period of: October 2024 - December 2024

Vendor: Ludington Electric, Inc

Total Amount: \$4,643.24

Detailed information for the listed amount is attached to this statement.

I am making this declaration because I am the owner/operator of Ludington Electric, Inc.

I confirm that I will not vote on the matter(s) in question, I will not take part in discussion on any question in respect to the matter(s), and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question at a public meeting of the Owosso City Council.

Said items will be considered for approval at the January 21, 2025 meeting of the Owosso City Council.



12-27-2024

Carl Ludington  
Signature

Date

Declared the 27<sup>th</sup> of December, 2024.

Declared the 6th of January, 2024

PO NUMBER	PURCHASE ORDER TYPE	DEPARTMENT	VENDOR NAME	DESCRIPTION	AMOUNT	AMOUNT RELIEVED	DEMAINING BALANCE
<b>PO STATUS: OPEN</b>							
<b>PO TYPE: QUICK PO</b>							
000046358	QUICK PO	862	LUDINGTON	ELECTRPANEL FOR GILBERTS LOT PLAZA STAGE PLUGS	1,935.00	0.00	1,935.00
000046404	QUICK PO	862	LUDINGTON	ELECTRCHAIRMAN LIGHTS ALONG CASS ST.	374.32	0.00	374.32
000046447	QUICK PO	862	LUDINGTON	ELECTRDOWN TOWN LIGHTS & PLUGS FOR GLOW	458.92	0.00	458.92
000046454	QUICK PO	851	LUDINGTON	ELECTRLIGHTS FOR CURWOOD CASTLE	1,875.00	0.00	1,875.00
<b>TOTAL PO TY</b>					<b>4,643.24</b>	<b>0.00</b>	<b>4,643.24</b>
<b>TOTAL PO ST</b>					<b>4,643.24</b>	<b>0.00</b>	<b>4,643.24</b>
					<b>4,643.24</b>	<b>0.00</b>	<b>4,643.24</b>

**From:** [Scott Gould](#)  
**To:** [Brad A. Barrett](#)  
**Subject:** Public Servant - Contract Notice  
**Date:** Monday, December 23, 2024 1:40:12 PM

---

Mr. Barrett:

I have reviewed the proposed Notice/Affidavit for Mr. Ludington.

The City will be in compliance with said documents regarding PO report for December and by using like documents for future POs.

Regards,

**Scott J. Gould**

Attorney at Law  
114 E. Main St. Suite 218  
Owosso, MI 48867  
P: 989-729-0071  
F: 989-729-9066



## MEMORANDUM

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

---

**DATE:** January 14, 2025

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

**FROM:** City Manager

**SUBJECT:** FY 2025-26 Priorities

### **Background**

The Owosso City Council conducted its FY 2025-26 goal-setting session to identify strategic priorities for the upcoming fiscal year. The process involved structured workshops and collaborative input from council members and city staff, resulting in a comprehensive report outlining actionable goals.

Key priorities include infrastructure improvements, park development, workforce retention, community engagement, and increased training. These priorities align with the community's needs and the City's long-term vision.

### **Recommendation**

I recommend that the City Council adopt the FY 2025-26 Goal Setting Report and its identified priorities through the attached resolution. This action will formalize the Council's direction and provide a clear framework for city operations, budget preparation, and resource allocation in the coming year.

### **Implementation and Public Communication**

Upon adoption, the report will guide the development of the City's budget and departmental initiatives. Progress on the goals will be monitored and reported to the Council and shared with the public via the City's website, social media platforms, and periodic updates.

### **Conclusion**

Adopting the FY 2025-26 Goal Setting Report ensures alignment between the City Council's strategic vision and day-to-day operations. I urge the Council to approve the attached resolution to move forward with these priorities in the coming fiscal year.

**MASTER PLAN GOALS: A.4**

**RESOLUTION NO.**

**TO ADOPT THE FY 2025-26 GOAL SETTING REPORT AND PRIORITIES**

WHEREAS, the Owosso City Council conducted a goal-setting session to identify priorities for FY 2025-26, focusing on infrastructure, sustainability, workforce retention, community engagement, and economic growth; and

WHEREAS, the resulting report reflects collaborative input and provides a strategic framework for the City's initiatives and resource allocation.

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

- FIRST: the Owosso City Council adopts the FY 2025-26 Goal Setting Report and its priorities as the guiding document for City operations and decision-making.
- SECOND: the City Manager will use these goals to inform the City's budget and implementation efforts, with updates shared regularly with the public and Council.



Owosso City Council FY 2025-26 Goal Setting Final Report

January 21, 2025



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Workshop Presentation	55

*“The time is always right to do what is right.”*

*-Martin Luther King-*

## Methodology for the Goal-Setting Workshop

To establish priorities for the fiscal year 2025-2026, the City Council conducted a structured goal-setting workshop. The process was designed to ensure comprehensive input and systematic prioritization. Below is an outline of the methodology:

1. **Preliminary Questionnaire:**
  - Prior to the workshop, all Council members and department heads were provided with a questionnaire to gather initial input on potential goals and priorities.
  - Responses were collected, and three completed questionnaires were analyzed to identify recurring themes and initial areas of interest.
2. **Workshop Structure:**
  - The workshop itself was organized into three thematic stations:
    1. **Initiatives, Programs, and Policies**
    2. **Capital Projects and Equipment**
    3. **Teamwork Ideas**
  - Council members engaged in discussions at each station to refine and expand on the preliminary input.
3. **Prioritization Exercise:**
  - To determine priority levels, each Council member was given six stickers per station:
    - **Three green stickers** to designate their top priorities.
    - **Three orange stickers** to indicate their second-level priorities.
  - Members used their stickers to mark items they considered most critical within each station.
4. **Analysis and Results:**
  - The prioritization results were collected and tabulated into three categories corresponding to the stations.
    - **"Initiatives, Programs, and Policies"**
    - **"Capital Projects and Equipment"**
    - **"Teamwork Ideas"**
  - The attached spreadsheet provides a detailed summary for rankings based on Top Priorities and rankings based on Total Priorities

This transparent and collaborative approach ensured that all members had equal input in shaping the City's goals, with the results serving as a clear guide for the upcoming fiscal year.

## Rank by Top Priorities

<b>Initiatives, Programs, Policies</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
City Charter Revisions	3	2	5
DPW Turnover - options/plan to address	3	1	4
Curbside Recycling Plan	3	0	3
Employee Retention Plan	2	2	4
Renewable Energy Plan	1	2	3
Updated Communication Plan	1	1	2
Program to Address Weeds - Adopt a Block	1	1	2
Negotiate Transfer of Ownership for Library Building to the Library District	1	1	2
Green Space Plan	1	0	1
City Council Ethics Ordinance	1	0	1
Training Programs for Staff - Active Shooter, Emergency Response	1	0	1

<b>Capital Projects and Equipment</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
River Access/Park Development and Riverfront Activation	4	2	6
Continue Downtown Chairman Light Replacement	3	0	3
Splash Pad Expansion	2	2	4
Continue Road Construction as Possible	2	1	3
Another Safe Routes to School Project - Near Bryant School	1	1	2
Activate Grove Holman Park - Improvements, Address Old Pool Building	1	1	2
More Playgrounds	1	1	2
Continue Sewer Improvements to Reduce Chance of Overflows	1	0	1
New Water Treatment Plant - Membrane System	1	0	1
IT Upgrades - Cyber Security	1	0	1
Chipman Drain Improvements - Westtown and Chestnut RR Crossing	1	0	1

<b>Teamwork Improvement Ideas</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
Staff/Council Annual Picnic	3	2	5
Roberts Rules Training	3	0	3
TownHall/Informational Meetings - Topic Specific	2	2	4
Community Surveys	2	0	2
Accept when someone offers a compromise. Don't make it all or nothing.	2	0	2
Attend City Events as a Council	1	2	3

Attend Committee/Board/Commission Meetings	1	1	2
Focus on reasoning or alternatives if you disagree with what is proposed	1	1	2

## Ranking by Total Priorities

<b>Initiatives, Programs, Policies</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
City Charter Revisions	3	2	5
DPW Turnover - options/plan to address	3	1	4
Employee Retention Plan	2	2	4
Renewable Energy Plan	1	2	3
Curbside Recycling Plan	3	0	3
Updated Communication Plan	1	1	2
Program to Address Weeds - Adopt a Block	1	1	2
New Website	0	2	2
Negotiate Transfer of Ownership for Library Building to the Library District	1	1	2
Green Space Plan	1	0	1
Rewrite Employee Handbook	0	1	1
City Council Ethics Ordinance	1	0	1
Training Programs for Staff - Active Shooter, Emergency Response	1	0	1
Internship Program	0	1	1
Technology Audit	0	1	1

<b>Capital Projects and Equipment</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
River Access/Park Development and Riverfront Activation	4	2	6
Splash Pad Expansion	2	2	4
Continue Downtown Chairman Light Replacement	3	0	3
Continue Road Construction as Possible	2	1	3
Library Heating System and Windows - Then Transfer Ownership of Building to Library District	0	3	3
Another Safe Routes to School Project - Near Bryant School	1	1	2
Activate Grove Holman Park - Improvements, Address Old Pool Building	1	1	2
More Playgrounds	1	1	2
continue to Replace Fire/EMS/Law Enforcement Equipment	0	2	2
Continue Sewer Improvements to Reduce Chance of Overflows	1	0	1
Replace Sanitary Sewer River Crossing @ M52 Bridge	0	1	1
Parking Lot Resurfacing	0	1	1
New Water Treatment Plant - Membrane System	1	0	1
IT Upgrades - Cyber Security	1	0	1
Cloud Based Enterprise Resource Planning	0	1	1
Chipman Drain Improvements - Westown and Chestnut RR Crossing	1	0	1

<b>Teamwork Improvement Ideas</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
Staff/Council Annual Picnic	3	2	5
TownHall/Informational Meetings - Topic Specific	2	2	4
Teambuilding Exercises/Sessions	0	3	3
Attend City Events as a Council	1	2	3
Roberts Rules Training	3	0	3
Community Surveys	2	0	2
Attend Committee/Board/Commission Meetings	1	1	2
Accept when someone offers a compromise. Don't make it all or nothing.	2	0	2
Focus on reasoning or alternatives if you disagree with what is proposed	1	1	2
If you have a question on a council item, talk to staff before the council meeting	0	2	2
Regular facility tour program	0	2	2

### **Public Communication Plan for Council Goals**

Since the citizens of Owosso are basically the "shareholders" or owners of the City, it is important that they are informed about the goals and objectives that have been established by the City Council. The following is a brief summary of various activities that have been used in other cities to communicate the City Council's goals and objectives to local residents.

- City Website and Social Media
  - After the City Council have reviewed and formally adopted the Goal Setting Report, a copy of the report can be placed on the City's website and Social Media for review by the citizens of Owosso
- Town Hall Meeting
  - The City Council could schedule a town hall meeting or public forum to present a summary of the City's goals and objectives and to seek comments and observations from local residents.
- City Hall Posting of Goals
  - The Council's goals and objectives could be posted in the lobby area at City Hall for interested residents to review.
- Open Houses - City Facilities
  - Annual "open houses" at various City buildings, such as City Hall, Public Safety, or Public Works Shop, and Treatment Plants could be held to inform the citizens about the upcoming city projects and programs that have been proposed.
- Presentations to Service Clubs
  - The Mayor, Council Members, and City Manager could make brief presentations to local services clubs and organizations outlining the goals and objectives.
- Public Places: Reading Material
  - A copy of this goal setting report or a brief summary of the City's goals and objectives could be made available in public places, or where local residents could read this report.

## Implementation Dashboard

<b>Initiatives, Programs, Policies</b>	<b>Goal Type</b>	<b>Status</b>	<b>Progress Notes</b>
City Charter Revisions	Primary		
DPW Turnover - options/plan to address	Primary		
Employee Retention Plan	Primary		
Renewable Energy Plan	Primary		
Curbside Recycling Plan	Primary		
Updated Communication Plan	Primary		
Program to Address Weeds - Adopt a Block	Primary		
Negotiate Transfer of Ownership for Library Building to the Library District	Primary		
Green Space Plan	Primary		
City Council Ethics Ordinance	Primary		
Training Programs for Staff - Active Shooter, Emergency Response	Primary		
Internship Program	Secondary		
Technology Audit	Secondary		
New Website	Secondary		
Rewrite Employee Handbook	Secondary		

<b>Capital Projects and Equipment</b>	<b>Goal Type</b>	<b>Status</b>	<b>Progress/Notes</b>
River Access/Park Development and Riverfront Activation	Primary		
Splash Pad Expansion	Primary		
Continue Downtown Chairman Light Replacement	Primary		
Continue Road Construction as Possible	Primary		
Another Safe Routes to School Project - Near Bryant School	Primary		
Activate Grove Holman Park - Improvements, Address Old Pool Building	Primary		
More Playgrounds	Primary		
Continue Sewer Improvements to Reduce Chance of Overflows	Primary		



New Water Treatment Plant - Membrane System	Primary
IT Upgrades - Cyber Security	Primary
Chipman Drain Improvements - Westtown and Chestnut RR Crossing	Primary
Library Heating System and Windows - Then Transfer Ownership of Building to Library District	Secondary
continue to Replace Fire/EMS/Law Enforcement Equipment	Secondary
Replace Sanitary Sewer River Crossing @ M52 Bridge	Secondary
Parking Lot Resurfacing	Secondary
Cloud Based Enterprise Resource Planning	Secondary
continue to Replace Fire/EMS/Law Enforcement Equipment	Secondary

### Teamwork Improvement Ideas

	Goal Type	Status	Progress/Notes
Staff/Council Annual Picnic	Primary		
Town Hall/Informational Meetings - Topic Specific	Primary		
Attend City Events as a Council	Primary		
Roberts Rules Training	Primary		
Community Surveys	Primary		
Attend Committee/Board/Commission Meetings	Primary		
Accept when someone offers a compromise. Don't make it all or nothing.	Primary		
Focus on reasoning or alternatives if you disagree with what is proposed	Primary		
If you have a question on a council item, talk to staff before the council meeting	Secondary		
Regular facility tour program	Secondary		
Teambuilding Exercises/Sessions	Secondary		

<b>Implementation Plan Key</b>	
<b>Status</b>	<b>Definition</b>
On Track	Planned outcomes are on track to be accomplished by FY end
In Progress	Outcomes are being explored, no timelines set
Slightly Off Track	Some actions are delayed but final outcomes and deadline are not currently threatened
Significantly Off Track	Outcomes and/or deadlines will not be met and contingency plans must be established
No Action	Outcomes have not been identified and no timeline has been identified
Ongoing	Item is being monitored but no specific action has been identified
Completed	Task is completed
	Primary Goal
	Secondary Goal

## **Conclusion**

The FY 2025-26 Goal Setting Session for the Owosso City Council reflects a comprehensive and collaborative effort to define priorities that align with the community's needs. By engaging council members and staff through structured workshops, the city identified key areas of focus, including infrastructure development, workforce retention, environmental sustainability, and community engagement. The transparent methodology ensured inclusivity and allowed diverse perspectives to shape the final set of priorities.

Moving forward, the implementation of these goals will require ongoing collaboration, careful resource allocation, and public communication to ensure alignment with the city's goals for FY 25-26. By focusing on high-priority initiatives such as critical infrastructure projects, curbside recycling, and downtown revitalization, the city can build momentum and deliver visible, impactful results. Addressing workforce challenges and modernizing city operations will further enhance efficiency and service delivery.

The insights gained during this goal-setting process underscore the importance of balancing immediate needs with future opportunities. By fostering teamwork and maintaining open communication between council members, staff, and residents, Owosso is well-positioned to achieve a sustainable and prosperous future.



Owosso City Council FY 2025-26 Goal Setting Preliminary Report

## **Analysis of Council Responses to Questionnaire**

### **Key Accomplishments Highlighted by Council**

#### **1. Infrastructure and Grants:**

- Completion of significant infrastructure projects, including water line replacements and road reconstructions like Stewart Street.
- Securing over \$4 million for the CIS Trail and other grants for infrastructure and community improvements.

#### **2. Downtown Development:**

- Progress in beautification initiatives, including decorative lighting upgrades and improvements to downtown parks and public spaces.
- Support for downtown businesses and developers in accessing funding to renovate buildings.

#### **3. Community Events and Engagement:**

- Increased community participation in events like National Night Out, Touch a Truck, and other city-sponsored activities.
- Continued focus on engaging the public to build stronger relationships between residents and city government.

#### **4. Policy and Financial Decisions:**

- Making sound financial decisions, particularly in pension funding and other long-term investments.
- Termination of contractor services like Safebuilt in favor of in-house staff to improve service delivery and cost efficiency.

#### **5. Public Safety Enhancements:**

- Securing \$1 million in federal funding for the Public Safety Building, demonstrating a commitment to safety and preparedness.
- Continued investment in public health and safety systems, including police and emergency equipment upgrades.

---

### **Identified Issues, Concerns, and Trends**

#### **1. Infrastructure Needs:**

- Persistent concerns about aging infrastructure, including lead water lines, deteriorating roads, and wastewater treatment facilities.
  - Desire to prioritize infrastructure projects based on public impact and necessity, ensuring transparency in decision-making.
- 2. Community Livability:**
- Concerns about residential livability, including affordable housing, homelessness, and resources for vulnerable populations.
  - Focus on creating safe, accessible public spaces, including bike lanes, better lighting, and park upgrades.
- 3. Environmental Sustainability:**
- Calls for Owosso to lead in green initiatives, including renewable energy investments, urban farming, and sustainable development practices.
  - Strong advocacy for implementing curbside recycling as a visible and impactful sustainability effort.
- 4. Economic Development:**
- Concerns about slow business development potentially hampering residential growth and city vibrancy.
  - Interest in revising outdated policies, including the city charter, to encourage modern, business-friendly governance.
- 5. Public Communication and Engagement:**
- Acknowledgment of the need for better communication with residents to improve understanding of city policies and services.
  - Suggestions for public forums, town halls, and streamlined platforms for direct resident feedback.
- 

### **Areas of Agreement Among Council Members**

- 1. Infrastructure Investment:**
- Strong consensus on the importance of continued investments in water line replacements, road repairs, and wastewater system upgrades.
- 2. Curbside Recycling:**
- Shared enthusiasm for implementing curbside recycling as a key initiative to meet community expectations and sustainability goals.
- 3. Downtown Development:**

- Broad agreement on the need to enhance downtown aesthetics and support businesses to maintain economic vitality.
4. **Community Engagement:**
- Recognition of the value of public events and forums in fostering trust and transparency between residents and city government.
- 

### **Areas of Divergence Among Council Members**

1. **Focus on Historical Preservation:**
- Some council members emphasize enforcing historical district regulations, while others focus on broader infrastructure and economic development.
2. **Environmental Priorities:**
- Diverging views on the urgency of green initiatives like renewable energy and urban farming, with some council members less focused on these areas.
3. **Charter Updates:**
- Mixed opinions on the necessity and scope of city charter revisions, with varying priorities on modernizing governance structures.
4. **Economic Development Strategies:**
- Different perspectives on whether to prioritize business recruitment, policy revisions, or direct financial incentives to spur growth.
- 

### **Significant Initiatives Suggested by Council**

1. **Modernizing City Policies:**
- Updating the city charter to address outdated provisions, such as compensation structures and taxation limits.
  - Creating an ethics ordinance with enforcement mechanisms to ensure accountability among elected officials.
2. **Expanding Community Services:**
- Proposals for curbside recycling, increased leaf pickup for commercial properties, and enhanced public safety measures.
  - Suggestions for improved public engagement, including town halls, family-oriented events, and educational seminars.
3. **Supporting Downtown Development:**

- Continuing downtown beautification projects, including lighting upgrades, enhanced walkability, and business-friendly policies.
- Encouraging riverfront development, including kayak rentals and improved public access.

**4. Sustainability and Green Practices:**

- Initiatives to promote renewable energy, plant more trees, and develop a bike-sharing program to reduce the city's carbon footprint.
- Advocating for policies that encourage environmentally friendly building practices in new developments.

**5. Infrastructure Projects:**

- Focusing on high-impact capital projects like road reconstructions, water line replacements, and stormwater improvements.
- Incorporating pedestrian safety and bike lanes into road planning for greater accessibility.

---

**Council Priorities**

**1. Infrastructure Development:**

- Consistent focus on addressing critical infrastructure needs, including water, wastewater, and roads.

**2. Community and Environmental Sustainability:**

- A shared commitment to improving livability through recycling programs, green initiatives, and enhanced public spaces.

**3. Economic Growth and Livability:**

- Prioritizing downtown revitalization and business-friendly policies to attract residents and businesses.

**4. Improved Governance and Communication:**

- Calls for charter updates and better communication tools to streamline city operations and engage residents effectively.

**5. Public Safety and Accessibility:**

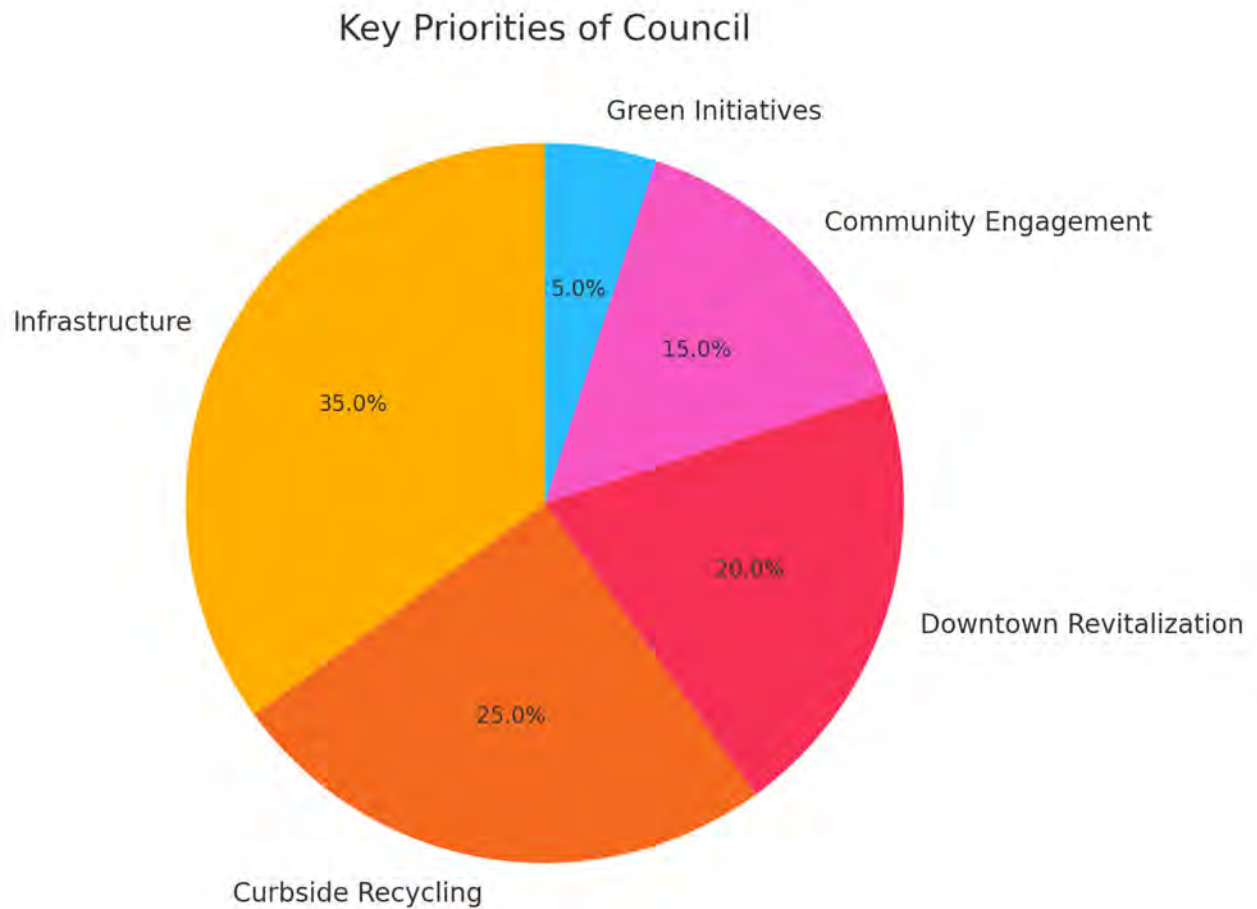
- Emphasis on upgrading safety systems and creating accessible transportation options like bike lanes and sidewalks.



