

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, MARCH 17, 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 MARCH 3, 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

None.

CITIZEN COMMENTS

COUNCIL COMMENTS

CONSENT AGENDA

1. Internship Agreement – Ascension Genesys Hospital. Approve a three-year agreement for the provision of clinical training rotations for Ascension Genesys Hospital EMS students.
Master Plan Implementation Goals: 7.1
2. Downtown Owosso Farmers' Market Traffic Control Order. Approve request from Stephen Schlaack, Market Manager of the Downtown Owosso Farmers Market, for street closures, as noted, every Saturday from May 3, 2025 to October 25, 2025 from 7:00 a.m. until 2:00 p.m. for the annual farmers' market and approve Traffic Control Order No. 1528 formalizing the request.
Master Plan Implementation Coals: 4.2, 4.6, 5.9, 5.12

3. OMS/DDA RLF Grant Funding Approval – Shook Riverside Development. Approve the application from Shook Riverside Development requesting a reimbursement grant from the OMS/DDA Revolving Loan & Grant Program in the amount of \$25,000.00 for fire suppression at 312 West Main Street.
Master Plan Implementation Goals: 1.19, 2.3, 5.11, 5.13, 5.15
4. Contract Amendment – WWTP Secondary Clarifier Engineering Services Contract. Approve Amendment No. 1 to the WWTP Secondary Clarifier – Engineering Services Contract with Fishbeck adding \$14,338.00 for additional services related to the submission of a Beneficial Use Petition to EGLE, and further approve payment upon satisfactory completion of the project or portion thereof.
Master Plan Implementation Goals: 3.4, 3.7
5. Purchase Authorization - Tandem Truck Cabs and Chassis. Waive competitive bidding requirements, authorize a joint purchase from D. & K. Truck Company for the purchase of two Freightliner 108SD Plus tandem truck cabs and chassis in the amount of \$234,008.00 under the terms of State of Michigan Contract No. 240000000095, and further authorize payment to the vendor upon satisfactory delivery of the vehicles.
Master Plan Implementation Goals: 3.2
6. Purchase Authorization - Dump Bodies. Waive competitive bidding requirements, authorize a joint purchase from Truck and Trailer Specialties, Inc. for the purchase and installation of two Crysteel Select 13-foot dump bodies and two Monroe 10-foot underbody scrapers in the amount of \$185,570.00 under the terms of State of Michigan Contract No. 200000000034, and further authorize payment to the vendor upon satisfactory delivery of the equipment.
Master Plan Implementation Goals: 3.2
7. Purchase Authorization – Parking Ticket Management System. Waive competitive bidding requirements, authorize a 3-year joint purchase from Passport Labs, Inc. for the Citation Management Platform parking ticket management system utilizing Sourcewell cooperative contract 120423-PSPRT in the amount of \$9,150.00 for year one.
Master Plan Implementation Goals: 1.20
8. Warrant No. 653. Authorize Warrant No. 653 as follows:

Vendor	Description	Fund	Amount
Gould Law PC	Services from February 11 2025 – March 10 2025	Varies	\$11,319.24

9. Check Register – February 2025. Affirm check disbursements totaling \$2,099,626.69 for February 2025.

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. amounting to \$1,584.29 for the month of February 2025.

CITIZEN COMMENTS

COUNCIL COMMENTS

COMMUNICATIONS

1. Tanya S. Buckelew, Planning & Building Director. February 2025 Building Department Report.
2. Tanya S. Buckelew, Planning & Building Director. February 2025 Code Enforcement Report.

3. Tanya S. Buckelew, Planning & Building Director. February 2025 Inspections Report.
4. Tanya S. Buckelew, Planning & Building Director. February 2025 Certificates Issued Report.
5. Kevin D. Lenkart, Public Safety Director. February 2025 Fire Report.
6. Owosso Historical Commission. Minutes of February 25, 2025.
7. Parks & Recreation Commission. Minutes of February 26, 2025.
8. Owosso Main Street/Downtown Development Authority. Minutes of March 5, 2025.

NEXT MEETING

Monday, March 31, 2025 at 6:30 p.m., 5th Monday Meeting, Armory Community Room
Monday, April 07, 2025 at 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 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. The City of Owosso Website address is www.ci.owosso.mi.us.

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

The Owosso City Council will conduct an in-person meeting on March 17, 2025. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL
MONDAY, MARCH 17, 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/85310180742?pwd=EfYGxOc5O80SAoSobfFGExYPIJtrZ.1>

Meeting ID: 853 1018 0742

Passcode: 686259

One tap mobile

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

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

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

- **For video instructions visit:**

- o Signing up and Downloading Zoom <https://youtu.be/qsy2Ph6kSf8>

- o Joining a Zoom Meeting <https://youtu.be/hlkCmbvAHQQ>

- o Joining and Configuring Audio and Video <https://youtu.be/-s76QHshQnY>

- **Helpful notes for participants:** [Helpful Hints](#)

- **Meeting packets are published on the City of Owosso website** <http://www.ci.owosso.mi.us>

Any person who wishes to contact members of the City Council to provide input or ask questions on any business coming before the Council on March 17, 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. Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF MARCH 3, 2025
6:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR BRUCE NOBLE
CHURCH OF GOD, 7TH DAY

PLEDGE OF ALLEGIANCE: TOM WHEELER
DPW SUPERINTENDENT

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

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Olson to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 18, 2025

Motion by Mayor Pro-Tem Haber to approve the Minutes of the Regular Meeting of February 18, 2025 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

Tom Manke, 2910 W. M-21, said he was very happy to hear that the downtown will be holding a Shamrock Shuffle this year involving 30 different businesses. He also noted that there are many events planned for the summer in surrounding communities, but Owosso doesn't seem to have any.

Patrice Martin, 615 N. Park Street, said she was grateful that Council was taking their time with the decision on the utility rates. She said this is a huge topic for the community and suggested that Council consider holding a town-hall type meeting to educate the public and provide an opportunity for questions from the public.

Bruce Noble, 215 Cass Street, noted that Summer Praise will be hosting six concerts this summer at the amphitheater.

COUNCIL COMMENTS

There was discussion among Council regarding whether to structure the 5th Monday meeting proposed for March 31, 2025 as a town-hall style meeting. City Manager Henne indicated that Council would be able to decide the matter after this evening's presentation and discussion.

CONSENT AGENDA

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

***Professional Services Agreement - Private Credit Assessment Services.** Approve professional services agreement with S&P Global Ratings for the provision of private credit assessment services in the amount of \$18,900.00 for DWSRF Project No. 7880-01, and further approve payment to the firm upon satisfactory completion of the contracted tasks as follows:

RESOLUTION NO. 29-2025

**AUTHORIZING CREDIT ASSESSMENT SERVICES FROM
S&P GLOBAL RATINGS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, will be asked to approve a resolution of intent to issue revenue bonds per Public Act 94 of 1933, as amended; and

WHEREAS, such revenue bonds will be purchased by the state of Michigan under their Drinking Water Revolving Loan Fund program; and

WHEREAS, this state of Michigan program requires municipalities to include a private credit assessment with their application; and

WHEREAS, professional services are exempt from the city's adopted purchasing ordinance; and

WHEREAS, S & P Global Ratings provides such service that meets the requirements of the state of Michigan program.

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 waive competitive bidding requirements and enter into a professional services agreement with S&P Global Rating to provide a private credit assessment for a revenue bond issuance involving the State of Michigan Drinking Water Revolving Loan Fund Program.

SECOND: the contract between the city of Owosso and S & P Global Ratings shall be in the form of a city purchase order.

THIRD: the accounts payable department is authorized to pay S&P Global Ratings for work satisfactorily completed at a cost estimate of \$18,900 under said professional service agreement.

FOURTH: the expense shall be paid from the Water Fund 591-901-972.000-DWRF788001.

Master Plan Implementation Goals: 3.4, 3.7

***Change Order- MI-HOPE Grant Project.** Approve Change Order No. 5 to the contract with Merkel & Kenney, Inc. for the MI-HOPE Grant Project, adding \$8,000.00 for the completion of 16 energy audits and further approve payment to the contractor up to the adjusted contract amount of \$354,126.00 upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 30-2025

**APPROVING CHANGE ORDER NO. 5 TO
THE MI-HOPE GRANT CONSTRUCTION CONTRACT
WITH MERKEL & KENNEY, INC.
TO PERFORM ENERGY AUDITS**

WHEREAS, the City of Owosso applied for and received a MI-HOPE Grant totaling \$365,000 to assist property owners in funding energy efficiency improvements, such as window replacement, HVAC replacement, and appliance upgrades; and

WHEREAS, the beneficiaries of this grant included sixteen (16) residents in the community that experienced a Qualified Financial Hardship associated with the coronavirus pandemic; and

WHEREAS, energy audits are required as a part of the program and Merkel and Kenney, Inc. is the current contractor for the MI-HOPE Grant Construction Contract, and as such, is qualified to perform the energy audits; and

WHEREAS, the grant allows the City of Owosso to utilize up to \$15,000 of the total grant received for administrative costs; and

WHEREAS, the energy audits total \$8,000.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve Change Order No. 5 to the MI-HOPE Grant Construction Contract with Merkel and Kenney Inc. for the addition of energy audits for sixteen (16) home improvement projects as a part of the 2023/2024/2025 MI-HOPE Grant (ARP-2023-37-MIH) in the amount of \$8,000.
- SECOND: the Mayor and City Clerk are hereby instructed and authorized to sign Change Order No. 5, substantially in the form attached.
- THIRD: the Accounts Payable department is authorized to pay Merkel and Kenney Inc. for work satisfactorily completed on the project up to the contract amount \$354,126.00, with prior approval from MSHDA.
- FOURTH: the above expenses shall be paid from the Housing & Redevelopment Fund 254-200-818.000.

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Notice of Pecuniary Interest

Motion by Councilmember Owens to enter the following notice of pecuniary interest on the record for Councilmember Carl Ludington as it relates to proposed contracts with Ludington Electric, Inc., in the amount of \$1,584.29 for the period of February, 2025:

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:

PO NUMBER	DEPT.	VENDOR	DESCRIPTION	AMOUNT
000046662	862	LUDINGTON ELECTRIC, INC.	CITY HALL ELECTRIC INSPECTION	150.00
000046672	862	LUDINGTON ELECTRIC, INC.	FIX BROKEN LIGHT IN RECYCLE ROOM	174.29
000046631	863	LUDINGTON ELECTRIC, INC.	AERATOR BLOWER TROUBLE SHOOT, ANNUNCIATOR RELOCATE, OUTLETS RELOCATE	1,260.00
				<u>\$ 1,584.29</u>

For the Period of: February 2025

Vendor: Ludington Electric, Inc

Total Amount: \$1584.29

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 March 17, 2025 meeting of the Owosso City Council.

Declared this 3rd day of March, 2025.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: Councilmember Ludington.

Charter Adoption – Shiawassee Recycling Community Work Group

Master Plan Implementation Goals: 1.6, 1.23, 4.16, 4.20, 5.14, 6.5

Motion by Councilmember Osmer to approve adoption of the proposed charter for the Shiawassee Recycling Community Work Group as follows:

RESOLUTION NO. 31-2025

APPROVING THE SHIAWASSEE RECYCLING COMMUNITY WORK GROUP CHARTER

WHEREAS, the City of Owosso supports regional collaboration in waste reduction, recycling, and sustainability; and

WHEREAS, the Shiawassee Recycling Community Work Group has established a charter to guide its efforts in building a stronger local recycling economy and improving environmental sustainability.

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

FIRST: the Shiawassee Recycling Community Work Group Charter is approved in the form attached as Exhibit A.

SECOND: it authorizes the City’s participation in the initiatives of the Work Group.

EXHIBIT A

Charter - Shiawassee Recycling Community Work Group

The Shiawassee Recycling Community Work Group has come together to achieve the following:

Vision: The Owosso and Shiawassee region will have a robust recycling program that builds a stronger, sustainable local economy.

Mission: Through collaboration, we will work together to identify opportunities to build a sustainable economy, create jobs, reduce environmental impacts, and improve the quality of life for all residents.

Goals: Collaborate, Participate, Build

1. **COLLABORATE** in the Exchange of Information and Ideas
 - a. Work with private sector intermediaries (e.g. Shiawassee Economic Development Partnership and Shiawassee Chamber of Commerce) to identify opportunities for new local businesses, economic development, and increased employment, especially for those who face challenges entering the workforce
 - b. Bring together public and private stakeholders with an active interest in waste reduction, recycling, and resource recovery to learn from one another and find areas for collaboration
 - c. Inform and educate the public on waste reduction and recycling issues and opportunities and make available reports and information gathered by the Task Force
2. **PARTICIPATE** and Host Community Listening Sessions
 - a. Assist local governments to meet state and federal materials management requirements

- b. Make waste reduction and recycling a starting point of local efforts to build a sustainable, resilient community
 - c. Help build public awareness for the many benefits of waste reduction and recycling and support public engagement activities on this topic
 - d. Include youth in the planning process to ensure future generations will benefit from present day investments. Offer leadership opportunities and seek their insights.
3. **BUILD** a Local Recycling Economy
- a. Help assemble competitive grant applications for state and federal funds made available for waste reduction, recycling, climate resiliency, and sustainable business; identify local matching grants where applicable.
 - b. Leverage existing community assets, both private and public, that support waste reduction, recycling and sustainability efforts.
 - c. Help build and support a robust local economic waste reduction and recycling ecosystem to generate resource materials and create new products and markets.
 - d. Create local jobs (especially for the underemployed and others having difficulty entering the job market) and identify job training and career/technical education opportunities.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

Utility Rate Discussion (continued...)

Master Plan Implementation Goals: 1.5, 2.11, 3.3, 3.4, 3.9,

The Utilities Director and Utilities Superintendents gave a detailed presentation covering the history of utility improvements since 2020 and the necessity of moving forward with the plans proposed for the next five years. The situation is critical, and significant improvements must be made to all components of the water and wastewater systems to prevent a catastrophic failure. It was clearly pointed out that the City is at risk of receiving hefty fines if it does not continue to make forward progress on the overall condition of its utilities, and individual Council members could be held liable if they decide not to follow the recommendations of the state, staff, and engineers. The discussion concluded with the scheduling of Council tours for both plants as well as the distribution/collection systems.

Fifth Monday Meeting

Motion by Councilmember Olson setting a 5th Monday meeting for Monday, March 31, 2025 at 6:30 p.m. at a location to be determined. This meeting will be held town-hall style for the purpose of educating the public on the critical needs of the utilities systems and the anticipated increases in the corresponding utility rates.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS

Tom Manke, 2910 W. M-21, said it would be great if Councilmembers joined the crew for a water main break. He went on to say that the proposed utility rates will be a huge issue for the community, and something needs to be done to educate the public about why they're necessary.

Jael Harrington, 515 N. Washington Street, implored Council to do the right thing and make the necessary utility improvements. She said she had lived in a community with failing utilities and had seen the loss and damage to both public and private property that occurred. She said Michigan is a beautiful state and we need to make the right choices to keep it that way. The cost is small in comparison to what you could lose.

Patrice Martin, 615 N. Park Street, thanked Council for moving forward with the town-hall meeting. She asked that Council take the time in the next couple of weeks to think about what information the public will be looking for and how to best deliver that information.

COUNCIL COMMENTS

Councilmember Osmer noted that there is another meeting regarding the warming centers on Friday at 2:00pm. They are looking for volunteers to help with meals and an overnight location. She also noted that the Cook Family Foundation will be hosting virtual and live listening sessions on recycling in the coming weeks for those that are interested in the topic.

CITY MANAGER REPORT

Nathan R. Henne, City Manager. City Manager Report – February 2025.

COMMUNICATIONS

Brad A. Barrett, Finance Director. Financial Report – January 2025.
Owosso Historical Commission. Minutes of February 11, 2025.
Downtown Historic District Commission. Minutes of February 19, 2025.

NEXT MEETING

Monday, March 17, 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

Motion by Councilmember Osmer for adjournment at 9:54 p.m.

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

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk

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



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: March 10, 2025
TO: City Council
FROM: Kevin Lenkart
RE: Affiliation Agreement with Ascension Genesys Hospital

Recommendation:

Request council approve Affiliation Agreement with Ascension Genesys Hospital.

Background:

Ascension Hospital is currently operating an EMS training program that requires the students to complete clinical rotation at area EMS agencies. This agreement will allow Ascension Hospital EMS and Paramedic students to ride with Owosso Fire staff as part of their training.

The Owosso Fire Department (OFD) has several longstanding partnerships with area EMS educational programs including, Corunna Area Ambulance, Lansing Community College and Shiawassee Regional Education Service District. These partnerships allow EMS students to learn on-the-job and learn from OFD staff.

Budget:

There will be no cost to the City of Owosso.

Master Plan: 7.1

RESOLUTION NO.

**AUTHORIZING AN AGREEMENT WITH
ASCENSION GENESYS HOSPITAL
FOR CLINICAL ROTATION / EMS EXPERIENCE
FOR ASCENSION 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, Ascension Genesys Hospital (Ascension) desires a contract with the City of Owosso to allow Ascension 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: Corunna Area Ambulance Service, 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 Ascension Genesys Hospital EMS training program students.

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

Affiliation Agreement

This Affiliation Agreement (“Agreement”), effective March 10, 2025, is by and between **Ascension Genesys Hospital** (“School”), and **City of Owosso** (“Provider”). Both, the School and Provider are referred to as the “parties” collectively and individually as the “party” herein.

RECITALS

WHEREAS, School is an acute care facility which can provide appropriate environment for non-clinical and clinical training/experience, including in the area of emergency medical services (“EMS”);

WHEREAS, School has “students” enrolled in its EMS training program (“Program”), which as part of their curriculum requires appropriate clinical rotational training/experience, and;

WHEREAS, the parties wish and intend this Agreement to set forth the terms and conditions under which they will from time to time, permit School EMS students to participate in clinical rotation at Provider’s facility.

NOW THEREFORE, in consideration of the premises, mutual promises, and undertakings of the parties set forth below, the parties agree as follows:

I. Educational Programs

- A. Responsibility for Programs. School is solely responsible for the Program’s curriculum planning, recruitment, and admission of qualified candidates, Program administration, matriculation requirements, and faculty appointments, competencies, and promotions, as required by applicable law, accreditation requirements, and School policies. School has the overall responsibility for the educational portion of the training/experience for each and all students placed at Provider and will be primarily responsible to periodically evaluate the Program as required by its guidelines and requirements of its applicable accrediting agencies with oversight over such a Program.
- B. Coordinators. School will provide a Program Director or designee for the Program. The Program Director will serve as a liaison between the School and Provider. Provider will provide a Coordinator to work with the School’s faculty regarding the rotation for the Program. The Program Director will work with the Coordinator regarding specific student placement, scheduling and educational objectives for each training/experience rotation.

- C. Student Discipline. School will have the sole responsibility for any student disciplinary actions or proceedings. Provider agrees to report to School any potential or actual disciplinary issues and will make reasonable efforts to assist in any investigation conducted by the School. School will at all times defend, indemnify, and hold Provider harmless from any and all claims and costs arising out of or related to the exercise of this School's responsibility, including all attorney fees.
- II. Training/Experience Rotations at Provider. The term "rotation" as used in this Agreement will refer to clinical training periods at Provider. The term "student" shall include those individuals designated by the School as trainee, student, intern, or extern in the EMS Program affiliated with School. The School will, in consultation with the Provider, administer each rotation at School as follows:
- A. Coordination of Rotations. Provider will cooperate with the School in the planning and conduct of each student's rotation, so that the student's training/experiences are appropriate in light of the School's educational objectives. The parties will establish a hard copy or electronic form which will document the Program's rotations, including the name and number of students for each rotation period and it will be provided to the Provider Coordinator at least two (2) weeks before the beginning of each rotation. Failure to have the prerequisites completed for any student will prevent or delay the commencement of any rotation.
 - B. Student Prerequisites. Before each student's rotation, the School or each student will ensure that any prerequisites established by Provider are met prior to the scheduled rotation.
 - C. Supervision of Students. Provider will provide qualified individuals ("preceptor(s)") to supervise each EMS rotation. School will require its Program faculty to be available to preceptors for collaboration and consultation as required between the parties. Nothing in this Agreement will prevent any patient from requesting not to be a "teaching" patient or prevent any preceptor from designating a patient as a non teaching patient.
 - D. Provider Rules, Regulations, and Policies. Provider will provide students an orientation of its facilities and will apprise them of all applicable rules, regulations, and policies that students will be required to comply with as a condition of continuing with their rotation at Provider. Provider will provide a copy of all applicable rules, regulations, and policies.
 - E. Student Evaluations. Provider preceptors will provide School with written or electronic evaluation data for assigned students during the rotation as required by the Program accrediting agencies; however, School faculty will retain the sole responsibility for the overall educational evaluation of the students.

- F. Personal Property Loss or Damage. Provider shall not be liable in any manner for any loss of or damage to the personal property of the student, including any vehicle used by the student.
- G. Available Amenities and Services. Provider will make available to students the use of its cafeteria, scheduled conference rooms, and library as available and as required by the Program, without charge except for food consumed by the students. If a student is sent to occupational health, clinic, or hospital for emergency care, such student will be solely responsible for the costs and expenses of any care or treatment, including follow up care or treatment.

III. Provider's Right to Accept and Remove Students

- A. Provider has the right to refuse to accept any student who: (i) has previously been discharged for cause as an employee of Provider, or (ii) was removed from or relieved of responsibilities for cause by Provider. The Provider will notify the School in writing of its refusal to accept any student and the basis for the refusal.
- B. Provider reserves the sole right to not schedule any rotation assignment in the event of resource shortages, constraints or other business exigencies which may occur during the period of this Agreement.
- C. Provider has the right to remove any student from its premises. Provider will notify the School in writing when it desires to remove any student for a reasonable cause related to the need for maintaining an acceptable standard of behavior or conduct, regardless as to whether it relates to patient care. The written request to the School will provide a basis for removal. Nothing herein shall restrict Provider's right from immediately removing a student from its premises where the student poses an imminent threat to the health or safety of the public or a patient, visitor, employee of Provider.

IV. Record Ownership and Disclosure. School will own and maintain all student evaluation records and reports which are completed by a student at the Provider as a result of a clinical rotation. Provider will have no responsibility respecting this documentation other than those specifically agreed upon reports from a preceptor which are necessary to the School's monitoring of a student's progress. Provider will refer all requests for records to the School. Provider agrees to comply with all applicable statutes, rules, and regulations respecting the maintenance of and release of information from such records.

V. Confidentiality. School will, including its employees, students, and agents to comply with all applicable laws regarding the privacy, security, and confidentiality of protected health information ("PHI") as the term is defined in the Health Insurance Portability and Accountability Act of 1996, the 2009 HITECH amendments, and related regulations, and will promptly (i) report to Provider any actual or potential improper use or disclosure of PHI, and (ii) timely act to correct and/or mitigate any improper use or disclosure of PHI.

This obligation will survive the termination of this Agreement. School will cause its students to comply with policies regarding access to patient information, including but not limited to policies regarding the proper use of computer assets and information security, as applicable. Each student must complete and demonstrate competency in the School's HIPAA training program.

VI. Term and Termination.

A. This Agreement is effective March 10, 2025, for a period of one (1) year. This Agreement will automatically renew for another one (1) year period unless either party indicates in writing to the other party, at least thirty (30) days prior to expiration of the term, of its intention to not renew this Agreement.

B. This Agreement may be terminated at any time after initial execution, with or without cause, by providing the other party with thirty (30) days advanced written notice of termination, including the effective date of termination. Any student currently receiving instruction in a rotation at Provider will be given an opportunity to complete his/her rotation at Provider.

VII. Own Acts. Each party shall be responsible for the acts and omissions of itself and its employees and officers. Except as expressly provided herein, this Agreement shall not be construed to create a contractual obligation for either party to indemnify the other for loss or damage resulting from any act or omission of the other party or its employees, directors, officers and agents. This section shall not constitute a waiver by either party or any rights to indemnification, contribution or subrogation which the party may have by operation of law.

VIII. Insurance.

A. School. School will obtain and maintain general and professional liability insurance or self-insurance covering itself and its employees and students with policy limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Upon request, the School will provide to Provider certificates of insurance evidencing such coverage.

B. Provider. Provider will obtain and maintain general and professional liability insurance or self-insurance covering itself, its employees and its Programs, with policy limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

Provider will obtain and maintain insurance covering property damage and bodily injury for all owned and leased motorized vehicles used during the clinical rotation, including without limitation, ambulances. No student will be allowed or required to operate any motorized vehicle during a rotation period.

C Cooperation. Subject to applicable law and the terms of the parties' respective professional and general liability insurance policies, each party shall cooperate with the other party in the investigation of complaints, claims, or regulatory matters. This may include making Provider employees, School employees and/or students available for interviews and to provide testimony in civil proceedings.

D Notice of Termination of Insurance Coverage. A party has the obligation to maintain all insurance applicable coverages during the period of this Agreement. In the event a party's applicable insurance coverage is terminated, not renewed, or minimum policy limits are not maintained, the other party shall be immediately notified and this Agreement shall terminate without penalty for the party receiving such notification.

IX. Independent Contractor. Although students in rotation at Provider will be considered to be applicable under the HIPAA requirements, each party to this Agreement is an independent contractor and as such is responsible only for its own respective conduct. This Agreement does not in any manner establish an expressed or implied partnership, joint venture, agent/principal relationship, or employer/employee relationship. No party has the authority or consent to legally bind the other party to legal obligations outside of the terms and conditions of this Agreement.

No student participating in any rotation at Provider will be considered or deemed to be an employee of Provider whatsoever, including but not limited to, for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, or obligations for withholding of income taxes. The tasks and duties which consist of a rotation assignment are solely in fulfillment of the academic requirements of such Program and will be performed under supervision. No student rotation will be used to replace or substitute for any employee of Provider.

X. Consideration. As consideration hereunder, the parties to this Agreement as part of each of their applicable charitable and educational purposes, and as such, there is to be no monetary consideration paid by either party under this Agreement.

XI. Miscellaneous.

A. Compliance with Law. Each party will be separately responsible for its compliance with all federal and state laws, including anti-discrimination laws, which may be applicable to their respective activities under the Program, and each will hold the other party harmless from adjudicated liability as a result of its noncompliance of any such laws.

- B. Excluded Entity. Each party warrants and represents at the inception of this Agreement that neither it nor its employees have been or are about to be excluded from participation in any federal health care program (including, but not limited, to Medicare and Medicaid). During the period of this Agreement, a party will immediately notify the other party of its receipt of notice or knowledge that it has been excluded from participating in any federal healthcare programs. In the event of a party's exclusion, this Agreement will terminate immediately by the non-excluded party without penalty, notwithstanding any language elsewhere in this Agreement regarding any limitation on the right to terminate including, but not limited to, providing an advance written notice period for termination or for cause.
- C. Governing Law. This Agreement shall be governed in accordance with the laws of the State of Michigan.
- D. Severability. The invalidity or unenforceability of any term or provision hereof shall in no way affect the validity or enforceability of any other term or provision of this Agreement.
- E. Entire Agreement. This Agreement and any referenced exhibits or addenda consist of the entire agreement between the parties relating to the terms herein.
- F. Amendment. Any modification, change, or discharge of this Agreement may only occur by a prior written agreement between the parties.
- G. Waiver. A waiver by any party of any provision shall not serve as a basis for any subsequent waiver for any provisions of this Agreement.
- H. Assignment. This Agreement shall not be assigned, in whole or in part, by either party without the prior written consent of the other party.
- I. Non-Exclusive. Nothing in Agreement shall prohibit a party from entering into any affiliation agreement with another organization concerning the same or similar educational programs or rotations.
- J. Third Party Beneficiary. No person or entity other than the parties to this Agreement shall be considered or deemed to be beneficiaries of any kind under the terms of this Agreement.
- K. Survival. The following provisions of this Agreement shall survive and remain in effect subsequent to the termination of this Agreement: Section V, Section VII, Section VIII; and Section XI (K).
- L. Corporate Responsibility. School has in place a Corporate Responsibility Program ("CRP") which has as its goal to ensure that School complies with

federal, state and local laws and regulations. The CRP focuses on risk management, the promotion of good corporate citizenship, including the commitment to uphold a high standard of ethical and legal business practices, and the prevention of misconduct. Provider acknowledges School's commitment to corporate responsibility and agrees to conduct all activities which occur pursuant to this Agreement in accordance with the underlying philosophy of corporate responsibility adopted by School.

- M. Religious Directives. The parties acknowledge that the operations of School are in accordance with the Ethical and Religious Directives for Catholic Health Care Services, as promulgated by the United States Conference of Catholic Bishops, Washington, D.C., of the Roman Catholic Church or its successor ("Directives") and the principles and beliefs of the Roman Catholic Church are a matter of conscience to School. It is the intent and agreement of the parties that neither this Agreement nor any part hereof shall be construed to require School to violate said Directives in its operation and all parts of this Agreement must be interpreted in a manner that is consistent with said Directives.
- N. Notice. All notices, demands or other writings provided for under this Agreement shall be deemed to have been fully given when made in writing and either hand delivered or deposited in the United States mail, registered and postage prepaid, and addressed to the respective Parties as set forth below and/or at any other address or location approved in writing by the Parties.

Provider	School
City of Owosso Owosso Fire Department Robert Teich Mayor, City of Owosso 301 W. Main St. Owosso, MI 48867	Ascension Genesys Hospital EMS Education Christopher Patrello Manager EMS 1000 Health Park Blvd Grand Blanc, MI 48439

[Signatures on the following page]

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representative, all necessary approvals of each institution having been obtained.

PROVIDER

SCHOOL

By: _____

By: _____

Name: Robert Teich

Name: _____

Its: Mayor of Owosso

Its: _____

Date: _____

Date: _____

By: _____

Name: Amy Kirkland

Its: Owosso City Clerk

Date: _____



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

MEMORANDUM

DATE: February 24, 2025
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: Traffic Control Order # 1528

Stephen Schlaack, Market Manager, is requesting street closures for the Downtown Owosso Farmers Market.

LOCATION:

W. Exchange Street from N. Water Street to N. Washington Street
N. Water Street from W. Exchange Street to W. Mason Street
N. Ball Street from E. Main Street to W. Mason Street

DATE:

Every Saturday from May 3, 2025, thru October 25, 2025

TIME:

7:00 am – 2:00 pm

The Public Safety Department has issued Traffic Control Order# 1528 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of said traffic control order formalizing the action.

CITY OF OWOSSO
TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1528	02/24/2025	1:20 PM

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
Street closures

LOCATION OF CONTROL
W. Exchange St. from N. Water St. to N. Washington St.
N. Water St. from W, Exchange St. to W. Mason St.
N. Ball St. from E. Main St. to W. Mason St.

EVENT:
Downtown Owosso Farmers Market
Every Saturday
May 3, 2025, to October 25, 2025
7:00 am – 2:00 pm

APPROVED BY COUNCIL
_____, 20____

REMARKS

Owosso Farmers Market
215 N. Water Street
Owosso, MI 48867



02/16/2025

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

Dear City of Owosso Officials,

On behalf of the Downtown Owosso Farmers Market, I am writing to formally request the closure of the following streets for our 2025 market season:

- West Exchange Street from North Water Street to North Washington Street
- North Water Street from West Exchange Street to West Mason Street
- Ball Street from East Main Street to West Mason Street

These closures are requested for every Saturday from May 3rd, 2025, through October 25th, 2025, with operational hours from 7:00 AM to 2:00 PM, including time for setup and teardown.

The Downtown Owosso Farmers Market has been a cornerstone of our community since 1974, providing direct access to fresh, local food and supporting small businesses throughout the region. Our market plays a vital role in local food access, as we currently process the highest volume of EBT/Bridge Card transactions within Owosso city limits.

Additionally, we are proud members in good standing of the Shiawassee Regional Chamber of Commerce and continue to expand our reach with successful events like our 2024 Holiday Market, which was the largest in market history and took place in the former JC Penney building downtown. Events like these bring vibrancy, tourism, and commerce to the heart of Owosso, benefiting residents, visitors, and downtown businesses alike.

We greatly appreciate the City of Owosso's ongoing support of our mission to provide food access and foster a thriving local economy. We are confident that, with your approval of this road closure request, we can continue to serve our community effectively while contributing to a vibrant and bustling downtown district.

Thank you for your time and consideration. Please feel free to reach out if you need any additional information.

Sincerely,

Stephen Schlack

Manager, Downtown Owosso Farmers Market

Phone: (989) 413-3728 | Email: dofarmersmarket@gmail.com



APPLICATION FOR USE OF CITY STREETS & PARKING LOTS FOR SPECIAL EVENTS

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

This application, plus all required documentation and fees shall be submitted to the Public Safety Department at least thirty (30) days and not more than one hundred twenty (120) days prior to the first day of the requested event, with 2 exceptions:

- 1. Applicants requiring the issuance of a conditional use permit as required by Sec. 38-504(4)(b), shall submit a complete application at least ninety (90) days prior to the event.
2. Applicants requesting the use of a state trunkline shall submit a complete application at least forty-five (45) days prior to the event.

Event Name: Downtown Owosso Farmers Market
Applicant Name: Downtown Owosso Farmers Market Date: 2/11/2025
Primary Contact: Stephen Schlaack Title: Manager
Address: 215 N Water St. Owosso, MI 48867
Phone: 989-413-3728 Email: dofarmersmarket@gmail.com
Requested Date(s): Saturdays from 5/3 to 10/25 Requested Hours: 7am to 2pm

Area Requested (Parking Lot - Parade Route):
W. Exchange St. from N. Water St. to N. Washington St.
N Water St. from W. Exchange St. to W Mason St., &N Ball St. from E Main St. to W. Mason St.

Detailed description of the use for which the request is made: Every Saturday during the above dates, to setup and operate the Downtown Owosso Farmers Market.

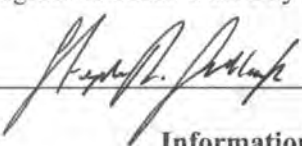
Please attach the following items and mark the corresponding checkbox indicating their inclusion. See back for detailed descriptions of each item:

- Executed Hold Harmless Agreement
Map of the Event Area with Event location highlighted
Rules or policies applicable to persons participating in proposed event
Proof of Insurance
or
Request for Insurance Waiver
Application Fee

Continued on back...

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. In consideration of the granting of permission by the City of Owosso to the Applicant for the use of facilities set forth above, Applicant shall indemnify, defend and hold harmless the City of Owosso, their officials, employees, agents, professionals and volunteers, collectively ("CITY") from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys' fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of the use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Applicant, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether it is caused in part by a party indemnified hereunder.

The Applicant certifies that s/he has read and examined this application and that all information contained herein is true and correct. Applicant agrees to observe all City ordinances, laws and/or conditions imposed.

Applicant Signature:  Date: 2/26/2025

Information Regarding Required Documents

Map of the Event Area – Map showing the general area where the event will be located. The exact event location /event route must be highlighted and the locations requiring barricades for the requested street/lot closure must be clearly marked.

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

Proof of Insurance – A Certificate of Insurance and Endorsement acceptable to the City evidencing General Liability insurance for the event in the minimum amount of \$1,000,000 per occurrence. Coverage shall be endorsed to name the City of Owosso as additional insured and be primary and non-contributory to any other insurance the City has.

or

Request for Insurance Waiver - The City Council may waive the insurance requirement if it determines that insurance coverage is unavailable or cannot be obtained at a reasonable cost and the event or activity is in the public interest or fulfills a legitimate and recognized public purpose. Check box if you are requesting waiver of insurance.

Applicants must indicate whether they are providing proof of insurance or requesting an insurance waiver. Request for a waiver in no way guarantees a waiver will be granted.