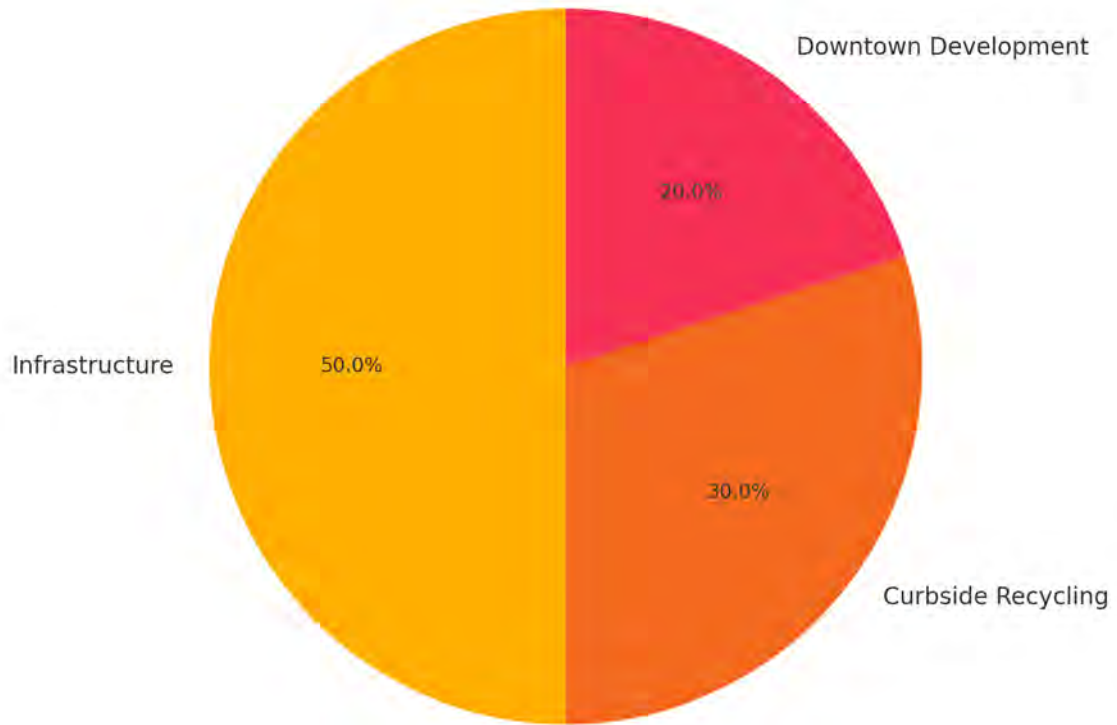
## Conclusion

Council responses reflect a clear focus on infrastructure development, environmental sustainability, and economic growth. While areas of agreement, such as curbside recycling and downtown revitalization, show alignment on key issues, divergence exists in priorities like historical preservation and green initiatives.

By emphasizing shared goals and addressing differences through collaborative discussions, the council can create a cohesive strategy for the city's growth. Their insights underscore the importance of balancing long-term objectives with immediate community needs, ensuring a vibrant and sustainable future for Owosso.



## Areas of Agreement Among Council



## **Analysis of Staff Responses to Questionnaire**

### **Key Accomplishments Highlighted by Staff**

#### **1. Infrastructure Successes:**

- Replacing approximately 630 non-compliant water service lines and reaching the halfway mark for total replacements.
- Rehabilitation of the West Tower and Standpipe Tanks, ensuring long-term water storage reliability.
- Securing \$20 million in grants for infrastructure, including \$4.4 million for the CIS Trail and funds for critical lead service line replacement projects.

#### **2. Operational Improvements:**

- Implementing BS&A Enterprise Resource Planning system across departments, streamlining payroll, accounts payable, and reconciliation processes.
- Introducing a calling tree system at City Hall, improving internal and external communication efficiency.
- Enhancing transparency and decision-making through tools like ClearGov for capital improvement tracking.

#### **3. Policy and Personnel Advances:**

- Updating outdated city personnel policies, including improvements to vacation allowances and dental/optical insurance coverage.
- Increasing employee training opportunities, leading to higher success rates in state certification exams for technical staff.
- Transitioning IT and Building Official roles in-house, reducing costs and increasing departmental control.

#### **4. Community Impact:**

- Successful administration of MSHDA grants, aiding low-income homeowners in making essential repairs and improvements.
- Increased downtown beautification through streetlight replacement, consistent maintenance, and small urban grant projects for roadways.
- Facilitating the demolition of the Matthews Building, enabling future redevelopment opportunities.

#### **5. Election Management:**

- Executing smooth presidential elections, showcasing effective planning and operational capacity.
  - Implementing policy updates to improve compliance with state election laws and address rising election-related demands.
- 

## **Identified Issues, Concerns, and Trends**

### **1. Infrastructure and Resource Limitations:**

- Persistent challenges with deteriorating nitrification towers and wastewater treatment plant equipment that require urgent action.
- Limited funding for essential road repairs outside of Act 51 allocations.
- Rising costs of infrastructure projects, exacerbated by inflation and supply chain disruptions.

### **2. Workforce Challenges:**

- High turnover rates due to non-competitive compensation and lack of modern workplace policies.
- Difficulty recruiting skilled staff for technical roles, especially in departments requiring state licenses or certifications.
- Risk of institutional knowledge loss as experienced employees retire or leave for better opportunities elsewhere.

### **3. Financial Sustainability:**

- Debt in enterprise funds is projected to constrain financial flexibility for decades, requiring careful prioritization of projects.
- Insufficient funding streams for street maintenance and improvements, with concerns about over-reliance on bonds and grants.
- Rising costs of goods and services challenge long-term planning and strain operational budgets.

### **4. Community Needs and Engagement:**

- Growing demand for affordable housing, particularly for low-income and senior residents.
- Pressure to improve public-facing services like curbside recycling, single-hauler waste management, and enhanced public safety measures.
- Limited public understanding of city operations, creating potential for misinformation or disengagement.

---

### **Areas of Agreement Among Staff**

1. **Infrastructure as a Top Priority:**
  - Staff universally agrees on the critical need to address aging infrastructure, including water systems, wastewater plants, and roadways.
2. **Workforce Retention and Development:**
  - There is consensus on the importance of investing in competitive compensation, training programs, and modernized policies to retain skilled staff.
3. **Modernization and Efficiency:**
  - A shared focus on leveraging technology to improve internal operations and public services, such as IT upgrades and workflow standardization.
4. **Recycling and Sustainability:**
  - Agreement on the need to implement a city-wide curbside recycling program and promote environmentally friendly practices.

---

### **Areas of Divergence Among Staff**

1. **Compensation Strategy:**
  - Some staff advocate for immediate salary adjustments, while others emphasize broader benefit enhancements and policy revisions.
2. **Operational Focus:**
  - Diverging views exist on whether resources should prioritize internal efficiency improvements or expanding public-facing services.
3. **Project Prioritization:**
  - Differences arise in selecting specific infrastructure projects to address first, with some favoring water systems and others prioritizing road repairs.

---

### **Significant Initiatives Suggested by Staff**

1. **Operational Efficiency:**
  - Establishing standardized workflows for council packet preparation and internal approval processes to save time and reduce errors.
  - Conducting a comprehensive IT audit to identify vulnerabilities, improve cybersecurity, and streamline technology use across departments.

- Implementing a city-wide asset management plan to prioritize maintenance and replacement schedules based on data-driven insights.

## **2. Recycling and Sustainability:**

- Launching a curbside recycling program as part of a single-hauler waste contract to improve service efficiency and environmental outcomes.
- Developing educational initiatives for residents on recycling practices, reducing contamination rates and increasing participation.
- Exploring renewable energy options, such as solar panel installations on city buildings and incentives for green construction projects.

## **3. Workforce Development:**

- Increasing training budgets for technical staff to maintain certifications and adapt to emerging technologies.
- Offering tuition reimbursement programs to encourage professional development and retain skilled employees.
- Revising personnel policies to improve work-life balance, including exploring four-day work weeks for applicable roles.

## **4. Public Services and Infrastructure:**

- Expanding lead and galvanized water service line replacement efforts to accelerate progress and meet state compliance deadlines.
- Prioritizing major road reconstruction projects, with a focus on high-traffic and deteriorated areas like King Street and Dewey Street.
- Enhancing public safety through new equipment purchases, such as police vehicles, and modernizing public safety building facilities.

## **5. Technology Modernization:**

- Upgrading the city website to improve user experience and accessibility for residents seeking information or submitting service requests.
- Implementing virtual servers and automated backup systems to ensure data security and disaster recovery capabilities.
- Introducing mobile-friendly tools for staff, allowing real-time data entry and communication in the field.

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### **Staff Priorities**

#### **1. Infrastructure as the Backbone:**

- Completing critical water and wastewater projects, including nitrification tower replacements and sewer upgrades.
- Advancing road repair initiatives to maintain safe and functional transportation networks.

**2. Employee Retention and Development:**

- Conducting a comprehensive wage study to benchmark salaries and improve recruitment competitiveness.
- Investing in employee benefits and workplace policies to reduce turnover and foster long-term commitment.

**3. Fiscal Responsibility:**

- Developing a multi-year financial plan to manage enterprise fund debt while maintaining essential services.
- Identifying new revenue sources, such as grants or local option taxes, to fund infrastructure projects sustainably.

**4. Modernization Efforts:**

- Digitizing internal workflows and enhancing IT infrastructure to improve efficiency and reduce administrative burdens.
- Expanding public engagement tools to facilitate greater participation and understanding of city operations.

**5. Sustainability and Community Engagement:**

- Rolling out curbside recycling and renewable energy programs to meet community expectations and environmental goals.
- Creating public workshops and outreach programs to foster a stronger connection between residents and city operations.

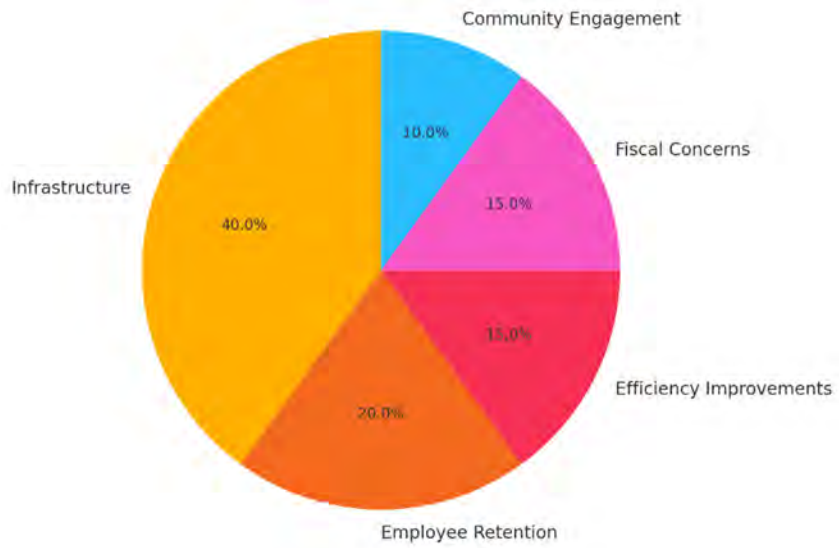
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**Conclusion**

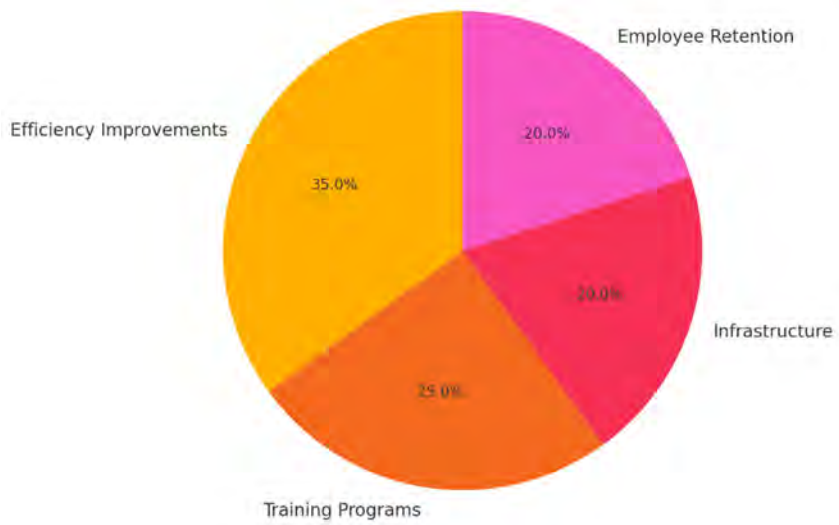
Staff responses reflect a thorough understanding of the city’s challenges and opportunities, emphasizing infrastructure, workforce stability, financial sustainability, and modernization. While staff largely agrees on overarching priorities like infrastructure and recycling, differences in compensation strategy and project prioritization suggest the need for focused discussions to align efforts.

By addressing these areas collaboratively, the city can enhance operational efficiency, sustain financial health, and strengthen community relationships. Staff insights serve as a strong foundation for developing strategic plans that balance immediate needs with long-term goals, ensuring a vibrant future for the community.

Key Priorities of Staff



Areas of Agreement Among Staff





## **Analysis of Staff and Council Responses to Questionnaire: Combined**

### **Areas of Agreement Between Staff and Council**

#### **1. Infrastructure Priorities:**

- Both staff and council recognize the importance of addressing aging infrastructure. Water service line replacements, wastewater treatment plant upgrades, and road repairs are highlighted as critical components of the city's needs. This shared understanding underscores the necessity of dedicating resources to maintaining and improving essential systems.

#### **2. Grant Acquisition Success:**

- Securing grants has been a major accomplishment and remains a shared focus for future development. Both groups understand the value of external funding to alleviate the city's financial burden while advancing significant projects.

#### **3. Curbside Recycling Initiative:**

- The introduction of curbside recycling is a shared priority, seen as both a service improvement and a step towards sustainability. It represents a clear area of consensus that could garner public support.

#### **4. Employee Retention and Development:**

- Staff turnover and the need for improved training programs are recurring themes. Both groups agree that retaining qualified personnel and investing in employee development are crucial for maintaining operational efficiency and institutional knowledge.

#### **5. Teamwork and Communication:**

- There is a mutual understanding of the importance of effective collaboration between the council and staff. Both groups stress the need for open communication, shared decision-making, and a unified approach to achieving city goals.

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### **Divergent Perspectives Between Staff and Council**

#### **1. Addressing Employee Challenges:**

- While council members emphasize diagnosing and addressing specific issues like DPW turnover, staff advocates for broader improvements, such as better compensation and benefits. This reflects a difference in framing solutions—one group focuses on systemic changes, while the other targets immediate problems.

#### **2. Engaging the Community:**

- Council members often propose direct engagement through events and public forums to foster relationships with residents. Staff, on the other hand, prioritizes modernizing tools like the city website to facilitate streamlined, efficient communication. These approaches reflect differing priorities in how to build community trust and transparency.

### **3. Budget and Financial Sustainability:**

- Staff expresses concerns about long-term debt obligations and the sustainability of current financial practices. Council members are more focused on leveraging grants and external funds to achieve short-term progress. This divergence highlights potential challenges in aligning immediate goals with fiscal prudence.

### **4. Emphasis on Green Initiatives:**

- While council members discuss renewable energy, sustainable practices, and green space development, staff mentions these topics less frequently. This discrepancy may indicate varying levels of urgency assigned to environmental issues.

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## **Commonalities Among Council Members**

### **1. Infrastructure Dominance:**

- Council members consistently emphasize infrastructure-related projects, including road repairs, water system improvements, and lead line replacements. This shared priority ensures these projects will remain at the forefront of decision-making.

### **2. Desire for Modern Services:**

- There is strong agreement on the need for services like curbside recycling, which aligns with public expectations and environmental goals. Some council members even suggest funding mechanisms, such as a dedicated millage, to support its implementation.

### **3. Support for Downtown Development:**

- Council members universally value downtown beautification and development, recognizing it as a driver of economic growth and community pride. Proposals include improving aesthetics, enhancing safety, and supporting local businesses.

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## **Differences Among Council Members**

### **1. Historical Preservation Focus:**

- Some council members prioritize enforcing regulations and activating historical districts, while others focus on broader urban development projects. This difference reflects varying perceptions of the city's identity and cultural priorities.

### **2. Charter Updates and Governance:**

- Opinions on the need for charter updates vary. Some members view comprehensive updates as essential, citing outdated provisions, while others appear to place less emphasis on this issue.

### **3. Environmental Priorities:**

- Not all council members equally emphasize green initiatives like renewable energy or urban farming. This divergence may lead to differing levels of support for sustainability-related proposals.
- 

## **Staff Concerns and Priorities**

### **1. Operational Efficiency:**

- Staff consistently highlights internal improvements, such as streamlining processes, updating policies, and enhancing technology. These priorities focus on increasing efficiency and reducing administrative burdens.

### **2. Financial Challenges:**

- Concerns about the sustainability of funding infrastructure projects and the city's reliance on external funding are prevalent among staff. There is apprehension about long-term debt obligations shaping future budgets.

### **3. Workforce Stability:**

- Recruiting and retaining qualified staff remains a significant challenge. Staff identifies issues such as inadequate compensation, aging workforce dynamics, and insufficient training as areas requiring immediate attention.
- 

## **Recommendations for Prioritization**

Given the breadth of proposed initiatives, it is evident that not all goals can be achieved in a single fiscal year. The following recommendations offer a strategic framework for prioritizing efforts:

### **1. Critical Infrastructure Projects:**

- Prioritize projects that directly impact public health and safety, such as lead water line replacements, wastewater treatment upgrades, and key road repairs. These projects should align with grant opportunities to maximize funding efficiency.

### **2. Community Services:**

- Launch curbside recycling as a high-visibility initiative that addresses environmental concerns and fulfills a shared priority. Begin with a pilot program to manage costs and logistics.

### **3. Staff and Organizational Development:**

- Address employee retention with competitive compensation packages, professional development opportunities, and improved workplace policies. This investment will enhance overall operational capacity.

**4. Downtown Revitalization:**

- Focus on beautification efforts and business support in the downtown area. These initiatives are universally valued and offer visible benefits to residents and visitors.

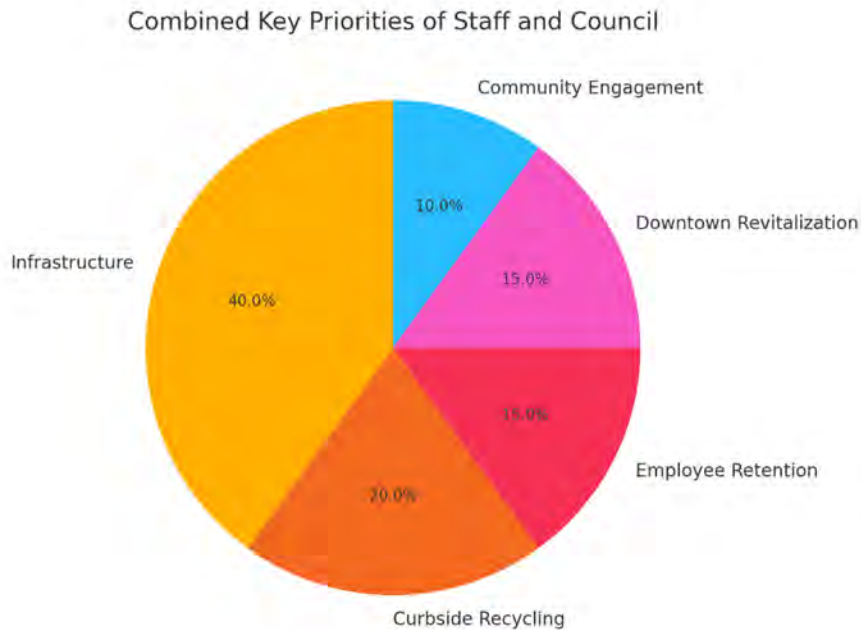
**5. Fiscal Sustainability:**

- Establish a long-term financial strategy that balances immediate needs with future obligations. Explore new revenue sources, such as a local option for road funding or a recycling millage.

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**Conclusion**

While staff and council demonstrate substantial alignment on foundational goals like infrastructure improvements and curbside recycling, differences in approach and emphasis must be reconciled to create a unified strategy. By prioritizing critical projects, fostering teamwork, and addressing long-term challenges, the city can effectively allocate resources and achieve meaningful progress.



## **Two-Year Master Plan Implementation Report (2023-2024)**

### **Introduction**

This report provides a generalized overview of the City of Owosso's progress in implementing the goals outlined in its Master Plan over the past two fiscal years (2023-2024). The focus of this report is on council agenda items from official business meetings, which have been tracked and labeled by city staff to align with the seven goals of the Master Plan.

### **Master Plan Goals**

The goals tracked in this report include:

- **Goal 1:** Protect the health, safety, and general well-being of the community.
- **Goal 2:** Provide excellent customer service to residents and investors.
- **Goal 3:** Maintain fiscal responsibility and sustainability.
- **Goal 4:** Identify, preserve, and enhance the community's character.
- **Goal 5:** Increase quality of life and quality of place for all.
- **Goal 6:** Boost the local economy.
- **Goal 7:** Strengthen public and private partnerships.

### **Methodology**

City staff reviewed all council agenda items from fiscal years 2023 and 2024 and categorized them based on their alignment with one or more of the Master Plan goals. This approach focuses solely on measurable council actions, as reflected in the business meetings.

### **Key Observations**

- **Well-Addressed Goals:**
  - **Goal 1:** Numerous agenda items focused on infrastructure improvements, public safety enhancements, and health initiatives, directly addressing community well-being.
  - **Goal 3:** Fiscal responsibility is a recurring theme, with council actions including budget approvals, grant applications, and long-term financial planning.
  - **Goal 6:** Economic development initiatives, such as downtown revitalization and business support programs, reflect robust efforts to boost the local economy.
  - **Goal 7:** Public and private partnership strengthening is evident in collaborative projects and partnerships with businesses and community organizations.
- **Challenging to Measure Goals:**
  - **Goal 4:** While efforts to preserve and enhance community character are ongoing, their qualitative nature makes them less represented in this report.

- **Goal 5:** Quality of life and quality of place initiatives, though impactful, often lack concrete metrics and may not appear as frequently in labeled agenda items.
- **Goal 2:** Providing excellent customer service, while fundamental, is typically embedded in day-to-day operations rather than explicitly reflected in council actions.

### **Limitations**

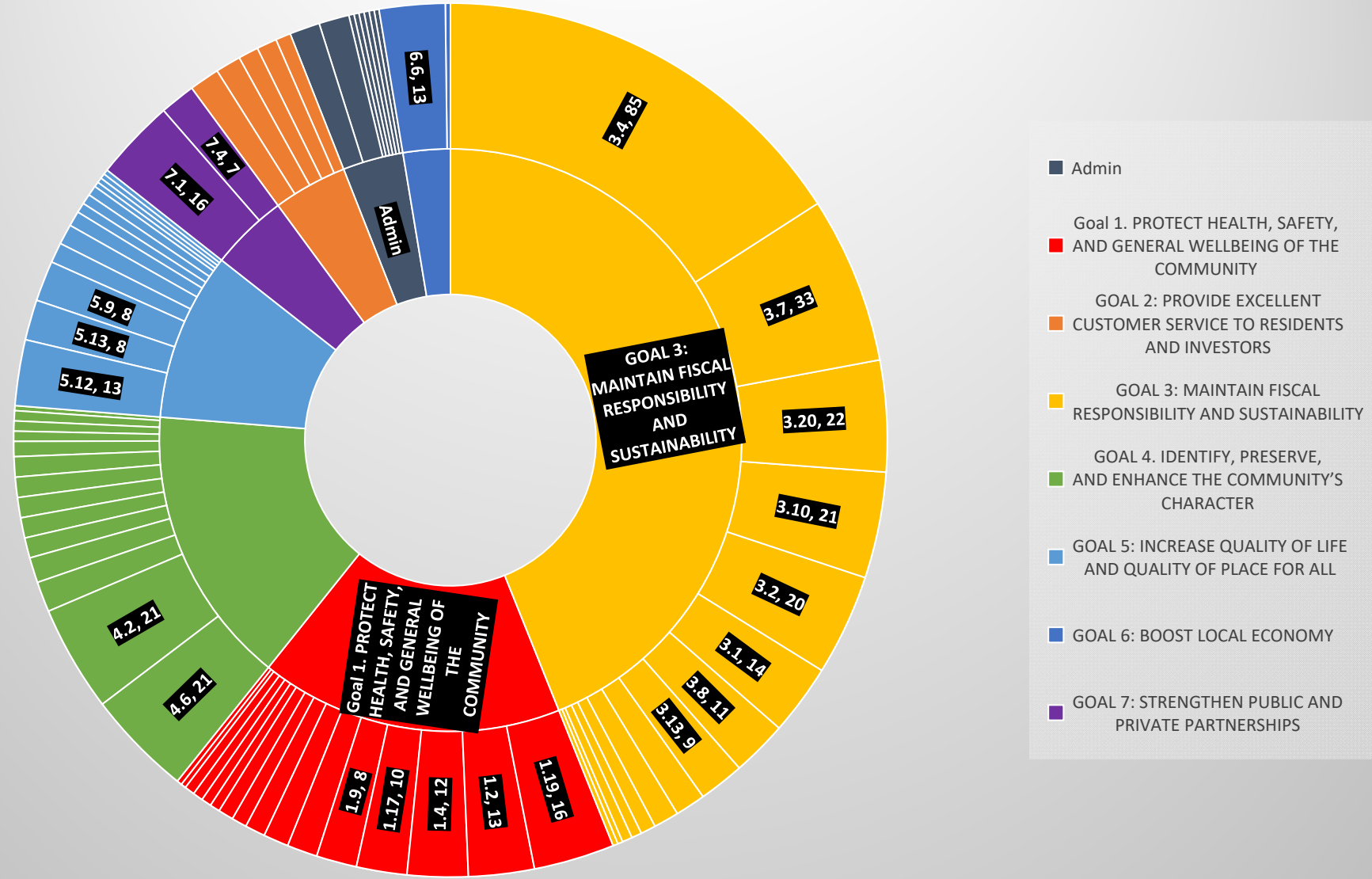
This report represents only what city staff could label based on council's official actions during business meetings. It does not capture informal efforts, operational strategies, or broader qualitative achievements. The absence of some goals in the report should not be interpreted as neglect; rather, it highlights the challenges of measuring certain objectives quantitatively.

### **Conclusion**

The Two-Year Master Plan Implementation Report underscores the City of Owosso's ongoing commitment to its Master Plan goals. While progress in some areas is more easily measured through council actions, other goals require alternative methods of evaluation. This report serves as a preliminary assessment and emphasizes the importance of continued tracking and creative approaches to measure success across all goals.

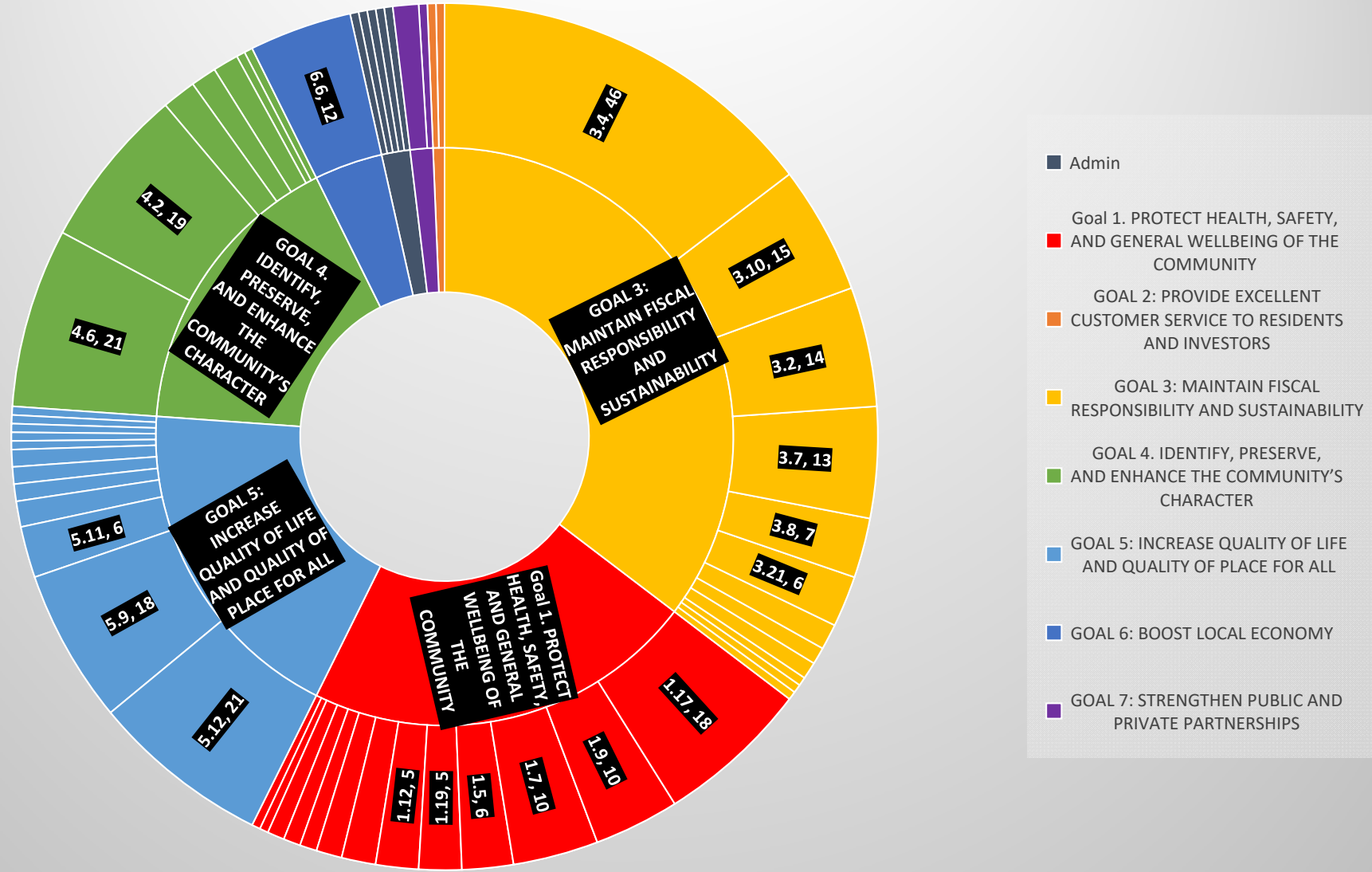
# Master Plan Goals Achieved for City Council - FY 2023-

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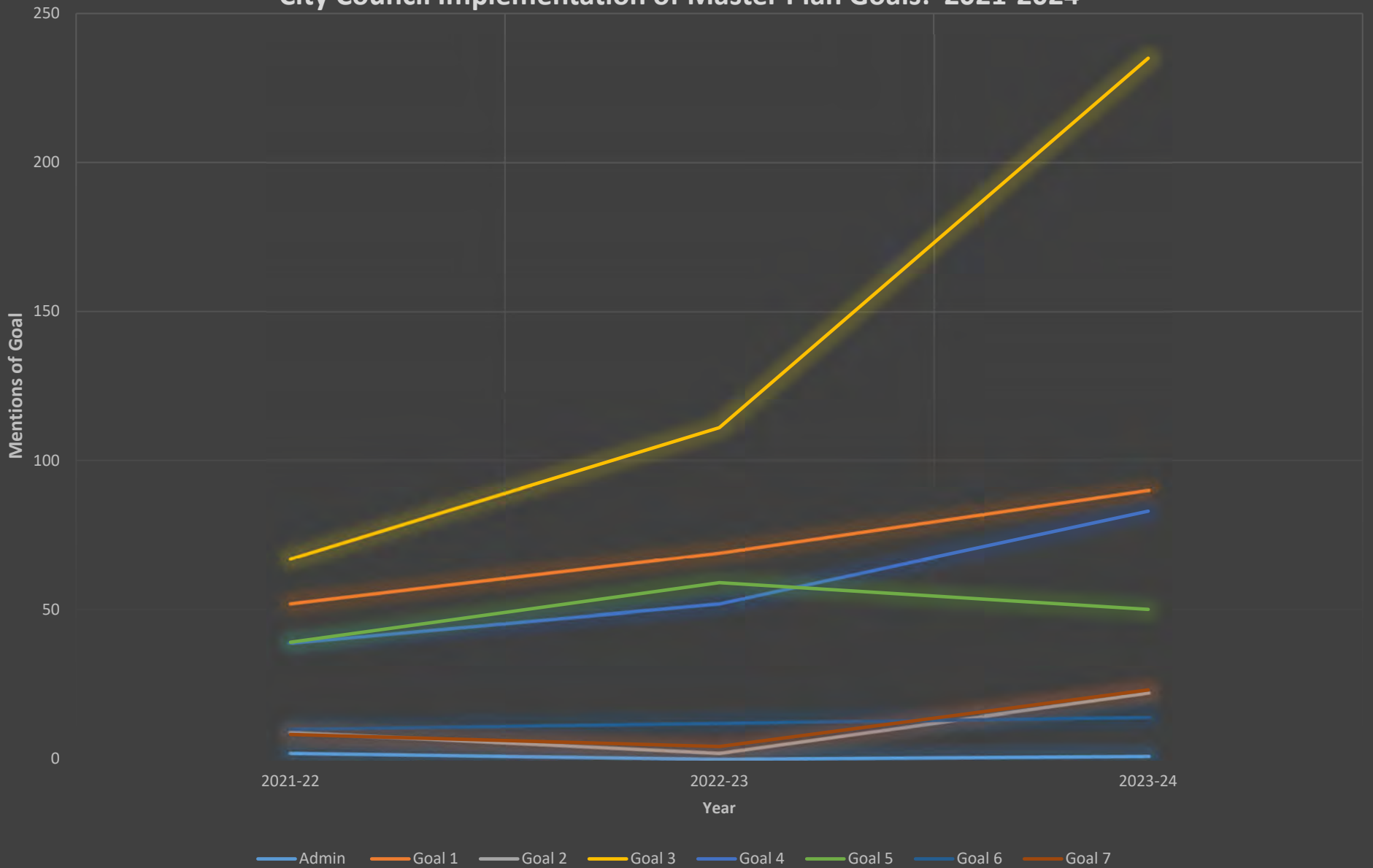
# Master Plan Goals Achieved for City Council - FY 2022-

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# City Council Implementation of Master Plan Goals: 2021-2024



## City Council Goal Setting Session – 2025-26

Owosso, MI

### Preliminary Questionnaire

## CITY COUNCIL RESPONSES

### Introduction

The purpose of this process will be to identify and prioritize the City's overall goals and objectives for the next fiscal year (FY 25-26). In order to prepare for this process, you have been asked to help identify key issues and potential objectives that will be reviewed by the Mayor and City council prior to the ranking of any goals for the City. It is requested that you list your responses to the following questions.

### I. Major Accomplishments

Please list the top five major accomplishments of the City of Owosso over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

- Selling the Gould House
- Chairman light upgrade on Washington, Comstock, and Main St
- Stewart Street upgrade
- Securing grants for City improvements and also for businesses and homeowners
- Matthews Building progress
- MIHope grants are awesome
- Lead line upgrades and grants
- Continuation of infrastructure repairs and downtown decorations and infrastructure improvements
- Recruitment of new residents and business to leadership roles
- Successfully secured funding for finishing the bike trail
- Continue to make sound financial decisions regarding pension funding and investing
- Selling the Gould House
- Woodland Trails/Washington Park
- Updated city zoning ordinance
- Termination of Safebuilt replacing with permanent employee
- \$4.4 million grant for CIS/Miner Trail
- DPW state certifications
- \$1 million congressional appropriation for public safety building
- MI Hope grants

- The work and additions to the wastewater treatment plant to make it more efficient and reduce overflow frequencies into the river
- Repaving and replacement of water lines on Stewart St. between Washington and M-52
- The increased “beautification” of Downtown Owosso: decorations, garbage/trash pick up days, the pocket park, etc.
- Increased grant funding for the James Miner Trail and connection to the trail via Corunna, including the over \$4 million grant from the State of Michigan
- The increase in events that engage with the entire community (Either ran by the City or the City is a partner), like National Night Out, Touch a Truck, etc.

## **II. Issues, Concerns, Trends, and Opportunities**

Please list specific issues/concerns that you have regarding future city services, policies, or operations. These issues/concerns can relate to such things as an aging population, loss of state revenues, homelessness, crime, infrastructure, etc. You do not need to identify the potential answers or solutions to your concerns.

- Curbside recycling
- Homelessness
- Downtowns appearance to include buildings, weeds, trees, general upkeep
- Continue to upgrade infrastructure as needed – including lead line replacements and roads)
- Concern that Owosso is not focused on leading the way in green initiatives
- Business development, or lack thereof, will hamper residential growth
- Outdated and regressive social policies will keep Owosso mired in attracting new residents and businesses.
- Much needed infrastructure costs are causing added strain on our residents’ budgets and with nearly no safety net for them to rely on we risk creating more instability for them.
- Concerns about residential livability and resources
- Loss of middle-class jobs due mainly to the loss of the manufacturing base (loss of tax base)
- Other than bonds and grants, no funding for our gaining infrastructure (streets, water, sewer)
- DDA funding not adequate to maintain maintenance of downtown (parking lots, street lights, landscaping)
- Westown
- Building on south side of exchange between Washington and Ball. Fifth Third Bank, City Club.
- Middle School
- Curbside recycling and garbage - navigating how to get this in Owosso without upsetting all the residents
- Structural needs at the Wastewater treatment plant - how to prioritize this and get the funding
- The lack of emergency homeless shelters (and warming centers) in the community, especially during the winter months when there are below freezing temps
- Prioritization of which roads are getting fixed when, and how that is communicated with the public
- Overall communication with the residents of the City of Owosso - how to effectively get folks to

engage with their local government and how to communicate policies that may not be understood by all

### **III. Significant Initiatives, Programs, or Policies**

It is requested that you list any initiative, program, or policy that you think the City should consider in the next year. Examples of such items from other cities have included such things as updating employee job descriptions, recycling service, short-term rental ordinances, city website projects, etc. These suggestions should not include construction projects as these will be listed in the following section.

- Figure out why such a high turnover of employees at DPW and address the issue
- Curbside recycling
- A program or policy to help eliminate weeds downtown – maybe “adopt a block.”
- Leaf pickup for commercial business that are on the leaf pick-up routes – not including landscapers
- Create and activate more use of river frontage lighting on bridge, kayak rentals, etc)
- Rewrite the charter to uncouple City Council compensation and increase payment for future members.
- Enforce historical district regulations and activate historical.
- Develop green spaces, invest in renewable energy sources (solar panels, wind turbines) and create efficient waste management systems.
- Plant trees, encourage urban farming, and develop a city-wide bike-sharing program
- Promote friendly building practices for new development
- Updating the city charter as a whole and to specifically address the limitations we have on taxation
- Organize an annual city picnic/bring the family together
- Curbside recycling
- Hold public seminars on specific topics such as the state of our roads, water mains, sewer, stormwater system, water filtration plant, and waste water treatment plant.
- Curbside recycling and a potential mileage to support it
- Updates to the charter that are completely out of date, ie: things about women serving on council
- Simplified communication platform between residents and City of Owosso staff
- Better upkeep and renovations for our current parks, potential for another splash pad due to its popularity in the summer at Bentley Park
- Accessible ways to navigate the City without a vehicle - ie: Bike Lane prioritization, sidewalk improvements, sidewalk additions in areas without sidewalks, and streetlight maintenance in areas that are not well-lit at night (ie: Stewart St. area between Chipman and Cedar)

### **IV. Capital Projects, Construction Projects, Equipment Purchases**

The city updates its 6-year Capital Improvements Plan annually. Please review the latest adopted CIP and indicate which listed projects are a priority for you. If your project is not listed, feel free to add it to this list. These capital projects could include things like street construction, utility replacements, policy patrol vehicles, etc.

- Water line upgrades to help eliminate all lead water lines
- Continue on road reconstruction as possible
- Continue on WWTP updates and water treatment plant updates
- Continue downtown chairman light upgrades so all lights match
- IT upgrades, downtown cameras, city hall cameras, public safety upgrades to equipment and vehicles as needed
- Park development – River access project
- Parking lot resurfacing and improvement
- Reconfigure the road markings to include bike lanes
- Pedestrian access and safety downtown
- Strengthen public health systems and promote healthier lifestyle
- Downtown chairman light replacement project
- Public building replacement
- Splash pad enlargement
- Sanitary sewer river crossing at M-52 bridge
- Storm water improvements, Westown, Chestnut
- HVAC replacement in the City Hall building
- Safe Routes to Schools - sidewalk projects
- All projects related to water and wastewater plant to ensure the River is not used as a dumping area, and that the residents have a safe/effective wastewater plant
- Road repair in the M-71 & Washington st. area

## **V. Teamwork**

In order to accomplish the selected goals and objectives, it is important that the City's elected officials work as a team and have good decision-making skills. Please list some suggestions that the Mayor and City Council members could do in the future to improve the Council's teamwork, decision-making process, and ability to accomplish the stated goals and objectives.

- Continue to support downtown business and developers as they try to secure monies to improve their buildings
- Help and support any new business in downtown Owosso as needed to help them open
- Continue to get and approve any grants that are available – this past year looks amazing.
- The city council and staff should value each other's expertise. Council members bring knowledge of their constituents and the political landscape, while staff bring technical expertise and experience in running city operations.
- Staff and council should work together to ensure that public input is incorporated into decision-making. This may include public hearings, surveys, or community workshops where both staff and council members engage with residents.
- Staff should provide comprehensive reports that outline the pros and cons of different options, cost benefit analyses, and community impact studies. This helps councilmembers make informed choices.

- Ensure that both city staff and council members understand each other's roles. Council members may not always be familiar with the technical complexities of municipal operations, while staff may not fully understand the political dynamics/pressures of decision making.
- Study the packet and then speak or meet with city staff to answer any questions you may have
- Attend committee meetings. Example: attend the planning commission meeting that is addressing the rezoning of Chipman Street. Should attend a meeting of all boards once per quarter
- Attend City/DDA events together to become a team.
- Potential for hiring an outside mediator for navigating decision making
- Prof. Development training regarding Robert's Rules and procedures for members unfamiliar with the process
- Creating a time/space for a town hall that allows residents to speak/complain/preach at City Council that isn't a City Council meeting to keep City Councils' focus on the agenda at meetings
- Multiple group training sessions throughout the year related to team-building, working together, etc.

## City Council Goal Setting Session – 2025-26

Owosso, MI

### Preliminary Questionnaire

## STAFF RESPONSES

### Introduction

The purpose of this process will be to identify and prioritize the City's overall goals and objectives for the next fiscal year (FY 25-26). In order to prepare for this process, you have been asked to help identify key issues and potential objectives that will be reviewed by the Mayor and City council prior to the ranking of any goals for the City. It is requested that you list your responses to the following questions.

### VI. Major Accomplishments

Please list the top five major accomplishments of the City of Owosso over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

- 4.4 million in funding for CIS Trail
- MSHDA grants the building department has received and administered to help low income home owners make housing improvements
- Significant progress (and grants) to identify and remove lead service lines
- Passed a new Parks and Recreation millage
- Forcing action on the Matthews Building so that it could be purchased and developed.
- \$4 million trail grant
- Conducting successful presidential election
- Plowing ahead with improvements to water and wastewater
- Reaching the halfway point in the lead/galvanized water line replacement project
- Implementing the use of the city's ERP (BS&A) more in daily functions and among departments AP/Timesheets/PO
- Bank reconciliations no longer take weeks to complete...can complete in 1-2 days
- Cleargov program has increased communication / presentation options / tracking of capital improvement requests
- Special assessment payments are posted directly in the General and Street Funds
- Misc Receivables / Loan process is SO MUCH better
- Completion of two small urban grant street projects (North St and Stewart St)
- Replacement of ~630 non-compliant water service line
- Replacement of ~1 mile of water main
- Implementation of a process to internally verify water service line materials
- Continuation of the PASER rating program
- Half of water service lines are replaced or confirmed compliant

- Infrastructure grant awards and projects
- Assistance to homeowners for repairs through MSHDA grants
- Smooth 2022 and 2024 elections
- Lots of success with infrastructure improvements but we cannot stop the progress. Lots more to do
- Working towards the completion of updating and solidifying our vertical infrastructure (well water supply) for the next few decades.
- Working towards the completion of updating our control system to enable the plant to operate with two shifts.
- Completed the rehab of the West Tower and Standpipe Tanks.
- Working to complete an essential rehab of the filters at the WTP.
- Establishing the priorities and needs of our horizontal infrastructure for our drinking water supply.
- Updated vacation policy for General City employees.
- Matthews building tore down.
- Hired IT to in-house, adding additional hours of work.
- Implemented a phone calling tree at City Hall.
- Switched to BS&A Timesheets, has helped streamline payroll.
- The city came into compliance with state law regarding property tax admin fee and interest, which generated additional revenue.
- City changed to BSA Payments as our credit card and electronic payment processor, reducing cost to customers and allowing the use of chip readers and tap and pay.
- Treasury took over the processing of MR invoices and loans. The process has been streamlined and is kept up to date
- Receivables are balanced in a timely manner allowing for any discrepancies to be identified and corrected.
- Optical and Dental insurance has improved coverage and vacation time has been increased.
- Initiate long term refurbishment projects at City Hall and P.S. Building.
- Continue process to go 100% paperless, almost there.
- All PD Policies are updated and online.
- 2025 Washington St. street repair, much needed.
- Started COSSUP Program, assist in the OPOID fight in the city and county level.
- Downtown Grants: RAP 2.0, Match on Main, and 2 Optimize Main Street Grants
- Downtown streetlight replacement & consistent streetlight maintenance
- Selling the Gould House
- MSHDA grants for low income home owners
- CIS trail grant
- Securing over \$20 million in grants and principal forgiveness for past due needed infrastructure projects.
- Training employees, and seeing them succeed in passing their State certification exams.
- Fixing/replacing equipment and infrastructure that was well past it's useful life.
- Updating outdated policies, some that haven't been touched since 1992.
- Fixing the massive water main break winter December of 2022.



- Updated zoning ordinance
- Obtaining grants for renovating homes in the city
- Utilizing employees for IT and the Building Official position, eliminating the contracts and overall savings
- Upgrading the admin cars
- Solids handling improvements at the wastewater treatment plant
- Infrastructure improvements leading to the reduction of sanitary sewer overflows
- Multiple street improvements
- Park updates.
- Running of a leaf and brush site @ a low cost.
- Doubling inventory for water service and water main repair and replacement
- Dead end & low usage main flushing program.
- Maintenance program started for equipment

## **VII. Issues, Concerns, Trends, and Opportunities**

Please list specific issues/concerns that you have regarding future city services, policies, or operations. These issues/concerns can relate to such things as an aging population, loss of state revenues, homelessness, crime, infrastructure, etc. You do not need to identify the potential answers or solutions to your concerns.