Application Fee – Fee set by resolution of City Council to offset a portion of the costs related to the processing of special events applications.

- | | |
|---|--|
| <input checked="" type="checkbox"/> \$30 Application (30-120 days prior to 1 st day of event) | <input type="checkbox"/> Additional: _____ |
| <input type="checkbox"/> \$50 Additional MDOT Closure (M-21, M-71, M-52) | <input type="checkbox"/> Additional: _____ |
| <input type="checkbox"/> \$15 Additional-Expedited Fee (14-29 days prior to 1 st day of event) | <input type="checkbox"/> Additional: _____ |

\$ 30 **Total Due at Time of Application. Please make check payable to: City of Owosso.**

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

Approved Not Approved Date: _____ Traffic Control Order Number _____

Copy of Rules & Regulations provided to Applicant

Cc: DDA – Director; WCIA – Chairperson



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C. No. Ext): (855) 222-5919 FAX (A/C. No): E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Downtown Owosso Farmers Market 215 N Water St Owosso, MI 48867	INSURER A: State National Insurance Company, Inc. 12831	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** 283278034 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NXTKRK7KTD-03-GL	03/10/2025	03/10/2026	EACH OCCURRENCE \$1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00 MED EXP (Any one person) \$15,000.00 PERSONAL & ADV INJURY \$1,000,000.00 GENERAL AGGREGATE \$2,000,000.00 PRODUCTS - COMP/OP AGG \$2,000,000.00 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is City of Owosso. This Certificate Holder is an Additional Insured on the General Liability policy on a primary and non-contributory basis. This Certificate Holder is an Additional Insured on the General Liability policy with respect to ongoing operations. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER City of Owosso 301 W Main St Owosso, MI 48867	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGES

Policy Change
Number 02

POLICY NUMBER NXTKRK7KTD-03-GL	POLICY CHANGES EFFECTIVE 03/10/2025	COMPANY State National Insurance Company, Inc.
NAMED INSURED Josephine Brown Downtown Owosso Farmers Market 215 N Water St Owosso, MI 48867		AUTHORIZED REPRESENTATIVE Ann Ryan
COVERAGE PARTS AFFECTED Commercial General Liability Coverage Part		
CHANGES SEE ATTACHED SCHEDULE		

Return Total

\$0.00



Authorized Representative Signature

SCHEDULE OF POLICY CHANGES

It is understood and agreed that:

The following forms are added:

NXT-0084 BM GL 0218 - Designated Additional Insured - Primary Insurance

CG 20 10 12 19 - Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization

All other terms and conditions remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ADDITIONAL INSURED – PRIMARY INSURANCE

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person or Organization:

City of Owosso
301 W Main St
Owosso, MI 48867

- I. **SECTION II - WHO IS AN INSURED** is amended to include the person or organization shown in the **SCHEDULE**, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you. However:
 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- II. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.
- III. Coverage provided to the additional insured shown in the **SCHEDULE** is afforded on i) a primary basis, ii) a noncontributory basis, or iii) a primary and noncontributory basis in accordance with the applicable written contract between you and the additional insured.

All other terms and conditions of the policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
City of Owosso 301 W Main St Owosso, MI 48867	MI
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;
whichever is less.

This endorsement shall not increase the applicable limits of insurance.



Prosciutto's Cone Zone
Ice Cream

Owosso Masons
Lodge #81

Shawassee Council
On Aging - Owosso

American Legion Post 57

N Water St

W Mason St

W Mason St

W Mason St

N Washington St

E Mason St

E Mason St

E Mason St

Stewart Graphics
We Print Everything

It's a Deli Thing
Sandwich

Shawassee Regional
Chamber of Commerce
Recently viewed

Armory
Recently viewed

W Exchange St

W Exchange St

W Exchange St

N Ball St

N Ball St

N Washington St

E Exchange St

E Exchange St

N Water St

Tap House Restaurant
Garets

Tap House Specialty
Klein Market
Butcher Shop

White Lounge

Homegrown Cannabis
Company Owosso

Google

Lebowski Center
for Performing Arts

Wolf Family Dentist

Argus-Press

Nelson House
Funeral Home

Lebowski Center
for Performing Arts

2025 Downtown Owosso Farmers Market

Vendor Information & Rules Document

Vendor Information

The Downtown Owosso Farmers Market (DOFM) is proud to continue its tradition of providing high-quality, locally-sourced food and artisan goods to our community. Each season, we receive many applications and maintain a waitlist for vendors. Priority is always given to Agricultural/Farmer and Food businesses to uphold the mission and purpose of the market while reducing redundancy.

Vendor selection is based on product diversity, category balance, and overall market fit. Please review the following information regarding vendor eligibility, operations, and expectations.

Vendor Categories

The following categories qualify as market vendors:

1. Agricultural/Farmer

- Michigan-based farmers and growers who raise, harvest, or cultivate their produce, herbs, nursery crops, meat, eggs, dairy, flowers, and plants.
- Must produce at least 80% of products personally. Up to 20% may come from the following:
 - Representative Vendor: Agricultural products purchased from Michigan wholesale farms/greenhouses; must be labeled with the business name and/or location.
 - Farmer Direct: Products purchased directly from Michigan farmers; farm name and location must be provided.

2. Prepared Food & Beverage

- Businesses selling processed or pre-packaged food and beverages made in a licensed commercial kitchen or under Michigan Cottage Food Law.
- Concession vendors (including food trucks) must provide health department inspection documentation.

- Wholesale or value-added products must not exceed 20% of items sold.
 - Vendors must supply their own waste bin and remove trash from the premises after each market.
3. **Artisan Makers** (*limited availability*)
- Vendors selling handcrafted, non-edible goods (e.g., textiles, woodworking, art) that are designed, built, or crafted by the vendor.
 - No brokered or wholesale-only items allowed.
 - Preference given to vendors applying for artisan-focused markets.
4. **Other/Service Vendors** (*limited availability*)
- Vendors offering unique resale items or specialty services.
 - Must include at least 50% original work; resale items must be antique, second-hand, or refurbished.
 - Not eligible for a full-season pass.
5. **Local Business/Nonprofit** (*limited availability*)
- Michigan-based businesses and nonprofits that support the DOFM mission.
 - Must focus on community education, food access, or family-friendly engagement.
 - No product sales permitted. Limited to one booth per month.
-

Vendor Guidelines & Expectations

- **Booth Size:** Standard vendor spaces are 10' x 10'. Vendors must provide their own tables, coverings, signage, and a tent with minimum 25-lb weights on each leg.
- **Attendance:** Consistent vendor presence is critical to the market's success.
 - Full-season vendors are allowed up to 6 absences.
 - Summer Pass vendors must commit to full attendance for the selected dates.
- **Weather Policy:** The market operates rain or shine. In extreme weather, a limited number of vendors may relocate indoors at The Armory.

Market Rules

- **Prohibited Activities:**
 - Raffle sales, soliciting, and political or religious displays or activity are strictly prohibited.
 - Distribution of non-market literature is not permitted within the market area.
- **Professional Conduct:**
 - All participants must act with respect, integrity, and professionalism.
 - Harassment, discrimination, vulgar language, or smoking in the market area will result in immediate removal.
- **Refund Policy:**
 - No refunds will be issued for any vendor fees after acceptance.

2025 Vendor Fees

Vendor Type	Price	Cost per Week	Details
Full-Season Pass	\$ 350.00	\$ 13.46	26 Saturdays, May–October; Designated booth space = \$13 per market.
Half-Season Pass	\$ 250.00	\$ 19.23	13 Saturdays of your choice.
Summer Pass	\$ 150.00	\$ 25.00	6 pre-selected dates (2 in June, 2 in July, 2 in August).
Daily Pass	\$ 30.00	\$ 30.00	Assigned space upon arrival. First-come, first-served.
Daily Food Truck	\$ 50.00	\$ 50.00	Food trucks and concession vendors must supply trash bins.
Seasonal Food Truck	<i>Inquire for pricing</i>	<i>Inquire for pricing</i>	Pricing varies based on dates and truck size.

Power Hookup: \$10/day for food trucks if available.

Vendor Resources & FAQs

Attendance & Absences

Vendors unable to attend a scheduled market must notify market staff by noon on Friday to avoid disruption to market operations.

- **Call/Text:** (989) 413-3728
 - **Email:** dofarmersmarket@gmail.com
-

Payment Instructions

Payments can be made via the secure online payment link provided to approved vendors. Cash and check payments may also be arranged with the market manager.

Market Participation Guidelines

- **Check-In Procedure:** New or daily vendors must check in at the DOFM booth at Exchange & Water Street.
 - **Nutrition Assistance Programs:** Vendors selling eligible products can accept SNAP/EBT, Double Up Food Bucks, and Prescription for Health. Additional programs to be added when available.
 - **Marketing & Promotion:** Tag us on Facebook (@DowntownOwossoFarmersMarket) or Instagram (@owossofarmersmarket) for cross-promotion opportunities. High-resolution photos of your business/products are welcomed for marketing purposes.
-

Thank you for being part of the 2025 Downtown Owosso Farmers Market!

We look forward to another successful season of supporting local businesses, providing community food access, and creating a vibrant market experience for all.



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

MEMORANDUM

DATE: March 17, 2025
TO: Owosso City Council
FROM: Lizzie Fredrick, OMS & DDA Executive Director
SUBJECT: Revolving Loan & Grant Program – Shook Riverside Development Grant Application

BACKGROUND:

In 1994, the City of Owosso established a Revolving Loan Fund for projects within the Downtown Development Authority District. This program later expanded to include grants, becoming the Revolving Loan & Grant Program and funding projects within identified zoning districts. Stewardship was given to the Owosso Main Street & Downtown Development Authority Board of Directors with oversight of the application and program revision process by the Revolving Loan Fund Sub-Committee, now known as the Economic Vitality Committee.

On February 18, 2025, the Economic Vitality Committee approved the Shook Riverside Development LLC Revolving Loan & Grant Program Application for a reimbursement grant award of \$25,000 for Fire Suppression at 312 W. Main Street.

On March 5, 2025, the OMS & DDA Board approved the Shook Riverside Development LLC Revolving Loan & Grant Program Application for a reimbursement grant award of \$25,000 for Fire Suppression at 312 W. Main Street.

FISCAL IMPACT:

Upon fulfillment of all Program and Grant Agreement requirements, \$25,000 will be paid to Shook Riverside Development LLC from General Ledger Number 239.200.818.000.

MOTION TO CONSIDER:

To approve a reimbursement grant award of \$25,000 to Shook Riverside Development LLC from the Revolving Loan & Grant Program for Fire Suppression at 312 W. Main Street.

Master Plan Implementation Goals: 1.19, 2.3, 5.11, 5.13, 5.15

ATTACHMENTS:

Shook Riverside Development LLC Grant Application

RESOLUTION NO.

**AUTHORIZING APPROVAL OF
THE RELEASE OF OMS/DDA REVOLVING LOAN & GRANT FUNDS
TO SHOOK RIVERSIDE DEVELOPMENT LLC
FOR ASSOCIATED WORK AT 312 W. MAIN STREET**

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

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

WHEREAS, on December 2, 2024, the Owosso City Council approved revisions to the OMS & DDA Revolving Loan & Grant Program; and

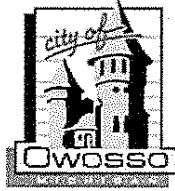
WHEREAS, on January 15, 2025 a grant application was submitted to OMS/DDA by Shook Riverside Development LLC for a grant of \$25,000.00 for fire suppression for their property at 312 W. Main Street; and

WHEREAS, on February 18, 2025, the Economic Vitality Committee approved the Shook Riverside Development LLC Revolving Loan & Grant Program Application; and

WHEREAS, on March 5, 2025, the OMS & DDA Board approved the Shook Riverside Development LLC Revolving Loan & Grant Program Application for a reimbursement grant award of \$25,000 for Fire Suppression at 312 W. Main Street and authorized staff to submit the application for approval by Owosso City Council.

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

- FIRST: the City of Owosso hereby approves the \$25,000 grant to Shook Riverside Development LLC for fire suppression at 312 W. Main Street
- SECOND: the Accounts Payable department is authorized to release said grant funds to Shook Riverside Development LLC according to the terms & specifications determined by the revised OMS/DDA Loan & Grant Manual.



OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REVOLVING LOAN & GRANT PROGRAM

301 W. Main Street, Owosso, MI | 989.725.0571 | lizzie.fredrick@ci.owosso.mi.us

GRANT APPLICATION

Before completing/submitting this application, please contact lizzie.fredrick@ci.owosso.mi.us. The OMS & DDA Economic Vitality Committee can help answer any questions or concerns associated with the application and review process.

Applicant Information

Name: Shook Riverside Development LLC - Kori Shook
Address: 5115 Colby Rd Owosso, MI 48867
Phone: 989-277-3295 [Business] [X] Mobile [Home]
Email: Kori@korishook.com

Property Information

Owner entity name: Shook Riverside Development LLC
DBA (if different):
EIN # (if applicable):
Address: 312 W. Main St Owosso, MI 48867
Phone: 989-277-3295 Website:
Type/Category of property: Commercial
Tax classification of owner entity: [Corporation] [X] LLC [Partnership] [Proprietorship] [S-Corp] [Individual]
Property is: [X] Vacant [Occupied - list tenants:
Facility/Building is: [X] Owned [Leased] [Rented] [Other - explain:
Property is: [Owned by business] [X] Owned by applicant [Owned by other:
Square footage currently occupied: 0
Square footage activated as a result of project:

Financial Information

Amount of financing already secured for project: \$1.3 million

Source of funds: Private financing

Cash investment by applicant and/or other owners: \$175,000

List of other investors/owners (if applicable):

Name: _____ Name: _____

Name: _____ Name: _____

Eligibility Criteria

Check all that apply.

- Business and/or property is located within approved zones
- Business is headquartered in Michigan
- Business is not a franchise, located in a strip mall, a "big box" retailer, or a business whose primary sales come from adult entertainment, marijuana, CDB and/or tobacco
- Applicant will have control over the site for which they are applying for prior to the loan or grant approval (excluding acquisition projects)
- Applicant has not received funds from the Revolving Loan & Grant Program within the last 24 months
- Applicant is not in default with the City of Owosso including but not limited to taxes, utilities, special assessment, invoices, permits, and loan payments
- Applicant, or any LLC associated with the applicant, has not filed for bankruptcy
- Applicant is not on the Owosso City Council, Owosso Main Street & Downtown Development Authority Board of Directors, or OMS & DDA Economic Vitality Committee


Grant Request Information

Check all that apply. Note: Grant maximum per project/building is \$50,000

- Architecture Services (maximum amount varies by project type)
- Elevator (up to \$25,000 per building)
- Fire Suppression (up to \$25,000 for projects with two or more upper floor residential units)
- Vault Fill-In (up to \$12,000 per building)
- Professional Services-Access Study (up to \$5,000 per building)


No-Cost Small Business Support

The Michigan Small Business Development Center provides free business development services, resources, and tools. Wherever you are on your entrepreneurial journey, the SBDC can help elevate your business. Visit www.michigansbdc.org or call 810.762.9660 for more information. Check all that apply.

- Applicant has contacted the SBDC for consulting services
- Applicant has received SBDC consulting services in the past
- Applicant still receives SBDC consulting services
- Not applicable 

Application Checklist

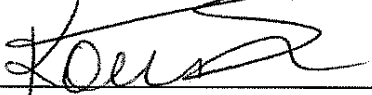
Please ensure the following are submitted with your completed application:

- Business Plan and Financial Projections
- Project Pro-Forma
- Cost Estimate(s)
- ~~All existing lien holder agreements (if applicable)~~
- Design Renderings
- Before Photos 

Note: Applicants may be requested to attend the Economic Vitality Committee Meeting at the time of the application review. Other documentation may be requested if deemed necessary by OMS & DDA. Additional information that may be requested are credit reports for all business/owners; proof of equity investment; personal/business tax returns, current business financial statement, cash flow statements, copy of lease/purchase agreement, commitment letters from other lenders/project participants, cost estimates-all items being purchased with Revolving Loan & Grant Program monies, articles of incorporation, partnership, and/or operating agreements.

The applicant shall be responsible for a \$500 grant processing fee if awarded.

By signing this form, I, the applicant, certify that all information contained above is true and complete to the best of my knowledge and belief. Applicant understands this application and any other information received with it will be retained whether this request is approved or denied.

Applicant signature: 

Date signed: 1/12/2025

Owosso Main Street & Downtown Development Authority

Application received by: 

Date received: 1/15/25

Completed grant applications will be reviewed by the OMS & DDA Economic Vitality Committee. If approved, applications will be submitted to the OMS & DDA Board of Directors for approval. Grant applications approved by the OMS & DDA Board will be submitted to Owosso City Council for approval.



1031 Northcrest Rd
Lansing, MI 48901
Ph: (517) 316-9911
Fx: (517) 316-9966

February 16, 2024

Shook Builders and Design
Owosso, MI 48867
Phone: 989-277-3296
Email: joshshook@yahoo.com

Attention: **Josh Shook**
RE: **Fire Sprinkler System- Shook Main Street Building Owosso, MI**

Boynton Fire Safety Service, LLC is pleased to submit a quotation for the above referenced project. The project consists of the renovation of an existing tenant space. We propose to provide fire sprinkler system and fire alarm modifications per the plans, 2015 Michigan Building Code, NFPA 72 and NFPA 13.

Fire Sprinkler System:

- *Design of fire sprinkler systems for the facility*
- *Fire Sprinkler Design: Ordinary Hazard Group II-Future Restaurant Area*
- *Fire Sprinkler Design: Light Hazard-Office Area and Apartments*
- *Sprinklers: Approximately 75 sprinkler heads*
- *Includes all piping, valves, fittings, heads, trim, drains, hangers, etc.*
- *Provide all testing of fire suppression equipment, material, and systems.*
- *Includes all fire caulking and caulking of penetrations, as necessary.*

Fire Sprinkler Installation: \$29,000.00

Fire Sprinkler Monitoring Alarm:

- Control panel with cellular communicator
- Smoke Detector
- Manual Pull Station
- Horn/Strobe
- Connection to sprinkler water flow
- Connection to sprinkler tamper switches.

Fire sprinkler monitoring alarm installation: \$3,500.00

Exceptions and Clarifications

The total price **includes** the following:

1. Permits- City of Owosso
2. Plan Review
3. Installation Materials
4. Installation Labor
5. Engineering, Drawings, and Submittals
6. Michigan Sales Tax

Total price **does not** include the following:

1. Electrical
2. Underground Water Supply-Customer has already completed.
3. Excavation-Customer has already completed work.
4. Additional modifications other than proposed. Any change orders or extras will be provided in writing prior to proceeding.

Boynton Fire Safety Service guarantees your complete satisfaction with all services and materials we provide. Please call if you have any questions or wish us to proceed. 616-293-5524.

Terms: Progress billing throughout project, net 10 days upon receipt of invoice.

Warranty: Boynton Fire Safety Service will warranty all material and installation for a period of one year.

Proposal Validity: Due to fluctuating material costs the proposal is valid for 30 days.

Sincerely,

Joe Hulliberger
Boynton Fire Safety Service

PROPOSAL ACCEPTANCE: _____ Authorized Signature Date

STABILIZED OPERATING STATEMENT

Development Name: Shiawassee Riverside Rehabilitation
 City/Township/Village: Owosso
 County: Shiawassee
 Construction Type: Rehabilitation

Fill in all blue shaded input cells

This worksheet is utilized to proforma out the stabilized operations of the project utilizing the projected initial rental rates, the stabilized vacancy rates, and the anticipated full operating expenses of the project.

DEVELOPMENT INCOME

		% Gross	% Eff.
Annual TIF Reimbursements		0.0%	0.0%
Other Recurring Revenue		0.0%	0.0%
Annual Gross Residential Rental Income	\$38,400	24.4%	26.7%
Annual Gross Commercial Rental Income	\$119,133	75.6%	82.9%
Annual Gross Hospitality Room & Related Income	\$0	0.0%	0.0%
Annual Gross Hospitality Other Income	\$0	0.0%	0.0%
Annual Gross Parking Income	\$0	0.0%	0.0%
Annual Other Income	\$0	0.0%	0.0%
Gross Income	\$157,533	100.0%	109.6%
Vacancy Loss (Residential, Commercial, Hospitality)	(\$13,833)	-8.8%	-9.6%
Net Income Potential	\$143,700	91.2%	100.0%

DEVELOPMENT OPERATING EXPENSES

		% Gross	% Eff.	Inflation Factor
Administrative Expenses	\$1,500	1.0%	1.0%	3.0%
Management Fees		0.0%	0.0%	
Office Payroll		0.0%	0.0%	
Payroll Taxes		0.0%	0.0%	
Benefits/Worker's Comp.		0.0%	0.0%	
Advertising/Marketing	\$500	0.3%	0.3%	
Legal /Accounting	\$1,000	0.6%	0.7%	
General Office		0.0%	0.0%	
Other:		0.0%	0.0%	
Utilities	\$600	0.4%	0.4%	3.0%
Electricity	\$600	0.4%	0.4%	
Fuel		0.0%	0.0%	
Water & Sewer		0.0%	0.0%	
Maintenance/Non-Capitalized Repairs	\$3,850	2.4%	2.7%	3.0%
Maintenance/Janitorial Payroll		0.0%	0.0%	
Janitorial Supplies	\$300	0.2%	0.2%	
Extermination		0.0%	0.0%	
Rubbish Removal		0.0%	0.0%	
Snow Removal	\$600	0.4%	0.4%	
Lawn/Tree Maintenance		0.0%	0.0%	
Parking Lot Repairs		0.0%	0.0%	
Painting/Decorations/Cleaning	\$750	0.5%	0.5%	
Heating & Air Repairs	\$600	0.4%	0.4%	
Plumbing/Electrical Repairs	\$600	0.4%	0.4%	
Elevator Maintenance		0.0%	0.0%	
Vehicle/Equipment Maintenance		0.0%	0.0%	
Security	\$1,000	0.6%	0.7%	
Other:		0.0%	0.0%	
Other:		0.0%	0.0%	
Real Estate Taxes	\$27,118	17.2%	18.9%	2.0%
Tax Abatement (-)	\$19,623	12.5%	13.7%	
Property & Liability Insurance	\$4,200	2.7%	2.9%	3.0%
Reserve Requirements	\$3,000	1.9%	2.1%	3.0%
Other:		0.0%	0.0%	3.0%
Other:		0.0%	0.0%	3.0%
Other:		0.0%	0.0%	3.0%
Other:		0.0%	0.0%	3.0%
Total Expenses	\$20,645	13.1%	14.4%	
Cash Flow Available for Debt Service / NOI	\$123,055	78.1%	85.6%	

Amortizing Loans

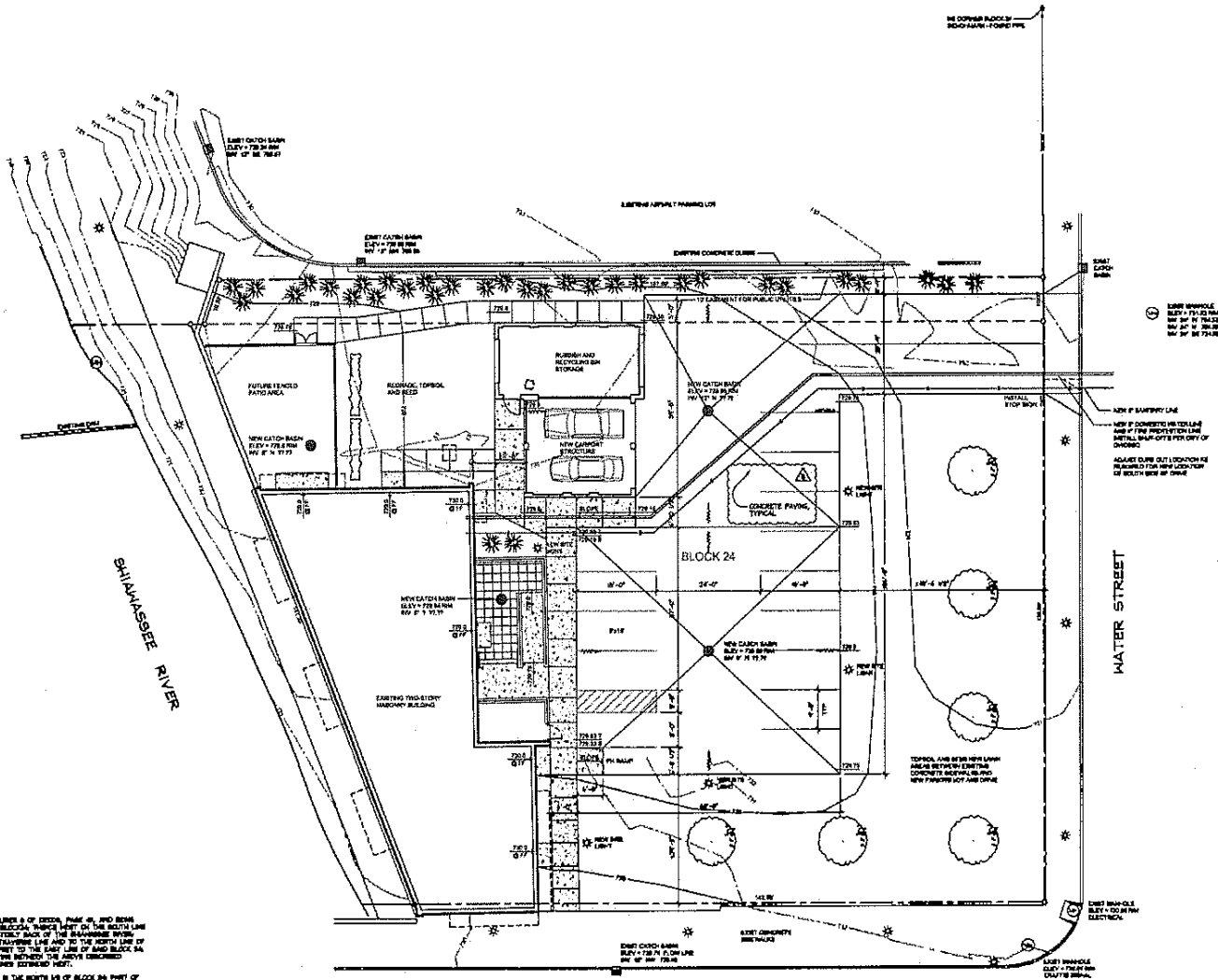
Loan 1 DS: Senior Lender	\$102,502	65.1%	71.3%
Loan 2 DS: xxx	\$0	0.0%	0.0%
Loan 3 DS: xxx	\$0	0.0%	0.0%
Loan 4 DS: xxx	\$0	0.0%	0.0%
Int. Loan 5 DS: xxx	\$0	0.0%	0.0%
Other Oblig. 1 xxx		0.0%	0.0%
Other Oblig. 2 xxx		0.0%	0.0%
Other Loan Debt Service	\$0	0.0%	0.0%
Cash Flow Available for Distribution	\$20,553	13.0%	14.3%

Debt Service Coverage Ratio

1.20

Required DSCR 1.20

LOAN TERMS	Loan Amount	Term Mos.	Amort. Mos.	Interest Rate	Ref. Rate
Senior Lender	\$1,125,000	60	300	7.81%	7.81%
xxx		60	240	4.00%	6.00%
xxx		60	240	4.00%	6.00%
xxx		60	240	4.00%	6.00%
xxx		60		4.00%	6.00%
xxx				4.00%	9.81%
xxx				4.00%	9.81%
	Override				
	\$0	(if requesting a grant input \$0)			
Other	\$0	60	240	1.00%	3.00%



GENERAL NOTES

- CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION. LOCATIONS OF UNDERGROUND UTILITIES AND LAYOUTS.
- CONTRACTOR SHALL NOTIFY PUBLIC WORKS (1-800-368-2635) THREE (3) DAYS PRIOR TO BEGINNING ANY EXCAVATION WORK FOR BARRIERS.
- CONTRACTOR SHALL COMPLY WITH ALL LOCAL, COUNTY AND STATE REGULATIONS FOR ALL WORK THAT TAKES PLACE ON THE SITE.
- CONTRACTOR SHALL OBTAIN AND PAY FOR ALL PERMITS REQUIRED BY FEDERAL, STATE, COUNTY, LOCAL OR PRIVATE AGENCIES AND PAY ALL CHARGES FOR INSPECTION AND TESTING.
- ALL EXCAVATION WORK SHALL CONFORM TO ALL LOCAL CODES AND REGULATIONS. ALL EXCAVATION OPERATIONS SHALL COMPLY WITH PROPER BRILLIANT LIGHTING AS THEY APPLY TO THE RESPECTIVE WORK. ALL EXCAVATION EXTERIORS SHALL BE REINFORCED WITH STEEL AND PROTECTED WITH SAFETY NETTING.
- EXCAVATE AND REPAIR FOR NEW SEWER INSTALLATION. REMOVE EXISTING MANHOLE. FITTINGS PER PLAN.
- REPLACE EXISTING AREA WITH CURB GRANULAR FILL COMPACTED TO 95% OF THE MAXIMUM DENSITY BY REPEATED PASSING.

LEGAL DESCRIPTIONS:

PARCEL 1 - THE SOUTH 1/2 OF BLOCK 24 OF THE PLAN OF CROWN AS RECORDED IN LINES 4 OF DEED, PAGE 48, AND BEING THE PART DESCRIBED AS BEING AT THE SOUTHWEST CORNER OF SAID BLOCK 24, MORE OR LESS, ON THE WEST LINE OF SAID BLOCK 24 A DISTANCE OF 100 FEET TO A TRAVELING LINE ALONG THE ADJACENT BACK OF THE SHANNASSEE RIVER BEING THERE ON SAID TRAVELING LINE CONTINUING EAST TO THE CORNER OF SAID TRAVELING LINE AND TO THE NORTH LINE OF THE SOUTH 1/2 BLOCK OF SAID BLOCK 24 THENCE EAST ON SAID NORTH LINE 100 FEET TO THE EAST LINE OF SAID BLOCK 24 THENCE SOUTH 1/2 BLOCK OF SAID BLOCK 24 THENCE EAST ON SAID NORTH LINE 100 FEET TO A CONCRETE RETAINING WALL, THENCE SOUTHWEST ALONG SAID WALL 100 FEET THENCE EAST 100 FEET TO THE POINT OF BEGINNING.

PARCEL 2 (UTILITY easement) - DESCRIPTION OF THE PART OF THE ALLEY THAT IS IN THE NORTH 1/2 OF BLOCK 24 PART OF THE NORTH 1/2 OF BLOCK 24 BY THE ORIGINAL PLAN OF THE VILLAGE (PART OF) OF CROWN AS RECORDED IN LINES 8, PAGE 48, DESCRIBED AS BEING PART OF A PUMP LIFT OR BARRIERS ON THE EAST LINE OF SAID BLOCK 24 A DISTANCE OF 100 FEET FROM THE NORTHEAST CORNER OF SAID BLOCK 24 THENCE CONTINUING SOUTH 100 FEET TO THE NORTH LINE OF THE NORTH 1/2 OF SAID BLOCK 24 THENCE EAST ON SAID NORTH LINE 100 FEET TO A CONCRETE RETAINING WALL, THENCE SOUTHWEST ALONG SAID WALL 100 FEET THENCE EAST 100 FEET TO THE POINT OF BEGINNING.

FEMA FLOOD INFORMATION:

NAME FLOOD ELEVATION - 100 FEET IN EXCESS OF STREAM AT DRY.

BENCHMARK:

TOP OF BENCH MARK CUP GRAB AT NE CORNER OF SUBJECT PARCEL 2 ELEVATION: 100.00 (AS NOTED)

MAIN STREET (M-21)

PRELIMINARY SITE PLAN
1" = 30'-0"

NOTE: CONVERSE SURVEY INFORMATION HAS TAKEN FROM ALL 1/4 ACRES LAND TITLE SURVEY DONE BY LAWRENCE SURVEYING & CO., PRIOR TO THE DEVELOPMENT OF THE FACTORY BUILDING.



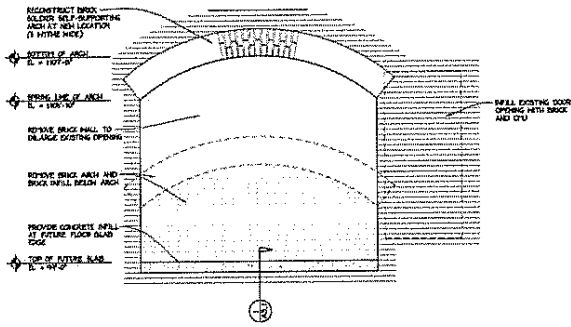
NO.	REVISION	DATE	BY	CHECKED
1	ISSUED FOR PERMITS	08/14/24	MM	MM
2	ISSUED FOR PERMITS	08/14/24	MM	MM
3	ISSUED FOR PERMITS	08/14/24	MM	MM

RENOVATION OF
SHOOK MAIN STREET BUILDING
300-312 W MAIN STREET
OWOSSO, MICHIGAN 48867
SITE PLAN

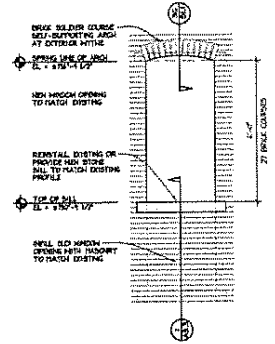


ARCHITECT'S INC.
800 (Main Street)
Pawling, Michigan 49753
313-993-1146 FAX
313-993-1147 TEL

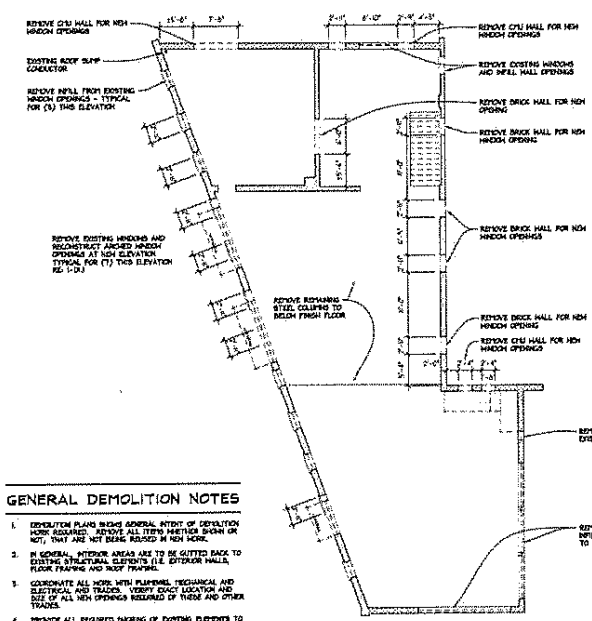
C1.1



FUTURE METAL - ENTRY DOOR
NEW OPENING ELEVATION
1/8" = 1'-0"



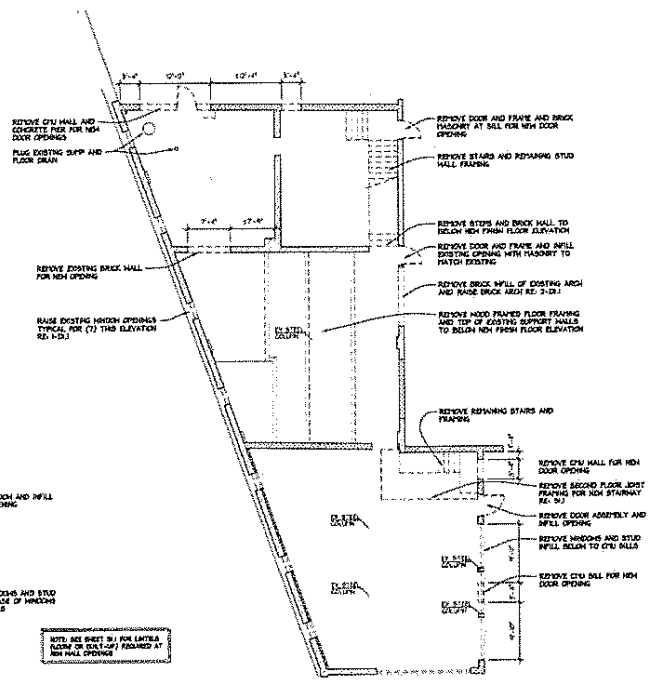
FIRST FLOOR - REVISED WINDOW ELEVATION
1/8" = 1'-0"



GENERAL DEMOLITION NOTES

1. DEMOLITION PLANS SHOW GENERAL INTENT OF DEMOLITION WORK REQUIRED. REMOVE ALL ITEMS IDENTIFIED SHOWN OR NOT, THAT ARE NOT BEING REUSED IN NEW WORK.
2. IN GENERAL, INTERIOR AREAS ARE TO BE GUTTED BACK TO EXISTING STRUCTURAL ELEMENTS (I.E. EXTERIOR WALLS, FLOOR FRAMING AND ROOF FRAMING).
3. COORDINATE ALL WORK WITH PLUMBING, MECHANICAL AND ELECTRICAL AND TRACERS. VERIFY EXISTING LOCATION AND SIZE OF ALL NEW OPENINGS REQUIRED BY THESE AND OTHER TRADES.
4. PROVIDE ALL REQUIRED SHORING OF EXISTING ELEMENTS TO MAINTAIN STRUCTURAL INTEGRITY OF BUILDING.
5. LEGALLY DISPOSE OF AND/OR RECYCLE ALL DEMOLITION MATERIALS OFF SITE.

SECOND FLOOR DEMOLITION PLAN
1/8" = 1'-0"



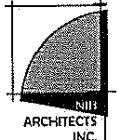
FIRST FLOOR DEMOLITION PLAN
1/8" = 1'-0"

Seal

NO.	DATE	DESCRIPTION	BY	CHECKED
1		CONSTRUCTION PERMITS (CONTRACTORS)		
2				
3				
4				
5				
6				
7				

RENOVATION OF
SHOOK MAIN STREET BUILDING
380-312 W MAIN STREET
OWASSO, MICHIGAN 48867

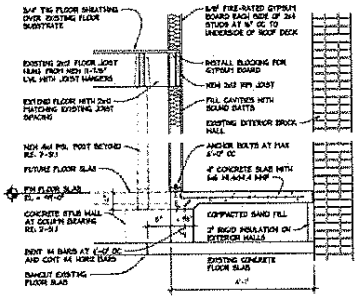
DEMOLITION PLANS AND DETAILS



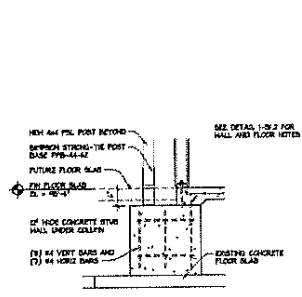
NILES ARCHITECTS, INC.
1014 Main Street
Flushing, Michigan 48831
810-658-7118 voice
810-658-7229 fax

www.nilesarchitects.com

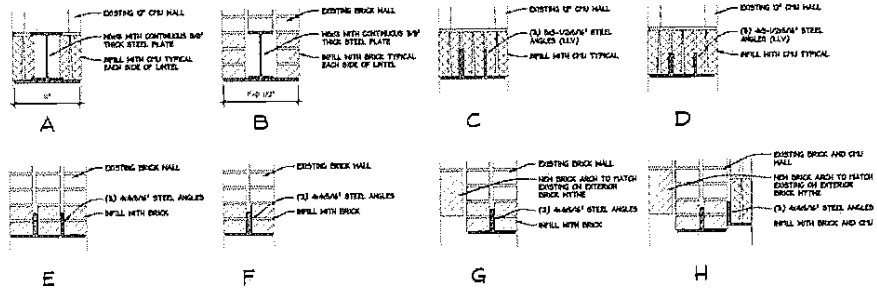
D1.1



1 APARTMENT STAIR FLOOR SLAB SECTION
1/4" = 1'-0"

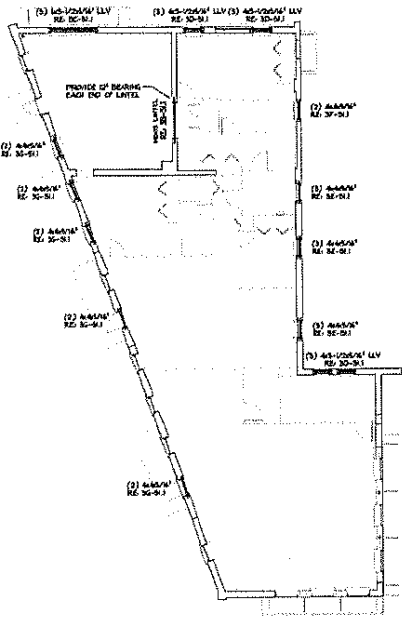


2 APARTMENT STAIR COLUMN PIER SECTION
3/4" = 1'-0"

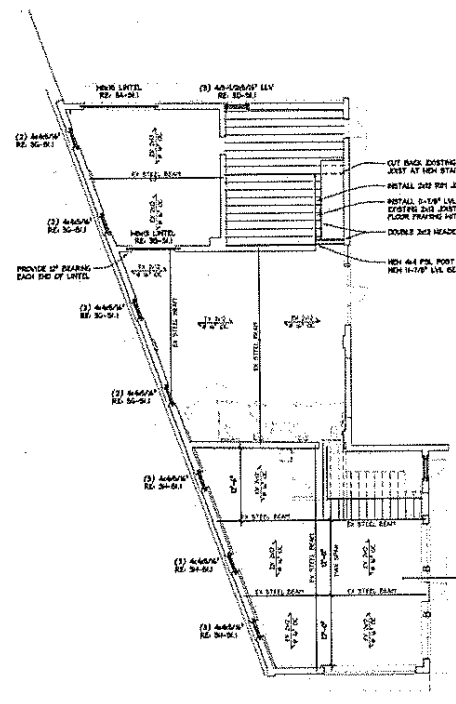


3 LOOSE AND BUILT-UP LITEL SECTIONS
1/4" = 1'-0"

- BUILT-UP NEW LITELS TO BEAR PROPERLY AT EACH END ON CMU WALLS AND AT EACH END ON BRICK WALLS.
- LOOSE ANGLE LITELS TO BEAR PROPERLY AT EACH END ON BOTH CMU AND BRICK WALLS.



4 SECOND FLOOR MODIFICATION PLAN
1/8" = 1'-0"



5 FIRST / SECOND FLOOR FRAMING MODIFICATION PLAN
1/8" = 1'-0"

EXISTING ONE FLOOR NODE JOIST STRUCTURE ANALYSIS:

SPAN SPAN = 12'-0"

1.5X LOAD PER JOIST (SPICES) = 50 PPF

2.0X LOAD PER JOIST (SHEATH) = 100 PPF

TOTAL LOAD = 150 PPF

TOTAL LOAD IN 8 PER FT ON EACH JOIST = 1200 LB = 600 LB PER FT

MAX DEFLECT IN 84 JOIST = 1/16"

MAX DEFLECT IN 24 JOIST = 1/16"

1/8" = 1/16" (CONVERT TO INCHES)

SECTION MODULUS TO RESIST STRESS IN BENDING = 8 IN⁴ / FT

= 20.8172 / 1600 = 0.01301

1/8" OF 2x12 = 3.125 IN⁴ EXISTING FLOOR JOIST ARE ADEQUATE TO RESIST CALCULATED BENDING STRESS

* NOTE: R_s IS BASED ON LUMBER SPECIES AND GRADE

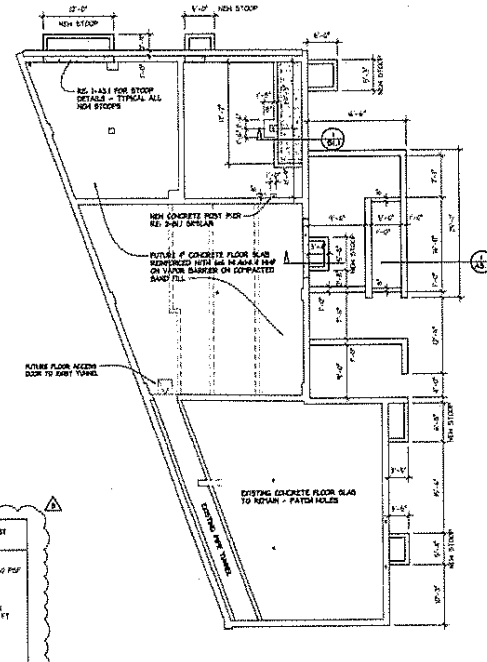
R_s OF 200 ASSUMES

= 92 DRESSED SURF LUMBER

= 92 UNPEELED FLOOR LUMBER

= 40 DRESSING SURF

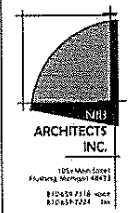
RESISTANCE PER FT_s = 1/8" RESULTS IN 3" x 22.8 AND 12.5 LUMBER



6 FOUNDATION PLAN
1/8" = 1'-0"

REVISIONS		DATE	BY	CHKD	APP'D
1	ISSUED FOR PERMITS				
2	ISSUED FOR PERMITS				
3	ISSUED FOR PERMITS				
4	ISSUED FOR PERMITS				
5	ISSUED FOR PERMITS				

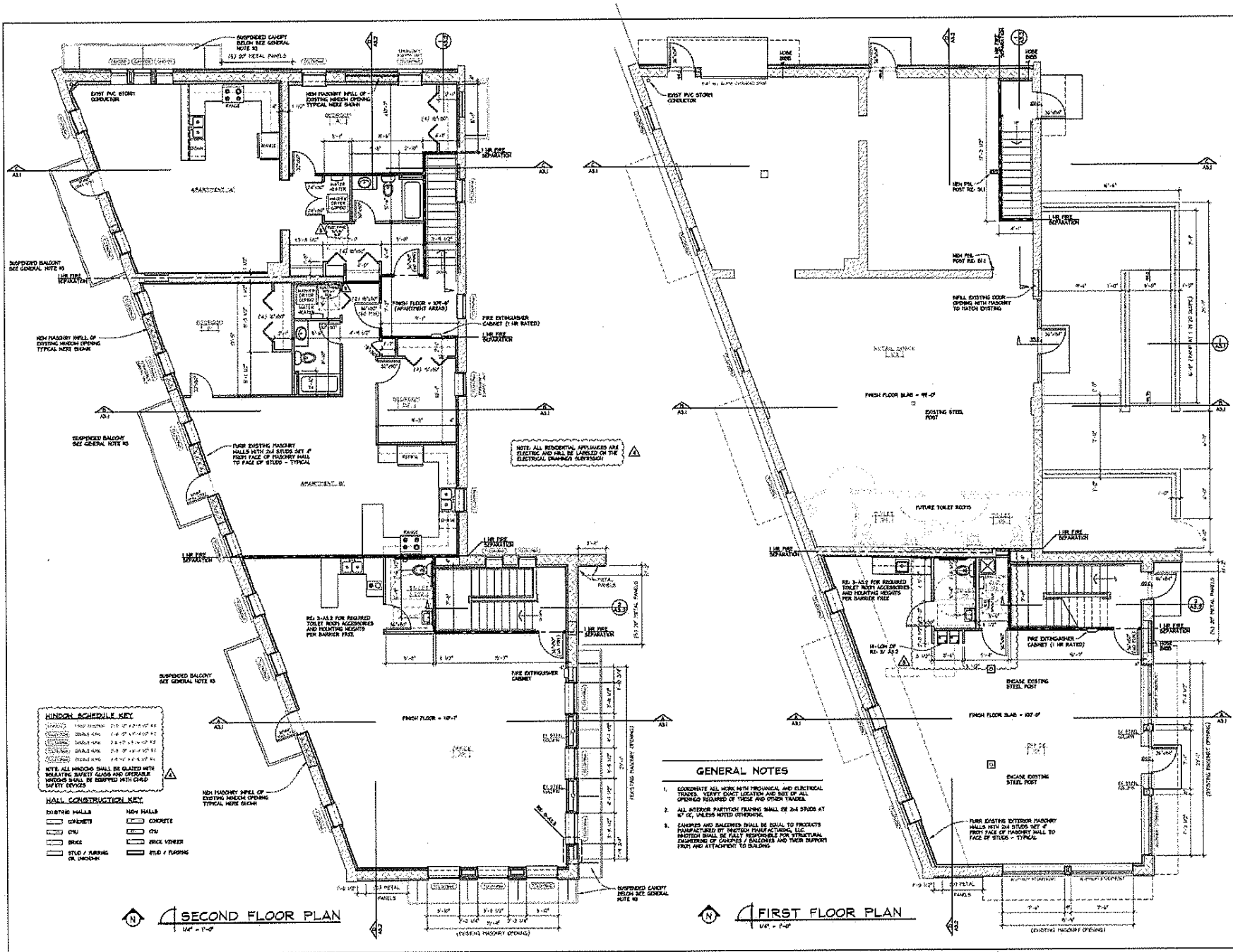
RENOVATION OF
SHOOK MAIN STREET BUILDING
300-342 W MAIN STREET
OWENSBORO, KENTUCKY 40367



1151 Main Street
Florence, Michigan 48433
810.529.7716 ext. 400
810.639.1234 fax

www.igbaarch.com

S1.1




SECOND FLOOR PLAN
1/4" = 1'-0"

FIRST FLOOR PLAN
1/4" = 1'-0"

RENOVATION OF
SHOOK MAIN STREET BUILDING
300-312 W MAIN STREET
OWASSO, MICHIGAN 49867

FIRST AND SECOND FLOOR PLANS

SHEET		DATE		BY		CHECKED		APPROVED	

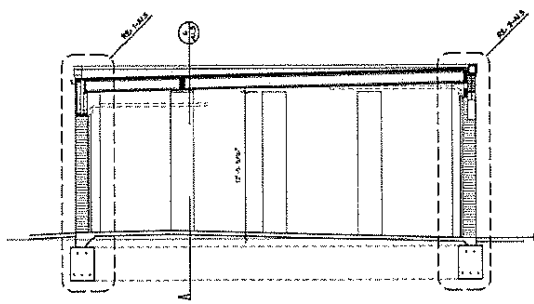


**ARCHITECTS
INC.**

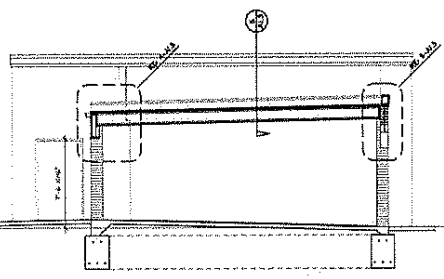
100 Main Street
Owosso, Michigan 49867
616.597.1111
616.597.1234

www.architectsinc.com

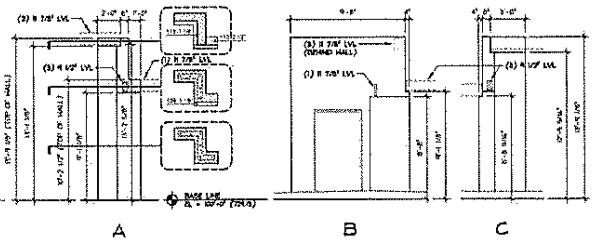
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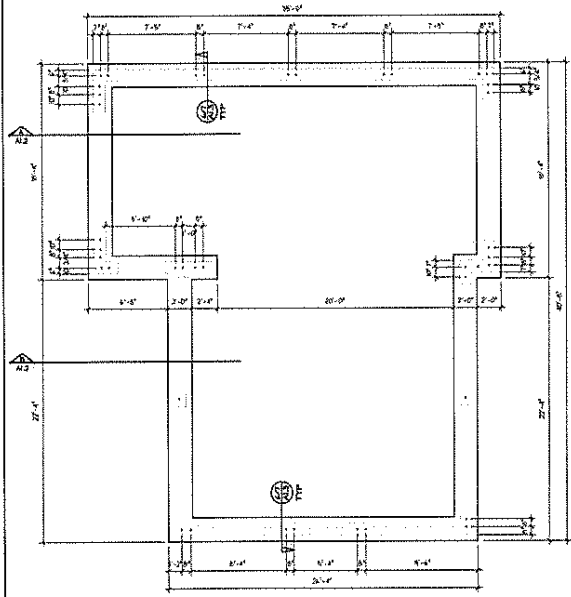
CARPORT BUILDING SECTION
1/4" = 1'-0"



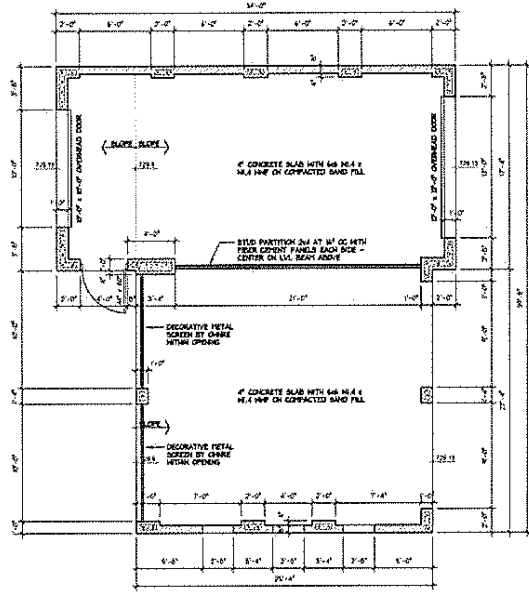
CARPORT BUILDING SECTION
1/4" = 1'-0"



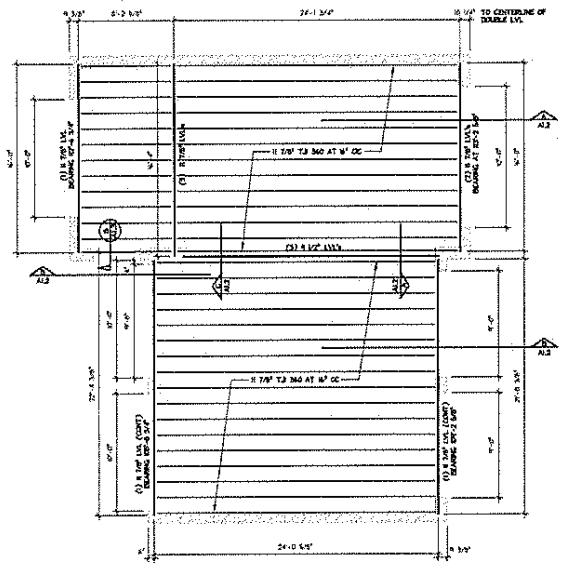
CARPORT PIER ELEVATIONS
1/4" = 1'-0"



CARPORT FOUNDATION PLAN
1/4" = 1'-0"



CARPORT FLOOR PLAN
1/4" = 1'-0"



CARPORT - ROOF FRAMING PLAN
1/4" = 1'-0"

Seal

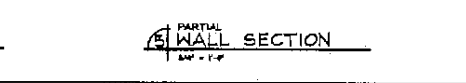
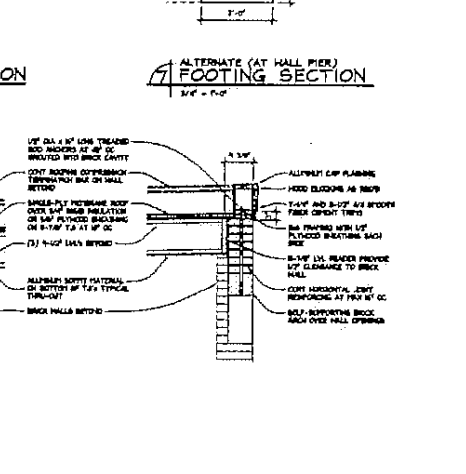
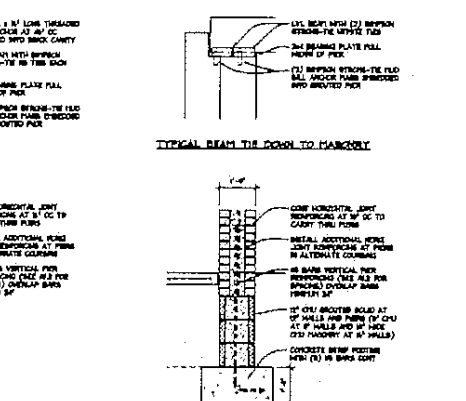
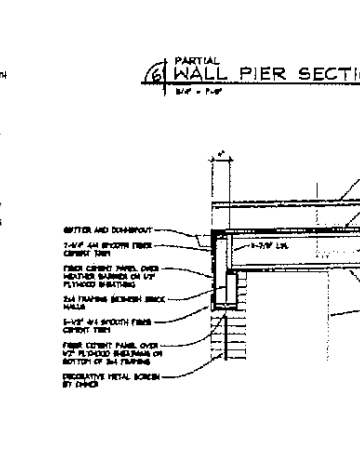
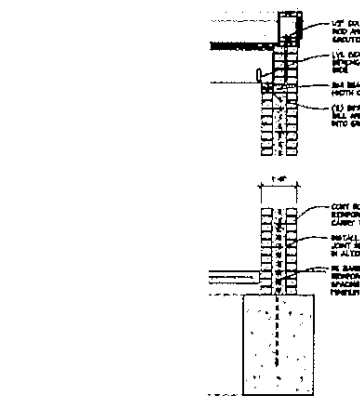
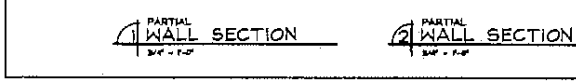
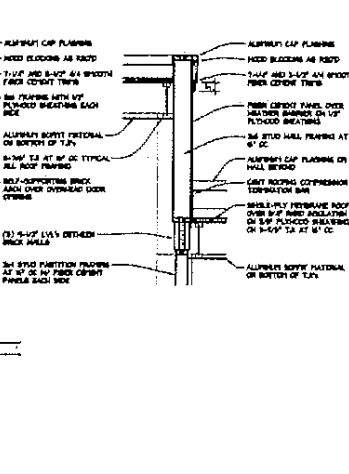
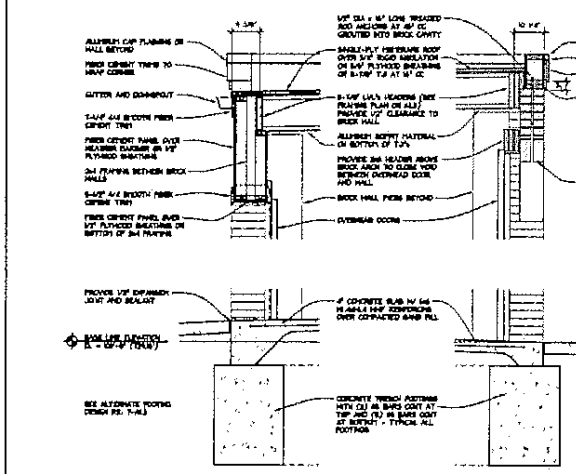
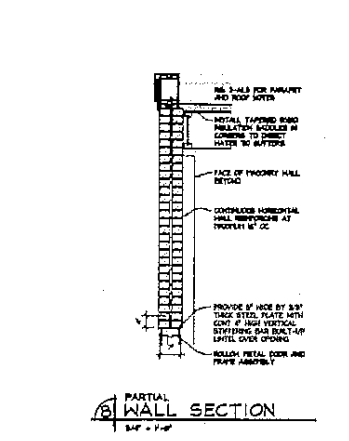
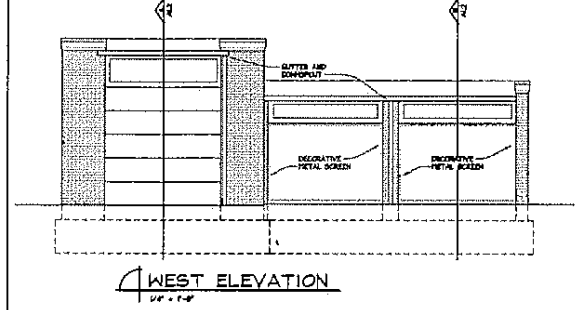
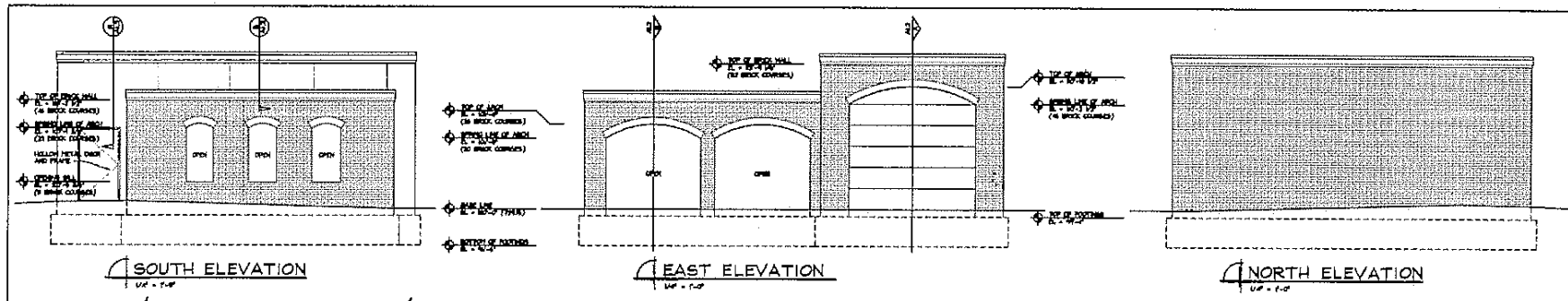
NO.	DATE	BY	CHKD.	APP'D.
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2				

RENOVATION OF
SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OWASSO, MICHIGAN 49867

CARPORT FLOOR PLANS AND BUILDING SECTIONS

ARCHITECTS INC.
 105 Main Street
 Owosso, Michigan 49867
 810-699-7724 FAX
 www.igbarchitects.com

A1.2



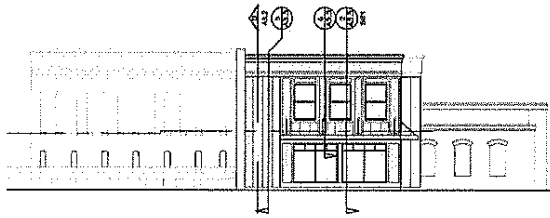
RENOVATION OF
SHOOK MAIN STREET BUILDING
300-312 W MAIN STREET
OSHTOS, MICHIGAN 49857

CARPORT ELEVATIONS AND WALL SECTIONS

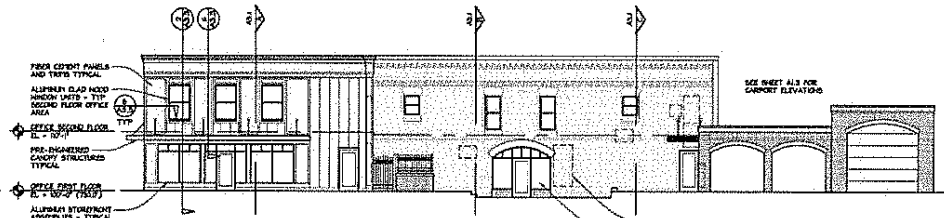
REV.	DATE	BY	CHECKED	SCALE	
				PLAN	ELEVATION
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2					

NHI ARCHITECTS INC.
105 MAIN LANE
LEANS, MICHIGAN 49753
616-967-1110
616-967-1120

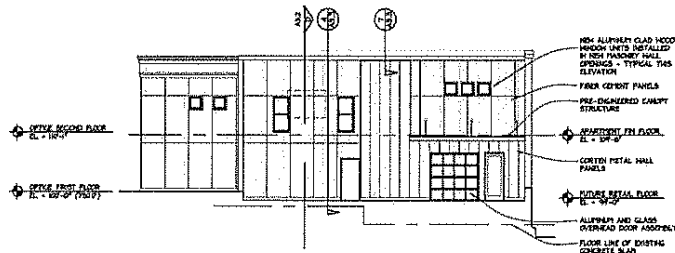
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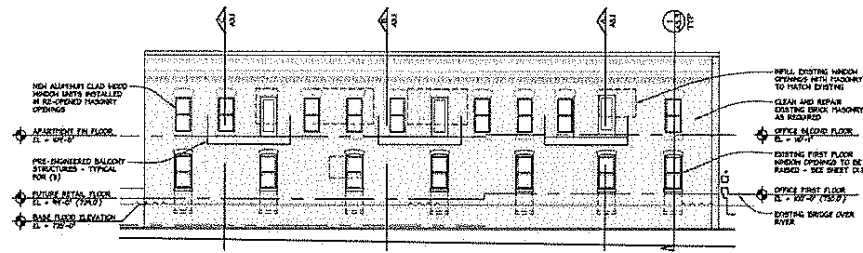
MAIN STREET
SOUTH (FRONT) ELEVATION
1/8" = 1'-0"



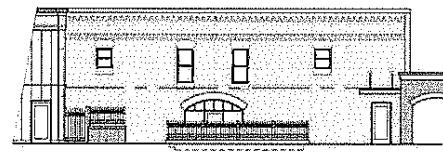
RIVER STREET
EAST (SIDE) ELEVATION
1/8" = 1'-0"



NORTH (REAR) ELEVATION
1/8" = 1'-0"



SHIHWASSEE RIVER
WEST (SIDE) ELEVATION
1/8" = 1'-0"



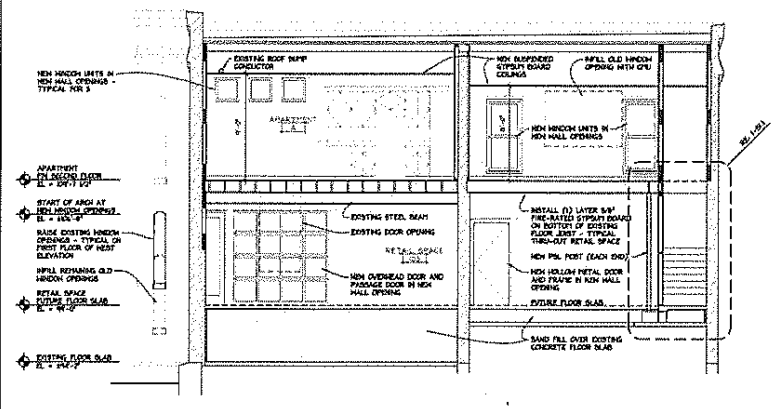
RIVER STREET (OUTSIDE COURTYARD)
PARTIAL EAST ELEVATION
1/8" = 1'-0"

SHEET		REVISION		DATE	
NO.	DESCRIPTION	BY	DATE	NO.	DESCRIPTION
1	AS SHOWN				

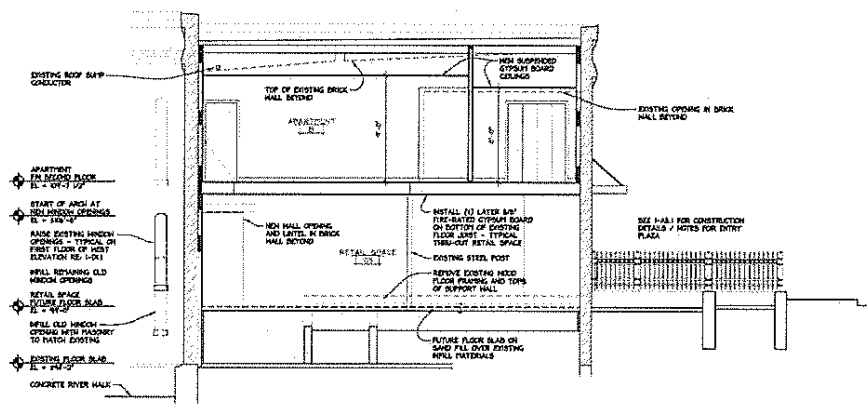
RENOVATION OF
SHOOK MAIN STREET BUILDING
300-312 W MAIN STREET
OWASSO, MICHIGAN 48867
BUILDING ELEVATIONS

**ARCHITECTS
INC.**
105 N Main Street
Flouring Mill, Michigan 48868
517-259-7116 voice
517-259-7241 fax
www.architectsinc.com

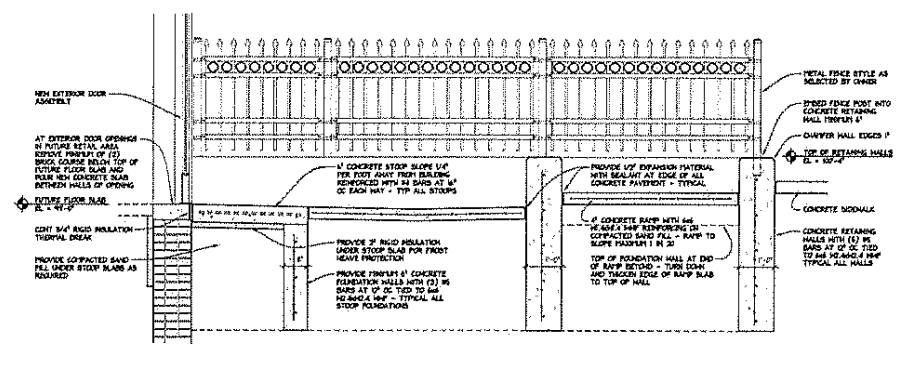
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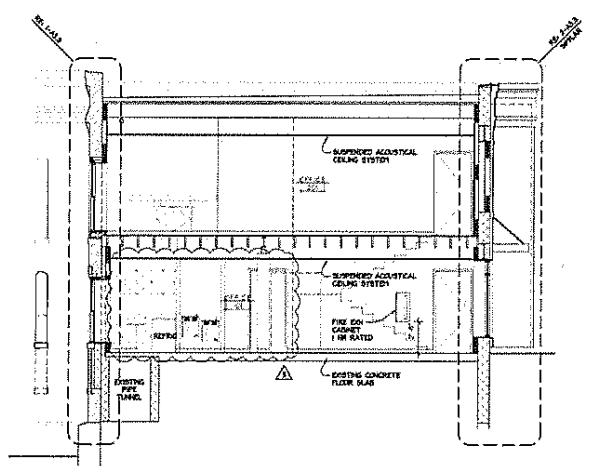
BUILDING SECTION C-C
1/4" = 1'-0"



BUILDING SECTION B-B
1/4" = 1'-0"



FUTURE RETAIL AREA ENTRY PLAZA/RAMP SECTION
1/4" = 1'-0"



BUILDING SECTION A-A
1/4" = 1'-0"

Seal

NO.	DATE	BY	CHKD.	APP.	DESCRIPTION
1					
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RENOVATION OF
SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OWASSO, MICHIGAN 48867

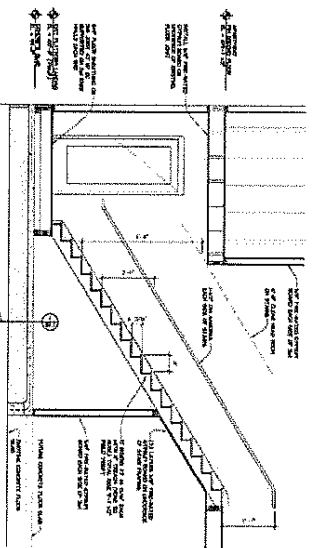
BUILDING SECTIONS AND ENTRY PLAZA SECTION

ARCHITECTS INC.