- Lack of a plan/options for funding street improvements
- The water system needing significant improvements and how to fund those improvements
- Challenges with staffing, especially where licenses and certificates are required
- Need for curbside recycling
- I am very concerned that older people with very little money will have nowhere affordable to live
- Possible loss of further revenue sharing if the gas tax is shifted entirely to fix the roads
- I am very concerned about the City's limited ability to attract and retain good employees
- Stagnate personnel benefits / policies
- Funds not available for street improvements
- The city is taking on debt in its enterprise funds...such debt will not drop off until 20-30 years from now.....debt payments will begin to control the financial/budget conversation for these funds
- Additional checks and balances in the building department and/or segregation of duties
- Review of parking ticket processes / policy / state law
- Renegotiate the township's water charge backs
- Unwillingness of property owners to allow city personal to verify water service line materials on their property
- Continuing increase of water and sewer rates
- Lack of road funding outside of ACT 51
- Hazardous sidewalk replacement criteria policy approval
- Lack of cooperation between city employees/departments

- Backlog of criminal cases at prosecutor's office
- Development projects lagging. Consider canceling any tax incentives for projects that are not showing steady progress after 2 years
- Increased regulations/work for elections
- I'm worried about an unworkable solution being adopted for garbage and recycling. I don't want to see staff set up for failure.
- Street funding is broken. City should consider local option to fund streets (i.e. local income tax)
- Infrastructure needs exceed the available funds.
- Staffing is a revolving door.
- State or Federal funding is essential for large projects.
- Aging IT infrastructure.
- Brain drain - when employees retire/leave.
- Aging infrastructure in general (streets, water mains, etc.).
- Employees are more transient and don't stay.
- Employee turnover.
- Some departments have trouble finding, hiring and keeping qualified employees
- Lack of productive communication between departments
- Low income and aging population together with rising costs
- Lack of community pride
- No incentive for people to move here
- Inflation has dramatically increased cost of goods and services. The long term outlook for major purchases is very alarming.
- Aging housing stock will cause continued housing violations and blight issues in the city.
- Will need to think long term on possibility of shared services across other local communities.
- Condition of sidewalks, streets, and parking lots
- Traffic calming, walkability, and bike lanes
- Enforcement of codes, laws, and ordinances
- Understaffed departments/staff capacity
- Single hauler trash with curbside recycling
- Challenges in attracting and retaining high quality employees due to inadequate compensation.
- Insufficient staffing to meet operational demands. Additional staffing is needed to meet current and ongoing workloads.
- The State continues to impose additional requirements on a regular basis.
- Aging infrastructure is frequently experiencing failures and breakdowns, some of which is unable to meet current State requirements.
- Infrastructure repair and replacement projects have seen significant increases year over year since the onset of the pandemic.
- Deteriorated nitrification towers at wastewater plant - will experience a catastrophic failure at some point
- Major improvements needed at water filtration plant
- Difficulty hiring and retaining qualified staff
- Homeless population increasing (anecdotal)

- Infrastructure project costs increasing at alarming rates. Concerned about lack of future funding sources.
- Enforcement of rules and laws / speed limits, parking, vandalism
- Homeless camps

### **VIII. Significant Initiatives, Programs, or Policies**

It is requested that you list any initiative, program, or policy that you think the City should consider in the next year. Examples of such items from other cities have included such things as updating employee job descriptions, recycling service, short-term rental ordinances, city website projects, etc. These suggestions should not include construction projects as these will be listed in the following section.

- Amend the charter. Specifically to allow for longer millage requests but our council is also underpaid.
- Curbside recycling
- Place more emphasis on training for city staff at all levels
- Please update the city website!
- Update City website
- Improving cyber-security
- Improving workplace security
- Update the Council Chambers
- IT / Technology audit
- Update website and personnel policies
- Streamline/standardized/ create an approval/review workflow for the city council packet/agenda process
- Lead and galvanized education program
- Security upgrades to buildings
- City website overhaul
- Contracted trash, recycling, brush, and leaf pickup
- Retention of DPW, WTP, and WWTP employees
- Single Hauler and Curbside recycling contract
- City website overhaul
- Negotiate conveyance of library building to district library
- Ethics ordinance for city council with enforcement procedure
- Update non-union employee wage study
- Consider implementing a working Asset Management Plan as recommended by EGLE.
- Update city website.
- Update Personnel Policy Manual for General City employees.
- Recycling
- Lateral transfer agreement for all unions (for new hires).
- Abide by new paid sick leave law that is effective Feb., 2025.
- Update general city personnel manual
- better health insurance

- recycling service
- update and make city website more user friendly
- Update city website, hopefully put out RFP in next budget year.
- City wide waste and recycling pickup
- New City website that's more user friendly
- Change TCO timeline to accommodate large scale event and project planning (120 days is too short of notice)
- Credit card that can be checked out like a library book and can used for stores/items that are not travel related
- Partnership with Baker College and/or nearby education institutions for providing interns or student led projects
- Four (4) day work weeks
- Review organizational structure, to see if Deputy Director(s) are needed.
- Work/Life Balance of Employees
- Update the Tuition Reimbursement Policy, as it currently maxes out at only \$600 per semester.
- Update City of Owosso Personnel Policy Manual
- Update employee work rules (discharge and serious violations)
- Holiday pay rate for part-time employees working on holidays
- Any benefit increase that will help attract/retain quality staff
- Updated work rules
- Written SOP's of the various task and jobs that require specialized training.
- Safety training, CPR, active shooter, Catastrophic event training.
- Employee handbooks

## **IX. Capital Projects, Construction Projects, Equipment Purchases**

The city updates its 6-year Capital Improvements Plan annually. Please review the latest adopted CIP and indicate which listed projects are a priority for you. If your project is not listed, feel free to add it to this list. These capital projects could include things like street construction, utility replacements, policy patrol vehicles, etc.

- Grand Avenue Park Playground Project
- CIS Trail Connection
- Street Construction
- City Hall improvements
- Public Safety Building Improvements
- storm sewer maintenance/improvements
- continue investment in water & sewer plants/systems
- street projects
- lead/galvanized water service line replacement
- Cloud based Enterprise Resource Planning system
- King Street Reconstruction
- Dewey Street Reconstruction w/ sanitary sewer replacement

- Woodlawn Ave Rehabilitation w/ sanitary sewer replacement
- Sanitary Sewer Interceptor cleaning and televising
- Sanitary Sewer River Crossing at M-52 Bridge
- Chipman Drain improvements (Westown and Chestnut RR Xing)
- Drinking Water Plant improvements
- Library heating system and windows. Make these improvements contingent on conveyance of ownership of the building to the library district.
- Public Safety Building improvements
- Expand the splash pad
- 2024-29 CIP Water - Total Amount \$57,075,900
- Completion of current and approved DWSRF projects.
- Design work on Membrane Plant
- New Reservoir/Transfer Tank/HS PMP BLDG/Chem BLDGS
- Booster Pump Upgrade (Basis 2008 Permit)
- Virtual server with management.
- IT upgrades
- Cyber security intrusion detection.
- Wifi improvements
- Backup automation
- Security at City Hall
- Replace City Hall Generator
- Water main replacements
- virtual server
- Cyber security
- Remodel the the P.S. Building either complete rebuild or remodel.
- Yearly purchase of police vehicle(s).
- Continued purchase of EMS equipment.
- Water main replacement
- Sidewalk, street, and parking lot replacement
- Streetlight replacement
- Castle and City Hall HVAC
- Public Safety Building replacement
- WWTP - Towers Replacement
- WTP - Reservoir Replacement
- WWTP - Retention Basin & Collections - Main Interceptor Clean/Camera/CIPP Lined/Repair
- Lead and galvanized service lines - identify and replace
- WTP - New Plant
- Security upgrades for city hall
- WWTP Nitrification Tower Replacement
- WWTP Retention Basin
- Sanitary Sewer Interceptor Cleaning
- M-52 bridge sanitary sewer river crossing rehab
- WWTP auxiliary roof rehab/replace

- Paving / resurfacing streets, alleys, park parking lots.
- Lead service line replacement
- Water main replacement both D.E. and Feeder mains
- Building a water sales and filling station.
- Building a winter / event area at Holman pool Ice skating hockey

## **X. Teamwork**

In order to accomplish the selected goals and objectives, it is important that the City's elected officials work as a team and have good decision-making skills. Please list some suggestions that the Mayor and City Council members could do in the future to improve the Council's teamwork, decision-making process, and ability to accomplish the stated goals and objectives.

- Make an effort to look for shared goals. At this point, we are all pretty aware of where Council disagrees but I am not sure where they have common ground
- Attend city board and commission meetings (at a minimum, read meeting minutes) to have a deeper understanding of issues the city is dealing with. Things happening at these meetings often end up on later City Council agendas.
- Schedule a phone call or meeting with staff prior to council meetings to get a better understanding of issues that are important to you.
- Have real conversations with residents and read less Facebook comments.
- Attend city events together – Have a city council float in parades, go to National Night Out, attend Curwood events together, participate in the spring park clean up or downtown cleanup.
- Ask staff to schedule tours for you of the water plants, public safety building and DPW facilities.
- consider accepting when someone offers a compromise; don't make it all or nothing
- make consideration of compromise part of the decision making process; when members disagree, ask what each side would be willing to give up to reach a decision that has buy-in from all members; ask yourself "What can I live with to accommodate someone else?"; a compromise that all members support on some level is stronger than a split vote where there are distinct winners & losers
- They may benefit from doing a group exercise like a ropes course; help them see each other as teammates working toward the same goal
- Quarterly workshops to review goals
- Restrict / commit fund balance for long term goals
- Read the meeting packets
- Ask questions regarding council items and suggest alternatives
- Assist city staff with public outreach regarding projects
- Actively participate in the annual budget workshop
- Positively debate council items at meetings to increase transparency
- Respect decisions by the majority of council and staff's implementation of those decisions
- Stop moralizing. It is not conducive to productive conversation and won't convince anyone to change their mind.
- Don't be easily swayed by social media keyboard warriors. Stop engaging on facebook with constituents and have real conversations with them.

- Respect and follow city policies even if they were adopted prior to your time on council
- Don't wait until a council meeting to try to debate an issue. Engage with fellow members more often than at meetings.
- Attend events in the city (curwood, OHC parties, DDA events, Chamber and SEDP events).
- Have an official "Owosso City Council" presence in all city parades. Could be as simple as a sign on a car and all of you walking together handing out candy.
- Awareness of current state of infrastructure needs and priorities.
- Awareness of funding capacity.
- Teambuilding activities
- Council attend MML Elected Officials training.
- Utilize staff - we are all working towards the common good.
- Have an open mind and admit when you don't know.
- Don't bully or manipulate!
- Min & Max that Council Members serve on 1 Commission. Helps avoid them over committing, diversifies representation on the Boards and they then have an additional source to ask questions specific to each Commission
- Attend events in pairs when possible. Look at the City, downtown, and Commission event calendars and select 1 to attend with another Council Member
- Pick 1 activity or project to work on as a group (river/park/downtown cleanup, National Night Out station, etc.)
- Council Member Comments = plug your project/commission/staff/volunteers. Now's the time to say something positive happening or that you know about! Helps you end on a good note
- Put differences aside, and focus on helping and doing what's best for the residents and community.
- If you disagree on an item, focus on the reasoning, and/or the alternatives, as to why this is being proposed.
- If you have questions, bring them to the City Manager/department heads prior to the City Council meetings.
- Utilize and leverage data driven insights and expert opinions to guide decisions, ensuring that the Council's choices are informed and grounded in sound evidence.
- Be realistic!

## Top Priorities Spreadsheet

Initiatives, Programs, Policies	Top Priority	Second Priority	TOTAL
City Charter Revisions	3	2	5
DPW Turnover - options/plan to address	3	1	4
Curbside Recycling Plan	3	0	3
Employee Retention Plan	2	2	4
Renewable Energy Plan	1	2	3
Updated Communication Plan	1	1	2
Program to Address Weeds - Adopt a Block	1	1	2
Negotiate Transfer of Ownership for Library Building to the Library District	1	1	2
Green Space Plan	1	0	1
City Council Ethics Ordinance	1	0	1
Training Programs for Staff - Active Shooter, Emergency Response	1	0	1
New Website	0	2	2
Rewrite Employee Handbook	0	1	1
Internship Program	0	1	1
Technology Audit	0	1	1
Dangerous Sidewalk Repair Policy	0	0	0
City Bike Sharing Program	0	0	0
Urban Farming	0	0	0
Single Hauler Trash Service	0	0	0
4-Day Work Weeks	0	0	0
New Paid Sick Leave Compliance	0	0	0
Workplace Security Measures	0	0	0
Updated Wage Study	0	0	0
Historic Building Appearance Enforcement	0	0	0
Homeless	0	0	0



<b>Capital Projects and Equipment</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
River Access/Park Development and Riverfront Activation	4	2	6
Continue Downtown Chairman Light Replacement	3	0	3
Splash Pad Expansion	2	2	4
Continue Road Construction as Possible	2	1	3
Another Safe Routes to School Project - Near Bryant School	1	1	2
Activate Grove Holman Park - Improvements, Address Old Pool Building	1	1	2
More Playgrounds	1	1	2
Continue Sewer Improvements to Reduce Chance of Overflows	1	0	1
New Water Treatment Plant - Membrane System	1	0	1
IT Upgrades - Cyber Security	1	0	1
Chipman Drain Improvements - Westtown and Chestnut RR Crossing	1	0	1
Library Heating System and Windows - Then Transfer Ownership of Building to Library District	0	3	3
continue to Replace Fire/EMS/Law Enforcement Equipment	0	2	2
Replace Sanitary Sewer River Crossing @ M52 Bridge	0	1	1
Parking Lot Resurfacing	0	1	1
Cloud Based Enterprise Resource Planning	0	1	1
Continue Upgrades to Water Plant and Sewer Plant	0	0	0
CIS Trail Construction	0	0	0
Build Water Sales/Filling Station	0	0	0
Security Infrastructure @ City Hall	0	0	0

<b>Teamwork Improvement Ideas</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
Staff/Council Annual Picnic	3	2	5
Roberts Rules Training	3	0	3
TownHall/Informational Meetings - Topic Specific	2	2	4
Community Surveys	2	0	2
Accept when someone offers a compromise. Don't make it all or nothing.	2	0	2
Attend City Events as a Council	1	2	3
Attend Committee/Board/Commission Meetings	1	1	2
Focus on reasoning or alternatives if you disagree with what is proposed	1	1	2
Teambuilding Exercises/Sessions	0	3	3
If you have a question on a council item, talk to staff before the council meeting	0	2	2
Regular facility tour program	0	2	2
More Report Presentations From Staff	0	0	0
If a meeting is difficult, end on a positive note by sharing positive info or thank someone	0	0	0
Respect and follow city policies. Ask questions rather than claim ignorance	0	0	0
Councilmembers should attend community events at least in pairs	0	0	0
Use position as councilmember to assist staff with public outreach	0	0	0
Present pros and cons with every council agenda item	0	0	0
Rely on goal setting and stick to it: Don't let social media reactions steer you away.	0	0	0
Do your own research on an item and present it at council. Don't just tell staff you "need for info."	0	0	0
Stay Focused	0	0	0
Be Realistic	0	0	0
Work to understand council and staff's roles. Council is political while staff is technical and data driven.	0	0	0

## Total Priorities Spreadsheet

<b>Initiatives, Programs, Policies</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
City Charter Revisions	3	2	5
DPW Turnover - options/plan to address	3	1	4
Employee Retention Plan	2	2	4
Renewable Energy Plan	1	2	3
Curbside Recycling Plan	3	0	3
Updated Communication Plan	1	1	2
Program to Address Weeds - Adopt a Block	1	1	2
New Website	0	2	2
Negotiate Transfer of Ownership for Library Building to the Library District	1	1	2
Green Space Plan	1	0	1
Rewrite Employee Handbook	0	1	1
City Council Ethics Ordinance	1	0	1
Training Programs for Staff - Active Shooter, Emergency Response	1	0	1
Internship Program	0	1	1
Technology Audit	0	1	1
Dangerous Sidewalk Repair Policy	0	0	0
City Bike Sharing Program	0	0	0
Urban Farming	0	0	0
Single Hauler Trash Service	0	0	0
4-Day Work Weeks	0	0	0
New Paid Sick Leave Compliance	0	0	0
Workplace Security Measures	0	0	0
Updated Wage Study	0	0	0
Historic Building Appearance Enforcement	0	0	0
Homeless	0	0	0

<b>Capital Projects and Equipment</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
River Access/Park Development and Riverfront Activation	4	2	6
Splash Pad Expansion	2	2	4
Continue Downtown Chairman Light Replacement	3	0	3
Continue Road Construction as Possible	2	1	3
Library Heating System and Windows - Then Transfer Ownership of Building to Library District	0	3	3
Another Safe Routes to School Project - Near Bryant School	1	1	2
Activate Grove Holman Park - Improvements, Address Old Pool Building	1	1	2
More Playgrounds	1	1	2
continue to Replace Fire/EMS/Law Enforcement Equipment	0	2	2
Continue Sewer Improvements to Reduce Chance of Overflows	1	0	1
Replace Sanitary Sewer River Crossing @ M52 Bridge	0	1	1
Parking Lot Resurfacing	0	1	1
New Water Treatment Plant - Membrane System	1	0	1
IT Upgrades - Cyber Security	1	0	1
Cloud Based Enterprise Resource Planning	0	1	1
Chipman Drain Improvements - Westtown and Chestnut RR Crossing	1	0	1
Continue Upgrades to Water Plant and Sewer Plant	0	0	0
CIS Trail Construction	0	0	0
Build Water Sales/Filling Station	0	0	0
Security Infrastructure @ City Hall	0	0	0

<b>Teamwork Improvement Ideas</b>	<b>Top Priority</b>	<b>Second Priority</b>	<b>TOTAL</b>
Staff/Council Annual Picnic	3	2	5
TownHall/Informational Meetings - Topic Specific	2	2	4
Teambuilding Exercises/Sessions	0	3	3
Attend City Events as a Council	1	2	3
Roberts Rules Training	3	0	3
Community Surveys	2	0	2
Attend Committee/Board/Commission Meetings	1	1	2
Accept when someone offers a compromise. Don't make it all or nothing.	2	0	2
Focus on reasoning or alternatives if you disagree with what is proposed	1	1	2
If you have a question on a council item, talk to staff before the council meeting	0	2	2
Regular facility tour program	0	2	2
More Report Presentations From Staff	0	0	0
If a meeting is difficult, end on a positive note by sharing positive info or thank someone	0	0	0
Respect and follow city policies. Ask questions rather than claim ignorance	0	0	0
Councilmembers should attend community events at least in pairs	0	0	0
Use position as councilmember to assist staff with public outreach	0	0	0
Present pros and cons with every council agenda item	0	0	0
Rely on goal setting and stick to it: Don't let social media reactions steer you away.	0	0	0
Do your own research on an item and present it at council. Don't just tell staff you "need for info."	0	0	0
Stay Focused	0	0	0
Be Realistic	0	0	0
Work to understand council and staff's roles. Council is political while staff is technical and data driven.	0	0	0



## MEMORANDUM

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

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**DATE:** January 14, 2025

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

**FROM:** City Manager

**SUBJECT:** SHPO CLG Grant – Congregational Church

### Background:

The First Congregational Church of Owosso, located at 327 North Washington Street, has expressed interest in applying for funding through the Michigan State Historic Preservation Office's Certified Local Government (CLG) Grant Program. The proposed project will focus on the interior restoration of plaster surrounding the stained-glass windows in the church.

This grant application aligns with the City of Owosso's ongoing commitment to preserving historic structures within the community, as outlined in the City's Master Plan goals and Historic District Commission objectives.

### Key Details:

- **Grant Request:** \$28,480, representing the full anticipated cost of the project.
- **Grant Program:** CLG Program, an expense reimbursement initiative administered by the Michigan SHPO.
- **Project Costs:** To be advanced by the property owner, with reimbursement upon successful completion and approval of the project.
- **Memorandum of Understanding:** The City and the property owner will enter into an MOU delineating respective responsibilities, including the filing and recording of a historic preservation easement as required by the CLG Program.

### Resolution Highlights:

1. **Project Authorization:** Approval to apply for the grant and proceed with project planning, subject to funding availability.
2. **Authorized Officer:** Designation of Mayor Rob Teich to file the application and execute related documents.

3. **Grant Project Manager:** Appointment of City Manager Nathan Henne to oversee grant administration and management.
4. **No Local Match Requirement:** The program does not require a financial contribution from the City of Owosso.

**Recommendation:**

Approve the resolution authorizing the application for the CLG Grant Program. This initiative represents an opportunity to preserve a key historic asset in the City while fostering collaboration with local property owners and leveraging external funding for cultural preservation.

**MASTER PLAN GOALS: 4.3, 4.7**

## RESOLUTION NO.

### AUTHORIZING APPLICATION TO THE CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

WHEREAS, the City of Owosso (the "Applicant") and the First Congregational Church of Owosso (the "Property Owner") desire to file an application (the "Grant Application") with the Michigan State Historic Preservation Office (the "SHPO") for the Certified Local Government Grant Program (the "CLG Program") in the amount of \$28,480 (the "Grant Request") for the interior restoration of plaster surrounding the stained-glass windows in the First Congregational Church (the "Project") to be completed on a property located at 327 North Washington Street, Owosso, MI (the "Property"); and

WHEREAS, the Property Owner is the owner of the Property; and

WHEREAS, the Applicant anticipates that the cost of the Project will be \$28,480 (the "Project Cost"); and

WHEREAS, the CLG Program is an expense reimbursement program and the Property Owner will be responsible for paying invoices relating to the Project Cost as they become due, and that reimbursement will be made upon completion of final project work, the SHPO's acceptance of the final completion report, and the SHPO's audit and acceptance of financial documentation for eligible costs; and

WHEREAS, the CLG Program requires the Applicant and the Property Owner to enter into a memorandum of understanding (the "MOU") to delineate the Applicant's and the Property Owner's responsibilities including the filing of the historic preservation easement (the "Easement"); and

WHEREAS, upon completion of the Project, the CLG Program requires the Property Owner to execute the Easement and to record the Easement with the appropriate Register of Deeds at its own expense; and

WHEREAS, the CLG Program does not require a local match (the "Local Match") from the Applicant's own funds towards the Project Cost; and

WHEREAS, the Applicant shall designate an authorized officer (the "Authorized Officer") who shall be authorized to file the Grant Application, to sign the grant agreement, including any necessary grant agreement amendments, and other agreement-related documents; and

WHEREAS, the Applicant shall designate a Grant Project Manager who will oversee the day-to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices (the "Grant Project Manager").

NOW, THEREFORE, Be It Resolved by the Applicant that:

- FIRST: the Project is hereby authorized including expenditures for the Project in an amount not to exceed the Project Cost, with the Property Owner advancing all payments for project invoices as they become due.
- SECOND: Robert J. Teich, Jr. - Mayor is hereby designated as the Authorized Officer.
- THIRD: the Authorized Officer is hereby authorized to sign the Grant Application, the grant agreement, the MOU, any grant agreement amendments, any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.
- FOURTH: Nathan R. Henne – City Manager is hereby appointed as the Applicant's Grant Project Manager.
- FIFTH: the contact information for the property owner is as follows: Reverend Deb Grazier – 989-723-3010 – 327 N Washington St, Owosso, MI 48867 - [bud11deb@gmail.com](mailto:bud11deb@gmail.com).
- SIXTH: the contact information for the applicant is as follows: Nathan Henne, City Manager – 301 W Main St, Owosso, MI 48867 – 989-725-0568 – [nathan.henne@ci.owosso.mi.us](mailto:nathan.henne@ci.owosso.mi.us).





# Michigan Certified Local Government Program

## FY2025 CLG Grant Application

### PROJECT INFORMATION

Certified Local Government: City of Owosso

Project Name: Historic Owosso 1<sup>st</sup> Congregational Church Interior Restoration

Project Type:     Survey and Designation     Preservation Planning     Education and Training  
 Pre-development     Development     Other:

Brief Project Summary (no more than 1-2 sentences):  
 The City of Owosso, in partnership with the First Congregational Church, seeks to restore the deteriorated plaster surrounding its historic stained-glass windows, including one depicting native americans interactions with early puritan settlers like John Elliot, a preacher from the Boston area in the 1600s. This project will preserve the church’s architectural and cultural heritage while ensuring its continued use as a community gathering space and a symbol of local history.

**Complete the shaded sections below for Pre-development and Development Projects ONLY:**

Property Name: Owosso 1<sup>st</sup> Congegational Church

Property Address: 327 N Washington St, Owosso, MI 48867

Historic Designation: Contributing - Owosso Downtown Historic District NRHP #14000126

Property Owner Name: Congregational Church

Owner Phone Number: 989-723-3010	Owner E-mail: owossofccucc@gmail.com
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### GRANT FUNDING REQUEST

CLG Grant Request:	\$28,480	Briefly describe the project funding source and kind: Project funding source is the SHPO CLG grant program. Project will not charge grant admin. CLG will administer grant at no cost, if awarded. Congregational Church will advance all funds necessary to complete the project before reimbursement request submitted.
CLG Match (NOT REQUIRED):	\$0	
Total Project Amount:	\$28,480	

### CLG INFORMATION

Federal ID (EIN) Number:

UEI Number:

CLG Street Address: 301 W Main St

City: Owosso	Zip Code: 48867
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Project Coordinator Name: Nathan Henne

Phone Number: 989-725-0568	E-mail: nathan.henne@ci.owosso.mi.us
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Street Address: 301 W Main St	
City: Owosso	Zip Code: 48867
<b>CLG LEGISLATIVE INFORMATION</b>	
U.S. Congressional District Number: 7	
State Senate District Number: 28	State House of Representatives District Number: 71

<b>CLG PARTNER INFORMATION</b>	
<i>Complete this section ONLY if the CLG is partnering with another entity (please see the manual for requirements)</i>	
Is the CLG requesting third-party administration by the partner entity: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Non-profit or Public Entity:	
Federal ID (EIN) Number:	
UEI Number:	
Nonprofit or Public Entity Contact Name:	
Telephone Number:	E-mail:
Street Address:	
City:	Zip Code:

<b>PROJECT INFORMATION</b>
<b>A. PROJECT GOALS (2000 characters)</b>

The City of Owosso, in collaboration with the First Congregational Church of Owosso, seeks \$28,480 in Michigan SHPO CLG grant funding for critical interior plaster restoration surrounding the church's historic stained-glass windows. This project is driven by a commitment to preserve and enhance one of the city's most architecturally and historically significant landmarks. The stained-glass windows, rich in detail and artistry, include a particularly notable piece that depicts Native Americans and their interactions with early puritan settlers in the 1600s.. The city itself is named after Chief Wasso, the leader of the Shiawassee Band of the Ojibwa Tribe, emphasizing the deep cultural and historical ties represented in the church's artwork.

The project aims to stabilize and restore the plaster to prevent further degradation, ensuring the structural integrity and aesthetic harmony of the sanctuary. By repairing damaged areas with historically appropriate materials and techniques, the project will safeguard the historic character of the interior while creating a more stable environment for the windows and surrounding surfaces.

This work aligns with broader preservation goals by protecting a cherished community asset and maintaining its functionality for religious services, community events, and heritage tourism. Additionally, the project will address moisture management issues identified in professional observations to extend the longevity of these repairs. This restoration is a vital step in preserving the legacy of the First Congregational Church and enriching Owosso's historical fabric for future generations.

## B. SCOPE OF WORK (8000 characters)

### Project Overview

The scope of work involves the interior restoration of plaster surrounding the stained-glass windows in the First Congregational Church of Owosso, a historic landmark deeply tied to the cultural and architectural heritage of the City of Owosso. This grant funding is specifically allocated for repairing the interior plaster around the windows and does not include any additional assessments or exterior work. The focus will be on stabilizing and repairing the deteriorated plaster to ensure the preservation of the sanctuary's historic integrity and its stained-glass artwork, particularly a window that depicts John Elliot, a Puritan minister and pioneer missionary among Native Americans. Eliot left England, the land of his birth, in 1631 as a young Puritan pastor. The stained-glass windows are some of only a few depicting Native Americans, and this particular window is one of only two known to depict a pastor preaching to Native Americans, adding to its unique historic quality.

### Work Phases

1. **Site Preparation** Openings to the sanctuary will be sealed using plastic sheeting, and HVAC vents will be covered to minimize dust dispersion. Canvas drop cloths and plastic sheeting will cover all non-work areas, including furniture, floors, and nearby woodwork, to prevent accidental damage. A designated workspace for tools and materials will be established to ensure organized and efficient restoration.
2. **Plaster Stabilization and Repair**  
-Removal of Damaged Plaster: Loose or deteriorated plaster will be carefully removed to prevent further detachment or damage to adjacent stable areas. Substrate Preparation: Exposed surfaces will be cleaned and primed to ensure adhesion of repair materials. Plaster Application: Historically appropriate lime-based plaster will be applied in multiple coats to match the original material in texture, composition, and finish. Transition Repairs: Smooth transitions will be created between restored areas and existing plaster to preserve the wall's visual continuity.
3. **Moisture Mitigation (Background Context)** Prior studies identified moisture infiltration near the windows as a contributing factor to plaster deterioration. However, necessary external masonry improvements, including re-pointing and flashing adjustments, have already been completed. This grant strictly addresses the interior plaster restoration.
4. **Surface Preparation and Painting**  
-Sanding and Spot Priming: Repaired plaster areas will be sanded and spot primed to ensure a smooth surface for finishing.  
-Painting: A primer coat will be applied followed by two coats of premium-grade paint compatible with both plaster and surrounding materials. The paint will replicate the existing color palette to maintain historical accuracy.
5. **Cleanup and Final Inspection** All areas will be vacuumed and wiped down to remove dust and debris. Plastic sheeting and coverings will be carefully removed to avoid contamination of the completed work. A walkthrough with project stakeholders will be conducted to ensure all repairs meet the expected quality standards and address any remaining concerns.

### Materials and Standards:

- Benjamin Moore premium-grade paint will be used for all finishing to ensure durability and aesthetic consistency.
- The work will adhere to the U.S. Secretary of the Interior's Standards for Rehabilitation.

**Timeline:** The project is expected to commence upon funding approval, with an estimated duration of 6–8 weeks. This includes time for preparation, repairs, and final inspections.

**Budget Overview:** The estimated total project cost is \$28,480, encompassing labor, materials, and all associated activities. This aligns with the professional estimate provided by Heddy Paint & Paper, ensuring high-quality workmanship and materials.

**Deliverables:** Fully restored plaster surrounding the stained-glass windows. A final project report documenting the work completed, including before-and-after photographs.

By following this detailed scope of work, the project will restore the sanctuary's plaster and preserve its historical and cultural significance for future generations.



**C. PROJECT NEED (2000 characters)**

First Congregational Church of Owosso holds deep historical, cultural, and architectural significance for the community. Beyond being a place of worship, it serves as a symbol of the city's rich heritage and a venue for community gatherings, events, and celebrations. One of its most iconic features, the stained-glass windows, includes a depiction of Native Americans and their interactions with early puritan settlers like John Elliot - a preacher from Boston in the 1600s. The visible degradation diminishes the aesthetic and spiritual experience of the space, making restoration essential to maintain its role as a cornerstone of community identity and pride.

From a preservation standpoint, this project is critical to safeguarding the church's historic fabric. The deteriorating plaster, documented by professionals, is the result of age, environmental conditions, and past moisture infiltration issues - issues since corrected by a recent project to repoint the stone exterior of the church. Without intervention, continued degradation could lead to irreparable damage, compromising the historic and culturally significant windows. The restoration effort will employ historically appropriate materials and techniques to ensure the integrity of the original craftsmanship is preserved. Additionally, this work aligns with the U.S. Secretary of the Interior's Standards for Rehabilitation, ensuring best practices are followed to protect this historic asset.

This project addresses both immediate and long-term needs by stabilizing a prominent feature of the sanctuary and extending the lifespan of the church's architectural elements. Restoring the plaster around the windows not only revitalizes the interior's aesthetic appeal but also reinforces the community's connection to its heritage, ensuring this landmark remains a source of inspiration and pride for future genera

**D. PROJECT URGENCY (2000 characters)**

The restoration of the plaster surrounding the stained-glass windows in the First Congregational Church of Owosso is urgent to prevent further damage to the sanctuary's historic interior. Moisture infiltration caused significant plaster deterioration, including efflorescence, cracks, and delamination, particularly around a stained-glass window depicting Native Americans and their contributions to Owosso's history. While the church has already addressed the moisture issues by repointing the entire stone exterior, it lacks the resources to restore the interior damage caused before these repairs.

The sanctuary is a vital community asset, serving as a place of worship and a venue for cultural and civic events. The degraded plaster diminishes the beauty of the space and its iconic windows, impacting the experience of those who use it. Delaying restoration risks further deterioration, which could lead to safety concerns or more costly repairs in the future.

Preserving the church's historic integrity requires immediate action to restore the plaster using historically appropriate materials and techniques. This restoration will ensure the longevity of the sanctuary's architectural elements. By addressing the damage now, this project will protect a key piece of Owosso's cultural and historical heritage for generations to come.

**E. PROJECT BENEFIT AND IMPACT (2000 characters)**

Restoring the plaster surrounding the stained-glass windows in the First Congregational Church of Owosso will preserve a vital piece of the city's heritage and enhance its role as a community hub. The project addresses interior damage caused by past moisture infiltration, ensuring the sanctuary remains a safe and inspiring space for worship, events, and cultural gatherings. Highlighting the church's historic significance, one stained-glass window honors Native Americans and their relationship with early puritan settlers in America.

This restoration will safeguard the church's architectural and artistic integrity using historically appropriate materials, ensuring compliance with the U.S. Secretary of the Interior's Standards for Rehabilitation. The project will revitalize the sanctuary's beauty, preserving it as a symbol of community pride.

By addressing the remaining interior damage, following the church's significant investment in repointing its exterior, this project underscores the value of preserving Owosso's history. Its completion will inspire other preservation efforts and protect the church's legacy as a cornerstone of the community.

**F. PROJECT CONSIDERATIONS (1200 characters each)**

Is the project related to the goals and priorities identified in the CLG's last three annual reports and/or most recent program evaluation? If so, describe.

This project aligns closely with the goals in Owosso's Certified Local Government (CLG) program and Historic District Commission (HDC) reports. From 2021 to 2023, the reports emphasize preserving historic character, addressing deferred maintenance, and supporting restoration projects.

The First Congregational Church restoration addresses these priorities by repairing historic plaster and protecting stained-glass windows, including a depiction of Native Americans and Chief Wasso. This directly supports the HDC's goals of safeguarding cultural heritage and maintaining architectural integrity.

Additionally, the project fulfills objectives highlighted in the 2023 report, such as leveraging grant funding for significant preservation efforts and encouraging proactive maintenance to prevent further deterioration. It ensures the long-term preservation of an iconic community asset, advancing the city's preservation mission.

Is the project related to the goals identified in the [Michigan Statewide Historic Preservation Plan, 2020-2025](#)? If so, describe.

This project aligns strongly with the goals outlined in Michigan's 2020-2025 Statewide Historic Preservation Plan. Specifically, it supports Goal 1, promoting preservation education, by demonstrating the practical application of preservation techniques to a historically significant community asset. By restoring the First Congregational Church's plaster and safeguarding its stained-glass windows, the project ensures the preservation of important cultural narratives, particularly those honoring the country's native american population during the early puritan settlements in the 1600s.

The project also aligns with Goal 2, expanding preservation funding opportunities. Utilizing CLG grant funding to restore critical interior features showcases the church as an example of how targeted financial support can preserve community landmarks. Moreover, it addresses Goal 4, building stronger partnerships, as it represents a collaboration between local government, the community, and preservation specialists.

In fulfilling Goal 5, maximizing communication through storytelling, the project highlights the early american heritage related to puritan settlers and native americans.

Is the project related to one or more of SHPO's funding priorities for the fiscal year (see the grant manual)? If so, describe.

This project aligns with multiple FY25 SHPO funding priorities as outlined in the Certified Local Government Grant Manual. By focusing on the interior restoration of historic plaster surrounding stained-glass windows, the project meets the priority of development projects that stabilize and rehabilitate historic resources. These repairs directly enhance the longevity and functionality of a property listed in the National Register of Historic Places, ensuring compliance with the Secretary of the Interior's Standards for Rehabilitation.

Additionally, the project aligns with SHPO's emphasis on partnerships and community impact, as it represents collaboration between the City of Owosso and the First Congregational Church to preserve an iconic structure central to the country's heritage. The restoration also fulfills the funding priority to facilitate long-term preservation of historically significant sites, ensuring the preservation of cultural narratives, such as the stained-glass depiction of native americans and their role in the early Puritan settlements of America.



Are there other entities or partnerships that will benefit from the project or is the project related to other community planning, economic development, cultural tourism, or other such efforts? If so, describe.

The project will benefit multiple stakeholders and aligns with broader community planning and cultural tourism initiatives. By restoring the plaster around the stained-glass windows of the First Congregational Church, this effort directly supports the City of Owosso's Master Plan, which emphasizes preserving historic resources to enhance community character and promote economic vitality. The church's prominent role as a historic landmark and community gathering space ensures its restoration will strengthen civic pride and increase its utility for cultural and educational events. The project aligns with Michigan's historic preservation goals, fostering partnerships between the city, local organizations, and preservation professionals. It enhances cultural tourism by protecting a key historic asset that showcases the contributions of the country's early native american population and their relationship with early puritans. This work will also serve as a catalyst for future preservation projects, reinforcing the value of collaborative efforts to sustain Owosso's historic and economic landscape .

How will the value of historic preservation be articulated through the project and how will the public be informed about the project?

The value of historic preservation will be articulated through this project by emphasizing the importance of protecting and restoring culturally and historically significant landmarks like the First Congregational Church. The project highlights the connection between Owosso's history and its future by preserving architectural and artistic elements, such as the stained-glass windows depicting early native americans and their relationship with early puritan settlers.. This serves as a tangible reminder of the country's cultural roots and the ongoing commitment in Owosso to honoring and preserving this history.

The City of Owosso will promote the project through press releases, social media campaigns, and a public press event. The event will showcase the restored stained-glass windows, drawing attention to their artistry and historical narrative. These efforts will educate the public about the importance of historic preservation, inspire community pride, and encourage broader support for local preservation initiatives. This approach ensures transparency and engages the community in celebrating and valuing Owosso's historic assets.

## PROJECT BUDGET

Provide a project budget that matches the items described in the scope of work. All grant funds are paid on an expense reimbursement basis only. The applicant must have funds available for expenditures amounting to 100 percent of the project cost at the time of submittal. The subgrantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of

the project. SHPO will review and may make changes to the budget line items as submitted in the application. The final budget, as approved by SHPO, will become an attachment to the grant agreement.

<b>WORK ITEMS</b>	<b>CLG FUNDS</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>PROJECT TOTAL</b>
North Wall Restoration	\$8,675	\$	\$	\$
North Section Ceiling and Wall Painting	\$4,355	\$	\$	\$
Sanctuary East Window Wall Restoration	\$4,359	\$	\$	\$
Wall Restoration West of Sanctuary Around 3 Wndows	\$3,378	\$	\$	\$
Coat Room Wall Painting	\$1,513	\$	\$	\$
East Window Wall in Sancuary	\$6,200	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$d	\$	\$	\$
<b>TOTAL COSTS:</b>	\$28,480	\$	\$	\$

**WORK SCHEDULE**

On the following page, provide a work schedule that includes major project milestones. Remember that work cannot begin until the grant agreement is executed. Assume a **July 2025** grant agreement date. Projects will have until **August 31, 2027** for all work to be completed. All project work, including billing and reporting, must be completed by this date. No extensions will be given.

**Please see Appendix C. Work Schedule Requirements in the grant manual for specific items that should be included in the work schedule.**

<b>Date</b>	<b>Grant Agreement</b>
July 2025	Grant agreement executed
<b>Date</b>	<b>Grant Project Work Items</b>





## MEMORANDUM

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

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**DATE:** January 14, 2025

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

**FROM:** City Manager

**SUBJECT:** SHPO CLG Grant MOU – Congregational Church

### **Background**

The City of Owosso, in partnership with the First Congregational Church UCC, seeks to apply for a Certified Local Government (CLG) Grant from the Michigan State Historic Preservation Office (SHPO). The grant will fund the interior restoration of the plaster surrounding the historic stained-glass windows at 327 N Washington St. This project represents a collaborative effort to preserve a vital piece of our local heritage.

The total project cost is \$28,480, which is also the grant request amount. As the designated grant administrator, the City will oversee application submission, contractor selection, and project management in accordance with SHPO requirements. The attached Memorandum of Understanding (MOU) outlines the roles and responsibilities of both the City and the Church for the duration of the project.

### **Recommendation**

It is recommended that the City Council adopt the attached resolution authorizing the Mayor to sign the MOU. This action will formalize the City's role in the project and allow the grant application process to proceed.

**MASTER PLAN GOALS: 4.3, 4.7**

**RESOLUTION NO.**

**AUTHORIZING THE MAYOR TO SIGN THE MEMORANDUM OF UNDERSTANDING  
WITH THE FIRST CONGREGATIONAL CHURCH UCC FOR THE SHPO CLG GRANT**

WHEREAS, the City of Owosso and the First Congregational Church UCC seek to apply for a Certified Local Government (CLG) Grant through the Michigan State Historic Preservation Office to restore the interior plaster surrounding the historic church's stained-glass windows at 327 N Washington St; and

WHEREAS, a Memorandum of Understanding (MOU) has been prepared to outline the roles and responsibilities of each party in administering and executing the grant project; and

WHEREAS, it is in the best interest of the City and the community to support this historic preservation effort.

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 approves the Memorandum of Understanding and authorizes the Mayor Robert J. Teich to sign the MOU on behalf of the City.

## **Memorandum of Understanding**

### **Between the First Congregational Church UCC and the City of Owosso**

#### **Regarding**

#### **Certified Local Government Grant for Interior Restoration of Plaster Surrounding Stained Glass Windows**

#### **Purpose**

First Congregational Church UCC (the "Property Owner") and [the City of Owosso (the "CLG Community")] (each, a "Party" and, collectively, the "Parties") voluntarily agree to enter into a cooperative arrangement as described in this Memorandum of Understanding (the "MOU") with regard to the application for a grant (the "Grant") from the Michigan State Historic Preservation Office (the "SHPO") 2025 Certified Local Government grant program (the "CLG Program") for the rehabilitation of the interior plaster surrounding the historic stained glass windows (the "Project") located at 327 N Washington St, Owosso, MI 48867. This MOU is intended by the Parties to assist them in the coordination of mutually beneficial activities and to serve as a written record of the intentions and responsibilities of each Party at the time of signing the MOU, stated in good faith and with as much accuracy as possible. This MOU is not intended to confer contractual rights on any Party or serve as the basis for any legal claim.

Property Owner is the legal owner of the Property and hereby designates the CLG Community as the Grant administrator. As Grant administrator, the CLG Community is authorized and directed to file a joint application with the Property Owner for the Grant in the amount of Twenty Eight Thousand Four Hundred Eighty dollars (\$28,480). The total cost of the Project is Twenty Eight Thousand Four Hundred Eighty dollars (\$28,480) (the "Project Cost").

All Grant administration requirements as outlined in the Michigan State Historic Preservation Office Certified Local Government Grant Program manual (the "Grant Manual") must be followed by the designated parties.

#### **Responsibilities of the Parties**

The CLG Community shall:

1. File a joint Grant application with the Property Owner with the SHPO for the Project.
2. Consult with the Property Owner on an ongoing basis to facilitate the administration of the grant agreement.
2. Participate in the initial site visit with SHPO staff and the Property Owner.
3. Prepare and submit quarterly progress reports to the SHPO describing the project work completed and accounting for any deviation from the approved performance schedule and budget.

4. Execute the bidding process including, but not limited to: writing Request for Proposals (“RFPs”), organizing public bid openings, and creating a selection committee comprised of representatives from the Property Owner to evaluate bids and select a contractor.
5. Submit documentation of bidding process and contractor contracts, and recommend contractor selection to the SHPO.
6. Execute the contract agreement with the selected contractor for the performance of work necessary to complete the Project. Submit a copy of the contractor contract to the SHPO.
7. Set up regular meetings to ensure that the work is proceeding according to the project scope and timetable.
8. Provide approval of pay requests from the contractor.
9. Pay all invoices and project expenses and submit copies to the Property Owner for their records.
10. Keep the Property Owner informed of the progress of the Project. Notify or seek approval from the SHPO of any proposed changes in the scope of work or budget prior to implementing the change.
11. Prepare and submit final reimbursement request to the SHPO.
12. Prepare and submit final completion report to the SHPO.
13. Indemnify the Property Owner by requiring all selected contractors to indemnify the Property Owner as well as list the Property Owner as additional insured.

The Property Owner shall:

1. File a joint Grant application with the CLG Community with the SHPO for the Project.
2. Supply ownership documentation to the CLG Community as outlined in the Grant Manual.
3. Ensure that the contact person below will attend regularly scheduled meetings and provide site observation.
4. Provide access, as required to complete the Project, to the buildings and surrounding grounds.
5. Provide assistance with issuing of RFPs, advertising for bids, and participating in a selection committee to evaluate bids and select a contractor.
6. Indemnify the CLG Community by requiring all selected contractors to indemnify CLG Community as well as list CLG Community as additional insured.
7. Upon request by the SHPO, execute a Historic Preservation Easement (the “Easement”) on the Property in favor of the SHPO and record with appropriate Register of Deeds. For clarification, any filing fees or transfer taxes relating to the recording of the Easement are the responsibility of the Property Owner.
8. Provide the SHPO with the original filed copy of the Easement.

**Administration of the MOU**

The Parties’ points of contact for the MOU are as follows:

(Property Owner Contact)

Reverend Deb Grazier  
327 N Washington St  
Owosso, MI 48867  
989-723-3010  
Bud11deb@gmail.com

(CLG Community Contact)

Nathan Henne, City Manager  
301 W Main St  
Owosso, MI 48867  
989-725-0568  
Nathan.henne@ci.owosso.mi.us

**Term of the MOU**

The MOU shall be effective beginning on the date of execution by both Parties through August 31, 2027 (the “End Date”).

**Amendments**

Prior to the End Date, the MOU may be amended when such amendment is agreed to in writing by the Parties. The amendment will be effective on the date it is signed by both Parties.

The Parties by their duly authorized representatives, have executed this MOU as of the date of execution by all Parties.

**First Congregational Church UCC**

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

By: Deb Grazier  
Its: Reverend

**City of Owosso**

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

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



**From:** Emily Olson <[emilyolsonowossocitycouncil@gmail.com](mailto:emilyolsonowossocitycouncil@gmail.com)>

**Sent:** Thursday, January 2, 2025 2:36 PM

**To:** Lizzie L. Fredrick <[lizzie.fredrick@ci.owosso.mi.us](mailto:lizzie.fredrick@ci.owosso.mi.us)>; Rob Teich <[rteich@onececo.com](mailto:rteich@onececo.com)>

**Subject:** Resignation from the DDA Board

Good afternoon Lizzie and Rob,

I hope both of your holiday breaks were enjoyable and relaxing! I was able to set aside considerable time during the break to evaluate the commitments I have made to family, work, philanthropy and our community and have unfortunately concluded that I am going to need to scale back some commitments for 2025.

As such, please accept this email as my formal resignation from the DDA board, effective immediately. Time and energy resources just aren't available to continue participating on this board at this time.

Thank you for allowing me the experience of being on this board and I look forward to offering support moving forward in whatever ways I can through my role on City Council and as a business owner within the DDA.