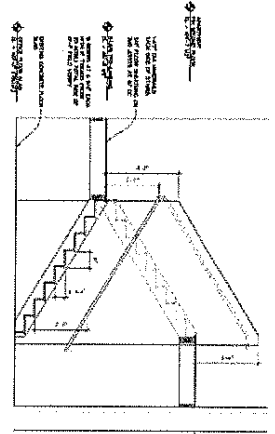
105 Main Street
 Owosso, Michigan 48867
 810.699.2118
 810.699.2228

www.gpaarchitects.com

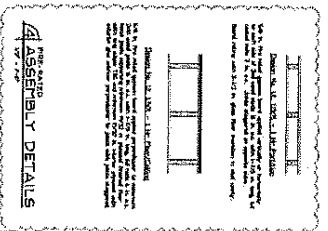
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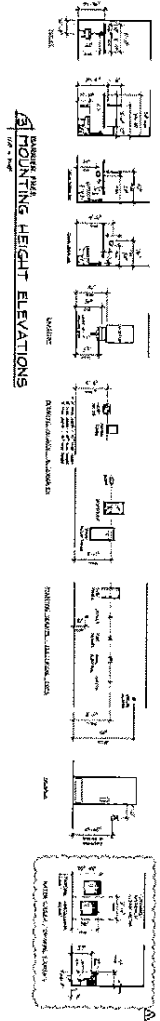
APARTMENT STAIR SECTION



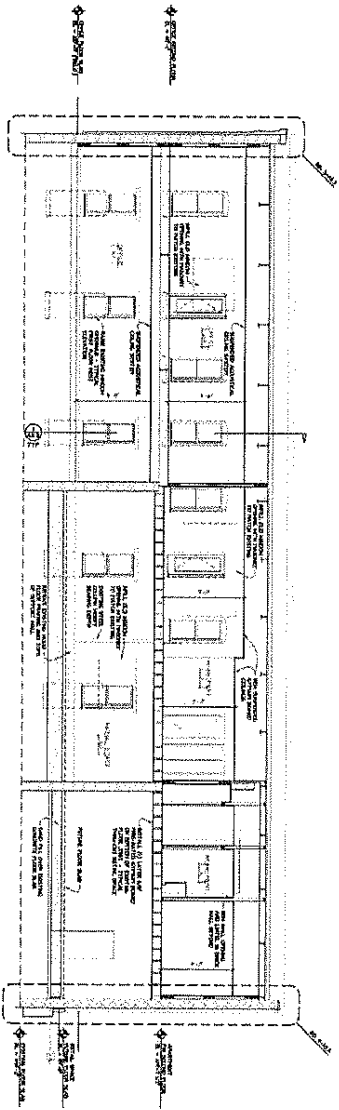
OFFICE STAIR SECTION



ASSEMBLY DETAILS



P.H. MOUNTING HEIGHT ELEVATIONS



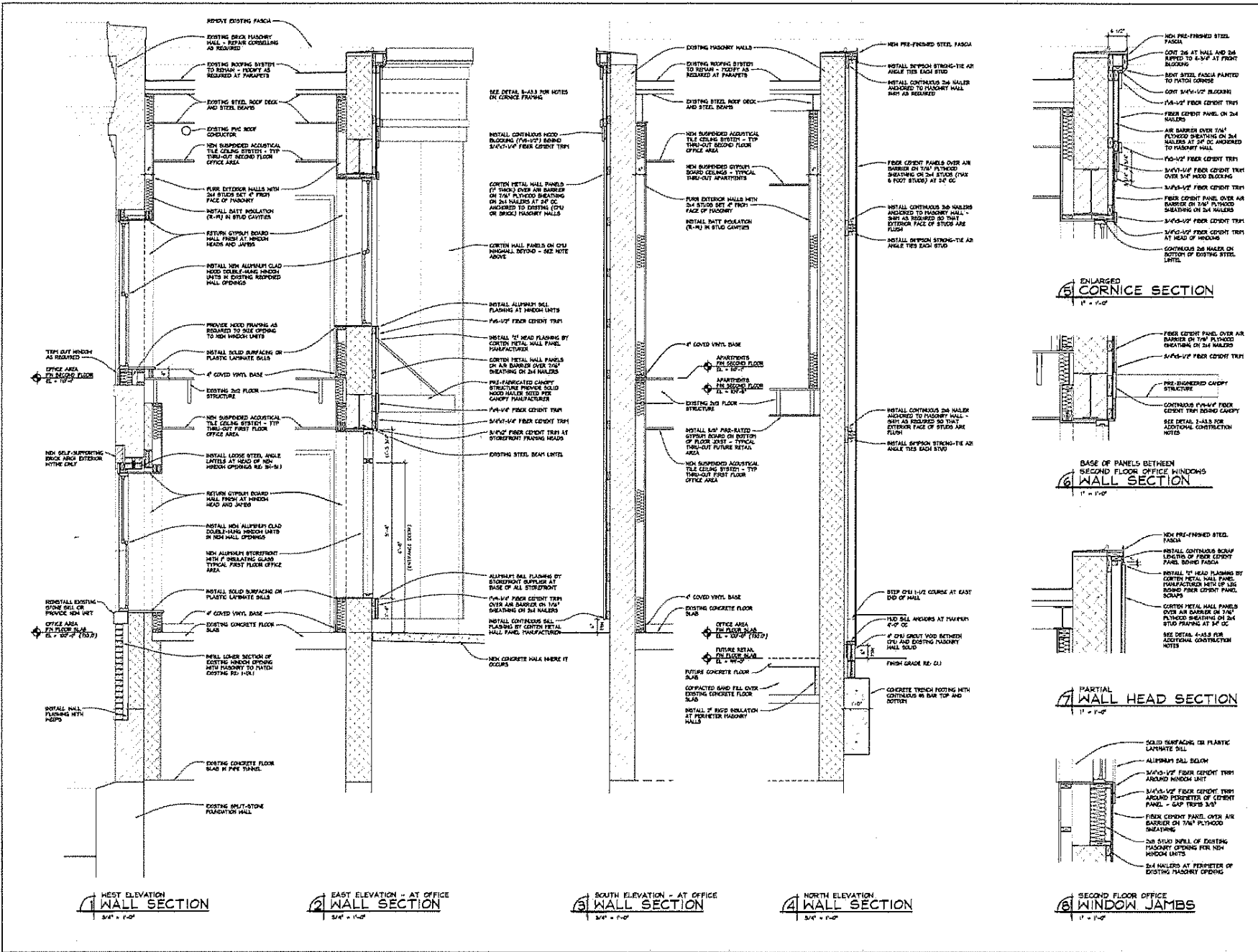
BUILDING SECTION D-D

NO.	DESCRIPTION	DATE	BY	CHECKED
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3	REVISED	11/15/11	J. J. J.	J. J. J.
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99	REVISED	11/15/11	J. J. J.	J. J. J.
100	REVISED	11/15/11	J. J. J.	J. J. J.

RENOVATION OF
SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OWASSO, MICHIGAN 48867
BUILDING SECTIONS AND P.H. MOUNTING HEIGHTS

ARCHITECT
INC.
 300-312 W MAIN STREET
 OWASSO, MICHIGAN 48867
 TEL: 517-835-1111
 FAX: 517-835-1112
 WWW.A32ARCHITECTS.COM

A3.2



Scale

NO.	DESCRIPTION	DATE	BY	CHECKED
1	CONSTRUCTION			
2	REVISIONS			
3	REVISIONS			

RENOVATION OF
SHOOK MAIN STREET BUILDING
 300-312 W MAIN STREET
 OWASSO, MICHIGAN 48867

WALL SECTIONS AND DETAILS

RIBB
ARCHITECTS
INC.

105 East Street
 Owosso, Michigan 48867
 810-817-1100
 810-817-7278

www.ribboninc.com

A3.3



MEMORANDUM

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

DATE: March 17, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: WWTP Secondary Clarifier – Fishbeck Engineering Services-Amendment

RECOMMENDATION:

Authorization to amend the WWTP Secondary Clarifier Project – Engineering Services Contract with Fishbeck of Lansing, Michigan dated November 6, 2023 in the amount of \$14,338.00 as Amendment No.1, for providing additional engineering and administration services for sampling and beneficial use petition of the media from the Secondary Clarifier project at the Wastewater Treatment Plant.

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 is being 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 were removed during construction and two new drying beds installed to the North of the new clarifier.

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

The City was awarded a loan through the CWSRF Program for \$2,600,000.00, and an ARPA Grant in the amount of \$2,600,000.00. For the combined estimated project total of \$5,200,000.00.

Additional Secondary Clarifier Engineering Tasks:

As part of the ongoing construction at the Wastewater Treatment Plant, a large amount of media

was removed from the existing carbon modules and pressure filters. About half of the media was disposed of by the construction contractors. Staff made the decision for the City to dispose of the rest in exchange for a significant deduct in the contract pricing.

The media is a granular, carbon-based material that could potentially be used as fill dirt, however a petition needs to be filed with Michigan EGLE to have it authorized for “beneficial reuse”. If it is authorized as such, the City will save an estimated \$50,000 - \$60,000 in disposal costs. There are numerous regulations involved and the media must be analyzed for a number of compounds as part of the petition submittal.

Fishbeck has provided an amendment to the WWTP Clarifier Project engineering contract to navigate the regulations involved, provide guidance for the analytical portion and prepare the EGLE petition for beneficial use. Cost for this amendment is \$14,338, which includes:

- Sampling and Beneficial Use Petition
 - Determine analytical requirements for both materials
 - Coordinate the analysis
 - Review the analytical results
 - Prepare the EGLE petition for beneficial use

Cost breakdown of each category:

• Design & Bidding Services	\$258,000.00
• Construction Services	\$240,000.00
• <u>Amendment 1</u>	<u>\$ 14,338.00</u>
TOTAL	\$512,338.00

FISCAL IMPACTS:

Capital replacement engineering services will be funded from and chargeable to account 599-901-977.000.

Document originated by: Ryan E. Suchanek

Attachments: (1) Resolution
(2) Proposal

RESOLUTION NO.

**APPROVAL OF AMENDMENT NO. 1 TO THE
WWTP SECONDARY CLARIFIER PROJECT – ENGINEERING SERVICES CONTRACT
WITH FISHBECK FOR ADDITIONAL WORK RELATED TO A BENEFICIAL USE PETITION**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a contract with Fishbeck of Lansing, Michigan to provide engineering services for the on-going project to reconstruct the secondary clarifier units at the Wastewater Treatment Plant; and

WHEREAS, part of this project includes removal of the filtration media in said clarifier units; and

WHEREAS, in an effort to save a significant amount of money and prevent all the media from ending in a landfill, the City is proposing the submission of a beneficial reuse petition to EGLE seeking permission to reuse the media as potential fill dirt; and

WHEREAS, said petition process involves the navigation of numerous regulations and media analysis, requiring the services of a professional engineering firm; and

WHEREAS, Fishbeck of Lansing, Michigan has provided a proposal for the necessary services; and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the services as necessary and appropriate and hereby recommends authorizing Fishbeck to provide these engineering services in the amount of \$14,338.00.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to approve Amendment No. 1 to the WWTP Secondary Clarifier Project – Engineering Services Contract with Fishbeck for additional administration services to petition EGLE for beneficial use of spent media.
- SECOND: the Mayor and City Clerk are authorized and instructed to sign the document substantially in the form attached as Amendment No. 1 to the WWTP Secondary Clarifier Project – Engineering Services Contract.
- THIRD: the accounts payable department is authorized to submit payment to Fishbeck in the amount of \$14,338.00 for these additional services.
- FOURTH: the above expenses shall be paid from the fund 599-901-977.000.

Professional Services Agreement Amendment 1

Between Fishbeck and City of Owosso
Dated: September 5, 2024
For **Secondary Clarifier** Project Construction
Project No. 231949

The Scope/Budget for this project is modified as follows:

SECTION 2 – ADDITIONAL SCOPE OF SERVICES

Add service for analytical sampling and petition to EGLE for the carbon module and filter media described in our March 5, 2025 proposal for the WWTP Secondary Clarifier Project Construction Services.

SECTION 6 – ADDITIONAL PAYMENTS TO ENGINEER

Additional Scope of Services:

Task	Base Contract	Amendment 1	Total
Design and Bidding Services	\$258,000		\$258,000
Construction Services	\$240,000	\$14,338	\$254,338
Total	\$498,000	\$14,338	\$512,338
Project Total (Base Contract plus Amendment 1)			\$512,338

All Terms and Conditions shall remain unchanged.

APPROVED FOR:

City of Owosso

BY: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

BY:  _____

TITLE: Senior Vice President

DATE: March 5, 2025

March 5, 2025
Project No. 231949

Ryan Suchanek
Public Utilities Director
City of Owosso
301 West Main Street
Owosso, MI 48867

**City of Owosso WWTP Clarifier - Sampling and Beneficial Use Petition
Amendment 1**

The following items have been added to the project, as discussed.

1. Determine analytical requirements for both materials.
 - a. Recommend a laboratory (ALS Environmental) to perform the analysis.
 - b. Recommend the analytical methods required to perform the analysis requested by EGLE-MMD. See below:

Parameter	Test Method	# Samples
Metals	TCLP, US EPA Method 1311	8 total (4 carbon module media, 4 filter media)
Semi-VOCs	TCLP, US EPA Method 1311	8 total (4 carbon module media, 4 filter media)
PCBs	US EPA Method 8082(A) – Polychlorinated Biphenyls (PCBs) by Gas Chromatography	8 total (4 carbon module media, 4 filter media)
PFAS	US EPA Method 1633 – Aqueous, Soil, Sediment, Biosolids, Tissue, Landfill Leachate	8 total (4 carbon module media, 4 filter media)
Organics	US EPA Method 8260 – Volatile Organic Compounds from groundwater, solid waste via GC-MS	8 total (4 carbon module media, 4 filter media)

2. Coordinate the analysis.
 - a. Provide guidance on performing the sampling and how to fill the chain-of-custody.
 - b. Owner will collect the sampling.
3. Review the analytical results.
 - a. Help with the analysis and interpretation of test results.
 - b. Ensure sufficient supporting documentation is included with the data and conclusions for submittal to the EGLE-MMD.
4. Prepare the EGLE petition for beneficial use.
 - a. Write a technical memo for the “carbon module media” and “filter media” materials that meet all the regulatory requirements for a beneficial use petition to be submitted to EGLE-MMD.
 - b. Assist in responding to any additional follow-up inquiries by EGLE-MMD.

Professional Services Fees

Our fees to complete the services as described are as follows:

Additional Scope of Services:

Task	Base Contract	Amendment 1	Total
Design and Bidding Services	\$258,000		\$258,000
Construction Services	\$240,000	\$14,338	\$254,338
Total	\$498,000	\$14,338	\$512,338
Project Total (Base Contract plus Amendment 1)			\$512,338

Attached is Amendment 1 to our Professional Services Agreement for the described services. If you concur with our scope of services, please sign in the spaces provided and return the executed amendment to the attention of Jody Libka (jlibka@fishbeck.com). This proposal is made subject to Terms and Conditions of the original Professional Services contract. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 517.896.9792 or bvanzee@fishbeck.com.

Sincerely,



Brian Van Zee

Senior Water & Wastewater Engineer

Attachment
By email



MEMORANDUM

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

DATE: March 17, 2025

TO: Mayor Teich and Owosso City Council

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

SUBJECT: DPW – Freightliner 108SD Plus Trucks
Purchase of Freightliner Cab & Chassis
– State of Michigan MiDeal Contract # 240000000095
Purchase of Crysteel Dump Body and 10' Monroe Underbody Scrapers
– State of Michigan MiDeal Contract # 200000000034

RECOMMENDATION:

Approval to purchase two (2) Freightliner 108SD Plus Tandem Trucks from D&K Truck of Lansing, Michigan, in the amount of \$117,004.00 each.

Approval to purchase two (2) Crysteel 13' Dump Bodies and 10' Monroe Underbody Scrapers from Truck & Trailer Specialties, Inc. of Howell, Michigan, in the amount of \$92,785.00 each.

BACKGROUND:

This equipment will be used for large capacity hauling and snow plowing. This is the scheduled replacement of trucks that are worn out, rusted, and have expended their useful life. The useful and safe service life of these vehicles has expired, and they are no longer economical to maintain.

Waiver of the competitive bidding process in accordance with the City of Owosso Purchasing Policy, in order to take advantage of State of Michigan MiDeal competitive contract pricing, is recommended. Owosso City Ordinance section 2-345(3) exception to competitive bidding states; "Where the council shall determine that the public interest will best be served by joint purchase with, or purchase from, another unit of government".

FISCAL IMPACTS:

These trucks were included in the fiscal year 2024-25 budget. Funds will be expended from the Fleet Motor Pool Replacement Account 661-901-979.000 in amount of:

\$234,008.00 for two (2) cab & chassis

\$185,570.00 for two (2) dump body and 10' Monroe Underbody Scrapper

\$419,578.00 Total for two (2) new dump body trucks with 10' Monroe Underbody Scrapers

Document originated by:

Ryan E. Suchanek, Director of Public Services & Utilities

Attachments: (1) Resolution
(2) D&K Truck MiDeal Quote
(3) Truck & Trailer Specialties MiDeal

Quote

RESOLUTION NO.

**AUTHORIZING PURCHASE AGREEMENTS WITH
D. & K. TRUCK COMPANY AND TRUCK AND TRAILER SPECIALTIES, INC.
TO PROCURE TWO TANDEM CABS & CHASSIS, DUMP BODIES, AND UNDERBODY SCRAPERS
FOR USE IN THE FLEET MOTOR POOL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the purchase of two (2) 2026 Freightliner 108SD Plus Tandem Truck Cabs & Chassis from D. & K. Truck Company; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the purchase of two (2) 10-yard Dump Bodies and Under Body Scrapers for attachment to said Tandem Truck Cabs & Chassis; and

WHEREAS, the City of Owosso Director of Public Services & Utilities has reviewed the replacement equipment on the State of Michigan MiDeal Contract as priced by D. & K. Truck and Truck & Trailer Specialties, and recommends authorizing purchase agreements between the City of Owosso and D. & K. Truck Company and Truck and Trailer Specialties, Inc. utilizing their State of Michigan MiDeal Contracts.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements and contract with D. & K. Truck Company of Lansing, Michigan for the purchase of two Tandem Cabs & Chassis for use in the Fleet Motor Pool using State of Michigan MiDeal Contract # 240000000095 at a cost of \$117,004.00 each, for a total cost of \$234,008.00.
- SECOND: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements and contract with Truck and Trailer Specialties, Inc. of Howell, Michigan for the purchase and installation of two (2) 10-yard Dump Bodies and two (2) 10' Under Body Scrapers for use in the Fleet Motor Pool, using State of Michigan MiDeal Contract #200000000034 in the amount of \$92,785.00. each, for a total cost of \$185,570.00
- THIRD: the accounts payable department is authorized to submit payment to D. & K. Truck Company in the amount of \$234,008.00, and expense from account 661-901-979.000 upon satisfactory delivery of said vehicles.
- FOURTH: the accounts payable department is authorized to submit payment to Truck and Trailer Specialties, Inc. in the amount of \$185,570.00, and expense from account 661-901-979.000 upon satisfactory delivery of said equipment.

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

February 10, 2025

City of Owosso
522 Milwaukee Street, Owosso, MI 48867
Attn: Zach Ryan, ph: (989) 277-4088
HQ0004804



State Contract Hyperlink No: [20000000034](#)

Equipment Quotation utilizing the state contract awarded to Truck & Trailer Specialties, Inc.

Install Crysteel 13' Select Dump Body including the following:

- 156" length, 84" inside width, 96" outside width
- 50" front height, 34" side height and 46" rear height (9.5 cu yd capacity water level)
- A1011 steel construction
- Sides, ends, braces, supports are 7-gauge A1011 steel
- Boxed top rail, single panel, pressed-in horizontal side braces
- 16" board pockets front, 12" board pockets rear
- ¼" AR450 steel floor
- 8" floor-to-side radius
- Western 12" I-beam type crossmemberless understructure
- 18" deep rear pillars
- Air-operated double-acting tailgate
- 9-panel tailgate design constructed of 7-gauge A1011 steel
- 1/2 cabshield constructed of 7-gauge A1011 steel
- Install body prop kit on each side of the frame
- Install 4-hole light wedges on rear pillars for lighting
- Install grab handle on cabshield, streetside
- Install two (2) rake holders, one on each side of bulkhead (rake needed at time of build)
- Install two (2) grab handles with 3 fixed steps on driver-side rear of dump with one hanging below dump
- Install 12" hardwood sideboards (13 cu yd capacity with sideboards)
- Install mudflaps mounted fore of drive tires, ~~hanging from dump box~~
- Install Minimizer Fast Flaps (mo. 10001563) mounted aft of drive tires, hanging from dump box

Install Crysteel model RC690 Roller-Combo Underbody Hoist including the following:

- Double-acting with grease lube manifold
- Rear hinge assembly with stainless steel pins
- Crysteel body and hoist warranty is 5 years, 100% parts and labor for years 1-3, 50% for years 4-5**

Install US Tarp model 11450 Electric Tarp System including the following:

- Steel tarp arms
- Aluminum tarp housing 98" wide
- Direct-drive motor
- Mesh-type tarp cover

Install Central Hydraulic System including the following:

- Rexroth A10VO85** front-mounted load-sensing piston pump
- Pump is 85cc displacement
- Front crossmember for pump mounting
- Spicer 1310 driveline
- Companion flange on pump side for easy removal of the drive line

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Return line header

12-volt automatic low-oil shutdown system with override switch installed in cab

Install Slimline Hydraulic Tank including the following:

35-gallon tank constructed of 7-gauge stainless steel

Mounted behind cab

Inverted angle mounting bracket

Tank-mounted Zinga-type filter

Filter bypass ending unit mounted on the filter head

Suction strainer mounted in the tank

Low oil sensor mounted in the tank

Ball valve shut on hydraulic tank for case drain and suction ports

AW32 hydraulic oil

All necessary hoses and fittings

Locking-cap for hydraulic cap

Install Rexroth 3m4-12 Load-Sense Hydraulic Valve Assembly including the following:

Air-operated section for Dump Hoist with LS relief for down pressure

Air-operated section for Scraper with LS relief for down pressure

Air-operated section for Scraper swing

Above valves within stainless steel enclosure mounted on frame, streetside

Install Air Control Levers including the following:

Apsco single-axis air levers mounted in center console for a total of 3 levers in position (L-R) from driver:

#1 Scraper up/down

#2 Scraper left/right

#3 Dump Hoist up/down with safety detent

All necessary hoses and fittings

Install 12" C-channel Front Bumper with tapered ends including the following:

Bumper cut-outs and remount front tow hooks on frame rails

All necessary supports and braces

Install Monroe 10' model MS4510 Underbody Scraper including the following:

1" thick x 20" high x 10' long moldboard

½" thick hanger board with grease manifold brackets installed

2-1/2" O.D. hinge shaft

Two heavy-duty shock absorbers

Bolt-in trunnion caps for canisters; outer arm remains bolt-on style

Two 3-1/2" x 10" actuating cylinders; Socatri rods

Cushion valve

1" solid circle with 5" center pin

Center pin is piloted into hanger board

Two 4" x 12" reversing cylinders; Socatri rods

Three hinge anchor points

Hydraulic pipes

20.5" x 7" poly hold down blocks

Hose kit and j-50 type relief valve

¾" solid hanger plates

Mounting hardware

Parts-installation manual

Grease line kit with manifolds

Install stainless steel grease manifold covers on each side of moldboard

Install serrated step on end of moldboard, streetside

Install "Ray Stop" moldboard protection kit

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Install Kennametal single-insert carbide cutting edges for 10' scraper (2-5' sections)
Supply additional two (2) sets of Kennametal single-insert carbide cutting edges for 10' scraper, (4-5' sections) (shipped loose)
Install one (1) Kennametal (mo. KCWB-0307A) carbide curbguard on the curbside end of the moldboard
Supply additional two (2) Kennametal (mo. KCWB-0307A) carbide curbguards (shipped loose)

Install Custom Lighting & Electrical including the following:

OEM programmable chassis switches to be located in overhead console and wired to warning lights and work lights including:

Front Strobe, Flash, Rear Strobe & Scraper Light

Indicator lights in cab console including:

body-up, pump shutdown & low oil

Console switches including:

tarp open/close, pump shutdown/override & air tailgate w/safety cap

Eight (8) SoundOff mPower (mo. EMPS20V38-P) LED split amber/green flashers flush-mounted:

Two (2) on chassis grille (on separate switch)

Two (2) on cabshield, front-facing

Two (2) on bottom of cabshield, side-facing

Two (2) side-facing near rear of dump

Install 4-hole 6" oval light boxes at rear of dump with the following in each box:

SoundOff LED solid green flashers in top holes (on separate switch)

SoundOff LED STT lights, 2nd from top

SoundOff LED backup lights, 3rd from top

SoundOff LED solid amber flashers, in bottom holes

Two (2) Maxxima 4" LED scraper work lights, one on each side

Miscellaneous lighting and wiring

FMVSS108 reflectors

LED markers on body with 3-light cluster under tailgate

Betts junction box mounted at the rear of the dump body

Proximity switch for body-up light

Remount OEM back-up alarm

Install Voyager Rearview Camera with Wash System including the following:

System tying into chassis wiper fluid reservoir

Chassis wiper controls for activating wash system, momentary in-cab switch for air puffer

Air puffer & washer fluid tubing

VCMS24B color camera, high performance and waterproof, mounted in middle of rear hinge

MSF5000 stainless steel camera box

CEC34L1 loomed 34' main cable for monitor

VOSHD6MNT double-knuckle monitor mount

VOM719WP 7" LCD color monitor, waterproof, mounted in cab header (confirm clearance with 2-way radio in header cubby)

Install Flaming River electrical disconnect switch with 6-minute time delay wired to amber LED indicator light mounted in cab skirt

Install Rear Hitch Plate ¾" Steel with side supports including the following:

PH-20 pintle hook, multi-drill hitch plate for adjustable mounting

Two (2) heavy-duty D-rings for safety chains

OEM taillights mounted above hitch plate, between frame rails

7-way RV flat pin trailer plug

Rear tow hooks outside frame rails

Install Minimizer Floor Mats for Freightliner (mo. FKFRTL2B-MIN / 10002265)

Paint Dump body and cabshield one color Red (paint code required from City)

TRUCK & TRAILER *Specialties, Inc.*

900 Grand Oaks Drive | Howell, MI 48843 | www.ttspec.com | ph: (517) 552-3855 | fx: (517) 552-3666

Paint Bottom of the body, body hinge, body props, rear hitch and attaching hardware painted Black

Above installed, painted one-color pricing: \$92,785.00 ea.

Parts and owner's manuals, 1-year parts and labor warranty on all components.

Chassis requirements to be confirmed at order entry:

Tandem Axle, Freightliner 108 SD (D&K – Mike Denno)

CT: 116"

Highest ground clearance

Battery box behind the cab on the left side of the frame-mount box as far rearward as possible

Raised curbside under step horizontal aftertreatment with curbside vertical tailpipe

6-gallon DEF tank mounted streetside back of cab 48"-52"

Front of engine PTO provision

Trailer wiring to rear (code: 353-076)

52" rear axle spacing

Air tanks mounted for maximum ground clearance

2-way heavy-duty 150-amp receptacle wired hot between seats (code: 30K-063)

Front frame extension

Delete OEM bumper

60-gallon fuel tank mounted under the driver's door, raised mounting

Stationary grille

Backup alarm

Programmable switches for lighting functions

Payment Terms: Net 30. Pricing effective for 30 days.

FOB: City of Owosso

Delivery: 16-18 months ARO, depending on chassis arrival

Thank you for the opportunity to quote.

Respectfully submitted by,

Jon Luea/Brian Bouwman

Prepared for:
Zach Ryan
Owosso City Of
522 Milwaukee

Owosso, MI 48867
Phone: 989-277-4088

Prepared by:
Mike Denno
D and K TRUCK COMPANY
3020 Snow Rd
LANSING, MI 48917
Phone: 517-449-2329

A proposal for
Owosso City Of

Prepared by
D and K TRUCK COMPANY
Mike Denno

Feb 09, 2025

Freightliner 108SD Plus



Components shown may not reflect all spec'd options and are not to scale



Prepared for:
 Zach Ryan
 Owosso City Of
 522 Milkaukee

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Q U O T A T I O N

108SD PLUS CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK CUM L9 350 HP @ 2200 RPM; 2200 GOV RPM, 1050 LB-FT @ 1200 RPM ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION MERITOR MT-40-14X 40,000# R-SERIES TANDEM REAR AXLE HENDRICKSON HAULMAAX EX 40,000# REAR SUSPENSION DETROIT DA-F-16.0-5 16,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE 16,000# TAPERLEAF FRONT SUSPENSION	108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB 4625MM (182 INCH) WHEELBASE NO FIFTH WHEEL 7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI 2125MM (84 INCH) REAR FRAME OVERHANG TEM TO EVALUATE AND INSTALL FRAME RAIL REINFORCEMENT AS NEEDED FOR FRONT FRAME MOUNTED EQUIPMENT
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		PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (2)	\$ 116,229	\$	232,458
EXTENDED WARRANTY		\$ 0	\$	0
DEALER INSTALLED OPTIONS		\$ 500	\$	1,000
CUSTOMER PRICE BEFORE TAX		\$ 116,729	\$	233,458

TAXES AND FEES

TAXES AND FEES	\$	275	\$	550
OTHER CHARGES	\$	0	\$	0

TRADE-IN

TRADE-IN ALLOWANCE	\$	(0)	\$	(0)
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BALANCE DUE		(LOCAL CURRENCY) \$	117,004	\$	234,008
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APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X _____ Date: ___ / ___ / ___.



Prepared for:
 Zach Ryan
 Owosso City Of
 522 Milwaukee

 Owosso, MI 48867
 Phone: 989-277-4088

Prepared by:
 Mike Denno
 D and K TRUCK COMPANY
 3020 Snow Rd
 LANSING, MI 48917
 Phone: 517-449-2329

S P E C I F I C A T I O N P R O P O S A L

Data Code	Description	Weight Front	Weight Rear	Retail Price
Price Level				
PRL-29D	SD PRL-29D (EFF:MY26 ORDERS)			STD
Data Version				
DRL-027	SPECPRO21 DATA RELEASE VER 027			N/C
Vehicle Configuration				
001-176	108SD PLUS CONVENTIONAL CHASSIS	6,829	3,748	\$134,782.00
004-226	2026 MODEL YEAR SPECIFIED			STD
002-004	SET BACK AXLE - TRUCK			STD
019-004	STRAIGHT TRUCK PROVISION, NON-TOWING			STD
003-001	LH PRIMARY STEERING LOCATION			STD
General Service				
AA1-002	TRUCK CONFIGURATION			STD
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)			STD
99D-027	EPA CLEAN IDLE LABEL FOR INITIAL REGISTRATION IN EPA OR ACT STATES - (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR)			STD
A85-011	CONSTRUCTION SERVICE			STD
A84-1GM	GOVERNMENT BUSINESS SEGMENT			N/C
AA4-010	DIRT/SAND/ROCK COMMODITY			N/C
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS			STD
AB1-008	MAXIMUM 8% EXPECTED GRADE			STD
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE			STD
995-1A0	FREIGHTLINER SD VOCATIONAL WARRANTY			STD
A66-99D	EXPECTED FRONT AXLE(S) LOAD : 16000.0 lbs			
A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD : 40000.0 lbs			
A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 56000.0 lbs			



Prepared for:
 Zach Ryan
 Owosso City Of
 522 Milwaukee

Owosso, MI 48867
 Phone: 989-277-4088

Prepared by:
 Mike Denno
 D and K TRUCK COMPANY
 3020 Snow Rd
 LANSING, MI 48917
 Phone: 517-449-2329

Data Code	Description	Weight Front	Weight Rear	Retail Price
Truck Service				
AA3-073	BELLY PLOW BODY WITH HIGH GROUND CLEARANCE			N/C
A89-99D	BRAKING-EXPECTED CAB TO BODY CLEARANCE : 26.0 in			
AF3-2A8	TRUCK AND TRAILER SPECIALTIES INC.			N/C
Engine				
101-3BT	CUM L9 350 HP @ 2200 RPM; 2200 GOV RPM, 1050 LB-FT @ 1200 RPM			\$3,555.00
Electronic Parameters				
79A-065	65 MPH ROAD SPEED LIMIT			N/C
79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT			N/C
79G-107	10 MINUTE IDLE SHUTDOWN - CONTINUOUS OVERRIDE WITH CLUTCH AND SERVICE BRAKE			N/C
79U-001	PTO GOVERNOR RAMP RATE - 25 RPM PER SECOND			N/C
79W-024	CRUISE CONTROL BUTTON PTO CONTROL			N/C
80G-002	PTO MINIMUM RPM - 700			N/C
80J-002	REGEN INHIBIT SPEED THRESHOLD - 5 MPH			N/C
80S-004	PTO 1, DASH SWITCH, ENGAGE WHILE DRIVING			N/C
80V-002	ENGINE MOUNT PTO, DASH SWITCH ENGAGES PTO MODE, DRIVING OPERATION			N/C
Engine Equipment				
99C-024	EPA 2010/GHG 2024 CONFIGURATION			STD
13E-001	STANDARD OIL PAN			STD
105-001	ENGINE MOUNTED OIL CHECK AND FILL			STD
014-108	SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER WITH SAFETY ELEMENT AND INSIDE/OUTSIDE AIR WITH SNOW DOOR	10		\$562.00
124-1D7	DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE			STD
292-236	(3) DTNA GENUINE, FLOODED STARTING, MIN 3000CCA, 555RC, THREADED STUD BATTERIES	40	20	\$247.00
290-017	BATTERY BOX FRAME MOUNTED			STD
281-001	STANDARD BATTERY JUMPERS			STD
282-042	LH BATTERY BOX MOUNTED AS FAR AFT AS POSSIBLE, NO GREATER THAN 60 INCHES BACK OF CAB			\$257.00



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Data Code	Description	Weight Front	Weight Rear	Retail Price
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN			STD
289-001	NON-POLISHED BATTERY BOX COVER			STD
306-015	PROGRESSIVE LOW VOLTAGE DISCONNECT AT 12.3 VOLTS FOR DESIGNATED CIRCUITS	2		STD
107-032	CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE			STD
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM			STD
128-1AR	CUMMINS ENGINE INTEGRAL BRAKE WITH VARIABLE GEOMETRY TURBO ON/OFF WITH BRAKE LAMPS	20		\$22.00
016-1E2	RAISED RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	40	35	\$1,369.00
28F-014	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER			STD
239-026	10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT			(\$3.00)
237-1F8	RH CURVED VERTICAL TAILPIPE B-PILLAR RAISED UNDER STEP MOUNTED AFTERTREATMENT SYSTEM			N/C
23U-001	6 GALLON DIESEL EXHAUST FLUID TANK	-35	-10	N/C
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL			(\$17.00)
23Y-001	STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING			STD
43X-004	LH FORWARD FACE OF DIESEL EXHAUST FLUID TANK 48 TO 52 INCHES BACK OF CAB			\$105.00
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP			STD
242-011	ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILPIPE SHIELD(S)			N/C
273-058	AIR POWERED ON/OFF ENGINE FAN CLUTCH			STD
276-001	AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED			STD
110-003	CUMMINS SPIN ON FUEL FILTER			STD
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER			STD
266-104	1115 SQUARE INCH ALUMINUM RADIATOR			STD
103-039	ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT			STD
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT			STD