All the best!  
Emily

--

**Emily Olson**  
Owosso City Council  
*2022-Present*

<b>From:</b>	<b>Building Department</b>
<b>To:</b>	<b>Owosso City Council</b>
<b>Report Month:</b>	<b>DECEMBER 2024</b>

<b>Category</b>	<b>Estimated Cost</b>	<b>Permit Fee</b>	<b>Number of Permits</b>
APARTMENTS - ADD & ALT	\$29,000	\$545	1
COMMERCIAL NEW CONSTRUCTION	\$1,013,748	\$12,570	1
DECK	\$19,649	\$335	2
Electrical	\$0	\$1,725	10
FACADE	\$700	\$0	1
FENCE PERMIT	\$0	\$0	2
FOUNDATION - RESIDENTIAL	\$9,703	\$185	1
Mechanical	\$0	\$1,615	11
NON-RES. ADD/ALTER/REPAIR	\$12,000	\$255	1
Plumbing	\$0	\$1,000	6
RES. ADD/ALTER/REPAIR	\$246,000	\$2,305	3
ROOF	\$79,542	\$1,275	8
ROW-UTILITY	\$0	\$100	2
WINDOWS	\$19,966	\$270	3
<b>Totals</b>	<b>\$1,430,308</b>	<b>\$22,180</b>	<b>52</b>

<b>2023 COMPARISON TOTALS</b>
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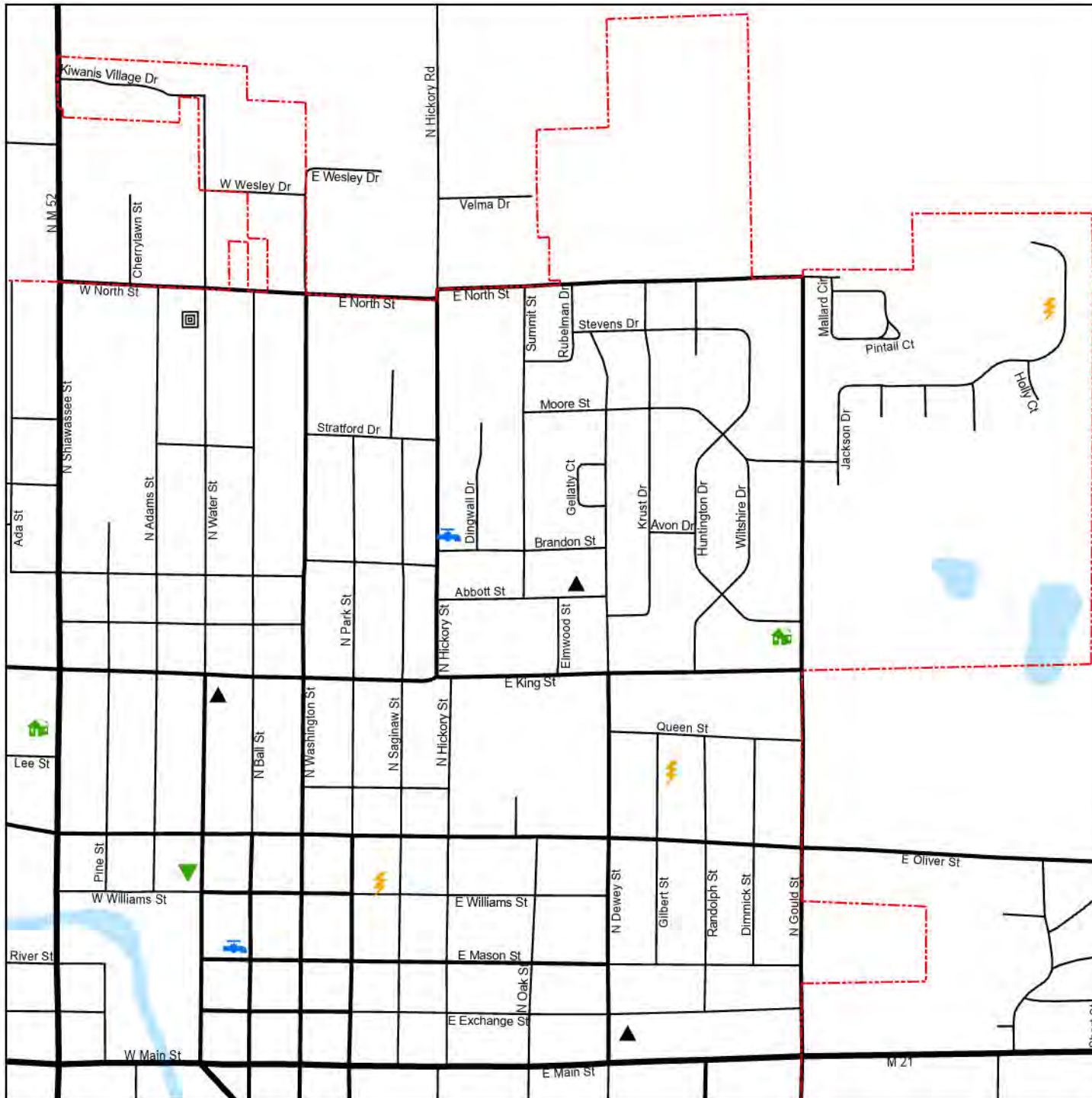
<b>DECEMBER 2023</b>
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<b>\$149,575</b>	<b>\$7,390</b>	<b>42</b>
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# City of Owosso

Permit Activity  
December 2024

NE Quadrant



### Category

- Electrical
- Foundation - Residential
- Mechanical
- Plumbing
- Res. Add/Alter/Repair
- Roof

### Other Features

- City Limit
- Railroads
- River & Lakes

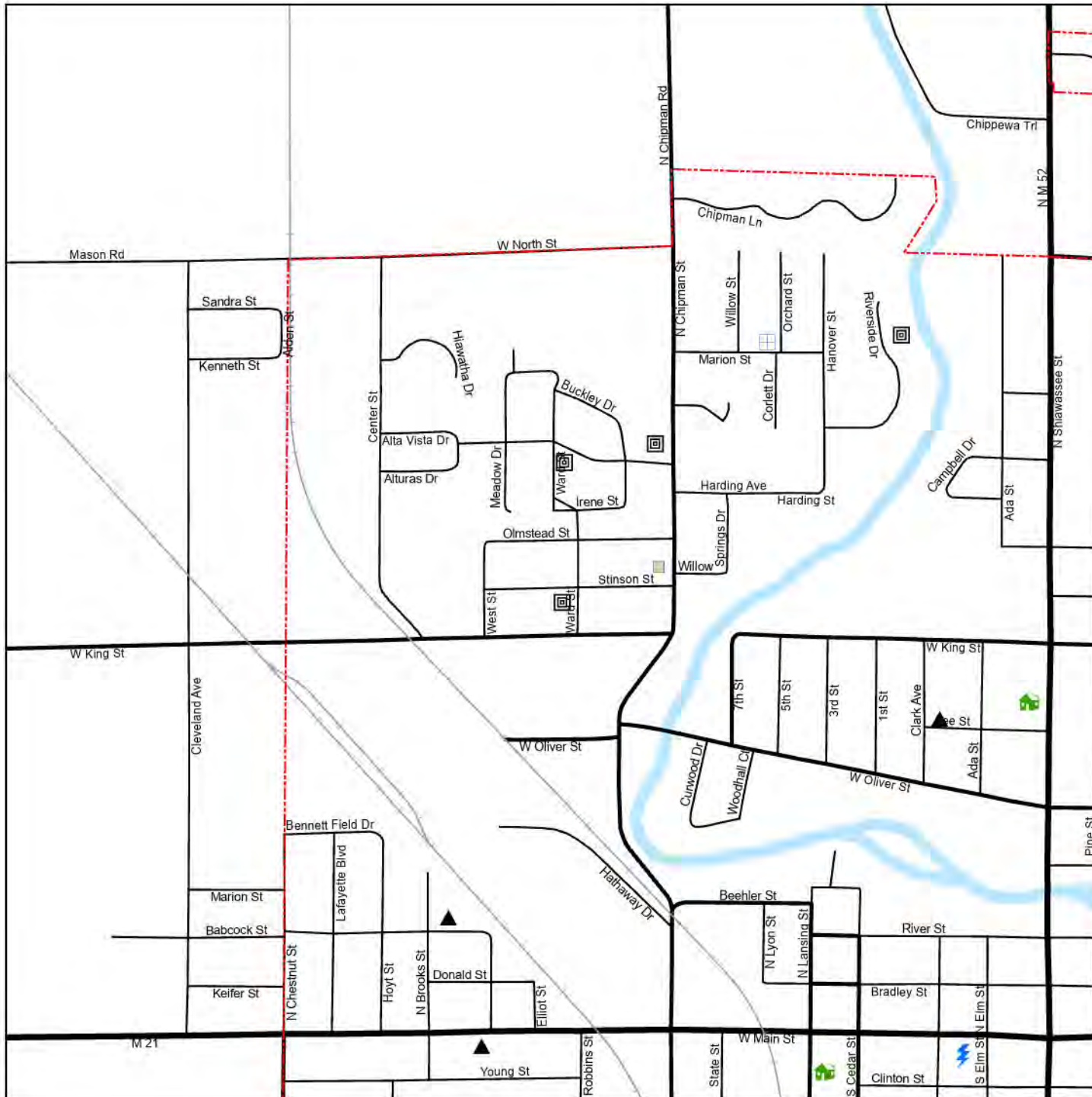
0 300 600 900 1,200 Feet



# City of Owosso

Permit Activity  
December 2024

NW Quadrant



## Category

- Deck
- Electrical & Plumbing
- Mechanical
- Res. Add/Alter/Repair
- Roof
- Windows

## Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

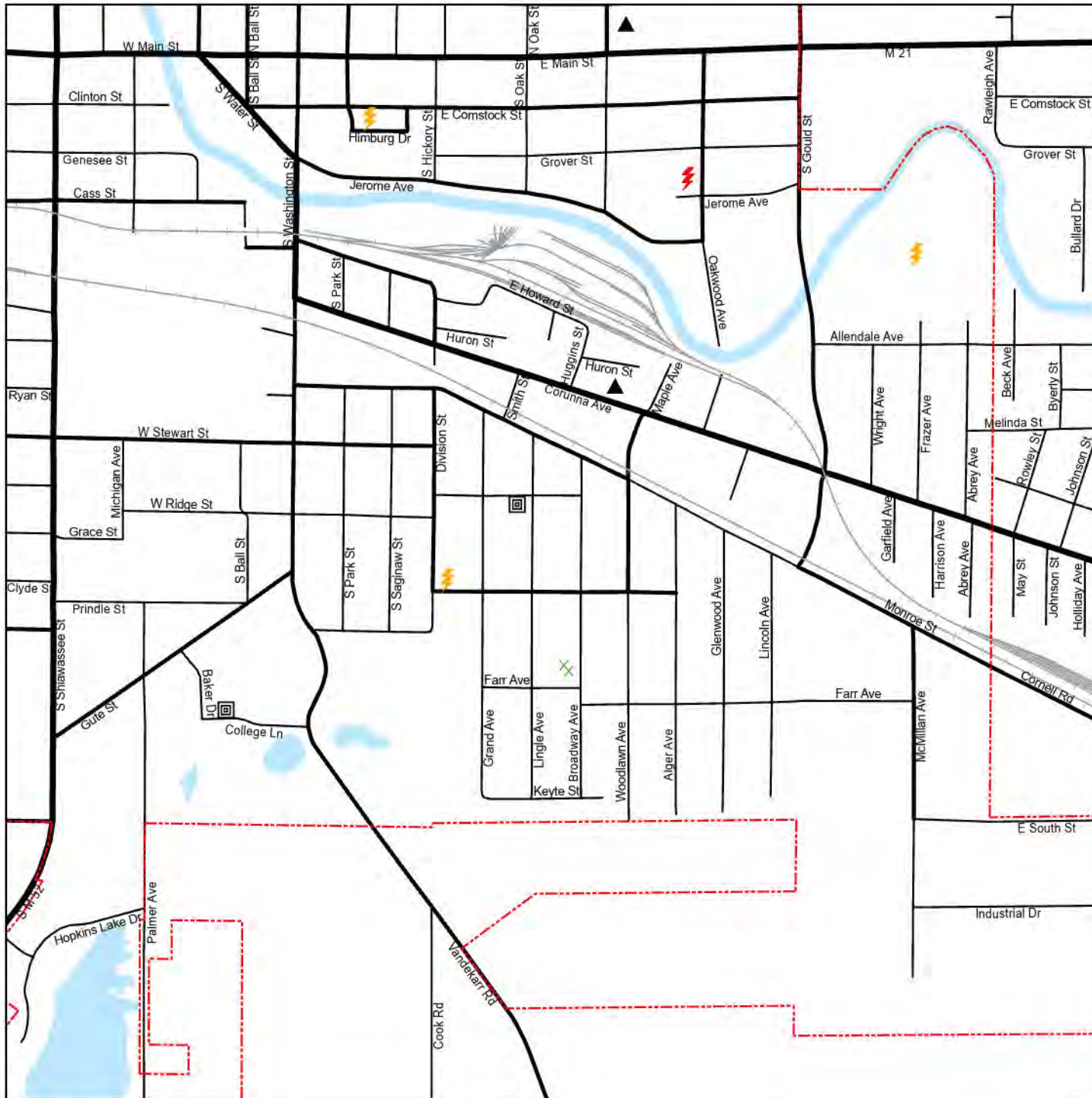




# City of Owosso

Permit Activity  
December 2024

SE Quadrant



## Category

- ⚡ Electrical
- ⚡ Electrical, Mechanical & Plumbing
- ✕ Fence
- ▣ Mechanical
- 🏠 Non-Res. Add/Alter/Repair
- ▲ Roof

## Other Features

- - - City Limit
- Railroads
- 🌊 River & Lakes

0 300 600 900 1,200 Feet













# City of Owosso

Permit Activity  
December 2024




SW Quadrant

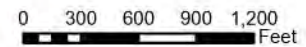


## Category

-  Deck
-  Electrical
-  Electrical & Plumbing
-  Fence
-  Mechanical
-  Non-Res. Add/Alter/Repair
-  Res. Add/Alter/Repair
-  Roof
-  ROW-Utility
-  Windows

## Other Features

-  City Limit
-  Railroads
-  River & Lakes



**Code Enforcement Activity**  
**DECEMBER 2024**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<b><u>APPLIANCES</u></b>								
ENF 24-1997	BALL ST	RESOLVED	CLOSED	12/26/2024	12/30/2024		12/30/2024	Y
				<b>Total Entries</b>	<b>1</b>			
<b><u>AUTO REP/JUNK VEH</u></b>								
ENF 24-1874	MILWAUKEE ST	RESOLVED	CLOSED	11/19/2024	12/03/2024		12/03/2024	N
ENF 24-1913	MAIN ST	CONTACT WITH OWNER	RECHECK SCHEDULED	11/25/2024	12/18/2024	01/08/2025		COMM
ENF 24-1626	YOUNG ST	INSPECTED PROPERTY	CLOSED	10/15/2024	12/02/2024		12/02/2024	N
ENF 24-1965	GOULD ST	RESOLVED	CLOSED	12/12/2024	12/26/2024		12/26/2024	N
ENF 24-1946	LAFAYETTE BLVD	RESOLVED	CLOSED	12/09/2024	12/09/2024		12/09/2024	N
ENF 24-1987	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/18/2024	12/18/2024	01/06/2025		N
ENF 24-1995	CORUNNA AVE	CONTACT WITH OCCUPANT	RECHECK SCHEDULED	12/23/2024	01/02/2025	01/27/2025		Y
				<b>Total Entries</b>	<b>7</b>			
<b><u>BRUSH PILES</u></b>								
ENF 24-1909	JACKSON DR	RESOLVED	CLOSED	11/21/2024	12/05/2024		12/05/2024	N
				<b>Total Entries</b>	<b>1</b>			
<b><u>BUILDING VIOL</u></b>								
ENF 23-0631	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/22/2023	12/18/2024	01/27/2025		N
ENF 22-0677	SHIAWASSEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/19/2022	12/18/2024	01/27/2025		VAC
ENF 20-0972	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/18/2020	12/23/2024	02/24/2025		N
ENF 21-1156	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/01/2023	12/26/2024	02/24/2025		N
ENF 19-0167	TRACY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/15/2019	12/05/2024	01/09/2025		N
ENF 24-0915	WASHINGTON ST	INSPECTED PROPERTY	CLOSED	05/23/2024	12/05/2024		12/05/2024	COMM

**Code Enforcement Activity**  
**DECEMBER 2024**

<b>Enf. Number</b>	<b>Address</b>	<b>Previous Status</b>	<b>Current Status</b>	<b>Filed</b>	<b>Last Action Date</b>	<b>Next Action Date</b>	<b>Date Closed</b>	<b>Rental</b>
ENF 21-1484	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/27/2021	12/23/2024	02/10/2025		VAC
ENF 22-0167	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/15/2022	12/05/2024	01/06/2025		N
<b>Total Entries</b>				<b>8</b>				
<b><u>BUILDING VIOLATIONS</u></b>								
ENF 24-1994	DEWEY ST	LETTER SENT	RECHECK SCHEDULED	12/23/2024	12/23/2024	01/13/2025		N
ENF 24-1989	CLEVELAND ST	OBTAINED PERMIT	CLOSED	12/18/2024	01/02/2025		01/02/2025	VAC
ENF 24-1236	GREEN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/06/2024	12/09/2024	01/09/2025		VACANT
ENF 24-1951	SHIAWASSEE ST	LETTER SENT	RECHECK SCHEDULED	12/10/2024	12/10/2024	01/15/2025		Y
<b>Total Entries</b>				<b>4</b>				
<b><u>CHICKENS/DUCKS</u></b>								
ENF 24-1281	FREDERICK ST	INSPECTED PROPERTY	PENDING 1ST TICKET	08/13/2024	12/23/2024	01/06/2025		N
<b>Total Entries</b>				<b>1</b>				
<b><u>DEAD TREE</u></b>								
ENF 24-1926	WATER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/27/2024	12/30/2024	01/30/2025		N
<b>Total Entries</b>				<b>1</b>				
<b><u>DEMO BY NEGLECT HDC</u></b>								
ENF 22-1109	MAIN ST	FINAL NOTICE SENT	RECHECK SCHEDULED	08/05/2022	12/11/2024	01/30/2025		COMM
<b>Total Entries</b>				<b>1</b>				
<b><u>DEMOLITION</u></b>								
ENF 24-1816	GUTE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/08/2024	12/30/2024	01/20/2025		VACANT
<b>Total Entries</b>				<b>1</b>				
<b><u>FENCE VIOLATION</u></b>								



**Code Enforcement Activity**

DECEMBER 2024

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-1984	YOUNG ST	LETTER SENT	RECHECK SCHEDULED	12/18/2024	12/18/2024	02/27/2025		N
<b>Total Entries</b>				<b>1</b>				
<b><u>FIRE DAMAGE</u></b>								
ENF 24-0034	MILWAUKEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/17/2024	12/09/2024	01/09/2025		Y
ENF 24-1977	MOORE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/17/2024	12/17/2024	01/06/2025		N
ENF 24-1295	CENTER ST	PERMIT PENDING	RECHECK SCHEDULED	08/16/2024	12/23/2024	02/13/2025		N
<b>Total Entries</b>				<b>3</b>				
<b><u>FRONT YARD PARKING</u></b>								
ENF 24-1927	DEWEY ST	RESOLVED	CLOSED	11/27/2024	12/11/2024		12/11/2024	N
ENF 24-1928	EXCHANGE ST	INSPECTED PROPERTY	CLOSED	11/27/2024	12/11/2024		12/11/2024	Y
ENF 24-1993	CHIPMAN ST	LETTER SENT	RESOLVED	12/23/2024	12/23/2024		12/23/2024	N
ENF 24-1858	YOUNG ST	RESOLVED	CLOSED	11/18/2024	12/16/2024		12/16/2024	N
ENF 24-1920	KING ST	RESOLVED	CLOSED	11/26/2024	12/03/2024		12/03/2024	N
ENF 24-1980	DIVISION ST	RESOLVED	CLOSED	12/17/2024	12/30/2024		12/30/2024	N
ENF 24-1992	LAFAYETTE BLVD	RESOLVED	CLOSED	12/19/2024	12/30/2024		12/30/2024	N
ENF 24-1979	OLIVER ST	RESOLVED	CLOSED	12/17/2024	12/30/2024		12/30/2024	N
ENF 24-1996	PARK ST	LETTER SENT	RECHECK SCHEDULED	12/26/2024	12/26/2024	01/09/2025		N
ENF 24-1922	SHIAWASSEE ST	RESOLVED	CLOSED	11/26/2024	12/18/2024		12/18/2024	Y
ENF 24-1731	RYAN ST	INSPECTED PROPERTY	CLOSED	10/29/2024	12/02/2024		12/02/2024	N
ENF 24-1301	CORUNNA AVE	INSPECTED PROPERTY	CLOSED	08/19/2024	12/11/2024		12/11/2024	N
ENF 24-1802	KING ST	INSPECTED PROPERTY	CLOSED	11/06/2024	12/05/2024		12/05/2024	N

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ENF 24-1960	KING ST	LETTER SENT	RECHECK SCHEDULED	12/11/2024	12/26/2024	01/09/2025		N
<b>Total Entries</b>				<b>14</b>				
<b><u>FURNITURE OUTSIDE</u></b>								
ENF 24-1962	CHIPMAN ST	LETTER SENT	RECHECK SCHEDULED	12/12/2024	01/02/2025	01/16/2025		COMM
ENF 24-1970	NELSON ST	INSPECTED PROPERTY	CLOSED	12/16/2024	01/02/2025		01/02/2025	N
ENF 24-1990	AMENT ST	LETTER SENT	RECHECK SCHEDULED	12/19/2024	12/26/2024	01/09/2025		N
<b>Total Entries</b>				<b>3</b>				
<b><u>GARBAGE &amp; DEBRIS</u></b>								
ENF 24-1817	GLENWOOD AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/11/2024	12/30/2024	02/03/2025		VACANT
ENF 24-0008	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/04/2024	12/30/2024	01/27/2025		N
ENF 24-1906	DIMMICK ST	FINAL NOTICE SENT	RECHECK SCHEDULED	11/21/2024	12/09/2024	01/06/2025		N
ENF 24-1438	BRADLEY ST	RESOLVED	CLOSED	09/16/2024	12/03/2024		12/03/2024	N
ENF 24-1991	BRANDON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/19/2024	12/30/2024	01/13/2025		Y
ENF 24-1940	DEWEY ST	LETTER SENT	RECHECK SCHEDULED	12/09/2024	12/18/2024	01/06/2025		N
ENF 24-1612	CORUNNA AVE	RESOLVED	CLOSED	10/14/2024	12/09/2024		12/09/2024	Y
ENF 23-1355	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	12/23/2024	02/24/2025		N
ENF 24-1938	CLEVELAND ST	RESOLVED	CLOSED	12/05/2024	12/18/2024		12/18/2024	VAC
ENF 24-1766	MAIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/04/2024	12/23/2024	01/06/2025		Y
ENF 24-1923	COMSTOCK ST	LETTER SENT	RECHECK SCHEDULED	11/26/2024	12/17/2024	01/07/2025		Y
ENF 24-0614	KENWOOD DR	INSPECTED PROPERTY	RECHECK SCHEDULED	04/04/2024	12/12/2024	01/13/2025		N
ENF 24-1873	GRACE ST	LETTER SENT	RECHECK SCHEDULED	11/19/2024	12/30/2024	01/16/2025		N

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ENF 24-1880	SAGINAW ST	RESOLVED	CLOSED	11/19/2024	12/30/2024		12/30/2024	N
ENF 24-1879	SAGINAW ST	LETTER SENT	RECHECK SCHEDULED	11/19/2024	12/17/2024	01/07/2025		N
ENF 24-2003	WILLIAMS ST	LETTER SENT	RECHECK SCHEDULED	12/30/2024	12/30/2024	01/16/2025		N
ENF 24-1508	FLETCHER ST	INSPECTED PROPERTY	PENDING 2ND TICKET	09/23/2024	12/23/2024	01/06/2025		N
ENF 24-0651	HOWARD ST	CONTACT WITH OWNER	EXTENSION GRANTED	04/16/2024	12/05/2024	01/06/2025		N
<b>Total Entries</b>				<b>18</b>				
<b><u>GARBAGE/JUNK IN ROW</u></b>								
ENF 24-1967	ALGER AVE	RESOLVED	CLOSED	12/12/2024	01/02/2025		01/02/2025	N
ENF 24-1968	ALGER AVE	RESOLVED	CLOSED	12/12/2024	01/02/2025		01/02/2025	N
ENF 24-1933	WOODLAWN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/02/2024	12/26/2024	01/09/2025		N
ENF 24-1790	HARRISON AVE	RESOLVED	CLOSED	11/05/2024	12/23/2024		12/23/2024	Y
ENF 24-2001	FRAZER AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/30/2024	12/30/2024	01/06/2025		Y
ENF 24-1925	AMENT ST	RESOLVED	CLOSED	11/27/2024	12/04/2024		12/04/2024	N
ENF 24-1863	STATE ST	RESOLVED	CLOSED	11/18/2024	12/03/2024		12/03/2024	N
ENF 24-1929	DEWEY ST	RESOLVED	CLOSED	11/27/2024	12/04/2024		12/04/2024	Y
ENF 24-1939	RYAN ST	RESOLVED	CLOSED	12/09/2024	12/16/2024		12/16/2024	N
ENF 24-1914	MARTIN ST	RESOLVED	CLOSED	11/25/2024	12/02/2024		12/02/2024	N
ENF 24-1934	DEWEY ST	LETTER SENT	CLOSED	12/02/2024	12/17/2024		12/17/2024	N
ENF 24-1864	DEWEY ST	RESOLVED	CLOSED	11/18/2024	12/03/2024		12/03/2024	N
ENF 24-1935	DEWEY ST	INSPECTED PROPERTY	LETTER SENT	12/03/2024	12/26/2024	01/06/2025		N
ENF 24-2000	KING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/30/2024	12/30/2024	01/06/2025		Y