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172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES			STD
270-016	RADIATOR DRAIN VALVE			STD
360-013	1350 ADAPTER FLANGE FOR FRONT PTO PROVISION	20		\$487.00
132-004	ELECTRIC GRID AIR INTAKE WARMER			STD
155-058	DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH			STD
Transmission				
342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION			STD
Transmission Equipment				
343-339	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV			STD
84B-002	ALLISON VOCATIONAL RATING FOR CONCRETE MIXER APPLICATIONS ONLY AVAILABLE WITH 3000 PRODUCT FAMILIES			STD
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY			STD
84D-023	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY			STD
84E-000	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84F-000	SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84G-000	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84H-000	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE			STD
84K-002	2ND GEAR ENGINE BRAKE ALTERNATE PRESELECT WITH MODERATE DOWNSHIFT STRATEGY			STD
84N-011	NEUTRAL AT STOP ENABLED			\$420.00
84U-000	DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES			STD
84V-001	DIRECTION CHANGE ENABLED WITH MULTIPLEXED SERVICE BRAKES - ALLISON 5TH GEN TRANSMISSIONS			STD



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353-076	QUICKFIT BODY LIGHTING CONNECTOR AT END OF FRAME, WITH BLUNTCUTS			\$200.00
34C-011	ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR			\$125.00
362-2JT	CUSTOMER INSTALLED CHELSEA 281 SERIES PTO			N/C
363-002	PTO MOUNTING, RH SIDE OF MAIN TRANSMISSION ALLISON & EATON FULLER			N/C
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN			STD
345-078	HEAVY DUTY ELECTRONIC TRANSMISSION SHIFT CONTROL, COLUMN MOUNTED			STD
97G-004	TRANSMISSION PROGNOSTICS - ENABLED 2013			STD
370-015	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK	15		STD
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK			STD
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)			STD

Front Axle and Equipment

400-1A9	DETROIT DA-F-16.0-5 16,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE	190		\$1,865.00
402-1B1	MERITOR EX-L AIR DISC FRONT BRAKES			\$777.00
403-002	NON-ASBESTOS FRONT BRAKE LINING			STD
419-004	FRONT DISC BRAKE ROTORS			N/C
409-006	FRONT OIL SEALS			STD
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL			STD
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES			STD
405-030	FRONT AIR DISC BRAKE INTERNAL ADJUSTERS			N/C
406-001	STANDARD KING PIN BUSHINGS			STD
536-012	TRW TAS-85 POWER STEERING	40		N/C
539-003	POWER STEERING PUMP			STD
534-003	4 QUART POWER STEERING RESERVOIR	5		\$48.00
40T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE			\$17.00

Front Suspension

620-026	16,000# TAPERLEAF FRONT SUSPENSION	200		\$1,151.00
619-005	MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION			STD
410-001	FRONT SHOCK ABSORBERS			STD



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Rear Axle and Equipment				
420-1K3	MERITOR MT-40-14X 40,000# R-SERIES TANDEM REAR AXLE		2,500	\$10,486.00
421-586	5.86 REAR AXLE RATIO			N/C
424-003	IRON REAR AXLE CARRIER WITH OPTIONAL HEAVY DUTY AXLE HOUSING		40	\$102.00
386-073	MXL 17T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	20	20	STD
388-073	MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES			N/C
452-006	DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES		30	\$1,317.00
878-023	(1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE			N/C
87A-005	INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH			N/C
87B-015	INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH, ENGAGE <5 MPH, DISENGAGE >25 MPH			N/C
423-1A4	MERITOR EX-L OPTIMIZED AXIAL AIR DISC REAR BRAKES		-80	\$1,931.00
433-002	NON-ASBESTOS REAR BRAKE LINING			STD
434-003	STANDARD BRAKE CHAMBER LOCATION			N/C
451-005	REAR DISC BRAKE ROTORS			N/C
425-002	REAR BRAKE DUST SHIELDS		10	\$180.00
440-006	REAR OIL SEALS			STD
426-094	AIR DISC LONGSTROKE 2-DRIVE AXLES SPRING PARKING CHAMBERS		20	N/C
428-030	REAR AIR DISC BRAKE INTERNAL ADJUSTERS			N/C
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE			STD
42T-001	STANDARD REAR AXLE BREATHER(S)			STD
Rear Suspension				
622-311	HENDRICKSON HAULMAAX EX 40,000# REAR SUSPENSION		50	\$6,846.00
621-1AP	HENDRICKSON HAULMAAX/ULTIMAAX - 10.50" RIDE HEIGHT			N/C
624-011	52 INCH AXLE SPACING			N/C
628-010	HENDRICKSON HN, HAULMAAX AND ULTIMAAX SERIES STEEL BEAMS WITH BAR PIN			N/C
623-016	STANDARD DUTY FORE/AFT AND HEAVY DUTY TRANSVERSE CONTROL RODS			N/C



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625-008	DOUBLE REBOUND STRAP - INBOARD AND OUTBOARD		13	\$100.00
439-002	REAR SHOCK ABSORBERS - TWO AXLES (TANDEM)		60	\$224.00
Pusher / Tag Equipment				
429-998	NO PUSHER/TAG BRAKE DUST SHIELDS			STD
Brake System				
490-100	WABCO 4S/4M ABS			(\$179.00)
871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES			STD
904-001	FIBER BRAID PARKING BRAKE HOSE			STD
412-001	STANDARD BRAKE SYSTEM VALVES			STD
46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM			STD
413-002	STD U.S. FRONT BRAKE VALVE			STD
432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE			STD
480-088	WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER			STD
483-004	WABCO OIL COALESCING FILTER FOR AIR DRYER			\$11.00
479-006	AIR DRYER MOUNTED OUTBOARD ON RH RAIL			N/C
460-1AE	STEEL AIR TANKS MOUNTED FOR MAX GROUND CLEARANCE, (BELLY PLOW - AA3-073)			\$165.00
477-011	PETCOCK DRAIN VALVES ON ALL AIR TANK(S)			(\$3.00)
Trailer Connections				
481-998	NO TRAILER AIR HOSE			STD
476-998	NO AIR HOSE HANGER			STD
* 30K-063	CUSTOM HIGH CURRENT RECEPTACLE/WIRING MOUNTED IN CAB			\$300.00
310-998	NO TRAILER ELECTRICAL CABLE			STD
Wheelbase & Frame				
545-462	4625MM (182 INCH) WHEELBASE			N/C
546-102	7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI	320	140	\$1,950.00
548-803	TEM TO EVALUATE AND INSTALL FRAME RAIL REINFORCEMENT AS NEEDED FOR FRONT FRAME MOUNTED EQUIPMENT			N/C
552-049	2125MM (84 INCH) REAR FRAME OVERHANG			N/C
55W-008	FRAME OVERHANG RANGE: 81 INCH TO 90 INCH	-40	160	N/C



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Data Code	Description	Weight Front	Weight Rear	Retail Price
549-002	24 INCH INTEGRAL FRONT FRAME EXTENSION	140	-20	\$4.00
AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 116.54 in			
AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 90.54 in			
AE4-99D	CALC'D FRAME LENGTH - OVERALL : 330.94 in			
FSS-0LH	CALCULATED FRAME SPACE LH SIDE : 20.91 in			N/C
FSS-0RH	CALCULATED FRAME SPACE RH SIDE : 50.6 in			N/C
AM6-99D	CALC'D SPACE AVAILABLE FOR DECKPLATE : 0.0 in			
553-001	SQUARE END OF FRAME			STD
550-001	FRONT CLOSING CROSSMEMBER			STD
559-003	LIGHTWEIGHT HEAVY DUTY ALUMINUM ENGINE CROSSMEMBER	-12		\$50.00
562-001	STANDARD MIDSHIP #1 CROSSMEMBER(S)			STD
572-001	STANDARD REARMOIST CROSSMEMBER			STD
565-001	STANDARD SUSPENSION CROSSMEMBER			STD

Chassis Equipment

556-997	OMIT FRONT BUMPER, CUSTOMER INSTALLED SPECIAL BUMPER, DOES NOT COMPLY WITH FMCSR 393.203	-110		(\$488.00)
558-001	FRONT TOW HOOKS - FRAME MOUNTED	15		\$80.00
585-998	NO MUDFLAP BRACKETS			STD
590-998	NO REAR MUDFLAPS			STD
551-001	HUCK-SPIN ROUND COLLAR CHASSIS FASTENERS SUSPENSIONS ONLY			(\$77.00)
44Z-005	EXTERIOR HARNESSSES WRAPPED IN ABRASION TAPE, SECONDARY COVERING, & CONNECTOR PROTECTION			\$1,353.00
605-017	LEVEL FRAME RAILS (+1%, -0%) WHEN CHASSIS IS LOADED TO FRONT AND REAR SUSPENSION RATINGS			\$146.00

Fifth Wheel

578-998	NO FIFTH WHEEL			STD
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Fuel Tanks

204-195	60 GALLON/227 LITER RECTANGULAR ALUMINUM FUEL TANK - LH	5		\$140.00
218-005	RECTANGULAR FUEL TANK(S)			N/C
215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS			STD
212-011	FUEL TANK(S) FORWARD - RAISED MOUNTING			\$360.00



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664-001	PLAIN STEP FINISH			STD
205-001	FUEL TANK CAP(S)			STD
122-1J1	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR, HAND PRIMER AND 12 VOLT PREHEATER"	-5		\$51.00
216-020	EQUIFLO INBOARD FUEL SYSTEM			STD
202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE			STD
Tires				
093-1YX	CONTINENTAL INTELLIGENT HSC3 11R22.5 16 PLY RADIAL FRONT TIRES	48		\$234.00
094-1YV	CONTINENTAL INTELLIGENT HDC3 11R22.5 16 PLY RADIAL REAR TIRES		192	\$1,120.00
Hubs				
418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS			STD
450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS			STD
Wheels				
502-428	ACCURIDE 28828 22.5X8.25 10-HUB PILOT 6.18 INSET 2-HAND HD STEEL DISC FRONT WHEELS	26		STD
505-428	ACCURIDE 28828 22.5X8.25 10-HUB PILOT 2-HAND HD STEEL DISC REAR WHEELS		104	STD
496-011	FRONT WHEEL MOUNTING NUTS			STD
497-011	REAR WHEEL MOUNTING NUTS			STD
498-011	NYLON WHEEL GUARDS FRONT AND REAR ALL INTERFACES			\$68.00
Cab Exterior				
829-1A5	108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB			STD
650-008	AIR CAB MOUNTING			STD
648-002	NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE			STD
667-037	SHORT FENDER WITH MUDFLAP			\$141.00
678-001	LH AND RH GRAB HANDLES			STD
646-041	STATIONARY BLACK GRILLE			STD
65X-004	BLACK HOOD MOUNTED AIR INTAKE GRILLE			STD
644-004	FIBERGLASS HOOD			STD
690-016	CAB FLOOR, TOE BOARD AND FIREWALL HEAT SHIELD	5		\$39.00



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727-1AF	SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK			(\$23.00)
726-002	DUAL ELECTRIC HORNS			\$14.00
575-001	REAR LICENSE PLATE MOUNT END OF FRAME			STD
312-068	HALOGEN COMPOSITE HEADLAMPS WITH BLACK BEZELS			STD
302-047	LED AERODYNAMIC MARKER LIGHTS			STD
311-998	NO DAYTIME RUNNING LIGHTS			(\$21.00)
294-1AY	INTEGRAL LED STOP/TAIL/BACKUP LIGHTS			\$175.00
300-015	STANDARD FRONT TURN SIGNAL LAMPS			STD
744-1BC	DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE			\$133.00
797-001	DOOR MOUNTED MIRRORS			STD
796-001	102 INCH EQUIPMENT WIDTH			STD
743-204	LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS			N/C
729-001	STANDARD SIDE/REAR REFLECTORS			STD
677-062	FIXED CAB MOUNTED STEPS LH AND RH FOR CAB ENTRY, BELLY PLOW BODY WITH HIGH GROUND CLEARANCE DOES NOT COMPLY FMCSR 399			\$59.00
768-043	63X14 INCH TINTED REAR WINDOW			STD
661-003	TINTED DOOR GLASS LH AND RH WITH TINTED NON-OPERATING WING WINDOWS			(\$117.00)
654-011	RH AND LH ELECTRIC POWERED WINDOWS			STD
663-013	1-PIECE SOLAR GREEN GLASS WINDSHIELD			STD
659-019	2 GALLON WINDSHIELD WASHER RESERVOIR WITHOUT FLUID LEVEL INDICATOR, FRAME MOUNTED			(\$80.00)
647-001	WHITE WINTERFRONT	2		\$60.00

Cab Interior

055-019	RUGGED TRIM PACKAGE			STD
707-107	GRAY & CARBON VINYL INTERIOR "RUGGED"			STD
70K-020	CARBON WITH PREMIUM GUNMETAL ACCENT (RUGGED)			STD
706-013	MOLDED DOOR PANEL			STD
708-013	MOLDED PLASTIC DOOR PANEL			STD
772-006	BLACK MATS WITH SINGLE INSULATION			STD
785-026	(1)DASH MOUNTED 12V POWER OUTLET, (1)DASH MOUNTED DUAL USB-C OUTLET			\$42.00
691-001	FORWARD ROOF MOUNTED CONSOLE			STD



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693-035	LH AND RH KICKPLATES			\$131.00
738-021	DIGITAL ALARM CLOCK IN DRIVER DISPLAY			STD
742-007	(2) CUP HOLDERS LH AND RH DASH			STD
680-029	M2/SD DASH			STD
720-002	2-1/2 LB. FIRE EXTINGUISHER	5		\$37.00
700-002	HEATER, DEFROSTER AND AIR CONDITIONER			STD
701-008	STANDARD HVAC DUCTING WITH SNOW SHIELD FOR FRESH AIR INTAKE			\$31.00
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH			STD
170-015	STANDARD HEATER PLUMBING			STD
130-041	VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR			STD
702-002	BINARY CONTROL, R-134A			STD
739-034	PREMIUM INSULATION			\$145.00
285-013	SOLID-STATE CIRCUIT PROTECTION AND FUSES			STD
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM			STD
324-1B3	STANDARD LED CAB LIGHTING			STD
787-998	NO SECURITY DEVICE			N/C
657-001	DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME			STD
78G-004	KEY QUANTITY OF 4			\$18.00
655-028	LH AND RH ELECTRIC DOOR LOCKS WITH AUTO UNLOCK FEATURE WHEN DOOR IS SET FROM OPEN TO CLOSED POSITION			\$23.00
740-998	NO MATTRESS	-20	-15	STD
756-339	PREMIUM ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WITH 2 AIR LUMBAR, INTEGRATED CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK	70		\$414.00
760-337	BASIC ISRINGHAUSEN HIGH BACK NON SUSPENSION TOOL BOX PASSENGER SEAT			\$236.00
759-007	DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS	4		\$69.00
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS			STD
758-022	BLACK MORDURA CLOTH DRIVER SEAT COVER			(\$53.00)
761-023	BLACK MORDURA CLOTH PASSENGER SEAT COVER			(\$52.00)
763-101	BLACK SEAT BELTS			STD
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN			STD



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540-044	4-SPOKE 18 INCH (450MM) BLACK STEERING WHEEL WITH SWITCHES			(\$124.00)
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS			STD
Instruments & Controls				
106-002	ELECTRONIC ACCELERATOR CONTROL			STD
732-998	NO INSTRUMENT PANEL-DRIVER			STD
734-022	FULLY CONFIGURABLE CENTER INSTRUMENT PANELS			STD
870-002	BRIGHT ARGENT FINISH GAUGE BEZELS			STD
486-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM			STD
840-001	DUAL NEEDLE PRIMARY AND SECONDARY AIR PRESSURE GAUGE			STD
198-003	DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS			\$25.00
721-001	97 DB BACKUP ALARM		3	\$47.00
149-015	ELECTRONIC CRUISE CONTROL WITH CONTROLS ON STEERING WHEEL SPOKES			STD
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY			STD
811-044	PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY			STD
81B-003	DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY			STD
160-038	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH			STD
844-001	2 INCH ELECTRIC FUEL GAUGE			STD
148-072	ENGINE REMOTE INTERFACE WITH ONE OR MORE SET SPEEDS			\$134.00
48H-001	QUICKFIT POWERTRAIN INTERFACE CONNECTOR LOCATED BETWEEN SEATS WITH CAPS			\$77.00
* 4CG-004	4 EXTRA PROGRAMMABLE SWITCHES/INDICATORS			\$52.00
	\$C1A0208ZZ,C1B0154ZZ,C1C0209ZZ,C1D0200ZZ			
48C-001	QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) BETWEEN SEATS WITH CAP			N/C
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE			STD
852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE			STD



Prepared for:
 Zach Ryan
 Owosso City Of
 522 Milwaukee

Owosso, MI 48867
 Phone: 989-277-4088

Prepared by:
 Mike Denno
 D and K TRUCK COMPANY
 3020 Snow Rd
 LANSING, MI 48917
 Phone: 517-449-2329

Data Code	Description	Weight Front	Weight Rear	Retail Price
864-022	DIGITAL TRANSMISSION OIL TEMPERATURE IN DRIVER DISPLAY			STD
867-004	ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER			STD
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY			STD
372-123	PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE			\$60.00
736-998	NO OBSTACLE DETECTION SYSTEM			(\$4,324.00)
72J-998	NO DR ASSIST SYSTEM			(\$32.00)
49B-998	NO VEHICLE STABILITY ADVISOR OR CONTROL			(\$1,019.00)
73B-998	NO LANE DEPARTURE WARNING SYSTEM			(\$1,080.00)
679-998	NO OVERHEAD INSTRUMENT PANEL			STD
35M-012	1 QUIKFIT PROGRAMABLE MODULE (QPMXMC) W/ (8) 20AMP FUSED RELAYS			\$940.00
746-143	7" B-PANEL INTERACTIVE TOUCHSCREEN DISPLAY RADIO W/ USB-C, APPLE CARPLAY, ANDROID AUTO, BLUETOOTH/AM/FM/SXM/WB, WITH MICROPHONE			STD
747-001	DASH MOUNTED RADIO			STD
750-002	(2) RADIO SPEAKERS IN CAB			STD
753-998	NO AM/FM RADIO ANTENNA			STD
748-006	POWER AND GROUND WIRING PROVISION OVERHEAD			N/C
749-001	ROOF/OVERHEAD CONSOLE CB RADIO PROVISION			N/C
75W-002	SHARKFIN MULTI-BAND ANTENNA: AM/FM/WEATHERBAND, WIFI/BLUETOOTH, SDAR/SIRIUSXM, GNSS/GPS			STD
78C-003	INTEROPERABLE SDAR ANTENNA			STD
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER			STD
817-001	STANDARD VEHICLE SPEED SENSOR			STD
812-001	ELECTRONIC 3000 RPM TACHOMETER			STD
813-1C8	DETROIT CONNECT PLATFORM HARDWARE			STD
8D1-313	3 YEARS DAIMLER CONNECTIVITY BASE PACKAGE ON (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES			STD
6TS-005	TMC RP1226 ACCESSORY CONNECTOR LOCATED BEHIND PASSENGER SIDE REMOVEABLE DASH PANEL			STD



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Data Code	Description	Weight Front	Weight Rear	Retail Price
162-002	IGNITION SWITCH CONTROLLED ENGINE STOP			STD
81Y-005	PRE-TRIP INSPECTION FEATURE FOR EXTERIOR LAMPS ONLY			\$43.00
264-030	(1) OVERHEAD MOUNTED LANYARD CONTROL FOR DRIVER AIR HORN			STD
883-998	NO TRAILER HAND CONTROL BRAKE VALVE			STD
842-006	DIGITAL TURBO AIR PRESSURE IN DRIVER DISPLAY			N/C
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY			STD
660-008	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY			STD
304-030	ROTARY HEADLAMP SWITCH, MARKER LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR OPTIONAL FOG/ROAD LAMPS			N/C
882-009	ONE VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR			STD
299-020	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, HEADLAMP FLASH, WASH/WIPE/INTERMITTENT			STD
298-046	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH 40 AMP (20 AMP PER SIDE) TRAILER LAMP CAPACITY			STD
87T-998	NO WRG/SW-OPTL #2,CHAS,AIR			STD
Design				
065-000	PAINT: ONE SOLID COLOR			STD
Color				
980-1U4	CAB COLOR A: L2685EY RED ELITE EY			N/C
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT			STD
962-972	POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)			STD
966-972	POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)			STD
963-003	STANDARD E COAT/UNDERCOATING			STD
Certification / Compliance				
996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS			STD



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Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight ⁺	7849 lbs	7020 lbs	14869 lbs
Dealer Installed Options	0 lbs	0 lbs	0 lbs
Total Weight⁺	7849 lbs	7020 lbs	14869 lbs

Dealer Installed Options

	Weight Front	Weight Rear	Price
PREP DEALER PRE DELIVERY INSPECTION	0	0	\$500.00
Total Dealer Installed Options	0 lbs	0 lbs	\$500.00

(+) Weights shown are estimates only.

If weight is critical, contact Customer Application Engineering.

(**) Prices shown do not include taxes, fees, etc... "Net Equipment Selling Price" is located on the Quotation Details Proposal Report.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.



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D I M E N S I O N S

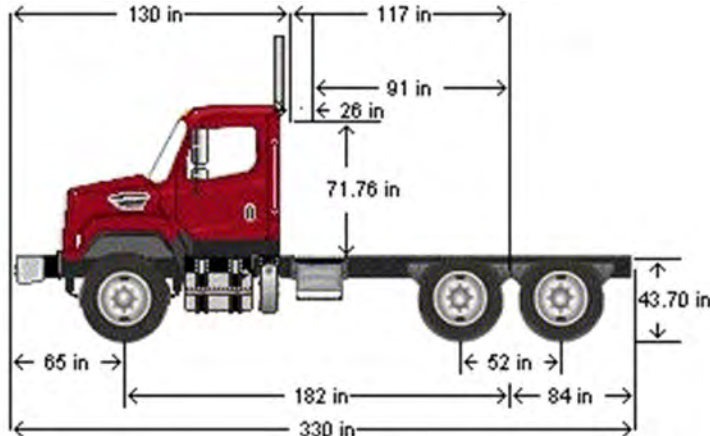


TABLE SUMMARY - DIMENSIONS

Dimensions	Inches
Bumper to Back of Cab (BBC)	130.1
Bumper to Centerline of Front Axle (BA)	64.6
Front Axle to Back of Cab (AC)	65.6
Min. Cab to Body Clearance (CB)	26.0
Back of Cab to Centerline of Rear Axle(s) (CA)	116.5
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	90.5
Back of Cab Protrusions (Exhaust/Intake) (CP)	2.0
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	26.0
Back of Cab to End of Frame	200.2
Cab Height (CH)	71.8
Wheelbase (WB)	182.1
Frame Overhang (OH)	83.7
Overall Frame Length	330.9
Overall Length (OAL)	330.3
Rear Axle Spacing	52.0
Unladen Frame Height at Centerline of Rear Axle	43.7

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.

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SWITCH SELECTOR - 4CG - AUXILIARY PANEL





OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: March 10, 2025
TO: City Council
FROM: Kevin Lenkart
RE: Contract Approval, Passport Labs, Inc.

Recommendation:

Recommend the City Council approve a service agreement with Passport Labs Inc (Passport) , from Charlotte, N.C. Passport is a software and hardware provider for Parking Ticket Management software.

Passport will transition the City of Owosso from its current parking enforcement system to Passport's parking compliance system. The City of Owosso/Public Safety Department does not currently have a software provider for parking enforcement.

Background:

From 2018 to 2022, the city used Complus Solutions Inc. for their parking software. The contract with Complus was ended in 2022 due to a substantial raise in yearly rates from Complus. Since 2022, the city has used handwritten parking citations.

Budget:

In January 2025, Owosso City staff evaluated the best pricing options through Sourcewell, a cooperative purchasing company that the City of Owosso is a participant. Passport Labs., has an awarded contract for Parking Management through Sourcewell.

Owosso City Ordinance 2-345, allows for use of cooperative purchasing agreements

RESOLUTION NO.

**AUTHORIZING A PURCHASE AGREEMENT
WITH PASSPORT LABS, INC. FOR THE PROVISION OF
PARKING ENFORCEMENT HARDWARE & SOFTWARE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that providing parking enforcement services to the residents of Owosso is advisable, necessary and in the public interest; and

WHEREAS, it is necessary to obtain professional software and hardware to adequately administer parking enforcement; and

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

WHEREAS, the city of Owosso desires to purchase the aforementioned hardware and software from Passport Labs, Inc., holder of Sourcewell cooperative contract 120423-PSPRT.

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

- FIRST: the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements and execute a three-year contract for the Citation Management Platform from Passport Labs, Inc. to provide professional parking enforcement hardware and software via Sourcewell cooperative contract 120423-PSPRT.
- SECOND: the mayor and city clerk are hereby instructed and authorized to sign the document with Passport Labs, Inc. substantially in the form attached, including Order Form, Software License and Service Agreement, and Statement of Work.
- THIRD: payment to Passport Labs, Inc. up to the amount of \$9,150.00 is authorized to cover the one-time implementation fee, the purchase of two Bluetooth printers, and the annual service fee for 2025.



Welcome to Passport, Owosso MI!

Thank you for choosing Passport to power your mobility operations. Passport's platform brings together top-of-the-line products including mobile pay parking, parking enforcement, digital permitting and payments and allows you to centrally manage all of your payment rates and rules – so you can make decisions and take action in real time.

At Passport, we understand that transparency and effective communication with customers is just as important as a strong solution. We have included the following documents for you and your team to review and sign:

Order Form
Software License and Service Agreement
Statement of Work (SOW)

Passport is committed to making solutions that make mobility easier for people in your community, as well as more effective for leaders. Your dedicated Passport team is excited to work with you to revolutionize the way you manage your operations:

Cecily Bolton, Vice President of Client Success and Implementations - Our team is dedicated to enhancing your experience with Passport. We act as your advocate within Passport, representing your interests and feedback in shaping our product roadmap and support services. Our goal is to make your overall experience exceptional, and we're here to advocate for your interests and ensure your success with us.

Sam Mumma, Client Implementations Manager - Sam leads the Client Implementations team, dedicated to delivering an exceptional launch experience for your Passport solution. Our focus is on ensuring a smooth and successful onboarding process, tailored to your specific needs and goals. We're committed to providing a seamless transition and a positive start to your journey with us.

If you have any questions, please don't hesitate to contact:

Support number: 980-939-0990
Support email: help@passportinc.com

We look forward to working with you and helping you transform your parking and mobility operations!



ORDER FORM

This Order Form (the "Order Form"), effective as of April 1, 2025, is being entered into by and between Passport Labs, Inc. and Owosso MI ("Customer") pursuant and subject to the Software License and Service Agreement (the "Agreement") entered into by the Parties as of the date of last signature herein. Upon execution, this Order Form shall be incorporated by reference in and subject to the Agreement. Capitalized terms used but not defined herein shall have the same meanings as set forth in the Agreement.

I. SUMMARY OF THE PRODUCTS AND SERVICES

This Order Form, together with any Product Specific Terms attached hereto and made a part hereof in Schedule 1 and the SOW attached hereto and made a part hereof as Schedule 2, contains the terms and conditions applicable to the Products and related services purchased pursuant to the Agreement.

PRODUCTS AND SERVICES	
Mobile Payment for Parking Platform ("MPP")	
Custom-Branded MPP	
Citation Management Platform ("CMP")	X
Digital Permits for Parking Platform ("DPP")	
License Plate Recognition Platform ("LPR")	

II. FEES

Products and Services	Fee(s)	Fee Type(s)
Citation Management Platform ("CMP"):		
CMP Service and License Fee	\$3.75	Per Ticket Paid
Additional CMP Service and License Fee After Citation Amount Escalation	30% of escalated citation amount	Per Ticket Paid
Cost Per Notification Letter Sent by Passport	\$1.00 plus applicable postage	Per Notification Letter
CMP Merchant Services Fee	2.9% + \$0.25	
CMP Payment Gateway Fee	\$0.05	
Implementation Fee	\$2,250.00	

CMP Monthly Licensing Fee	\$475/month
Zebra ZQ320+ Bluetooth Printer	\$600/each
Custom Citation Paper (35 rolls)	\$1,249.06/carton

III. BILLING INFORMATION

Billing Contact Name:	Kevin Lekart
Billing Email Address:	Kevin.Lenkart@ci.owosso.mi.us
Billing Address:	City of Owosso, 301 W. Main St., Owosso, Michigan 48867, United States

[signature page follows]

IN WITNESS WHEREOF, Passport and Customer have each caused this Order Form to be executed by its duly authorized representatives.

Owosso MI

Passport Labs, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SCHEDULE 1

CITATION MANAGEMENT PLATFORM

Services:

Passport will provide services and license all software, including all web and mobile applications and related documentation, necessary for Customer to operate the CMP, which allows Customer's parking enforcement officers in any or all parking facilities owned or managed by Customer the ability to issue parking citations that may be paid online through Passport's payment portal, as follows:

- a) Passport will provide an online payment portal through which parking violators may pay outstanding parking citations.
- b) After a number of days as mutually agreed upon by the Parties and reflected in the SOW, parking citations will escalate in price and Passport will automatically generate and send a letter to each parking citation owner for which Passport has necessary state licensure authorization to perform a driver record lookup informing such parking violator that they have an outstanding parking citation and that the citation amount has increased. The "Additional CMP Service and License Fee After Citation Amount Escalation" fees as indicated above shall be applicable to each citation starting with the first letter sent.
- c) Passport will send a second letter after a number of days as mutually agreed upon by the Parties after issuance for each applicable unpaid citation owner.

Equipment:

- a) Customer must purchase a sufficient number of Android-based handheld devices for each parking enforcement officer to have access to one device while conducting parking enforcement activities.
- b) Customer must maintain at its sole cost one (1) wireless data plan for each Android device.
- c) Customer must possess at least one (1) Bluetooth-enabled printer per Android device described above.
- d) If Customer chooses to purchase additional Bluetooth-enabled printers through Passport, the price will be quoted at the time of order.
- e) Customer shall be responsible for applying the necessary configurations to any Android-based handheld devices and any printers it purchases using specifications provided by Passport, provided, however, that Passport shall provide the initial configuration to any printers purchased through Passport
- f) In addition to the hardware unit costs, Customer will be responsible for paying all shipping costs and printer paper costs
- g) If Customer orders custom printer paper through Passport, Customer will be responsible for paying the costs of creating, printing, and shipping such custom paper plus a service fee to Passport; Passport is unable to provide estimated costs until specific details of Customer order have been confirmed due to the variable costs of Passport's third-party vendors.

SOFTWARE LICENSE AND SERVICE AGREEMENT

This Software License and Service Agreement is effective as of April 1, 2025 (the “Effective Date”) and entered into by and between Passport Labs, Inc., a Delaware corporation (“Passport”), and Owosso MI (“Customer”). Passport and Customer are each a “Party” and collectively the “Parties.” Passport is in the business of providing, and Customer desires to obtain from Passport, certain parking- or transit-related software, hardware, and/or related services. This Agreement establishes the master terms and conditions that will apply to Customer’s purchase from Passport of the products and services under this Agreement and Passport’s delivery of the same to Customer. In consideration of the mutual promises and covenants contained herein, as well as other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. DEFINITIONS.

For purposes of this Agreement, the following terms shall have the meaning set forth below (or as otherwise defined in the Agreement):

1.1. “Agreement” means this Software License and Service Agreement, the Product-Specific Terms, the Order Form(s), the Statement(s) of Work, and all other attachments, exhibits, and schedules hereto.

1.2. “Confidential Information” means all information of either Party (“Disclosing Party”) which is disclosed to the other Party (“Receiving Party”) pursuant or in relation to this Agreement (a) if in written form, that is marked “Confidential,” “Proprietary,” or with words of similar import; and (b) if in written form, but not marked “Confidential,” “Proprietary,” or with words of similar import, or if disclosed verbally that a reasonable person would regard such information as confidential under the circumstances of disclosure or in view of the nature of the information. Confidential Information includes, by way of illustration and not limitation, this Agreement, the Passport System and all components thereof, the Intellectual Property, and all non-public know-how, inventions, techniques, processes, algorithms, software programs, schematics, designs, contracts, customer lists, financial information, pricing information, marketing information, and product plans.

1.3. “Customer” is the entity specified in the preamble.

1.4. “Documentation” means the technical documentation for the Passport System provided by Passport to Customer, including all updates and versions thereof, whether in the form of electronic or printed materials, magnetic media, or machine-readable format.

1.5. “End User” means any individual who uses any component of the Passport System to transact for any Product.

1.6. “Go-Live Date” means the date on which the Passport System, or any individual Product thereof if more than one Product is purchased under this Agreement, is launched and begins to be utilized by Customer.

1.7. “Initial Term” means a period of thirty-six (36) months from the Go-Live Date, unless otherwise indicated in an Order Form.

1.8. “Intellectual Property” means all tangible and intangible property of Passport or its third-party vendors provided to Customer pursuant to this Agreement that is embodied in or used in connection with the Passport System, including, without limitation, trade names, source code, trademarks, copyrights, patents, and trade secrets, and/or which is protected or is protectable under copyright, patent, trade secret, service mark, trademark, or other intellectual property laws and/or regulations.

1.9. “License Fees” means the fees owed to Passport in consideration of providing Customer the Passport System pursuant to this Agreement as memorialized in the Order Form or elsewhere in the Agreement.

1.10. “Licensed Hardware” means the Passport hardware and any Third Party Hardware as more particularly set forth in an Order Form.

1.11. “Licensed Software” means the Passport software and any Third Party Software as more particularly set forth in an Order Form.

1.12. “Order Form” means that certain form bearing the same caption on which the Products, Third Party Products, and any other software, hardware, products, or services ordered by Customer under this Agreement, among other things, are specified.

1.13. “Passport System” means collectively the Licensed Software, Licensed Hardware, Documentation, and any Third Party Products licensed or sold under this Agreement by Passport to Customer.

1.14. “Product” means any product offered by Passport, including a mobile payments for parking platform, a citation issuance and management platform, a digital permits platform, a mobile payments for transit platform, a micromobility

management platform, and a unified platform for the management and distribution of parking rates and business rules, as well as any other product identified in an Order Form.

1.15. “Product-Specific Terms” means those separate legal terms appended to this Agreement that apply to each Product purchased by Customer under this Agreement.

1.16. “Renewal Term” means a period of twelve months following the Initial Term, unless otherwise indicated in an Order Form.

1.17. “Statement of Work” or “SOW” means a statement of work agreed upon by the parties with reference to each Product purchased under this Agreement and appended to this Agreement or to an Order Form. Any variation to a Statement of Work must be memorialized in a change order that is agreed upon and signed by the parties.

1.18. “Substantial Completion Date” means the date that Passport has completed configuring the Passport System, or any individual Product thereof if more than one Product is purchased under this Agreement, to the specifications as set forth in the applicable SOW and is ready to be launched and utilized by Customer. Passport will notify Customer when it has achieved the Substantial Completion Date for each Product.

1.19. “Term” means the Initial Term and any Renewal Term(s).

1.20. “Third Party Hardware” means the hardware (and any related software embedded in or distributed with the hardware by the manufacturer of such hardware) manufactured by third parties and resold and/or sublicensed by Passport to Customer.

1.21. “Third Party Products” means Third Party Hardware and Third Party Software.

1.22. “Third Party Software” means all software owned by third parties, sublicensed by Passport to Customer and integrated into or interfaced by Passport into the Passport System.

2. SERVICES

2.1. Performance. Passport shall perform the services and deliver the software and products under this Agreement in a competent, professional, and workmanlike manner consistent with industry practices. Passport will maintain all permits, certificates and licenses required by applicable law and Passport’s employees performing the services will be qualified to perform the services and licensed as required. Passport will at all times during the Term be duly organized, validly existing and in good standing under the laws of the state of Delaware.

2.2. Order Forms. The Order Form shall set forth what Passport is to provide to Customer under this Agreement. To the extent Customer wishes to procure, and Passport wishes to provide, any additional products or services, the parties shall enter into one or more additional Order Forms as applicable that shall each form a part of and be subject to this Agreement.

2.3. Products. As of the Effective Date, Passport provides the Products (as defined above) in the marketplace (as well as related Third Party Products). Customer may request the addition of any Products and related services to the extent not provided by Passport to Customer as of the Effective Date and any additional software or platforms developed by Passport from and after the Effective Date, which shall be memorialized in a subsequent Order Form along with any additional terms (if applicable).

3. COMPLIANCE WITH LAW

In providing the services under this Agreement, Passport will comply at its sole cost and expense with all applicable federal, state, provincial, county, and municipal laws, statutes, rules, regulations and ordinances.

4. LICENSE; SERVICES

4.1. License Grant. Subject to the terms and conditions of this Agreement-and all Third Party Software licenses, including, without limitation, the payment of all applicable License Fees, Passport hereby grants Customer a revocable, non-exclusive, nontransferable, non-subleaseable, and non-assignable license to use the Passport System during the Term for Customer’s own internal operations in accordance with the terms of, and subject to the restrictions contained in, this Agreement.

4.2. License Restrictions. As a condition to the license set forth in Section 4.1, Customer shall not, directly, indirectly, alone, or with another person or entity (a) decompile, disassemble, interpret, reverse engineer, translate, or otherwise determine or attempt to determine any source code, algorithms, or underlying ideas of the Licensed Software or any portion thereof; (b) remove or modify any Passport or third-party markings, identification, copyright, or other notices from the Passport System; (c) sublicense, provide, lease, lend, pledge, use for timesharing or service bureau purposes, or allow others to use the Passport

System to or for the benefit of third parties; (d) modify, change, incorporate into other software, create any databases other than as permitted herein, or create a derivative work of any part of the Licensed Software or Documentation; (e) disclose results of any performance information, analysis, or program benchmark tests without Passport's prior written consent; (f) make the Passport System, in whole or in part, available in any manner to any third party; (g) install or use the Passport System in any manner not in accordance with the license grant pursuant to Section 5.1; or (h) attempt to do any of the foregoing whether individually or with others.

4.3. No Other Licenses. Except as specifically granted in this Agreement, no license or other right is granted, either directly or indirectly, by implication or otherwise, to Customer, and all other rights are expressly reserved to Passport or its third-party vendors, as applicable.

5. THIRD PARTY PRODUCTS

The successful delivery of the Passport System may require that Customer use certain Third Party Products depending on Customer's operations, and, if so, Customer will be notified. Customer agrees to be bound to all licenses, obligations, restrictions, and limitations in connection with any Third Party Products. Excluding warranty of title to any Third Party Products, all other Third Party Product warranties, including, without limitation, warranties with respect to materials, workmanship, capability, and intellectual property rights are made by such manufacturers and not by Passport. Passport will use commercially reasonable efforts to pass through to Customer for Customer's benefit all end-user warranties that the Third Party Products vendor(s) provides directly to Passport. Customer will look solely to such vendors or manufacturers for all remedies under such warranties.

6. INTELLECTUAL PROPERTY

6.1. Ownership. Customer acknowledges and agrees that the Intellectual Property is exclusively owned by and reserved to Passport, or to Passport's Third Party Software or Third Party Hardware providers, as the case may be, and Passport or such Third Party Software or Third Party Hardware providers will retain all right, title, and interest in the Intellectual Property. Customer will neither acquire nor assert any ownership or other proprietary rights in the Intellectual Property or in any derivation, adaptation, or variation thereof (regardless of who creates the derivation, adaptation, or variation) except as otherwise explicitly set forth in this Agreement.

6.2. Feedback. Nothing in this Agreement or in the Parties' dealings arising out of or related to this Agreement will restrict Passport's right to use, profit from, disclose, publish, keep secret, or otherwise exploit Feedback (as defined below), without compensating or crediting Customer or the individual providing such Feedback, except to the limited extent that Section 21 (Confidentiality; Trade Secrets) governs Feedback that constitutes Customer's Confidential Information. Notwithstanding the provisions of Section 21 (Confidentiality; Trade Secrets), Customer may not designate Feedback as its Confidential Information to the extent that such Feedback relates to the Passport System. "Feedback" refers to any suggestion or idea for improving or otherwise modifying the Passport System.

7. PRIVACY POLICY; TERMS OF USE

End users' use of the Passport System shall at all times be governed by Passport's Privacy Policy, which can be viewed at <https://passportinc.com/privacy-policy/>, and Passport's Terms and Conditions, which can be viewed at <https://passportinc.com/terms-and-conditions/>. Passport's Privacy Policy and Terms and Conditions may be amended from time to time in Passport's sole discretion.

8. SUPPORT SERVICES

8.1. Customer Support. Passport will provide telephone and email support to Customer's staff Monday through Friday between 8:00 a.m. to 7:00 p.m. ET to address technical support issues. Passport will provide 24/7 after-hours telephone support. Passport can be contacted for support issues at:

- 980-939-0990 or via email at help@passportinc.com (Monday-Friday 8AM-7PM ET)
- 866.815.3043 or help247@passportinc.com (after-hours support)

8.2. End User Support. Customer shall provide initial support, including inquiries via telephone and email, for End Users. If Customer is unable to address End User inquiries, Customer may direct End Users to Passport's End User support team, which is available Monday through Saturday between the hours of 8:00 a.m. to 9:00 p.m. ET at 704-817-2500 or via email at support@passportinc.com. Customer should not display Passport's support phone numbers (or other direct contact information for Passport) on any marketing or signage visible by End User.

9. PRODUCT UPDATES

9.1. Updates. To the extent that Passport releases any system-wide improvements, modifications, updates, or enhanced versions of the Licensed Software during the Term, the improvements, modifications, updates, or enhanced versions will, when available, be provided to Customer at no charge and will automatically be subject to the terms of this Agreement.

9.2. New Features. Customer may request new features or functionality to be built into the Passport System, and, to the extent that Passport plans in its sole discretion to incorporate such requested new features or functionality into the Passport System, Passport will develop such features and functionality at no cost to Customer pursuant to Passport's development timeline. If Customer desires to expedite such development, Passport may, in its sole discretion, charge Customer an expedite fee to develop the requested features or functionality, provided, however, that Passport shall first notify Customer of the expedite fee and receive written approval from Customer to proceed. If Customer's requested features or functionality are created for Customer's use and Passport does not plan to incorporate such requested features into the Passport System, Passport may, in its sole discretion, charge Customer a custom development fee for the development of such features or functionality, provided again, however, that Passport shall first notify Customer of the custom development fee and receive written approval from Customer to proceed.

10. UPTIME

Passport will provide the Passport System with Uptime (as defined below) of at least ninety-nine percent (99.0%) calculated over a rolling six-month period ("Uptime Guarantee"). For any month during which the Passport System uptime drops below the Uptime Guarantee, Passport will provide a billing credit in an amount equal to the percentage difference between a) the lowest uptime reached at any point during the month (calculated on a rolling six month period) and b) the Uptime Guarantee, multiplied by the total fees payable to Passport for such month. For example, if Uptime falls to ninety-five percent (95.0%) during a given month and if during that month the fees payable to Passport were one hundred dollars (\$100.00), Passport will issue a billing credit of four dollars (\$4.00). Uptime is defined as any period of time during which end users of the Passport System can use the Passport System, excluding any scheduled maintenance performed by Passport after hours or unavailability or impaired functionality of the Passport System due to causes outside of Passport's reasonable control (e.g., disruptions caused by Passport's hosting or payment processing partners).

11. FEES; PAYMENT

11.1. License Fees. In consideration for the licenses granted to Customer under this Agreement, Customer shall pay to Passport the License Fees.

11.2. Annual License Fees. For License Fees that are payable on an annual basis, as indicated in an Order Form, License Fees for the first year of the Term are due and payable upon the Effective Date and, thereafter, on the anniversary of the Effective Date for the duration of the Term.

11.3. Third Party Products Fees. Customer shall pay Passport all fees related to Third Party Products supplied to Customer under this Agreement as set forth in an Order Form (collectively, the "Third Party Product Fees"), if applicable. Fees for Third Party Products provided through Passport from and after the Effective Date may be subject to change based on the then-prevailing market rates of any Third Party Product provider for such products.

11.4. Implementation or Monthly Minimum Fees. Customer shall pay Passport the implementation fees or monthly minimum fees, if any, as set forth in an Order Form.

11.5. Fee Assumptions. Passport's License Fees, gateway services fees, and merchant services provider fees as set forth in this Agreement as of the Effective Date are conditioned upon certain underlying information pertaining to Customer's operations provided to Passport by Customer relating to transaction volume (e.g., number of mobile pay transactions, number of citations written, or number of parking permits purchased), transaction rates (e.g., hourly parking rates, citation rates, and permits rates), and average dollar amount of transactions as of the Effective Date, as well as card network fees in effect as of the Effective Date. To the extent there are non-trivial changes in any of the foregoing from and after the Effective Date, the License Fees, gateway services fees, and/or merchant services provider fees are subject to change to maintain, as closely as possible, the economic arrangement anticipated, or subsequently achieved, based on the information and card network fees in effect as of the Effective Date. Passport and Customer shall negotiate in good faith with respect to the same, provided, however, that Passport shall not be obligated to continue providing the Passport System if the Parties are unable to reach agreement on a revised fee structure.

11.6. Expenses. Customer shall reimburse Passport for any travel, lodging, and meal expenses incurred in connection with Passport's performance under this Agreement, which shall be invoiced as incurred.

11.7. Payment Terms. Unless otherwise indicated in an Order Form, all payments due to Passport hereunder are due and payable within thirty (30) days after the date of the invoice. Any amounts not timely paid shall bear interest at the rate of one and one-half percent (1.5%) per month from the due date or, if lower, the maximum rate permissible by law. If Customer fails

to remit payment when due, Passport will have, in its sole discretion, the right to immediately suspend or terminate Customer's access to the Passport System in accordance with Section 17.2.1 and/or withhold funds in Passport's possession that would otherwise be remitted to Customer, in addition to any other remedies available to Passport under this Agreement or under law. Unless otherwise specified in an Order Form, all amounts payable to Passport hereunder are payable in full in United States Dollars without deduction or set off and shall be in addition to all tax obligations of Customer. If a currency other than the U.S. Dollar is specified in the Order Form, the exchange rate will be fixed at the foreign exchange rate published by the United States Federal Reserve on the date the remittance of payment is made or pursuant to a suitable commercially available service to the extent utilized by Passport in its sole discretion. If Customer requires remittance of funds by check or custom invoicing inconsistent with Passport's standard format, Passport reserves the right to assess reasonable additional fees that shall be communicated and agreed upon with Customer in advance.

12. CUSTOMER OBLIGATIONS.

In addition to the payment of fees as set forth above any other obligations of Customer set forth in this Agreement, Customer shall also be subject to the following covenants:

12.1. Customer shall use Passport as Customer's sole provider for the Products and services procured by Customer under this Agreement and any substantially similar products or services provided by other vendors that are capable of being provided by Passport.

12.2. Passport's pricing is conditioned on Customer's continuous use of the Passport System throughout the Term consistent with historical use of the Passport System or any predecessor system. Customer covenants that it will not, during the Term, take any action that would materially diminish or cease the use of the Passport System, except in the case of a termination pursuant to Section 17.2.

12.3. From and after the Effective Date, Customer shall cooperate reasonably and promptly with Passport, and devote sufficient personnel and resources, to support the configuration and implementation of the Passport System through and including the Substantial Completion Date and Go-Live Date, and thereafter as reasonably necessary to continue the ongoing operations and maintenance of the Passport System on behalf of Customer.

13. PAYMENT GATEWAY PROVIDER

Passport is a payment gateway provider and shall provide payment gateway services to Customer in connection with the Products delivered under the Passport System at the rates indicated in the Order Form.

14. MERCHANT SERVICES PROVIDER

Passport is a full-service Merchant Services Provider, meaning a service provider certified by the major card networks (Visa, Mastercard, Discover, and American Express) to process credit and debit card transactions. Passport maintains itself as the merchant of record and Merchant Services Provider in connection with the provision of the Passport system. Customer will be responsible for paying all transaction and processing fees as defined in the fee schedule. Passport may change or add fees and/or charges following a major network update that significantly impacts the merchant costs assumed by Passport and will communicate applicable updates through Passport's Service Delivery Process. Upon notice of changes, such fees and/or charges shall be immediately payable by Customer when assessed by Passport. Should additional fees or charges be deemed commercially unreasonable, Customer has the option to terminate this Agreement within fifteen (15) days of notice of change in fees by providing written notice to Passport.

15. TAXES

To the extent applicable, Customer agrees to pay all taxes levied by a duly constituted taxing authority against or upon the products and services provided pursuant to this Agreement, or arising out of this Agreement (excluding, however, taxes based on Passport's income) regardless of whether such taxes become due or payable at the time of delivery or use of the Passport System or subsequent thereto. Customer agrees to pay any tax for which it is responsible hereunder which may be levied on or assessed against Customer directly, and, if any such tax is paid by Passport, to reimburse Passport therefore, upon receipt of proof of payment by Passport. Customer agrees to indemnify, defend, and hold Passport harmless with respect to all taxes or duties which any federal, state, or local taxing authority requires Passport to pay on behalf of Customer.

16. SHIPMENT AND DELIVERY

If any Third Party Products are purchased by Customer under this Agreement, Passport will deliver the same FOB shipping point for delivery to the installation site designated by Customer. Customer agrees to pay all reasonable delivery charges for the Third Party Products. Delivery schedules may not be canceled, postponed, or changed without Passport's prior written consent. Unless otherwise expressly stated, shipments shall be separately invoiced and paid as billed without regard to subsequent deliveries. Failure to timely pay Passport any monies due or owing Passport shall excuse Passport from making

further deliveries, in addition to any other remedies to which Passport is entitled under this Agreement. Title to and risk of loss in the Third Party Products shall pass to Customer when the delivery carrier takes possession of the Third Party Products.

17. TERM AND TERMINATION

17.1. Term. This Agreement is effective as of the Effective Date and shall remain effective for as long as there is an active Order Form, unless sooner terminated pursuant to Section 17.2 below. Upon expiration of the Initial Term of an Order Form, the Order Form shall automatically renew for successive Renewal Terms on the same terms and conditions, unless either Party notifies the other in writing not less than ninety (90) calendar days prior to the expiration date of the Initial Term or the applicable Renewal Term of its intent not to renew.

17.2. Termination. The following termination rights are in addition to any rights provided elsewhere in this Agreement and are without prejudice to any other right or remedy available to Passport or Customer at law or in equity:

17.2.1. Passport may terminate this Agreement and all licenses granted hereunder upon notice to Customer in the event that Customer fails to make full payment when due of any amount required to be paid by Customer under this Agreement within ten (10) calendar days of Passport's written notice of such failure to pay.

17.2.2. This Agreement may be terminated by either Party upon thirty (30) calendar days' prior written notice to the other Party in the event of a material breach of a material provision of this Agreement, provided, however, that the termination shall not be effective if, during the thirty (30) day notice period, or such other cure period as mutually agreed upon by the Parties, the breaching Party cures the breach.

17.3. Effect of Termination. Upon expiration or termination of this Agreement for any reason, (a) any licenses granted to Customer and all rights of Customer in and to the Passport System will immediately terminate; (b) Customer shall immediately cease using the Passport System; (c) Customer shall return to Passport any Licensed Hardware which Customer has not obtained title to as of such expiration or termination, and (d) all monies paid or due or owing to Passport by Customer up to such cancellation, completion, expiration, or termination shall be deemed non-refundable. Customer shall make payment on Passport's final invoice as set forth in Section 11.7. Passport will provide commercially reasonable assistance to Customer to enable the transition of the services to a successor vendor, if requested by Customer, provided first, however, that Customer has remitted to Passport all outstanding balances.

18. WARRANTIES.

18.1. Passport Warranties.

18.1.1. Passport warrants that it has full power and authority to license the Passport System to Customer as provided herein without the consent of any other person, or, in the event such consent is required, Passport has obtained said consent.

18.1.2. Passport warrants that the unmodified Passport System will operate in accordance with its specifications. Under this warranty, Passport will correct any errors in the unmodified Passport System at no extra charge to Customer. The foregoing warranty shall not apply to Third Party Products.

18.1.3. Passport further represents and warrants that (a) it has the full power and authority to enter into this Agreement and to carry out its obligations under this Agreement; (b) this Agreement shall be the legal, valid, and binding obligation of Passport, enforceable against it in accordance with the terms hereof; (c) the execution and performance of this Agreement will not violate any federal, state, or local statute, rule, or regulation or any other contractual obligation of Passport, and (d) the person signing this Agreement on behalf of Passport is authorized to bind Passport to this Agreement.

18.2. Customer Warranties. Customer represents and warrants that (a) it has the full power and authority to enter into this Agreement and to carry out its obligations under this Agreement; (b) this Agreement shall be the legal, valid, and binding obligation of Customer, enforceable against it in accordance with the terms hereof; (c) the execution and performance of this Agreement will not violate any federal, state, or local statute, rule, or regulation or any other contractual obligation of Customer, and (d) the person signing this Agreement on behalf of Customer is authorized to bind Customer to this Agreement.

19. DISCLAIMERS

19.1. GENERAL. EXCEPT AS EXPLICITLY SET FORTH IN THIS AGREEMENT, PASSPORT EXPRESSLY DISCLAIMS, AND CUSTOMER HEREBY EXPRESSLY WAIVES, ALL WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF QUALITY, CAPABILITIES, OPERATIONS, PERFORMANCE, SUITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING FROM COURSE OF DEALING OR COURSE OF PERFORMANCE. PASSPORT DOES NOT WARRANT AND SPECIFICALLY DISCLAIMS ANY WARRANTIES OR REPRESENTATIONS THAT THE PASSPORT SYSTEM

WILL MEET CUSTOMER'S REQUIREMENTS OR THAT THE OPERATION OF THE PASSPORT SYSTEM AND/OR ITS USE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT EVERY DEFECT IN THE PASSPORT SYSTEM WILL BE CORRECTED. THE PASSPORT SYSTEM IS EXPRESSLY PROVIDED "AS IS."

19.2. THIRD PARTY SOFTWARE AND THIRD PARTY HARDWARE DISCLAIMER. PASSPORT MAKES NO WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, AS TO THE THIRD PARTY SOFTWARE AND AS TO THE THIRD PARTY HARDWARE INCLUDING, WITHOUT LIMITATION, AS TO QUALITY, CAPABILITIES, OPERATIONS, PERFORMANCE, SUITABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, AND ALL OTHER WARRANTIES OR REPRESENTATIONS WITH RESPECT TO ANY THIRD PARTY SOFTWARE OR THIRD PARTY HARDWARE ARE HEREBY EXPRESSLY DISCLAIMED. THIRD PARTY SOFTWARE OR THIRD PARTY HARDWARE PROVIDED UNDER THIS AGREEMENT ARE EXPRESSLY PROVIDED "AS IS."

19.3. EXCLUSIONS. Notwithstanding any other provisions of this Agreement to the contrary, the limited warranties provided in this Agreement shall not apply to nonconformities, errors, or defects of any goods or services provided by Passport pursuant to this Agreement or any amendments thereto due to any of the following: (a) Customer misuse of the Passport System; (b) Customer modification of the Licensed Software; (c) Customer failure to utilize compatible computer and networking hardware and software or to install updated or enhanced versions of the Licensed Software provided by Passport; or (d) interaction with software or hardware not provided by Passport.

20. LIMITATION OF LIABILITY

20.1. IN NO EVENT SHALL PASSPORT'S LIABILITY ARISING OUT OF THIS AGREEMENT EXCEED THE AMOUNT OF ALL FEES ACTUALLY PAID BY CUSTOMER TO PASSPORT PURSUANT TO THIS AGREEMENT DURING THE SIX (6) MONTH PERIOD ENDING ON THE DATE OF THE EVENT GIVING RISE TO SUCH LIABILITY. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, COST OF COVER, PUNITIVE, OR EXEMPLARY DAMAGES, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, ARISING OUT OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LOSS OF BUSINESS, LOSS OF REVENUE, OR LOSS OF ANTICIPATED PROFITS, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THE FOREGOING LIMITATIONS OF LIABILITY SHALL NOT APPLY (A) TO CUSTOMER'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT; OR (B) IN THE EVENT OF A BREACH OF THE PARTIES' CONFIDENTIALITY OBLIGATIONS CONTAINED IN THIS AGREEMENT.

20.2. PASSPORT AND CUSTOMER EACH ACKNOWLEDGE THAT THE PROVISIONS OF THIS AGREEMENT WERE NEGOTIATED TO REFLECT AN INFORMED, VOLUNTARY ALLOCATION BETWEEN THEM OF ALL RISKS (BOTH KNOWN AND UNKNOWN) ASSOCIATED WITH THE TRANSACTIONS CONTEMPLATED HEREUNDER. THE PROVISIONS OF THIS SECTION SHALL BE ENFORCEABLE INDEPENDENT OF AND SEVERABLE FROM ANY OTHER PROVISION OF THIS AGREEMENT.

21. CONFIDENTIALITY; TRADE SECRETS.

21.1. Obligations. Each Party will maintain in strict confidence all Confidential Information of the Disclosing Party. The Receiving Party will not disclose or grant use of the Disclosing Party's Confidential Information to any third party except to the Receiving Party's employees and other representatives who have a need to know such Confidential Information or as expressly authorized by the Disclosing Party in writing. The Receiving Party will not use the Disclosing Party's Confidential Information except as authorized by this Agreement. The Receiving Party will use at least the same standard of care to protect the Confidential Information of the Disclosing Party as it uses to protect its own confidential information of a similar nature, but in no event with less than reasonable care. The Receiving Party will cause each employee or other representative to whom the Receiving Party discloses the Confidential Information to be bound by an obligation of confidentiality that is at least as rigorous as the obligations contained in this Agreement. The Receiving Party will promptly notify the Disclosing Party upon discovery of any unauthorized use or disclosure of the Disclosing Party's Confidential Information. Unless otherwise set forth herein, upon the expiration or termination of this Agreement for any reason, or upon the request of the Disclosing Party, the Receiving Party shall promptly return to the Disclosing Party (or, at the Receiving Party's option, destroy) all of the Disclosing Party's Confidential Information and shall promptly certify in writing that it has done so; provided, however, that the Receiving Party shall not be obligated to return or destroy any Confidential Information stored in archival or back-up files for which return or destruction is not reasonably practicable or any Confidential Information that must be retained for as long as necessary for purposes of audit, compliance, dispute resolution, or record retention pursuant to this Agreement.

21.2. Exceptions. The foregoing obligations of confidentiality shall not apply to any information that the Receiving Party can show is or was: (a) already known to the Receiving Party at the time of disclosure without obligation of confidentiality; (b) independently developed by the Receiving Party without use of or access to the Confidential Information of the Disclosing Party; (c) approved for disclosure by the Disclosing Party beforehand and in writing; (d) in the public domain without breach of this Agreement; or (e) lawfully received by the Receiving Party from a third party without obligation of confidentiality.

21.3. Permitted Disclosures. Nothing in this Section shall be construed to prohibit either Party from disclosing the Confidential Information of the other Party to the extent that such disclosure is required by applicable law or order of a court or other governmental agency, including pursuant to any open records law, open meetings law, or any other local public disclosure law applicable to Customer; provided, however, that the Receiving Party shall promptly notify the Disclosing Party in writing of such requirement and shall cooperate with the Disclosing Party to minimize the scope of any such disclosure and to obtain a protective or similar order.

21.4. Trade Secrets. Customer hereby acknowledges that the Passport System and its components, whether provided by Passport or its third-party vendors or licensors, constitute trade secrets of Passport and/or its third party-vendors or licensors, and as such are protected by civil and criminal law, are very valuable to Passport and/or its third-party vendors or licensors, and that their use must be carefully and continuously controlled. Customer agrees to notify Passport immediately of the unauthorized possession, use, or knowledge of any item supplied under this Agreement by any person or organization not authorized by this Agreement to have such possession, use, or knowledge. Customer will promptly furnish Passport full details of such possession, use, or knowledge and will cooperate fully with Passport in any litigation against third parties reasonably deemed necessary by Passport to protect its proprietary rights.

21.5. No Adequate Remedy. In the event of a breach of this Section 21, the parties agree that the Disclosing Party may not have an adequate remedy at law, in money, or damages and, accordingly, shall be entitled to seek an injunction against such breach without posting a bond, in addition to any other remedies at law or in equity.

22. DATA RIGHTS.

This Section shall govern the rights of Passport and Customer, as the case may be, with respect to the data that is subject to this Agreement. Passport will, by provisions in its Privacy Policy or otherwise, procure from such end users all such lawful consents and rights necessary to grant to Customer the rights in such data as stated in this Section. Passport's Privacy Policy, as it may be amended from time to time in Passport's sole discretion, can be viewed at <https://www.passportinc.com/privacy-policy>.

22.1. Operational Data. Operational Data is data specific to Customer's operation that is provided by Customer to Passport to be used in the configuration and provision of the Passport System for Customer's use. Operational Data is specific to Customer's operation, which is not available to Passport publicly or by other means. Operational Data may include, but is not limited to, zone information, rate information, operational schedules, business metrics, business rules, parking and other inventory and assets, and relevant details of partner agreements. In each case, Operational Data may refer to past, present, or future states of such items. Operational Data is the sole and exclusive property of Customer. Customer grants Passport a perpetual, irrevocable, royalty-free, and non-exclusive license to Operational Data.

22.2. PCI-DSS Information. Payment Card Industry-Data Security Standard Information ("PCI-DSS Information") consists of the following items, each as defined by the then-current Payment Card Industry Data Security Standards ("PCI-DSS"): Account Data; Cardholder Data; Primary Account Number; and Sensitive Authentication Data. Passport acquires a license or sublicense to the PCI-DSS Information from end users who share such data with Passport in connection with their use of the Software. In providing the services under this Agreement, Passport will maintain Payment Card Industry – Data Security Standard certification and secure PCI-DSS Information in accordance with PCI-DSS. As such, Passport may not grant Customer derivative rights to such PCI-DSS Information and Passport shall not be required to disclose such PCI-DSS Information to Customer.

22.3. Personal Identifiable Information. Personal identifiable information ("PII") is any representation of information that permits the identity of an individual to whom the information applies to be reasonably determined or inferred by either direct or indirect means. Name, address, social security number, telephone number, or email address directly identify individuals. Certain data elements—including gender, race, birth date, geographic indicator (such as zip code or postal code), and other descriptors—can be used in conjunction or with other data elements to indirectly identify individuals.

22.4. Activity Data. Activity Data is any data generated in the providing of services under this Agreement by Passport to Customer and by end users' interactions with the services or with Passport directly that is not otherwise PCI-DSS information or PII as defined above. Activity Data may include, but is not limited to, user interaction data, geolocation data, opt-in/opt-out status (including compliance logs), purchase and session data, application diagnostic data, service performance data, and support data. Data that is derived from Activity Data is also Activity Data. Activity Data is the sole and exclusive property of Passport. Passport grants Customer an irrevocable, royalty-free, non-exclusive, non-assignable, and nontransferable license to Activity Data for the Term to the extent and in the format that Passport chooses in its sole discretion to expose such Activity Data through its administrative portal or as otherwise agreed upon with Customer and only for Customer's internal use in connection with the services provided under this agreement.

23. PUBLICITY; USE OF NAMES AND MARKS.

Subject to the provisions of Section 21 (Confidentiality; Trade Secrets), the parties will have the right to publicly disclose that Passport is Customer's provider of the Passport System as set forth herein by means of, by way of illustration and not limitation, news releases, public announcements, or other forms of publicity. Passport may use the name or marks of Customer,

or reference the fact that Customer is a client of Passport, for business development purposes, as part of a portfolio or work, or in an illustrative list of clients.

24. DISPUTE RESOLUTION

24.1. Negotiation. If a dispute arises between or among Passport and Customer arising out of or concerning the meaning or interpretation of this Agreement or the terms or performance of this Agreement (collectively, a “Dispute”), Passport and Customer shall first attempt to settle such Dispute through good faith discussions and negotiations among principals of each Party authorized to bind each Party.

24.2. Venue; Jurisdiction. Any action or proceeding directly or indirectly arising out of a dispute will be settled exclusively in Mecklenburg County in the state of North Carolina and the parties expressly submit to and consent that the courts and authorities of the state of North Carolina will have exclusive jurisdiction over any such litigation. The parties hereby consent to service, jurisdiction, and venue of such courts for any litigation.

24.3. Governing Law. This Agreement, and any Disputes arising hereunder, shall be governed, interpreted, construed, and enforced in all respects in accordance with the laws of the State of North Carolina, excluding its conflict of laws rules.

25. GENERAL PROVISIONS.

25.1. Complete Agreement. This Agreement is intended as the complete, final, and exclusive statement of the terms of the agreement between the parties regarding the subject matter hereof and supersedes all other prior or contemporaneous agreements or understandings, whether written or oral, between them relating to the subject matter hereof. No amendment to, or modification of, this Agreement shall be binding unless in writing and signed by a duly authorized representative of both parties. Each Party expressly acknowledges that there are no warranties, representations, covenants, or understandings of any kind, manner, or description whatsoever by either Party to the other except as expressly set forth in this Agreement.

25.2. No Waiver. Failure by either Party to insist upon or enforce strict performance of any provision of this Agreement or to exercise any rights or remedies under this Agreement will not be construed or deemed as a waiver or relinquishment to any extent of such Party's right to assert or rely upon any such provisions, rights, or remedies in that or any other instance; rather, the same will be and will remain in full force and effect. Any waiver by either Party of its rights under this Agreement must be in writing and signed by a duly authorized representative of the waiving Party.

25.3. Assignment. This Agreement and all of its provisions will be binding upon and inure to the benefit of the parties and their respective permitted successors and assignees. Neither Passport nor Customer may assign any rights, interests, or obligations hereunder without prior written consent of the other Party, provided, however, that Passport may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this agreement. Any purported assignment in violation of this section shall be void and of no effect.

25.4. Construction. The language of all parts of this Agreement will in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either of the parties. Headings of paragraphs herein are for convenience of reference only and are without substantive significance. No rule of law that requires that any part of the Agreement be construed against the Party drafting the language will be used in interpreting this Agreement.

25.5. Severability. In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be illegal, invalid, or unenforceable, (a) the Parties shall amend the pertinent provision(s) to reflect as nearly as possible the original intentions of the Parties, and (b) the remaining terms, provisions, covenants and restrictions of this Agreement shall remain in full force and effect.

25.6. Relationship of Parties. The Parties expressly understand and agree that each Party is an independent contractor in the performance of each and every part of this Agreement and is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection therewith. Further, neither Party, by virtue of this Agreement, will have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of the other Party.

25.7. No Third Party Beneficiaries. This Agreement is made for the benefit of Passport and Customer and not for the benefit of any third parties.

25.8. Notices. All notices or other communications required or permitted to be made or given hereunder by one Party to the other Party shall be in writing and shall be deemed to have been given: (a) when hand delivered; (b) on the third (3rd) business day after the day of deposit in the United States mail when sent by certified mail, postage prepaid and return receipt requested; or (c) on the next business day after the day of deposit with reputable overnight delivery service. Such notices shall

be sent to the address set forth below, or at such other addresses as may hereafter be furnished in writing by either Party to the other Party specifically as the Party's replacement address for notice under this Agreement.

If to Passport:

Passport Labs, Inc.
128 S. Tryon St., Suite 1000
Charlotte, NC 28202
Fax: (888) 804-1783
sales@passportinc.com
Attn: CRO

If to Customer:

Owosso MI
City of Owosso, 301 W. Main St., Owosso, Michigan
48867, United States
Kevin.Lenkart@ci.owosso.mi.us
Attn: Kevin Lenkart

With a hard copy to General Counsel and
by email to legal@passportinc.com

25.9. Force Majeure. If the performance of this Agreement or of any obligation hereunder is interfered with by reason of any circumstances beyond the reasonable control of the Party affected, including, by way of illustration and not limitation, fire, explosion, power failure, acts of God, war, revolution, epidemic, pandemic, or other public health concern, civil commotion, acts of public enemies, cybersecurity incident, any law, order, regulation, ordinance, executive order, or requirement of any government or legal body, delays or omissions attributable to third-party vendors, suppliers, or integration partners, or labor unrest, including, without limitation, strikes, slowdowns, picketing, or boycotts, then the Party affected shall be excused from such performance on a day-to-day basis to the extent of such interference (and the other Party shall likewise be excused from performance of its obligations on a day-to-day basis to the extent such Party's obligations are contingent on the performance so interfered with); provided that the Party so affected shall use reasonable efforts to remove such causes of nonperformance.

25.10. Survival of Obligations. All rights and obligations of the parties under this Agreement, including, without limitation, those contained in the confidentiality provisions herein, which by their nature would continue beyond the termination or expiration of this Agreement, shall survive termination or expiration of this Agreement and shall remain in full force and effect between the parties.

25.11. Counterparts. This Agreement may be executed in several counterparts, each of which when executed and delivered shall be deemed an original and each of which alone and all of which together shall constitute one and the same instrument. Facsimile signatures (or signatures in a .pdf or similar copy of the original) or electronic signatures shall be treated as original signatures for the purpose of enforcing this Agreement. Any signature delivered by a Party by facsimile transmission or electronic delivery shall be deemed to be an original signature hereto.

Statement of Work

City of Owosso, MI

March 6, 2025



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Disclaimer

This Statement of Work contains information that is proprietary and confidential to Passport Labs, Inc. (“Passport”) and shall not be disclosed or used for any purpose other than the purposes described herein. Any other disclosure or use of this document, in whole or in part, without the permission of Passport is prohibited.

Project Overview

Passport will transition the City of Owosso, MI (“Customer”) from its current parking enforcement system to Passport’s parking compliance system. Passport’s parking compliance system comprises online end-user portals and a back-office system, Passport Portal.

Parking citations are issued through Passport’s OpsMan Mobile application.

All online-based parking citation payments completed through Passport’s online end-user portal will be processed through Passport Payments.

Statement of Work

Configurations

Payment Gateway & Merchant Solutions

Passport will provide Payment Gateway and Merchant Solutions (“PGMS”) for its Parking Compliance product directly to the Customer, eliminating the need for an external provider. Passport will act as the Merchant of Record for transaction processing. All transactions will be processed via Passport’s Gateway and Merchant Processing services. Passport will enable the following card types to be used by all integrated applications.

- Visa
- Mastercard
- Discover
- American Express

As outlined in the Order Form, the customer is responsible for paying all gateway and merchant processing fees.

Passport Payments

Passport Payments is an extension of Passport's system and contains the following components:

Tokenization, Authorization, and Capture

The gateway's function is to tokenize the cardholder's information for secure processing and storage on the Passport Platform. The gateway will route all transactions for authorization to the card brands to ensure it can be used for payments. At the gateway cutoff time, all transactions that have been captured are submitted for settlement by the processor.

Settlement

Settlement is the process of moving funds from the end user's card issuing bank account to the merchant's account. Settlement takes 2-3 business days to complete.

Passport provides net settlement, which means Passport will calculate the total credit and debit card proceeds less Passport merchant processing fees, refunds and any adjustments, such as chargebacks. When possible, Passport will net out transaction fees from the settlement as well so that the Customer does not need to receive a separate invoice for those fees.

Remittance

Funds will be remitted to the Customer, less the gateway, merchant processing, and transaction fees, on a monthly basis. The Customer will provide Passport with remittance account information.