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ENF 24-1988	LYNN ST	RESOLVED	CLOSED	12/18/2024	12/26/2024		12/26/2024	N
ENF 24-1975	HICKORY ST	RESOLVED	CLOSED	12/16/2024	12/26/2024		12/26/2024	Y
ENF 24-1937	ADAMS ST	RESOLVED	CLOSED	12/04/2024	12/26/2024		12/26/2024	N
ENF 24-2002	PEARCE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/30/2024	12/30/2024	01/06/2025		N
ENF 24-1971	HAMPTON AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/16/2024	12/30/2024	01/06/2025		N
ENF 24-1941	DIMMICK ST	RESOLVED	CLOSED	12/09/2024	12/26/2024		12/26/2024	N
ENF 24-1983	BALL ST	RESOLVED	CLOSED	12/18/2024	12/26/2024		12/26/2024	N
ENF 24-1986	ADAMS ST	RESOLVED	CLOSED	12/18/2024	12/30/2024		12/30/2024	N
ENF 24-1944	GRAND AVE	RESOLVED	CLOSED	12/09/2024	12/26/2024		12/26/2024	Y
ENF 24-1943	MONROE ST	RESOLVED	CLOSED	12/09/2024	12/16/2024		12/16/2024	N
ENF 24-1924	DIVISION ST	RESOLVED	CLOSED	11/27/2024	12/04/2024		12/04/2024	N
ENF 24-1936	LINGLE AVE	RESOLVED	CLOSED	12/04/2024	12/11/2024		12/11/2024	N
ENF 24-1942	BROADWAY AVE	RESOLVED	CLOSED	12/09/2024	12/26/2024		12/26/2024	N
ENF 24-1918	WATER ST	RESOLVED	CLOSED	11/25/2024	12/17/2024		12/17/2024	Y
ENF 24-1749	OAKWOOD AVE	RESOLVED	CLOSED	10/30/2024	12/05/2024		12/05/2024	Y
ENF 24-1985	OAKWOOD AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/18/2024	12/30/2024	01/13/2025		N
ENF 24-1916	COMSTOCK ST	RESOLVED	CLOSED	11/25/2024	12/02/2024		12/02/2024	N
ENF 24-1861	OAKWOOD AVE	RESOLVED	CLOSED	11/18/2024	12/05/2024		12/05/2024	N
ENF 24-1912	CHIPMAN ST	RESOLVED	CLOSED	11/25/2024	12/02/2024		12/02/2024	N
ENF 24-1963	BALL ST	RESOLVED	CLOSED	12/12/2024	12/30/2024		12/30/2024	N
ENF 24-1917	HICKORY ST	RESOLVED	CLOSED	11/25/2024	12/03/2024		12/03/2024	N

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ENF 24-1945	CASS ST	RESOLVED	CLOSED	12/09/2024	12/17/2024		12/17/2024	N
ENF 24-1893	CASS ST	RESOLVED	CLOSED	11/21/2024	12/17/2024		12/17/2024	N
ENF 24-1969	PARK ST	RESOLVED	CLOSED	12/12/2024	12/19/2024		12/19/2024	N
ENF 24-1870	WILLIAMS ST	LETTER SENT	RECHECK SCHEDULED	11/19/2024	12/23/2024	01/06/2025		N
ENF 24-1961	MASON ST	RESOLVED	CLOSED	12/11/2024	12/18/2024		12/18/2024	N
ENF 24-1972	STEWART ST	RESOLVED	CLOSED	12/16/2024	12/26/2024		12/26/2024	Y
<b>Total Entries</b>				<b>41</b>				
<b><u>HDC - NOTICE OF VIOLATION</u></b>								
ENF 24-1717	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/24/2024	12/18/2024	01/27/2025		COMM
ENF 24-1529	WASHINGTON	INSPECTED PROPERTY	RECHECK SCHEDULED	09/25/2024	12/11/2024	01/09/2025		COMM
<b>Total Entries</b>				<b>2</b>				
<b><u>HOUSE FIRE</u></b>								
ENF 24-1386	HUNTINGTON DR	OBTAINED PERMIT	CLOSED	09/09/2024	12/09/2024		12/09/2024	N
ENF 24-1057	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/25/2024	12/26/2024	02/24/2025		N
<b>Total Entries</b>				<b>2</b>				
<b><u>HOUSE NUMBERS</u></b>								
ENF 24-1950	GILBERT ST	LETTER SENT	RECHECK SCHEDULED	12/09/2024	12/09/2024	01/13/2025		N
ENF 24-1562	RYAN ST	INSPECTED PROPERTY	CLOSED	10/01/2024	12/03/2024		12/03/2024	N
ENF 24-1619	HOWELL ST	INSPECTED PROPERTY	CLOSED	10/14/2024	12/16/2024		12/16/2024	N
ENF 24-1735	BRANDON ST	LETTER SENT	RECHECK SCHEDULED	10/29/2024	12/26/2024	01/28/2025		N
ENF 24-1896	CURWOOD DR	RESOLVED	CLOSED	11/21/2024	12/26/2024		12/26/2024	N
ENF 24-1846	GROVER ST	INSPECTED PROPERTY	CLOSED	11/13/2024	12/16/2024		12/16/2024	N

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ENF 24-1828	HICKORY ST	INSPECTED PROPERTY	CLOSED	11/12/2024	12/12/2024		12/12/2024	COMM
ENF 24-1854	WHITEHAVEN CT	INSPECTED PROPERTY	CLOSED	11/14/2024	12/04/2024		12/05/2024	N
ENF 24-1853	STEVENS DR	INSPECTED PROPERTY	CLOSED	11/14/2024	12/16/2024		12/16/2024	N
ENF 24-1852	MOORE ST	INSPECTED PROPERTY	CLOSED	11/14/2024	12/16/2024		12/16/2024	N
ENF 24-1849	SUMMIT ST	INSPECTED PROPERTY	CLOSED	11/14/2024	12/16/2024		12/16/2024	N
ENF 24-1782	ADAMS ST	RESOLVED	CLOSED	11/05/2024	12/04/2024		12/04/2024	N
ENF 24-1784	ADAMS ST	INSPECTED PROPERTY	CLOSED	11/05/2024	12/04/2024		12/05/2024	Y
ENF 24-1958	ADA ST	RESOLVED	CLOSED	12/10/2024	12/10/2024		12/10/2024	VAC
ENF 24-1851	RUBELMAN DR	RESOLVED	CLOSED	11/14/2024	12/16/2024		12/16/2024	N
ENF 24-1891	KRUST DR	INSPECTED PROPERTY	RECHECK SCHEDULED	11/20/2024	12/26/2024	01/27/2025		N
ENF 24-1890	KRUST DR	RESOLVED	CLOSED	11/20/2024	12/26/2024		12/26/2024	N
ENF 24-1902	DIMMICK ST	RESOLVED	CLOSED	11/21/2024	12/26/2024		12/26/2024	N
ENF 24-1901	DIMMICK ST	INSPECTED PROPERTY	CLOSED	11/21/2024	12/09/2024		12/09/2024	N
ENF 24-1765	ADAMS ST	RESOLVED	CLOSED	11/04/2024	12/04/2024		12/04/2024	Y
ENF 24-1763	ADAMS ST	RESOLVED	CLOSED	11/04/2024	12/04/2024		12/04/2024	N
ENF 24-1762	ADAMS ST	INSPECTED PROPERTY	CLOSED	11/04/2024	11/04/2024		12/05/2024	N
ENF 24-1949	GILBERT ST	LETTER SENT	RECHECK SCHEDULED	12/09/2024	12/09/2024	01/13/2025		N
ENF 24-1947	GILBERT ST	RESOLVED	CLOSED	12/09/2024	12/09/2024		12/09/2024	N
ENF 24-1948	GILBERT ST	RESOLVED	CLOSED	12/09/2024	12/09/2024		12/09/2024	Y
ENF 24-1788	ADAMS ST	INSPECTED PROPERTY	CLOSED	11/05/2024	12/05/2024		12/05/2024	N

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ENF 24-1787	ADAMS ST	INSPECTED PROPERTY	CLOSED	11/05/2024	12/05/2024		12/05/2024	N
ENF 24-1888	GOODHUE ST	RESOLVED	CLOSED	11/20/2024	12/23/2024		12/16/2024	N
ENF 24-1730	LAFAYETTE BLVD	INSPECTED PROPERTY	2ND NOTICE SENT	10/29/2024	12/23/2024	01/27/2025		Y
ENF 24-1795	RIVERSIDE DR	RESOLVED	CLOSED	11/05/2024	12/05/2024		12/05/2024	N
ENF 24-1774	PINE ST	RESOLVED	CLOSED	11/04/2024	12/04/2024		12/04/2024	N
ENF 24-1775	PINE ST	RESOLVED	CLOSED	11/04/2024	12/04/2024		12/04/2024	N
ENF 24-1952	ADA ST	RESOLVED	CLOSED	12/10/2024	12/10/2024		12/10/2024	N
ENF 24-1954	ADA ST	RESOLVED	CLOSED	12/10/2024	12/10/2024		12/10/2024	N
ENF 24-1953	ADA ST	LETTER SENT	RECHECK SCHEDULED	12/10/2024	12/10/2024	01/13/2025		N
ENF 24-1955	ADA ST	LETTER SENT	RECHECK SCHEDULED	12/10/2024	12/10/2024	01/13/2025		N
ENF 24-1956	ADA ST	RESOLVED	CLOSED	12/10/2024	12/10/2024		12/10/2024	N
ENF 24-1957	ADA ST	LETTER SENT	RECHECK SCHEDULED	12/10/2024	12/10/2024	01/13/2025		N
ENF 24-1825	JEROME AVE	INSPECTED PROPERTY	CLOSED	11/12/2024	12/12/2024		12/12/2024	N
ENF 24-1794	HARDING AVE	INSPECTED PROPERTY	CLOSED	11/05/2024	12/05/2024		12/05/2024	N
ENF 24-1587	BRADLEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/07/2024	12/09/2024	01/13/2025		N
ENF 24-1823	MILWAUKEE ST	INSPECTED PROPERTY	CLOSED	11/11/2024	12/10/2024		12/11/2024	COMM
ENF 24-1824	JACKSON DR	RESOLVED	CLOSED	11/11/2024	12/10/2024		12/10/2024	N
ENF 24-1606	ELM	RESOLVED	CLOSED	10/10/2024	12/10/2024		12/10/2024	COMM
<b>Total Entries</b>				<b>44</b>				

**IMMINENT DANGER OF STRUCTURE**

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ENF 22-0059	DEWEY ST	VIOLATION EXISTS	RECHECK SCHEDULED	01/21/2022	12/17/2024	01/15/2025		VAC
<b>Total Entries</b>				<b>1</b>				
<b><u>LEAVES</u></b>								
ENF 24-1966	MAIN ST	RESOLVED	CLOSED	12/12/2024	12/12/2024		12/12/2024	Y
<b>Total Entries</b>				<b>1</b>				
<b><u>MECHANICAL VIOLATIONS</u></b>								
ENF 24-1815	RIVER ST	VIOLATION EXISTS	CLOSED	11/08/2024	12/11/2024		12/11/2024	Y
<b>Total Entries</b>				<b>1</b>				
<b><u>MISC.</u></b>								
ENF 24-1981	BROADWAY AVE	RESOLVED	CLOSED	12/17/2024	12/26/2024		12/26/2024	N
<b>Total Entries</b>				<b>1</b>				
<b><u>MULTIPLE VIOLATIONS</u></b>								
ENF 24-1832	ALGER AVE	RESOLVED	CLOSED	11/12/2024	12/03/2024		12/03/2024	Y
ENF 24-0140	MELINDA AVE	CONTACT WITH OWNER	RECHECK SCHEDULED	02/21/2024	12/11/2024	01/15/2025		Y
ENF 24-1676	CORUNNA AVE	RESOLVED	CLOSED	10/22/2024	12/09/2024		12/09/2024	Y
ENF 24-1532	KING ST	LETTER SENT	RECHECK SCHEDULED	09/25/2024	12/30/2024	02/03/2025		N
ENF 24-0890	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/21/2024	12/03/2024	01/06/2025		N
ENF 24-1793	QUEEN ST	INSPECTED PROPERTY	CLOSED	11/05/2024	12/09/2024		12/09/2024	N
ENF 23-1365	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/13/2023	12/18/2024	01/08/2025		N
ENF 24-0833	MILWAUKEE ST	INSPECTED PROPERTY	PENDING 3RD TICKET	05/15/2024	12/16/2024	01/06/2025		N
ENF 24-1313	CEDAR ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	08/20/2024	12/30/2024	01/16/2025		COMM
ENF 23-0156	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/16/2023	12/30/2024	06/30/2025		N



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ENF 23-1108	MAIN ST	INSPECTED PROPERTY	LEGAL ACTION	10/17/2023	12/30/2024	01/06/2025		N
ENF 24-0091	STATE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/06/2024	12/11/2024	01/06/2025		N
ENF 24-1217	PRINDLE ST	INSPECTED PROPERTY	CLOSED	08/01/2024	12/18/2024		12/18/2024	VACANT HOUSE
ENF 24-1845	GROVER ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/13/2024	12/18/2024	01/08/2025		N
ENF 24-1544	DEWEY ST	INSPECTED PROPERTY	CLOSED	09/26/2024	12/11/2024		12/11/2024	N
ENF 24-1294	YOUNG ST	INSPECTED PROPERTY	PENDING 1ST TICKET	08/15/2024	12/16/2024	01/06/2025		N
ENF 23-1358	HICKORY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	12/12/2024	01/09/2025		N
ENF 24-0495	OLIVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/19/2024	12/04/2024	01/06/2025		N
ENF 24-1635	PINE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/16/2024	12/18/2024	01/07/2025		Y
ENF 24-1596	PINE ST	RESOLVED	CLOSED	10/08/2024	12/16/2024		12/16/2024	Y
ENF 24-0907	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/23/2024	12/11/2024	01/13/2025		VAC
ENF 24-0113	PINE ST	INSPECTED PROPERTY	PENDING 1ST TICKET	02/13/2024	12/17/2024	01/06/2025		N
ENF 24-1867	LINGLE AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/19/2024	12/18/2024	01/08/2025		N
ENF 24-1262	LINGLE AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	08/08/2024	12/18/2024	01/06/2025		N
ENF 24-1964	BROADWAY AVE	OBTAINED PERMIT	CLOSED	12/12/2024	12/16/2024		12/16/2024	N
ENF 24-0333	LYNN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	03/06/2024	12/19/2024	01/09/2025		N
ENF 24-1558	SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	10/01/2024	12/18/2024		12/18/2024	N
ENF 24-1658	STEWART ST	INSPECTED PROPERTY	CLOSED	10/17/2024	12/09/2024		12/09/2024	N
ENF 24-1713	MACK ST	INSPECTED PROPERTY	CLOSED	10/24/2024	12/05/2024		12/05/2024	N
ENF 24-1183	BALL ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/26/2024	12/05/2024	01/06/2025		VACANT LOT

**Code Enforcement Activity**  
**DECEMBER 2024**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 21-1592	STEWART ST	INSPECTED PROPERTY	LEGAL ACTION	10/19/2021	12/19/2024	01/09/2025		N
ENF 24-1876	RIDGE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/19/2024	12/18/2024	01/08/2025		N
ENF 24-1008	LANSING ST	HOMEOWNER CALLED IN	RECHECK SCHEDULED	06/13/2024	12/16/2024	01/06/2025		Y
ENF 24-1976	BRADLEY ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/16/2024	12/30/2024	01/07/2025		N
ENF 24-1959	SHIAWASSEE ST	LETTER SENT	RECHECK SCHEDULED	12/10/2024	12/10/2024	06/10/2025		N
ENF 24-1235	KING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/06/2024	12/23/2024	05/22/2025		N
<b>Total Entries</b>				<b>36</b>				
<b><u>NO BUILDING PERMIT</u></b>								
ENF 24-1915	MAIN ST	OBTAINED PERMIT	CLOSED	11/25/2024	12/04/2024		12/04/2024	N
ENF 24-1999	PINE ST	LETTER SENT	RESOLVED	12/30/2024	12/30/2024		12/30/2024	N
ENF 24-1907	MAIN ST	PERMIT PENDING	RECHECK SCHEDULED	11/21/2024	12/06/2024	01/10/2025		COMM
<b>Total Entries</b>				<b>3</b>				
<b><u>PLUMBING VIOLATIONS</u></b>								
ENF 24-1919	FIRST ST	INSPECTED PROPERTY	CLOSED	11/26/2024	12/06/2024		12/06/2024	N
<b>Total Entries</b>				<b>1</b>				
<b><u>RENTAL REGISTRATION</u></b>								
ENF 24-1921	PINE ST	RENTAL REG FORM SUBMITTED	CLOSED	11/26/2024	12/19/2024		12/19/2024	Y
<b>Total Entries</b>				<b>1</b>				
<b><u>ROW VIOLATIONS</u></b>								
ENF 24-1930	COMSTOCK ST	RESOLVED	CLOSED	11/27/2024	12/09/2024		12/09/2024	Y
ENF 24-1974	RYAN ST	RESOLVED	CLOSED	12/16/2024	12/26/2024		12/26/2024	N
<b>Total Entries</b>				<b>2</b>				

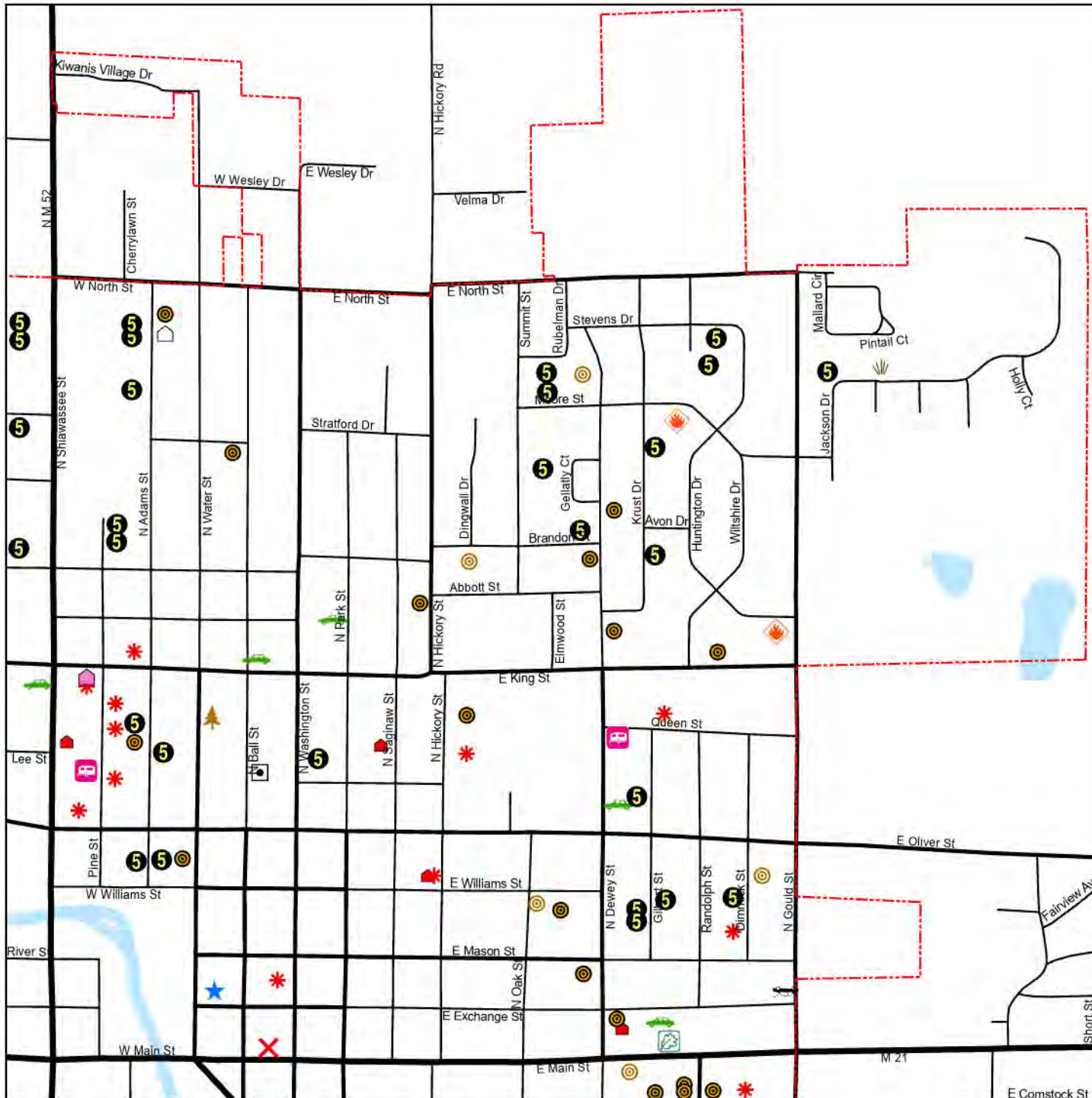
**Code Enforcement Activity**  
**DECEMBER 2024**

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental	
<b><u>SIGN VIOLATION</u></b>									
ENF 24-1973	MAIN ST	RESOLVED	CLOSED	12/16/2024	01/02/2025		01/02/2025	COMM	
				<b>Total Entries</b>	<b>1</b>				
<b><u>TEMPORARY STRUCTURES</u></b>									
ENF 24-1117	SOUTH ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/11/2024	12/05/2024	01/06/2025		Y	
ENF 24-1028	LYON ST	RESOLVED	CLOSED	06/19/2024	12/19/2024		12/19/2024	Y	
				<b>Total Entries</b>	<b>2</b>				
<b><u>TIRES</u></b>									
ENF 24-1978	CLARK ST	LETTER SENT	RECHECK SCHEDULED	12/17/2024	12/26/2024	01/09/2025		N	
				<b>Total Entries</b>	<b>1</b>				
<b><u>TRAILER VIOLATIONS</u></b>									
ENF 24-1836	DEWEY ST	CONTACT WITH OCCUPANT	CLOSED	11/12/2024	12/10/2024		12/10/2024	Y	
ENF 24-1982	PINE ST		RECHECK SCHEDULED	12/17/2024	12/16/2024	12/17/2024			
ENF 24-1604	BEEHLER ST	RESOLVED	CLOSED	10/09/2024	12/05/2024		12/05/2024	N	
				<b>Total Entries</b>	<b>3</b>				
<b><u>VACANT STRUCTURES</u></b>									
ENF 24-0728	ADAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/01/2024	12/18/2024	01/27/2025		VAC	
				<b>Total Entries</b>	<b>1</b>				
<b><u>ZONING</u></b>									
ENF 24-1776	WASHINGTON	INSPECTED PROPERTY	CLOSED	11/05/2024	11/20/2024		12/03/2024	COMM	
				<b>Total Entries</b>	<b>1</b>				
<b>Total Records:</b>		<b>209</b>				Total Pages:	<b>13</b>		