Reporting & Reconciliation

Passport's powerful back-office system merges source settlement data pulled in from the Passport payment platform with session activity from the mobility platform. The output is a robust set of Financial and Management reports that streamlines reconciliation, revenue recognition, and dispute management activities. Back-office reporting capabilities include:

- Settlement Period Summary
- Transaction Reporting by Settlement Schedule

- Dispute Reporting

Dispute Management

Disputes are initiated by the cardholder or financial institution with a card network. They occur when a cardholder or financial institution disputes a purchase made on their card or when proper acceptance and authorization were not obtained. Once the dispute is accepted by the card network, it becomes a chargeback.

The Customer can access reporting on chargebacks as they are received from the card networks in the back-office and will be notified of new chargebacks via email to specified accounts. The Customer may choose to respond to chargebacks with compelling evidence to try to get the chargeback reversed. Compelling evidence can be submitted to payments@passportinc.com within 7 calendar days of the “Processed Date” shown in the back-office to have this case considered for reversal. All final decisions are made by the card networks, and Passport reserves the right to decide if the evidence is sufficient for consideration by the card networks.

Passport also offers Chargeback Management Automation tools that Customers may choose to leverage. With automation enabled, the payment status associated with a permit or citation will automatically be reverted to “Unpaid” when a Chargeback is received, allowing applicable escalation and collection processes associated with the Customer’s operations to carry forward.

Parking Compliance Product

Passport Portal Back-Office

Passport will provide the Customer with direct access to its cloud-hosted back-office system, Passport Portal, which will enable daily operations management of reporting, citation management, payment tracking, and auditing.

Passport Portal includes the following features and functionality:

- Secured Access
 - Unlimited user specific login credentials with custom privileges per user.
- Real-time aggregator of citation data from Passport’s Android issuance application, OpsMan Mobile
- Write Citations
 - Manual citation entry for handwritten violations by Customer staff

- Provides the user with the ability to write a citation or warning directly into the system, allowing the user to complete all the fields typically entered in the field by the parking enforcement officer via the issuance application OpsMan Mobile.
- Search for Citations
 - Receive scofflaw notification if relevant based on the search criteria
- Review Citation Details capture from the issuance process
 - The Citation Details page displays all of the data and information associated with the selected single citation, as well as provides the options to perform multiple actions on the selected citations.
 - All information, images, and documents pertaining to the citation are captured and displayed on the Citation Details page. This includes information on the vehicle, the violation that took place, contacts associated with the vehicle, chalking details if relevant, the citation fee schedule, and notes and evidence for the citation.
 - Information captured during the issuance of the citation is displayed on the Citation Details page. Any updates to the citation after it was issued will be displayed on the page as well, with all edits overwriting the initial data field values.
 - Review citation trail, which lists all of the citations relevant details timestamped with the user who performed the action
- In-office Payment Acceptance
 - Apply a payment to a single citation
 - Can partially pay, overpay, underpay and apply multiple payments
 - Apply a single payment to multiple citations in one transaction
 - Perform quick entry payments in batches
 - Please note that Passport Portal does not accept in-person credit card payments
 - All in-person credit card payments need to be done online through the portal or manually logged in Passport Portal after being processed through an external system.
 - Please note that Passport Portal will not integrate with a cash draw or check reader
 - Any cash payments will need to be manually logged in Passport Portal after being processed through an external system
 - Any check payments will need to be manually logged in Passport Portal after being processed through an external system
- In-office Appeal Acceptance
 - File a manual appeal on behalf of a violator
 - Schedule a hearing on behalf of a violator

- Perform Actions /Edits on Citations (subject to user privileges)
 - Adjustment citation amount due
 - Refund online payment portal-based payments
 - Reverse in-office accepted payments
 - Void citation
 - Reset or edit citation escalation schedule
 - Edit citation status
 - Edit certain citation details
 - Violation Type
 - Zone / Location
 - Space Number
 - License Plate Number
 - Vehicle Identification Number
 - License Plate State
 - License Plate Type
 - Vehicle Type
 - Vehicle Color
 - Vehicle Make
 - Vehicle Model
 - Violator First Name
 - Violator Last Name
 - Violator Birthday
 - Violator Email Address
 - Violator Address
 - Custom Fields that are set up specifically for the Customer
 - Violation Escalation Schedule Start Date
 - Email payment receipt
 - Print 8.5"x11" payment receipt to office print
 - Generate preconfigured PDF template
 - Print 8.5"x11" PDF version of the Ticket
 - Send a preconfigured templated Letter
 - Tag citation(s) with a specific label for reporting and subsequent actions
- Void Queue
 - Provides the listing of officer-initiated voids through the issuance application and the ability for a Passport Portal user to accept or decline these voids. The Portal user is presented with the citation details and additional documentation provided by the officer when making their decision to accept or decline the void
- Configure Allow / Deny Lists

- Provide the Passport Portal user with the ability to set up specific lists based on license plate numbers to create special scenarios such as showing a license plate number as always having a valid parking right or configuring a stolen vehicles list.
- Access to on-demand Reporting tools, including, not limited to:
 - Violation Summary Report (by Officer, Area, Location)
 - Violation Detail Print-Out (with photo images)
 - Voided Reason Report
 - Violation Print-Out Report
 - Hot List (boot and tow eligible) of Vehicles
 - Disposition Code Report
 - Citation Audit Trail
 - Open Appeals Report
 - Appeal Disposition Summary Report
 - Closed Appeal report
- Online user knowledge base
- Officer reports for configured field items / issues
 - This feature is not a case management system, but a notification system.
 - Alerts can be configured to a defined email distribution list for officer report submission awareness.
- Scofflaw listing generation for delivery to the OpsMan Mobile issuance application

Legacy Citation Import

Passport will not import the legacy citation data from the Customer's existing enforcement provider into Passport's back office system, Passport Portal.

OpsMan Mobile Monitoring and Issuance Application

Passport will deliver the monitoring and issuance application, OpsMan Mobile, to the Customer to be used in conjunction with the monitoring and issuance devices the Customer secures.

Passport's OpsMan Mobile is an Android application that provides the following functionality:

- Secured permission-based access for application functionality.
- Seamless workflow for entering the required key data for each citation.
- Real-time citation issuance and back-office system upload for all violations
- Real-time warning issuance and back-office system upload for all warnings
- Real-time scofflaw indication notifications
- Real-time Passport provided permit indication notifications
- Historical LPN violation issuance history notifications
- Offline citation and warning issuance with automatic data upload upon reconnection

- Time limit marking (electronic chalking)
 - Can chalk by location, block, or address
 - One vehicle tire stem marking functionality
 - Capability to print chalking marks on overtime violations. Stem value positioning marks are not able to be printed on the citation
 - This functionality will be enabled for the Customer such that time-limited spaces can be enforced in off-street lots
- Parking enforcement officer notes with the ability to print or not print the notes on the citations. Regardless of printing, all notes are available in the backend system, Passport Portal
- Citation reprints
- Real-time citation voiding capabilities
- Last-second citation data input verification
- Last-second payment verification before issuance
- Barcode printing
- QR Code printing
- Violation cost increases for late penalties based on a set schedule
- Officer Signature printing

Citation Lifecycle

After a citation has been issued, the citation can be either paid or appealed before the citation begins to escalate in price after a certain number of calendar days of no action from the violator. Please see below for a dedicated overview of each of these scenarios.

Citation Payments and Disputes / Appeals

Online

Passport will provide a web portal for violators to make payment on and/or appeal their citation(s). The web portal will be visually configured to match the colors and logo preference of the Customer.

Payments

The web portal provides the following search and payment functionality:

- Mobile friendly, Customer-branded portal that allows violators to search for and pay their citations online.
- Search by Citation Number, License Plate Number or VIN
 - Citation status indication is provided as well as full details on the specific citation
 - View escalation schedule for specific citation

- External Note(s) and Photographic Evidence is provided to the violator for each citation viewed
- Payment capabilities
- Online Payment Capabilities
 - Single or multiple citations can be paid in one transaction
 - Credit or Debit Card payment acceptance
 - Email notification to the payer of payment
 - Skeleton ticket acceptance

Disputes

The web portal provides the following search and appeal functionality:

- Search by Citation Number, License Plate Number or VIN
- Review the corresponding violation information such as date/time, description, amount, and supporting photo evidence
- Online dispute submission
- Evidence upload capabilities
 - Photographic
 - Text
- Email notification to appellant of dispute submission
- Select from different preset reasons for an appeal
- Offer appeal and hearing request options

All submitted online dispute requests will be accessed and reviewed via the Passport Portal. The decision will be recorded in the back-office system, and the appellant will receive an email notification if their dispute is accepted or denied.

After an online dispute is submitted for a citation, its escalation schedule will pause until a liable decision is made. The citation will resume its escalation schedule once a liable decision is made or will be dismissed if a nonliable decision is made.

Passport will ensure that a citation cannot be disputed online if it has been paid or has aged past ten (10) calendar days. In addition, Passport will ensure that a citation can not be disputed online more than once.

Passport understands that the Customer may change the number of calendar days for which violators must request an appeal for their citation. Passport must be provided advanced notice to scope and ensure that the Customer's changes can be accommodated.

Citation Escalation Procedure

Passport will configure citations to escalate according to the following schedule automatically:

Violation Type	Initial Fee	Citation Amount Due After 1st Escalation <i>(after 7 calendar days unpaid)</i>	Citation Amount Due After 2nd Escalation <i>(after 14 calendar days unpaid)</i>
Expired Parking Meter	\$15.00	\$30.00	\$45.00
Parking over legal limit in areas other than business districts defined in section 33-37	\$15.00	\$30.00	\$45.00
Parking over legal limit in business districts defined in section 33-37, third and subsequent violations in each calendar year	\$15.00	\$30.00	\$45.00
Moving to evade time limitations	\$15.00	\$30.00	\$45.00
Parking in prohibited zone	\$15.00	\$30.00	\$45.00
Parking in loading zone	\$15.00	\$30.00	\$45.00
Parking on sidewalk or crosswalk	\$15.00	\$30.00	\$45.00
Parking at yellow curb	\$15.00	\$30.00	\$45.00
Overtime parking in 3:00am to 6:00am zone	\$15.00	\$30.00	\$45.00
Parking within fifteen feet of fire hydrant	\$15.00	\$30.00	\$45.00
Parking in handicapped zone	\$50.00	\$100.00	N/A
Double Parking	\$15.00	\$30.00	\$45.00
Parked facing wrong way	\$15.00	\$30.00	\$45.00

Blocking driveway	\$15.00	\$30.00	\$45.00
Across parking line	\$15.00	\$30.00	\$45.00
Blocking alley	\$15.00	\$30.00	\$45.00
Blocking traffic	\$15.00	\$30.00	\$45.00
Parking over twelve inches from curb	\$15.00	\$30.00	\$45.00
Abandoned car	\$15.00	\$30.00	\$45.00
Parking of a truck or commercial vehicle with a gross weight in excess of five tons or in excess of twenty-two feet in length in violation of the provisions of section 5.61 of the Uniform Traffic Code	\$25.00	\$50.00	\$75.00
Other parking violation	\$15.00	\$30.00	\$45.00
Fifth violations of any above violation within a thirty-day period	\$100.00	\$100.00	\$100.00
Electric Vehicle Only	\$ 15.00	\$ 30.00	\$45.00

Passport understands that the Customer may further change the initial citation fees as well as the fee schedule in the future or add and remove violation types. Passport must be provided advanced notice to scope and ensure that the Customers changes can be accommodated.

Automatic Physical Notice Letter Sending

Passport has out-of-the-box capability to template, produce, and send physical letters via USPS based on configured criteria.

Passport will configure the automated letter production and sending system to automatically send physical letters to those violators who have not paid their citations thirty (30) calendar days post-citation issuance. Please see the Citation Lifecycle section above for additional information on the timeline for the late notice letter delivery schedule.

Passport will work with the Customer to determine any other physical letter-sending needs.

Passport will leverage email communications for other customer communications, such as:

- Citation receipts
- Appeal responses

Customized templated letters can be sent on demand for single or multiple citations.

Scofflaw List Management and Notifications and Tow Procedures

Passport will maintain a Scofflaw list and notify officers when a violation meets the boot criteria. Passport understands that the Customer's current scofflaw eligibility rule set is any vehicle based on the LPN that has three (3) or more citations that have not been paid and aged past thirty (30) calendar days.

Towing

If a scofflaw vehicle is located, then the vehicle is also eligible to be towed by the appropriate party.

The violator must first pay all outstanding parking citations and then pay any additional tow fees with the tow company to retrieve their vehicle.

Registered Owner Information Lookup

Passport will provide registered owner lookup services to the Customer via NLETS. NLETS provides registered owner lookups in all 50 United States based on Passport providing NLETS with license plate information. In order to leverage the NLETS service, the Customer will be required to provide Passport with an executed NLETS Agency Authorization Form.

Registered owner information provided by NLETS will be pulled for each individual citation one day after the citation is issued. The registered owner information will be used to populate a late payment notice to the violator if they have not paid or appealed their violation within a certain amount of calendar days post issuance.

The registered owner information will be able to be viewed within the back-office for each issued citation if NLETS provides the registered owner information back to Passport.

NLETS provides current (at time of lookup) registered owner information and does not provide historical violator information. Please note that lookup success rates vary from roughly 80% to 95% based on the variance of data available in the unique DMV systems. This means that some lookups will fail based on missing correlating DMV data. This is not something that Passport can influence or correct.

System Training

Once a majority of the project milestones have been completed and the target launch date is confirmed, Passport will work with the Customer to set-up the remote web-based training plan. Passport will assist the Customer with determining who should be involved in the training sessions and when they should occur from a scheduling perspective around the target go-live date.

Passport will host a training session with any Customer employees who will interact with the Parking Compliance Platform. Passport recommends that all parking staff, anyone responsible for the adjudication of parking citations, Customer accountants, and enforcement managers be present for training, and etc. Passport will work with the Customer if additional training sessions are required.

All training is done via a “Train the Trainer” method, equipping each person present with the tools and knowledge to train their teams now and in the future.

Handheld Enforcement Hardware

Monitoring and Issuance Devices

- The Client will be purchasing two (2) Android-based devices for the purpose of monitoring enforcement activities and issuing citations through OpsMan Mobile.
 - The Client understands that the Android device needs to support the latest Android operating system. Passport recommends choosing a device that is the latest model or a model that is no older than the third newest model
 - The Client is responsible for maintaining and paying for the data plans associated with the devices.

Issuance Printers

- Passport will secure, configure, and deliver two (2) Zebra Thermal ZQ320+ wireless Bluetooth printers
 - Each printer will come with the following accessories:
 - One (1) Printer
 - One (1) Power Supply Plug
 - One (1) Shoulder Strap
 - One (1) Roll Blank Paper

- While Passport will provide the printers to the Customer, the Customer will be invoiced at the price listed in the contract terms
- Any subsequent printers secured, configured, and delivered to the Customer will be invoiced at the price listed in the contract terms

Custom Citation Issuance Paper

- Passport will customize the front of the citation to include the Client's name, the online payment portal website, the required values/fields for printing, the layout, barcodes, and other stylistic requirements
- The Client may choose to customize the back of the citation, including information related to payment options, the boot/tow process and the appeals process
- Passport will work with the Client to create the digital proof of the citation paper. Passport will place the initial order and all subsequent orders for paper. Passport will not order paper unless they are provided with written approval from the Client
 - Paper cost and inventory tracking will be the Client's responsibility
 - Paper orders take 4-5 weeks to process for both initial orders and subsequent orders. This cannot be expedited
 - The price per roll for custom paper is dependent on the quantity ordered. Pricing is subject to change due to variable rates from the 3rd Party vendor.

Assumptions & Notes

Passport will rely upon the concerted engagement, direction, authorization, approvals, or other information provided by the Customer's primary stakeholder and technical teams while performing these services.

The Customer's Project Manager and respective team will be responsible for contributing to and reviewing Weekly Status Reports and reporting Project issues.

Additional Customer responsibilities include:

- Providing operational information promptly
- Providing a list of stakeholders for implementation
- Making a good-faith effort to facilitate the continued progress of the implementation
- Performing user acceptance testing to confirm the accuracy of configured attributes of the system
- Providing written approval on each aspect of the system

Deliverables or activities not specifically identified as in scope throughout this document are out of scope unless accompanied by an approved change request form.

Project Change Request

Project changes may be required to manage unanticipated or new information that may arise during the system's implementation and delivery and impact an existing (or create a new) deliverable, restriction, milestone, or dependency. The project change request process ensures that all parties can track and approve changes appropriately throughout the project.

Process

1. A Passport representative will complete a change request form describing the change to be evaluated
2. Passport will perform an impact assessment (cost, schedule, risk, etc.) and provide a recommendation for achieving the Customer's objectives based on the change
3. The Customer will decide whether or not to proceed with Passport's recommendation or will suggest an alternative approach
4. If the change request form is approved by the Customer and fully executed, it will be incorporated into this statement of work.

Timeline Effects

Upon approval by all parties, the impact assessment associated with such a change request shall augment any prior commitments or estimates of the timeline and pricing in the agreement, which shall no longer apply.

Passport will use commercially reasonable efforts to maintain the timeline and cost associated with the agreement, augmented by any and all change request forms approved by all parties.

- reasonable efforts to maintain the timeline and cost associated with this Statement of Work, augmented by any and all Change Request(s) approved by all parties.



Warrant 653
March 11, 2025

Date	Vendor	Description	Fund	Amount
03-11-2025	Gould Law PC	Services from February 11 2025 – March 10 2025	Varies	\$11,319.24
		Total		\$11,319.24

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
02/14/2025	11466 (A)	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	JANUARY 2025 PURCHASES	102.76
02/14/2025	11467 (A)	AMERICAN WATER WORKS ASSOCIATI	AMERICAN WATER WORKS ASSOCIATI	2025 MEMBERSHIP RENEWALS	2,592.00
02/14/2025	11468 (A)	BELL FORK LIFT INC	BELL FORK LIFT INC	ANNUAL MANLIFT INSPECTION-PM	384.32
02/14/2025	11469 (A)	BIO-CARE INC	BIO-CARE INC	RESPIRATORY TESTING FOR OFD	170.00
02/14/2025	11470 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US	38.32
02/14/2025	11471 (A)	COMMUNITY IMAGE BUILDERS	COMMUNITY IMAGE BUILDERS	PLANNING, ZONING & DEVELOPMENT ADVIS	966.00
02/14/2025	11472 (A)	CONSUMERS ENERGY	CONSUMERS ENERGY	CITY OF OWOSSO ACCOUNTS	78,778.96
02/14/2025	11473 (A)	D & K TRUCK COMPANY INC	D & K TRUCK COMPANY INC	SALT TRUCK PARTS	397.48
			D & K TRUCK COMPANY INC	SALT TRUCK PARTS	84.74
			D & K TRUCK COMPANY INC	#438 PART	722.49
					<u>1,204.71</u>
02/14/2025	11474 (A)	DALTON ELEVATOR LLC	DALTON ELEVATOR LLC	FYE6-30-2025 CYLINDER RENTAL/OXYGEN/	577.20
02/14/2025	11475 (A)	DORNBOS SIGN INC	DORNBOS SIGN INC	STREET SIGNS IDENTIFYING BASEBALL BA	474.75
02/14/2025	11476 (A)	ELECTION SOURCE	ELECTION SOURCE	ANNUAL MAINTENANCE CONTRACT 2022-202	3,210.00
02/14/2025	11477 (A)	EPS SECURITY	EPS SECURITY	ALARM SYSTEM MONITORING - CASTLE	68.85
			EPS SECURITY	ALARM SYSTEM MONITORING FOR PAYMASTE	107.76
					<u>176.61</u>
02/14/2025	11478 (A)	ETNA SUPPLY COMPANY	ETNA SUPPLY COMPANY	STOCK ORDER	3,322.50
02/14/2025	11479 (A)	FERGUSON ENTERPRISES LLC	FERGUSON ENTERPRISES LLC	OCTOBER PARTS INV	550.00
			FERGUSON ENTERPRISES LLC	PARTS FOR 123 STATE ST.	241.84
			FERGUSON ENTERPRISES LLC	DPW JAN STOCK INV.	498.00
			FERGUSON ENTERPRISES LLC	MAY INV REPLACEMENT WTR	1,575.00
					<u>2,864.84</u>
02/14/2025	11480 (A)	FISHBECK, THOMPSON, CARR & HUB	FISHBECK, THOMPSON, CARR & HUB	ENGINEERING SERVICES FOR WWTP SOLIDS	45.32
			FISHBECK, THOMPSON, CARR & HUB	ENGINEERING - WELLS REHAB AND ABANDC	52,081.20
			FISHBECK, THOMPSON, CARR & HUB	WWTP FILTERS IMPROVEMENT PROJECT DWRF	2,582.87
			FISHBECK, THOMPSON, CARR & HUB	ENGINEERING DESIGN/BIDDING SERVICES/	9,254.50
			FISHBECK, THOMPSON, CARR & HUB	ENGINEERING SERVICES-WTP ELECTRICAL	9,349.00
			FISHBECK, THOMPSON, CARR & HUB	WWTP PHASE 1 PREENGINEERING WORK (CW	10,873.35
					<u>84,186.24</u>
02/14/2025	11481 (A)	GILBERT'S DO IT BEST HARDWARE	GILBERT'S DO IT BEST HARDWARE	JANUARY 2025 PURCHASES	245.00
02/14/2025	11482 (A)	GLOBAL INDUSTRIAL	GLOBAL INDUSTRIAL	249425TN GLOBAL INDUSTRIAL & #153; M	1,914.10
02/14/2025	11483 (A)	GOYETTE MECHANICAL	GOYETTE MECHANICAL	MAINTENANCE CONTRACT 6544-2C FOR BOI	165.00
02/14/2025	11484 (A)	GRAYMONT WESTERN LIME INC	GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,788.50
02/14/2025	11485 (A)	GREAT LAKES CENTRAL RAILWAY IN	GREAT LAKES CENTRAL RAILWAY IN	RR SIGNAL DEVICE MAINTENANCE 2025	9,630.66
02/14/2025	11486 (A)	H2O COMPLIANCE SERVICES INC	H2O COMPLIANCE SERVICES INC	H2O CROSS CONNECTION CONTROL PROGRAM	767.81
02/14/2025	11487 (A)	INTEGRITY BUSINESS SOLUTIONS I	INTEGRITY BUSINESS SOLUTIONS I	COPY PAPER FOR CITY HALL QUOTE # 357	106.40
02/14/2025	11488 (A)	J & H OIL COMPANY	J & H OIL COMPANY	FYE6-30-2025 LUBES AND DELIVERED DIE	99.12
			J & H OIL COMPANY	GAS AND FUEL	4,834.43
					<u>4,933.55</u>
02/14/2025	11489 (A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	UNIFORMS FOR OPD OFFICER PIRONELLO	447.10
02/14/2025	11490 (A)	LOGICALIS INC	LOGICALIS INC	VIRTUAL IT QUOTATION: 2024-185294V2	900.00
			LOGICALIS INC	PVT WIRELESS 802.1X CONFIGURATION -	1,890.00
					<u>2,790.00</u>

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
02/14/2025	11491 (A)	LUNGHAMER FORD OF OWOSSO	LUNGHAMER FORD OF OWOSSO	ENGINE #1 BATTERY REPLACEMENTS	590.50
02/14/2025	11492 (A)	MACQUEEN EMERGENCY GROUP	MACQUEEN EMERGENCY GROUP MACQUEEN EMERGENCY GROUP	ECK-T TBE FOR OFD GLOVES FOR OFD	31.79 198.01
					<u>229.80</u>
02/14/2025	11493 (A)	MARK BOOTH	MARK BOOTH	MECHANICAL & PLUMBING INSPECTIONS	1,320.00
02/14/2025	11494 (A)	MATHESON TRI-GAS INC	MATHESON TRI-GAS INC	BULK CARBON DIOXIDE FOR FYE 6-30-202	3,061.80
02/14/2025	11495 (A)	MEMORIAL HEALTHCARE	MEMORIAL HEALTHCARE	PREEMPLOYMENT DRUG SCREENS	217.50
02/14/2025	11496 (A)	MERIT LABORATORIES INC	MERIT LABORATORIES INC MERIT LABORATORIES INC	FYE6-30-2025 ANNUAL WATER TESTING SE FYE6-30-2025 ANNUAL WATER TESTING SE	64.00 44.00
					<u>108.00</u>
02/14/2025	11497 (A)	MICHIGAN WATER ENVIRONMENT ASS	MICHIGAN WATER ENVIRONMENT ASS	2025 JOINT EXPO & OPERATOR DAYS 02/C	320.00
02/14/2025	11498 (A)	MUNICIPAL SUPPLY CO.	MUNICIPAL SUPPLY CO.	OCTOBER PARTS REPLACEMENT	3,236.92
02/14/2025	11499 (A)	NAPA AUTO PARTS	NAPA AUTO PARTS	PARTS/SUPPLIES-INVOICE TO BE SIGNED	737.15
02/14/2025	11500 (A)	PK SAFETY SUPPLY	PK SAFETY SUPPLY	RKI GX FORCE GAS DETECTOR PER QUOTAT	807.33
02/14/2025	11501 (A)	PRO-COMM INC	PRO-COMM INC	2 WAY RADIO PARTS	903.90
02/14/2025	11502 (A)	PROFESSIONAL ANSWERING SERVICE	PROFESSIONAL ANSWERING SERVICE	24 HOUR ANSWERING SERVICES	75.00
02/14/2025	11503 (A)	RCL CONSTRUCTION CO INC	RCL CONSTRUCTION CO INC RCL CONSTRUCTION CO INC	WWTP IMPROVEMENTS PHASE 1 - CWRP PRC WWTP CLARIFIER PROJECT PROJECT 5919.	1,101,728.34 318,929.87
					<u>1,420,658.21</u>
02/14/2025	11504 (A)	REPUBLIC SERVICES INC	REPUBLIC SERVICES INC	REFUSE SERVICE 7/1/23-6/30/24 PER BI	435.99
02/14/2025	11505 (A)	RUTHY'S LAUNDRY CENTER	RUTHY'S LAUNDRY CENTER	PUBLIC SAFETY UNIFORM CLEANING	612.00
02/14/2025	11506 (A)	SHATTUCK SPECIALTY ADVERTISING	SHATTUCK SPECIALTY ADVERTISING	OHG COMMISSIONER NAME TAGS	24.00
02/14/2025	11507 (A)	SHIAWASSEE DISTRICT LIBRARY	SHIAWASSEE DISTRICT LIBRARY	TAX COLLECTION 01/16/2025 - 02/01/20	38,623.68
02/14/2025	11508 (A)	SORENSEN GROSS COMPANY	SORENSEN GROSS COMPANY	WATER TREATMENT PLANT FILTERS IMPROV	7,028.20
02/14/2025	11509 (A)	SUMMIT COMPANIES	SUMMIT COMPANIES	RECERTIFICATION OF FIRE EXTINGUISHER	16.00
02/14/2025	11510 (A)	TAYLOR AND MORGAN CPA PC	TAYLOR AND MORGAN CPA PC	2025 CALENDAR - ACCOUNTING SERVICES	1,248.75
02/14/2025	11511 (A)	THE ARGUS-PRESS	THE ARGUS-PRESS	LEGAL PRINTING SERVICES 2 YEARS	317.15
02/14/2025	11512 (A)	UNIQUE PAVING MATERIALS CORP	UNIQUE PAVING MATERIALS CORP	UMP COLD PATCH.	6,553.60
02/14/2025	11513 (A)	UNITED PARCEL SERVICE	UNITED PARCEL SERVICE	SHIPPING FOR WWTP	5.96
02/14/2025	11514 (A)	USA BLUE BOOK	USA BLUE BOOK	ROUTINE PURCHASES NOT TO EXCEED \$20C	3,173.47
02/14/2025	11515 (A)	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES	9,305.40
02/14/2025	11516 (A)	WEST SHORE FIRE INC	WEST SHORE FIRE INC	ANNUAL SERVICE INSPECTION ON OUTDOOF	1,540.00
03/03/2025	11519 (A)	BODMAN PLC	BODMAN PLC	IAFF CONTRACT 312 ARBITRATION	6,063.75
03/03/2025	11520 (A)	BOUND TREE MEDICAL LLC	BOUND TREE MEDICAL LLC BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES EMS SUPPLIES	992.69 1,289.75
					<u>2,282.44</u>
03/03/2025	11521 (A)	CDW GOVERNMENT, INC.	CDW GOVERNMENT, INC. CDW GOVERNMENT, INC. CDW GOVERNMENT, INC.	DELL LATITUDE 3450 LAPTOP FOR ASSIST 2 - DELL LATITUDE 5550 LAPTOPS I7 - QTY 2 ADOBE ACROBAT PRO FOR TEAMS	1,088.81 3,032.38 394.84
					<u>4,516.03</u>
03/03/2025	11522 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US	38.32
03/03/2025	11523 (A)	ENG INC	ENG INC	ENGINEERING SERVICE SFOR 2024 DWRSE	62.50
03/03/2025	11524 (A)	FLEIS & VANDENBRINK ENGINEERIN	FLEIS & VANDENBRINK ENGINEERIN	ENGINEERING 2025 WATER MAIN REPLACEM	9,760.00
03/03/2025	11525 (A)	GOULD LAW PC	GOULD LAW PC	LEGAL SERVICES	11,665.76
03/03/2025	11526 (A)	GOYETTE MECHANICAL	GOYETTE MECHANICAL GOYETTE MECHANICAL GOYETTE MECHANICAL	REPAIR BOILER FOR PUBLIC SAFETY MAINTENANCE CONTRACT 6544-2C FOR BOI MAINTENANCE CONTRACT 6544-2C FOR BOI	658.09 165.00 165.00

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
					988.09
03/03/2025	11527 (A)	HARBOR FREIGHT TOOLS	HARBOR FREIGHT TOOLS	SUPPLIES FOR DPW & CITY HALL	159.97
			HARBOR FREIGHT TOOLS	SUPPLIES FOR CITY HALL - BLACK MAGNE	29.98
					<u>189.95</u>
03/03/2025	11528 (A)	HI QUALITY GLASS, INC	HI QUALITY GLASS, INC	REPAIR GLASS FOR OPD	648.40
03/03/2025	11529 (A)	HUTSON INC OF MICHIGAN	HUTSON INC OF MICHIGAN	FYE6-30-2025 ROUTINE PARTS/SUPPLIES-	117.75
03/03/2025	11530 (A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND FUEL	6,285.62
03/03/2025	11531 (A)	JONES & BARTLETT LEARNING LLC	JONES & BARTLETT LEARNING LLC	BOOK FOR OFD	91.55
03/03/2025	11532 (A)	KENDALL ELECTRIC, INC.	KENDALL ELECTRIC, INC.	ALLEN BRADLEY SIGNAL CONDITIONER FOF	365.23
03/03/2025	11533 (A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	UNIFORMS	399.80
03/03/2025	11534 (A)	MACQUEEN EMERGENCY GROUP	MACQUEEN EMERGENCY GROUP	STRUCTURAL FIREFIGHTING GEAR CONTRAC	1,918.48
			MACQUEEN EMERGENCY GROUP	STRUCTURAL FIRE GEAR SETS 6-30-2025	2,610.80
					<u>4,529.28</u>
03/03/2025	11535 (A)	MCMASTER-CARR SUPPLY CO	MCMASTER-CARR SUPPLY CO	TEMPORARY DISINFECTION SYSTEM PARTS	691.94
			MCMASTER-CARR SUPPLY CO	PARTS FOR NEW DISC FILTER DRAIN	187.51
			MCMASTER-CARR SUPPLY CO	MESH SCREEN FOR TOWER WINDOW COVERIN	589.01
					<u>1,468.46</u>
03/03/2025	11536 (A)	MEI TOTAL ELEVATOR SOLUTIONS	MEI TOTAL ELEVATOR SOLUTIONS	CITY HALL ELEVATOR SERVICE AGREEMENT	218.52
03/03/2025	11537 (A)	MEMORIAL HEALTHCARE WELLNESS	MEMORIAL HEALTHCARE WELLNESS	CMEMBERSHIP FEES JAN. 2025	214.00
			MEMORIAL HEALTHCARE WELLNESS	CMEMBERSHIP FEES FEB. 2025	214.00
					<u>428.00</u>
03/03/2025	11538 (A)	MERKEL AND KENNEY INC	MERKEL AND KENNEY INC	MI HOPE GRANT ARP202337MIH	14,760.00
			MERKEL AND KENNEY INC	MI HOPE GRANT ARP202337MIH	6,000.00
			MERKEL AND KENNEY INC	MI HOPE GRANT ARP202337MIH	6,000.00
			MERKEL AND KENNEY INC	MI HOPE GRANT ARP202337MIH	6,000.00
			MERKEL AND KENNEY INC	MI HOPE GRANT ARP202337MIH	5,880.00
			MERKEL AND KENNEY INC	MI HOPE GRANT ARP202337MIH	6,000.00
					<u>44,640.00</u>
03/03/2025	11539 (A)	MICHIGAN MUNICIPAL RISK MANAGEM	MICHIGAN MUNICIPAL RISK MANAGE	FORCE ENCOUNTERS TRAINING FOR DAVIS,	795.00
03/03/2025	11540 (A)	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTIONS	66,588.50
03/03/2025	11541 (A)	NATIONAL VISION ADMINISTRATORS	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE PREMIUM	905.37
			NATIONAL VISION ADMINISTRATORS	VISION INSURANCE PREMIUM	389.09
					<u>1,294.46</u>
03/03/2025	11542 (A)	PHP INSURANCE COMPANY	PHP INSURANCE COMPANY	HEALTH INSURANCE PREMIUM	102,455.67
03/03/2025	11543 (A)	PRO-COMM INC	PRO-COMM INC	SHIPPING FOR OPD	16.00
03/03/2025	11544 (A)	PVS TECHNOLOGIES, INC.	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE AT WWTP FYE 6-30-202	10,030.56
03/03/2025	11545 (A)	QUADIENT INC	QUADIENT INC	METER RENTAL-3/12/25 - 3/11/26	480.00
03/03/2025	11546 (A)	S L H METALS INC	S L H METALS INC	STOCK FOR WATER DPET TOOLS	190.02
03/03/2025	11547 (A)	SHATTUCK SPECIALTY ADVERTISING	SHATTUCK SPECIALTY ADVERTISING	REPLACEMENT NAME TAG - R. TEICH	14.00
03/03/2025	11548 (A)	SHIAWASSEE DISTRICT LIBRARY	SHIAWASSEE DISTRICT LIBRARY	TAX COLLECTION 02/02/2025 - 02/15/20	94,796.50
03/03/2025	11549 (A)	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	GROUP LIFE INSURANCE POLICY	6,158.96
03/03/2025	11550 (A)	THE ACCUMED GROUP	THE ACCUMED GROUP	COLLECTION FEE JAN. 2025	3,593.95
03/03/2025	11551 (A)	UNITED PARCEL SERVICE	UNITED PARCEL SERVICE	SHIPPING FOR OPD	8.37
03/03/2025	11552 (A)	VERIZON WIRELESS	VERIZON WIRELESS	M2M ACCOUNT SHARE	125.10
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	540.59

02/28/2025 11:03 AM
User: BBarrett
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 02/01/2025 - 03/03/2025

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
					<u>665.69</u>
03/03/2025	11553 (A)	VWR INTERNATIONAL INC	VWR INTERNATIONAL INC	MASTERFLEX TUBING FOR CHLORINE SYSTE	299.70
03/03/2025	11554 (A)	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT SERVICES	<u>7,492.22</u>
1 TOTALS:					
Total of 87 Checks:					2,099,626.69
Less 0 Void Checks:					0.00
Total of 87 Disbursements:					<u>2,099,626.69</u>

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: February 2025

Vendor: Ludington Electric, Inc

Total Amount: 1584.29

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 March 17 2025 meeting of the Owosso City Council.