# City of Owosso

## Code Enforcement Activity December 2024

### NE Quadrant

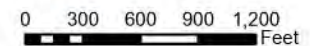


#### Category

- Appliances
- Auto Repair/Junk Vehicle
- Brush Piles
- Building Violations
- Dead Tree
- Demo By Neglect Hdc
- Fire Damage
- Front Yard Parking
- Garbage & Debris
- Garbage/Junk In ROW
- HDC - Notice Of Violation
- House Numbers
- Leaves
- Multiple Violations
- No Building Permit
- Trailer Violations
- Vacant Structures

#### Other Features

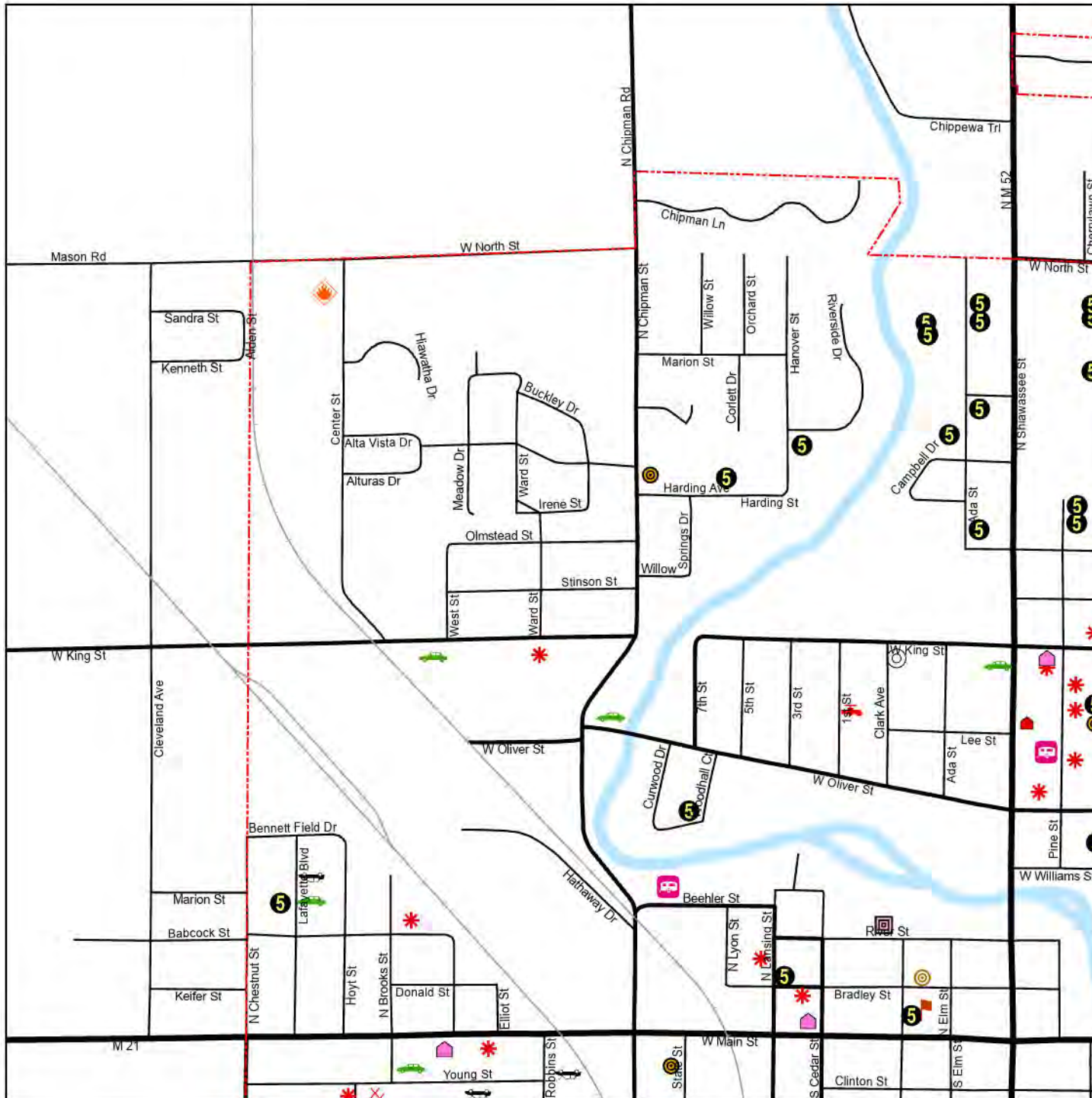
- City Limit
- Railroads
- River & Lakes



# City of Owosso

## Code Enforcement Activity December 2024

### NW Quadrant



- Category**
- Auto Repair/Junk Vehicle
  - Building Violations
  - Fence Violation
  - Fire Damage
  - Front Yard Parking
  - Garbage & Debris
  - Garbage/Junk In ROW
  - House Numbers
  - Mechanical Violations
  - Multiple Violations
  - No Building Permit
  - Plumbing Violations
  - Sign Violation
  - Tires
  - Trailer Violations

- Other Features**
- City Limit
  - Railroads
  - River & Lakes
- 0 300 600 900 1,200 Feet

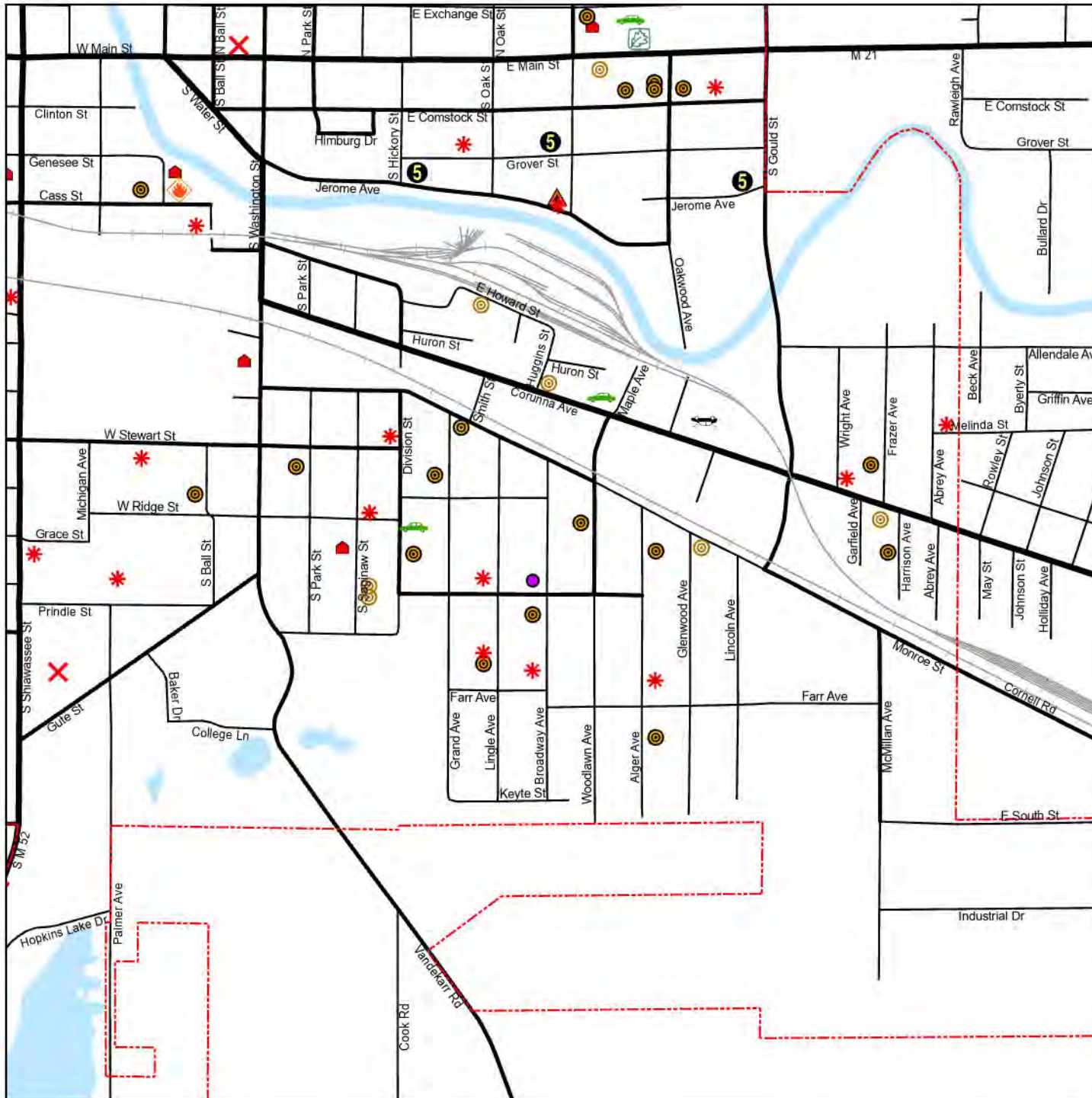
















# City of Owosso

## Code Enforcement Activity December 2024




### SE Quadrant

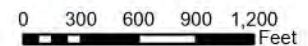


#### Category

-  Auto Repair/Junk Vehicle
-  Building Violations
-  Demolition
-  Demo By Neglect Hdc
-  Fire Damage
-  Front Yard Parking
-  Garbage & Debris
-  Garbage/Junk In ROW
-  House Numbers
-  Imminent Danger Of Structure
-  Leaves
-  Misc.
-  Multiple Violations

#### Other Features

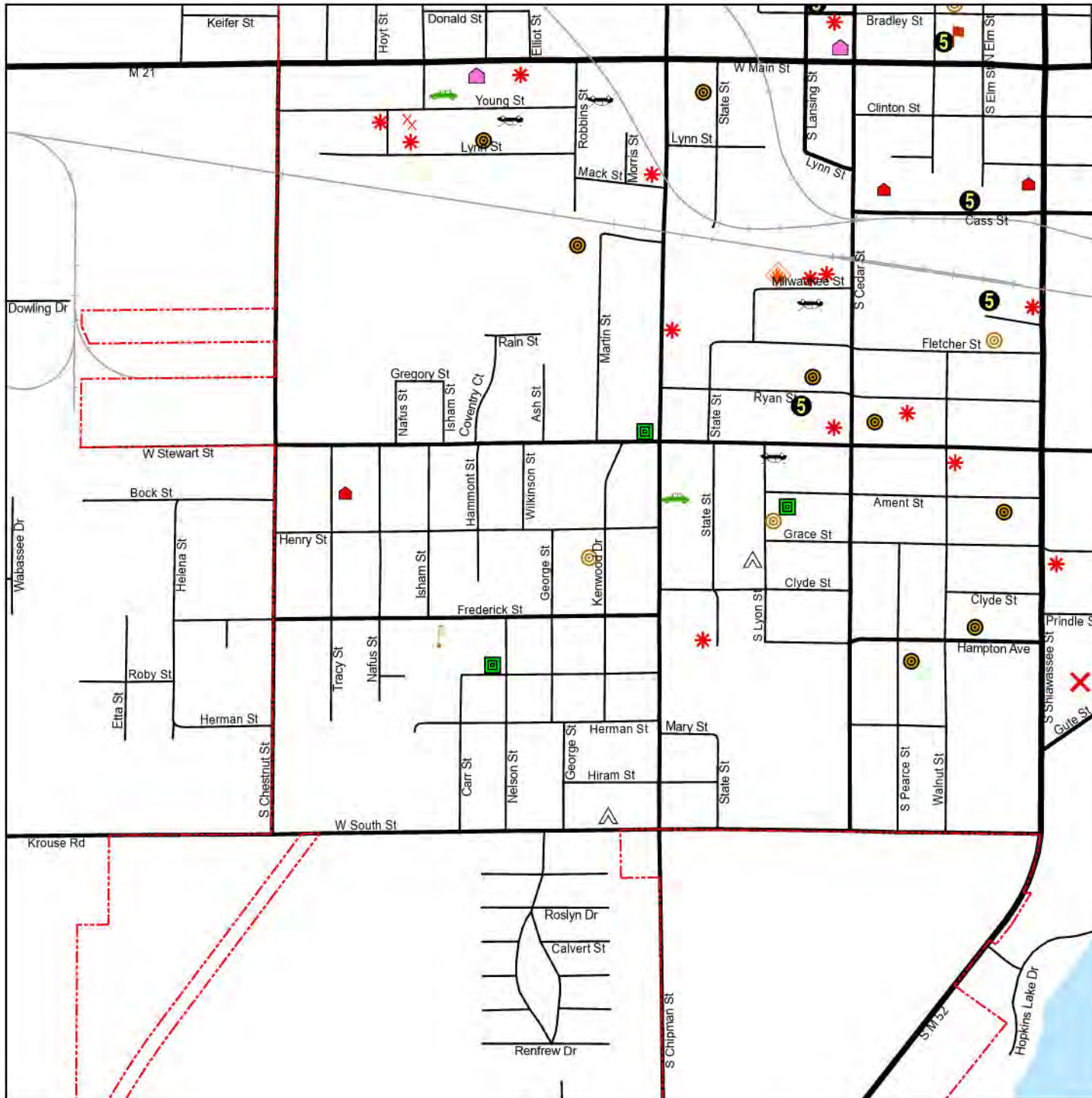
-  City Limit
-  Railroads
-  River & Lakes



# City of Owosso

## Code Enforcement Activity December 2024

### SW Quadrant

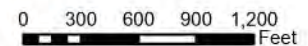


#### Category

- Auto Repair/Junk Vehicle
- Building Violations
- Chickens/Ducks
- Demolition
- Fence Violation
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garbage & Debris
- Garbage/Junk In ROW
- House Numbers
- Multiple Violations
- No Building Permit
- Sign Violation
- Temporary Structures

#### Other Features

- City Limit
- Railroads
- River & Lakes



**Monthly Inspection List  
DECEMBER 2024**

CHARLES, NATHAN	BUILDING OFFICIAL Total Inspections:	<b>87</b>
BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR Total Inspections:	<b>26</b>
HARRIS, JON	ELECTRICAL INSPECTOR Total Inspections:	<b>15</b>
FREEMAN, GREG	CODE ENFORCEMENT Total Inspections:	<b>113</b>
MAYBAUGH, BRAD	CODE ENFORCEMENT Total Inspections:	<b>142</b>
<b>Grand Total Inspections:</b>		<b>383</b>



**CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2024**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>ADULT USE RECREATIONAL RETAIL</b>												
1				1			1		1			4
\$5,000				\$5,000			\$5,000		\$5,000			\$20,000
<b>AMPHITHEATER</b>												
					7	2	5		1			15
					\$50	\$0	\$200		\$50			\$300
<b>BENTLEY PARK RENTAL</b>												
				2	10	10	12	6	1			41
				\$50	\$275	\$325	\$350	\$150	\$25			\$1,175
<b>GROWER LICENSE (Medical)</b>												
								1				1
								\$5,000				\$5,000
<b>HARMON PATRIDGE PARK RENTAL</b>												
					20	16	15	10	3			64
					\$550	\$400	\$450	\$300	100			\$1,800
<b>MOBILE FOOD VENDING (Food Truck License)</b>												
					1	1	1					3
					\$150	\$150	\$150					\$450
<b>PROCESSOR LICENSE</b>												
1												1
\$5,000												\$5,000
<b>PROVISIONING CENTER</b>												
1							1		1			3
\$5,000							\$5,000		\$5,000			\$15,000
<b>RECREATIONAL GROW</b>												
1								1	1			3
\$5,000								\$5,000	\$5,000			\$15,000
<b>RENTAL (Renewals)</b>												
118	48	26	33	3	3	8	3	3	2	1	9	257
\$7,550	\$3,300	\$2,550	\$2,500	\$150	\$250	\$550	\$150	\$150	\$100	\$50	\$650	\$17,950
<b>RENTAL REGISTRATIONS (New)</b>												
5	5	1	6	4	4	0	4	2	2	1	5	39
\$250	\$250	\$50	\$300	\$250	\$200	\$0	\$200	\$100	\$100	\$50	\$250	\$2,000
<b>RESIDENTIAL DESIGNATED PARKING</b>												
					7							7
					\$840							\$840
<b>TOTALS:</b>												
127	53	27	39	10	52	37	42	23	12	2	14	438
\$27,800	\$3,550	\$2,600	\$2,800	\$5,450	\$2,315	\$1,425	\$11,500	\$10,700	\$15,375	\$100	\$900	\$84,515



# OWOSSO POLICE DEPARTMENT

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

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## *MEMORANDUM*

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DATE: January 13, 2025  
TO: Owosso City Council  
FROM: Eric E. Cherry  
Police Department Captain  
RE: December 2024 Police Activity Report

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Owosso Police Administration attended the Law Enforcement Officers Regional Training Consortium (LEORTC) annual meeting. Updates were provided from Michigan Commission on Law Enforcement Standards (MCOLES) on training funds and requirements for 2025.

Owosso Public Safety staff attended to shop with a hero events during the month of December. The Owosso Police also provided presents to a family in need, coordinated by SRO Jason Schmitz.

The Investigative Services Bureau attended the monthly multidisciplinary meeting for all forensic interviews conducted. This is where investigators, CPS, Voices for Children and Shiawassee County Prosecutors discuss where each case is at of the reported sexual assault investigations. They also attended the Sexual Assault Response Team (SART) meeting coordinated by The Safe Center.

Our Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP) team met on multiple occasions and also completed some field work with persons that were effected by overdose.

Master Plan Goal 3.1, 3.2

**December - 5 YEAR AVERAGE**

	2020-Dec	2021-Dec	2022-Dec	2023-Dec	2024-Dec	Dec 5YR AVG
Part I Crimes	24	32	15	37	17	25
Part II Crimes	60	73	78	91	70	74.4
Violent Crimes	7	10	3	8	4	6.4
Total Reports	159	160	151	174	139	156.6
Felony Arrests	9	11	2	6	6	6.8
Total Arrests	24	23	35	36	23	28.2
Traffic Stops	72	133	192	112	48	111.4
All Dispatched Events	530	881	991	921	606	785.8

**LAST 12 MONTHS**

	2024-Jan	2024-Feb	2024-Mar	2024-Apr	2024-May	2024-Jun	2024-Jul	2024-Aug	2024-Sep	2024-Oct	2024-Nov	2024-Dec	Last 12 Months	Average
Part I Crimes	16	26	23	31	34	30	26	25	29	19	17	17	293	24.42
Part II Crimes	71	96	95	129	85	111	99	97	80	95	81	70	1109	92.42
Violent Crimes	5	4	7	6	11	12	17	10	3	9	7	4	95	7.92
Total Reports	133	170	183	194	179	202	178	184	176	161	153	139	2052	171
Felony Arrests	7	8	5	6	6	10	7	8	4	14	8	6	89	7.42
Total Arrests	33	39	31	40	36	45	31	45	34	39	40	23	436	36.33
Traffic Stops	222	130	151	78	58	82	100	63	80	27	34	48	1073	89.42
All Dispatched Events	1006	969	1004	1061	898	903	915	886	1003	692	607	606	10,550	879.17



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# ***MEMORANDUM***

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DATE: January 6, 2025

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: December 2024 Fire & Ambulance Report

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Attached are the statistics for the Owosso Fire Department (OFD) for December 2024. The Owosso Fire Department responded to 267 incidents in the month of August.

OFD responded to 13 fire or rescue calls and EMS responded to 254 EMS calls.

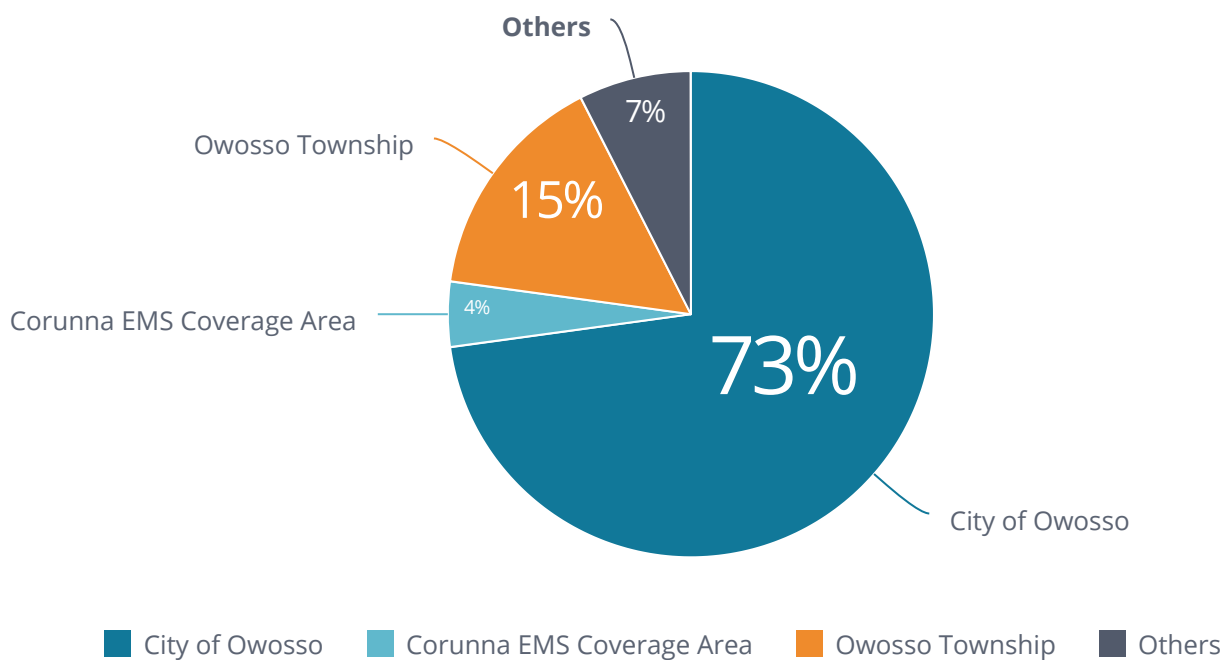
Car Fire	1
False Alarm	3
Building Fire-Owosso	2
Building Fire-Mutual Aid	2
Gas Leak	2
Smoke Investigation	3
Total	13

# Call Volume per Zone EMS

Filter statement

Filters **Days in Dispatched** 12/1/24 to 12/31/24 | **Is Locked** true | **Is Active** true

Scene Zone	# of unique Incident Number
City of Owosso	185
Corunna EMS Coverage Area	11
Fairfield Township	5
Laingsburg Coverage Area	2
Middlebury Township	7
Out of County Calls	1
Owosso Township	39
Rush Township	3
ZONE 4	1





OWOSSO HISTORICAL COMMISSION  
THE CURWOOD COLLECTION

**Regular Meeting of the Owosso Historical Commission**

**Minutes of January 13, 2025 – 6:00 P.M. at Owosso City Hall**

MEMBERS PRESENT: Chair Lance Little, Vice Chair Debra Adams, Commissioners Elaine Greenway, Robert Hooper, Bill Moull, Chris Owens and Steve Teich.

MEMBERS ABSENT: None.

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 6:00 P.M.

**APPROVE MINUTES – December 9, 2024**

Motion by Commissioner Moull to approve the minutes as presented, supported by Commissioner Hooper.  
Approved by voice vote

**APPROVE AGENDA – January 13, 2024**

Motion by Commissioner Greenway to approve the agenda, supported by Commissioner Moull.  
Approved by voice vote

**PUBLIC COMMENT**

Jael and Sean Harrington offered to help the Historical Commission with future projects.

**COMMISSIONER COMMENT**

Chairman Little asked Commissioner Teich to serve on the Home Tour Committee and suggested the Committee set a meeting date.

**ITEMS OF BUSINESS**

Strategic Planning: Regina Pinney from the Nonprofit Network led the Commission in a planning and goal setting session.

**NEXT MEETING**: Changed from Monday, February 10, 2025 to Tuesday, February 11, 2025 at 6:00 p.m.

**ADJOURNMENT**

Commissioner Little adjourned meeting at 8:00 p.m.

Respectfully submitted by:  
Amy Fuller, Assistant City Manager