E-SIGNED by Carl Ludington
on 02-25-2025

February 25, 2025

Carl Ludington
Signature

Date

Declared at the Owosso City Council meeting held on March 3 2025.

02/24/2025

CUSTOM PURCHASE ORDER REPORT

PO NUMBER	PURCHASE ORDER TYPE	REQUESTED BY	DEPARTMENT	VENDOR NAME	DESCRIPTION	AMOUNT	AMOUNT RELIEVED	REMAINING BALANCE
DEPT 862								
PO STATUS: OPEN								
PO TYPE: QUICK PO								
000046662	QUICK PO	ddluf	862	LUDINGTON ELECTRIC, INC.	CITY HALL ELECTRIC INSPECTION.	150.00	0.00	150.00
000046672	QUICK PO	tswheeler	862	LUDINGTON ELECTRIC, INC.	FIX BROKEN LIGHT IN RECYCLE ROOM	174.29	0.00	174.29
TOTAL PO TYPE: QUICK PO						324.29	0.00	324.29
TOTAL PO STATUS: OPEN						324.29	0.00	324.29
TOTAL DEPT 862						324.29	0.00	324.29
DEPT 863								
PO STATUS: OPEN								
PO TYPE: REGULAR								
000046631	Regular	DHHaut	863	LUDINGTON ELECTRIC, INC.	AERATOR BLOWER TROUBLE SHOOT, ANNUNCIATOR RELOCATE, OUTLETS RELOCATE	1,260.00	0.00	1,260.00
TOTAL PO TYPE: REGULAR						1,260.00	0.00	1,260.00
TOTAL PO STATUS: OPEN						1,260.00	0.00	1,260.00
TOTAL DEPT 863						1,260.00	0.00	1,260.00
						1,584.29	0.00	1,584.29

From:	Building Department
To:	Owosso City Council
Report Month:	FEBRUARY 2025

Category	Estimated Cost	Permit Fee	Number of Permits
ACCESSORY STRUCTURES	\$0	\$75	2
BASEMENT WATERPROOFING	\$31,012	\$435	1
DOORS	\$2,336	\$90	1
Electrical	\$0	\$2,180	12
FOUNDATION - RESIDENTIAL	\$4,800	\$215	1
Mechanical	\$0	\$2,575	16
NEW BUSINESS	\$0	\$225	3
Plumbing	\$0	\$935	5
RES. ADD/ALTER/REPAIR	\$175,550	\$2,210	3
ROOF	\$40,500	\$365	2
ROW-SIDEWALK OCCUPANCY	\$0	\$0	1
ROW-UTILITY	\$0	\$150	3
VACANT PROPERTY REGISTRATION	\$0	\$100	1
WINDOWS	\$15,285	\$180	2
Totals	\$269,483	\$9,735	53

2024 COMPARISON TOTALS

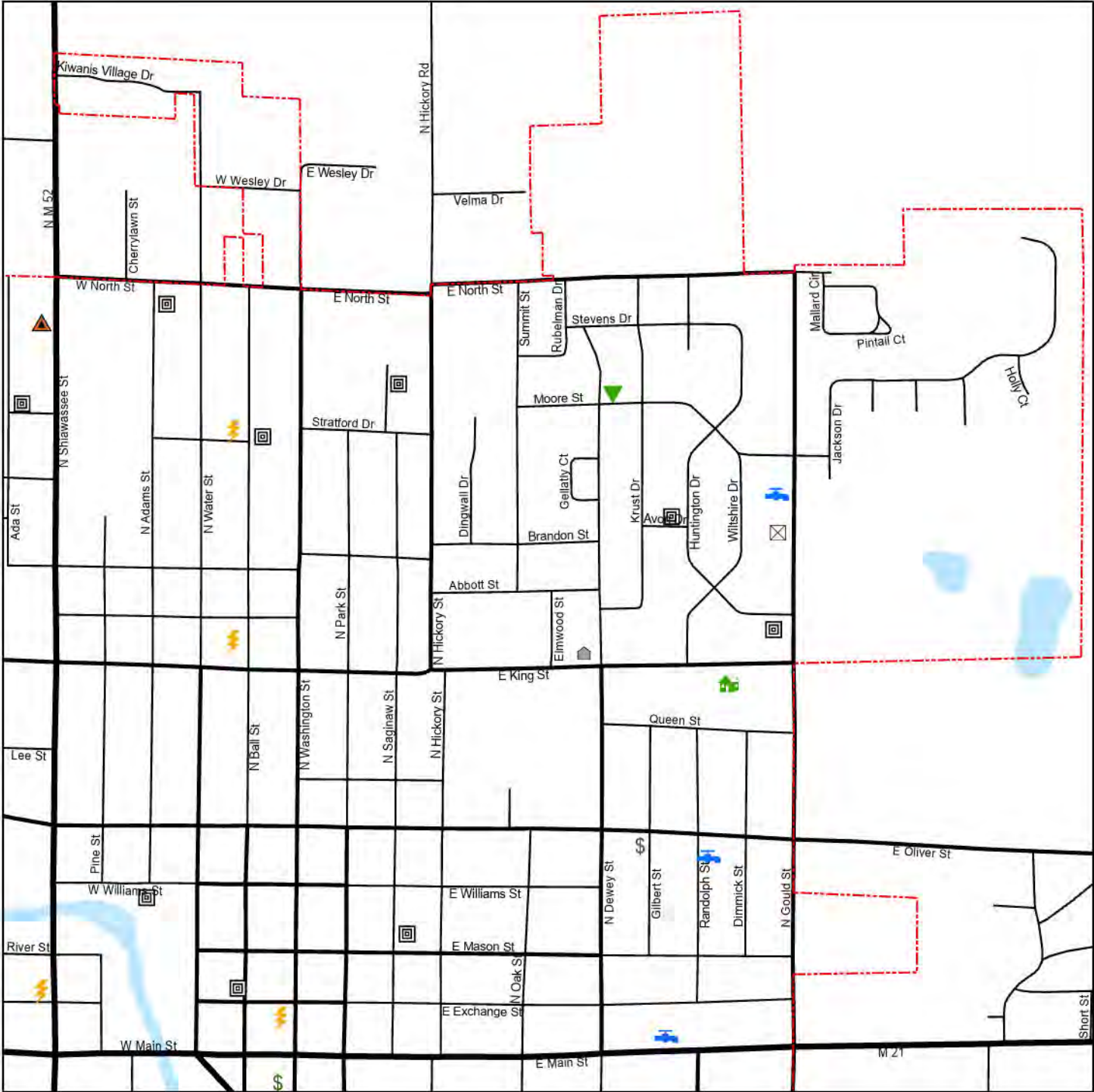
FEBRUARY 2024

\$371,844 \$9,426 55

City of Owosso

Permit Activity
February 2025

NE Quadrant

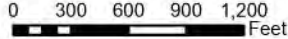


Category

- Accessory Structures
- Doors
- Electrical
- Foundation - Residential
- Mechanical
- New Business
- Plumbing
- Res. Add/Alter/Repair
- ROW-Utility

Other Features

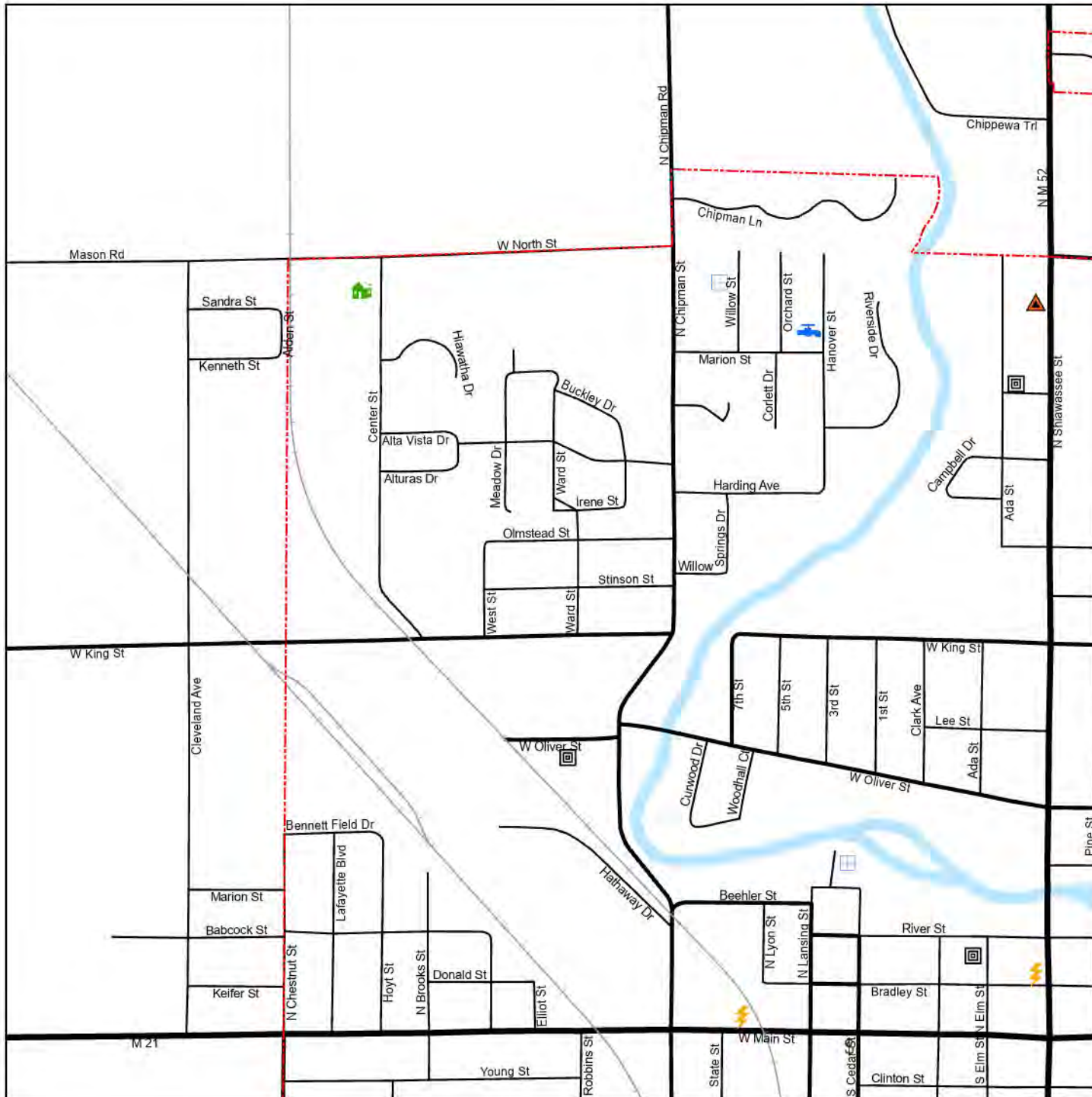
- City Limit
- Railroads
- River & Lakes



City of Owosso

Permit Activity
February 2025

NW Quadrant



Category

- Electrical
- Mechanical
- New Business
- Plumbing
- Res. Add/Alter/Repair
- ROW-Utility
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

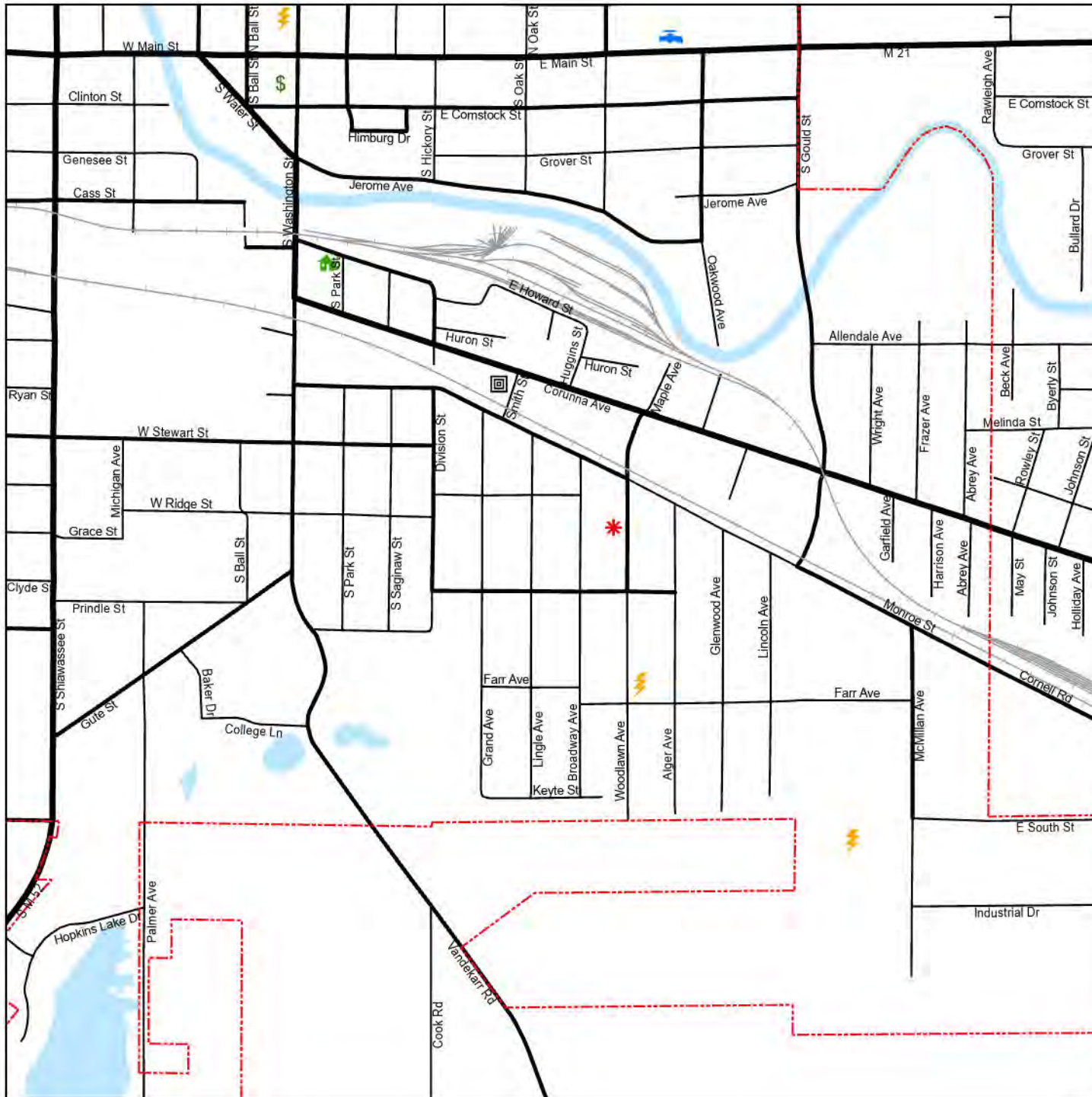
0 300 600 900 1,200 Feet



City of Owosso

Permit Activity
February 2025

SE Quadrant



Category

- ⚡ Electrical
- ⊠ Mechanical
- * Multiple Permits
- 💰 New Business
- 🔧 Plumbing
- 🏠 Res. Add/Alter/Repair
- ⚠️ ROW-Utility

Other Features

- - - City Limit
- Railroads
- 🌊 River & Lakes

0 300 600 900 1,200 Feet



City of Owosso

Permit Activity
February 2025

SW Quadrant



Category

- Electrical
- Mechanical
- New Business
- ROW-Utility
- Vacant Property Registration

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<u>ACCESSORY STRUCTURES</u>								
ENF 24-1721	FLETCHER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/25/2024	02/24/2025	03/24/2025		N
ENF 25-0133	PARK	LETTER SENT	RECHECK SCHEDULED	02/25/2025	02/25/2025	03/25/2025		VACANT LOT
ENF 25-0142	GUTE ST	LETTER SENT	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/26/2025		N
				Total Entries	3			
<u>APPLIANCES</u>								
ENF 25-0013	MOORE ST	RESOLVED	CLOSED	01/06/2025	02/06/2025		02/06/2025	N
ENF 25-0075	LANSING ST	RESOLVED	CLOSED	02/04/2025	02/18/2025		02/18/2025	Y
ENF 25-0084	LANSING ST	RESOLVED	CLOSED	02/04/2025	02/18/2025		02/18/2025	N
				Total Entries	3			
<u>AUTO REP/JUNK VEH</u>								
ENF 25-0061	JACKSON DR	RESOLVED	CLOSED	01/30/2025	02/11/2025		02/11/2025	N
ENF 25-0108	HERMAN ST	RESOLVED	CLOSED	02/12/2025	02/26/2025		02/26/2025	Y
ENF 24-1987	STEWART ST	INSPECTED PROPERTY	EXTENSION GRANTED	12/18/2024	02/10/2025	03/03/2025		N
ENF 24-1913	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/25/2024	02/24/2025	03/10/2025		COMM
ENF 25-0093	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/10/2025	02/24/2025	03/10/2025		Y
ENF 25-0106	ADAMS ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/11/2025	02/24/2025	03/10/2025		Y
ENF 24-1995	CORUNNA AVE	FINAL NOTICE SENT	RECHECK SCHEDULED	12/23/2024	02/25/2025	03/11/2025		Y
ENF 25-0111	GROVER ST	LETTER SENT	RECHECK SCHEDULED	02/12/2025	02/26/2025	03/12/2025		Y
				Total Entries	8			
<u>BUILDING VIOL</u>								
ENF 23-0569	WOODLAWN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	06/12/2023	02/05/2025	03/05/2025		N

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 19-0167	TRACY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/15/2019	02/10/2025	03/10/2025		N
ENF 21-1484	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/27/2021	02/10/2025	03/10/2025		VAC
ENF 20-0972	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/18/2020	02/24/2025	03/24/2025		N
ENF 22-0677	SHIAWASSEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/19/2022	02/24/2025	03/24/2025		VAC
ENF 23-0631	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/22/2023	02/24/2025	03/24/2025		N
ENF 21-1156	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/01/2023	02/24/2025	03/24/2025		N
Total Entries				7				
<u>BUILDING VIOLATIONS</u>								
ENF 25-0101	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/10/2025	02/17/2025	03/03/2025		N
ENF 25-0088	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/05/2025	02/05/2025	03/05/2025		COMM
ENF 23-0849	CARMODY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/08/2023	02/06/2025	03/06/2025		VAC
ENF 24-1236	GREEN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/06/2024	02/10/2025	03/10/2025		VACANT
ENF 25-0077	SHIAWASSEE ST	LETTER SENT	RECHECK SCHEDULED	02/04/2025	02/04/2025	04/07/2025		N
Total Entries				5				
<u>CHICKENS/DUCKS</u>								
ENF 24-1281	FREDERICK ST	INSPECTED PROPERTY	2ND TICKET ISSUED	08/13/2024	02/20/2025	03/05/2025		N
Total Entries				1				
<u>DEAD TREE</u>								
ENF 24-1926	WATER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/27/2024	02/25/2025	04/01/2025		N
Total Entries				1				
<u>EXTERIOR PAINT/SIDING</u>								

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-0981	LANSING ST	CONTACT WITH OWNER	EXTENSION GRANTED	06/10/2024	02/24/2025	06/02/2025		Y
				Total Entries	1			
<u>FENCE VIOLATION</u>								
ENF 24-1984	YOUNG ST	RESOLVED	CLOSED	12/18/2024	02/25/2025		02/25/2025	N
				Total Entries	1			
<u>FIRE DAMAGE</u>								
ENF 24-1295	CENTER ST	OBTAINED PERMIT	CLOSED	08/16/2024	02/11/2025		02/11/2025	N
ENF 24-1816	GUTE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/08/2024	02/03/2025	03/03/2025		VACANT
ENF 24-1977	MOORE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/17/2024	02/06/2025	03/06/2025		N
ENF 24-0034	MILWAUKEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/17/2024	02/10/2025	03/10/2025		Y
ENF 25-0041	BROADWAY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/15/2025	02/26/2025	03/26/2025		N
				Total Entries	5			
<u>FRONT YARD PARKING</u>								
ENF 25-0047	NORTH ST	RESOLVED	CLOSED	01/21/2025	02/04/2025		02/04/2025	N
ENF 25-0048	OLIVER ST	RESOLVED	CLOSED	01/21/2025	02/04/2025		02/04/2025	N
ENF 25-0049	MAIN ST	RESOLVED	CLOSED	01/21/2025	02/18/2025		02/18/2025	N
ENF 25-0055	DEWEY ST	RESOLVED	CLOSED	01/27/2025	02/06/2025		02/06/2025	N
ENF 25-0076	DIVISION ST	CONTACT WITH OWNER	CLOSED	02/04/2025	02/07/2025		02/07/2025	N
ENF 25-0091	CORUNNA AVE	INSPECTED PROPERTY	CLOSED	02/06/2025	02/25/2025		02/25/2025	N
ENF 25-0112	HICKORY ST	RESOLVED	CLOSED	02/12/2025	02/19/2025		02/19/2025	N
ENF 25-0117	RYAN ST	INSPECTED PROPERTY	CLOSED	02/17/2025	02/24/2025		02/24/2025	N
ENF 25-0113	RYAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/17/2025	02/17/2025	03/03/2025		N

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0081	OLMSTEAD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/04/2025	02/18/2025	03/04/2025		N
ENF 25-0090	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/06/2025	02/20/2025	03/06/2025		N
ENF 25-0146	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/12/2025		N
ENF 25-0094	OLIVER ST	CONTACT WITH OWNER	RECHECK SCHEDULED	02/10/2025	02/10/2025	07/10/2025		Y
Total Entries				13				
<u>FURNITURE OUTSIDE</u>								
ENF 25-0072	SAGINAW ST	INSPECTED PROPERTY	CLOSED	02/03/2025	02/03/2025		02/03/2025	N
ENF 25-0119	MASON ST	RESOLVED	CLOSED	02/18/2025	02/24/2025		02/24/2025	N
Total Entries				2				
<u>GARBAGE & DEBRIS</u>								
ENF 24-1766	MAIN ST	INSPECTED PROPERTY	CLOSED	11/04/2024	02/11/2025		02/11/2025	Y
ENF 24-1817	GLENWOOD AVE	RESOLVED	CLOSED	11/11/2024	02/03/2025		02/03/2025	VACANT
ENF 25-0014	WOODLAWN AVE	RESOLVED	CLOSED	01/07/2025	02/11/2025		02/11/2025	Y
ENF 25-0044	EXCHANGE ST	CONTACT WITH OCCUPANT	RESOLVED	01/15/2025	02/06/2025		02/13/2025	Y
ENF 25-0071	MAIN ST	RESOLVED	CLOSED	02/03/2025	02/03/2025		02/03/2025	Y
ENF 25-0095	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/10/2025	02/10/2025	03/03/2025		N
ENF 24-0008	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/04/2024	02/24/2025	03/04/2025		N
ENF 25-0066	MAIN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/03/2025	02/18/2025	03/04/2025		N
ENF 24-1508	FLETCHER ST	INSPECTED PROPERTY	PENDING 2ND TICKET	09/23/2024	02/20/2025	03/06/2025		N
ENF 24-1873	GRACE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/19/2024	02/06/2025	03/06/2025		N
ENF 25-0123	CHIPMAN ST	LETTER SENT	RECHECK SCHEDULED	02/20/2025	02/20/2025	03/06/2025		N

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-0651	HOWARD ST	INSPECTED PROPERTY	EXTENSION GRANTED	04/16/2024	02/10/2025	03/10/2025		N
ENF 25-0065	MAIN ST	CONTACT WITH OWNER	EXTENSION GRANTED	02/03/2025	02/11/2025	03/11/2025		N
ENF 25-0138	NORTH ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/12/2025		N
ENF 25-0140	DEWEY ST	LETTER SENT	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/12/2025		Y
ENF 25-0141	PALMER AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/12/2025		N
ENF 25-0143	LYON ST	LETTER SENT	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/12/2025		Y
ENF 25-0144	LINCOLN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/12/2025		Y
ENF 25-0145	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/12/2025		COMM
ENF 25-0092	WHITEHAVEN CT	INSPECTED PROPERTY	RECHECK SCHEDULED	02/06/2025	02/20/2025	03/13/2025		N
ENF 23-1355	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	02/24/2025	03/24/2025		N
ENF 25-0099	HUGGINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/10/2025	02/26/2025	03/26/2025		VAC
ENF 24-1991	BRANDON ST	CONTACT WITH OCCUPANT	RECHECK SCHEDULED	12/19/2024	02/11/2025	04/10/2025		Y
Total Entries				23				

GARBAGE CANS

ENF 25-0068	WATER ST	RESOLVED	CLOSED	02/03/2025	02/10/2025		02/10/2025	N
ENF 25-0069	WATER ST	RESOLVED	CLOSED	02/03/2025	02/24/2025		02/24/2025	N
ENF 25-0074	DEWEY ST	RESOLVED	CLOSED	02/03/2025	02/26/2025		02/26/2025	Y
ENF 25-0116	WASHINGTON ST	RESOLVED	CLOSED	02/17/2025	02/24/2025		02/24/2025	N
ENF 25-0127	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/24/2025	02/24/2025	03/03/2025		N
ENF 25-0128	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/24/2025	02/24/2025	03/03/2025		N
ENF 25-0129	WATER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/24/2025	02/24/2025	03/03/2025		N

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0130	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/24/2025	02/24/2025	03/03/2025		N
Total Entries				8				
<u>GARBAGE/JUNK IN ROW</u>								
ENF 25-0046	CORUNNA AVE	RESOLVED	CLOSED	01/21/2025	02/19/2025		02/19/2025	COMM
ENF 25-0051	GROVER ST	RESOLVED	CLOSED	01/22/2025	02/12/2025		02/12/2025	Y
ENF 25-0052	SAGINAW ST	RESOLVED	CLOSED	01/22/2025	02/06/2025		02/06/2025	N
ENF 25-0057	CORUNNA AVE	RESOLVED	CLOSED	01/28/2025	02/04/2025		02/04/2025	N
ENF 25-0060	WILLIAMS ST	RESOLVED	CLOSED	01/29/2025	02/19/2025		02/19/2025	N
ENF 25-0064	MAIN ST	RESOLVED	CLOSED	02/03/2025	02/10/2025		02/10/2025	N
ENF 25-0067	PRINDLE ST	RESOLVED	CLOSED	02/03/2025	02/10/2025		02/10/2025	Y
ENF 25-0070	ADAMS ST	RESOLVED	CLOSED	02/03/2025	02/10/2025		02/10/2025	N
ENF 25-0073	MASON ST	RESOLVED	CLOSED	02/03/2025	02/24/2025		02/24/2025	Y
ENF 25-0078	WASHINGTON ST	RESOLVED	CLOSED	02/04/2025	02/25/2025		02/25/2025	Y
ENF 25-0087	FLETCHER ST	RESOLVED	CLOSED	02/05/2025	02/12/2025		02/12/2025	N
ENF 25-0089	OLIVER ST	RESOLVED	CLOSED	02/05/2025	02/12/2025		02/12/2025	N
ENF 25-0098	WILLIAMS ST	RESOLVED	CLOSED	02/10/2025	02/18/2025		02/18/2025	N
ENF 25-0102	ADAMS ST	RESOLVED	CLOSED	02/10/2025	02/17/2025		02/17/2025	N
ENF 25-0103	JENNETT ST	RESOLVED	CLOSED	02/10/2025	02/17/2025		02/17/2025	N
ENF 25-0104	MASON ST	RESOLVED	CLOSED	02/10/2025	02/18/2025		02/18/2025	N
ENF 25-0107	WATER ST	RESOLVED	CLOSED	02/11/2025	02/18/2025		02/18/2025	Y
ENF 25-0114	MASON ST	RESOLVED	CLOSED	02/17/2025	02/24/2025		02/24/2025	N

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0118	GRAND AVE	RESOLVED	CLOSED	02/17/2025	02/24/2025		02/24/2025	N
ENF 25-0121	CHIPMAN ST	RESOLVED	CLOSED	02/20/2025	02/25/2025		02/26/2025	Y
ENF 25-0124	OAK ST	RESOLVED	CLOSED	02/20/2025	02/25/2025		02/25/2025	Y
ENF 25-0125	CHIPMAN ST	RESOLVED	CLOSED	02/20/2025	02/25/2025		02/25/2025	N
ENF 25-0115	SAGINAW ST	LETTER SENT	RECHECK SCHEDULED	02/17/2025	02/24/2025	03/03/2025		Y
ENF 25-0131	MASON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/24/2025	02/24/2025	03/03/2025		N
ENF 25-0134	GROVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/25/2025	02/25/2025	03/04/2025		N
ENF 25-0135	YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/25/2025	02/25/2025	03/04/2025		N
ENF 25-0100	CORUNNA AVE	EMAILED OWNER	RECHECK SCHEDULED	02/10/2025	02/26/2025	03/05/2025		N
ENF 25-0137	KEYTE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/05/2025		N
ENF 25-0139	WHITEHAVEN CT	INSPECTED PROPERTY	RECHECK SCHEDULED	02/26/2025	02/26/2025	03/05/2025		N
ENF 25-0022	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/07/2025	02/20/2025	03/06/2025		Y
Total Entries				30				
<u>HDC - NOTICE OF VIOLATION</u>								
ENF 24-1529	WASHINGTON	INSPECTED PROPERTY	RECHECK SCHEDULED	09/25/2024	02/24/2025	03/24/2025		COMM
ENF 24-1528	WASHINGTON ST	FINAL NOTICE SENT	RECHECK SCHEDULED	09/25/2024	02/19/2025	04/25/2025		COMM
Total Entries				2				
<u>HOUSE FIRE</u>								
ENF 24-1057	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/25/2024	02/24/2025	03/24/2025		N
ENF 25-0054	BALL ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/27/2025	02/25/2025	03/25/2025		N
Total Entries				2				

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<u>HOUSE NUMBERS</u>								
ENF 25-0007	CHIPMAN ST	RESOLVED	CLOSED	01/06/2025	02/10/2025		02/10/2025	COMM
				Total Entries	1			
<u>IMMINENT DANGER OF STRUCTURE</u>								
ENF 22-0059	DEWEY ST	VIOLATION EXISTS	RECHECK SCHEDULED	01/21/2022	02/12/2025	04/16/2025		VAC
				Total Entries	1			
<u>MISC.</u>								
ENF 25-0058	GRACE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/29/2025	02/19/2025	03/19/2025		VAC
				Total Entries	1			
<u>MULTIPLE VIOLATIONS</u>								
ENF 24-1845	GROVER ST	RESOLVED	CLOSED	11/13/2024	02/05/2025		02/05/2025	N
ENF 25-0011	SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	01/06/2025	02/25/2025		02/25/2025	N
ENF 25-0030	PEARCE ST	INSPECTED PROPERTY	CLOSED	01/09/2025	02/12/2025		02/12/2025	Y
ENF 25-0083	MAIN ST	RESOLVED	CLOSED	02/04/2025	02/18/2025		02/18/2025	Y
ENF 25-0110	RIDGE ST	INSPECTED PROPERTY	CLOSED	02/12/2025	02/26/2025		02/26/2025	N
ENF 24-0113	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/13/2024	02/20/2025	03/03/2025		Y
ENF 24-1532	KING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/25/2024	02/03/2025	03/03/2025		N
ENF 25-0097	MICHIGAN AVE	LETTER SENT	RECHECK SCHEDULED	02/10/2025	02/10/2025	03/03/2025		Y
ENF 21-1592	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/19/2021	02/19/2025	03/05/2025		N
ENF 23-1358	HICKORY ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/12/2023	02/05/2025	03/05/2025		N
ENF 24-1313	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/20/2024	02/19/2025	03/05/2025		COMM
ENF 24-1867	LINGLE AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/19/2024	02/05/2025	03/05/2025		N

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-1876	RIDGE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/19/2024	02/19/2025	03/05/2025		N
ENF 25-0006	FREDERICK ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/06/2025	02/12/2025	03/05/2025		N
ENF 25-0085	HOWELL ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/05/2025	02/19/2025	03/05/2025		N
ENF 25-0120	MACK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/19/2025	02/19/2025	03/05/2025		N
ENF 21-1578	ROBBINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/14/2021	02/06/2025	03/06/2025		COMM
ENF 25-0122	YOUNG ST	LETTER SENT	RECHECK SCHEDULED	02/20/2025	02/20/2025	03/06/2025		N
ENF 23-0156	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/16/2023	02/06/2025	03/10/2025		N
ENF 23-1108	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/17/2023	02/24/2025	03/10/2025		N
ENF 24-0333	LYNN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	03/06/2024	02/10/2025	03/10/2025		N
ENF 24-1262	LINGLE AVE	INSPECTED PROPERTY	2ND TICKET ISSUED	08/08/2024	02/24/2025	03/10/2025		N
ENF 24-1294	YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/15/2024	02/24/2025	03/10/2025		N
ENF 25-0096	MILWAUKEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/10/2025	02/24/2025	03/10/2025		N
ENF 24-0890	STEWART ST	INSPECTED PROPERTY	PENDING 1ST TICKET	05/21/2024	02/25/2025	03/11/2025		N
ENF 24-0833	MILWAUKEE ST	INSPECTED PROPERTY	PENDING 3RD TICKET	05/15/2024	02/26/2025	03/12/2025		N
ENF 25-0053	SOUTH ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/21/2025	02/19/2025	03/14/2025		COMM
ENF 25-0063	GRAND AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	02/03/2025	02/17/2025	03/17/2025		N
ENF 24-1183	BALL ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/26/2024	02/18/2025	03/18/2025		VACANT LOT
ENF 25-0082	OLMSTEAD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/04/2025	02/18/2025	03/18/2025		N
ENF 25-0086	GROVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/05/2025	02/19/2025	03/19/2025		N
ENF 25-0136	SHIAWASSEE ST	INSPECTED PROPERTY	LETTER SENT	02/26/2025	02/26/2025	03/19/2025		N

Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-0091	STATE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/06/2024	02/20/2025	03/20/2025		N
ENF 25-0132	PARK	LETTER SENT	RECHECK SCHEDULED	02/25/2025	02/25/2025	03/25/2025		VACANT LOT
ENF 25-0109	NELSON ST	LETTER SENT	RECHECK SCHEDULED	02/12/2025	02/12/2025	04/14/2025		N
ENF 25-0059	MASON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/29/2025	02/12/2025	05/01/2025		N
Total Entries				36				
<u>NO BUILDING PERMIT</u>								
ENF 24-1907	MAIN ST	PERMIT PENDING	RECHECK SCHEDULED	11/21/2024	02/06/2025	03/06/2025		COMM
Total Entries				1				
<u>PLUMBING VIOLATIONS</u>								
ENF 25-0040	GROVER ST	INSPECTED PROPERTY	CLOSED	01/14/2025	01/14/2025		02/20/2025	Y
ENF 25-0126	BALL ST	COMPLAINT LOGGED	LETTER SENT	02/21/2025	02/21/2025	03/21/2025		N
Total Entries				2				
<u>POOL MAINTENANCE</u>								
ENF 25-0062	OLIVER ST	LETTER SENT	RECHECK SCHEDULED	01/31/2025	02/03/2025	03/03/2025		N
Total Entries				1				
<u>RENTAL REGISTRATION</u>								
ENF 24-0742	OLIVER ST	RESOLVED	CLOSED	05/02/2024	11/27/2024		02/25/2025	Y
Total Entries				1				
<u>SIGN VIOLATION</u>								
ENF 25-0105	STEWART ST	INSPECTED PROPERTY	CLOSED	02/10/2025	02/10/2025		02/10/2025	N
Total Entries				1				
<u>TEMPORARY STRUCTURES</u>								
ENF 25-0079	APPLEWOOD DR	LETTER SENT	RECHECK SCHEDULED	02/04/2025	02/04/2025	08/04/2025		N

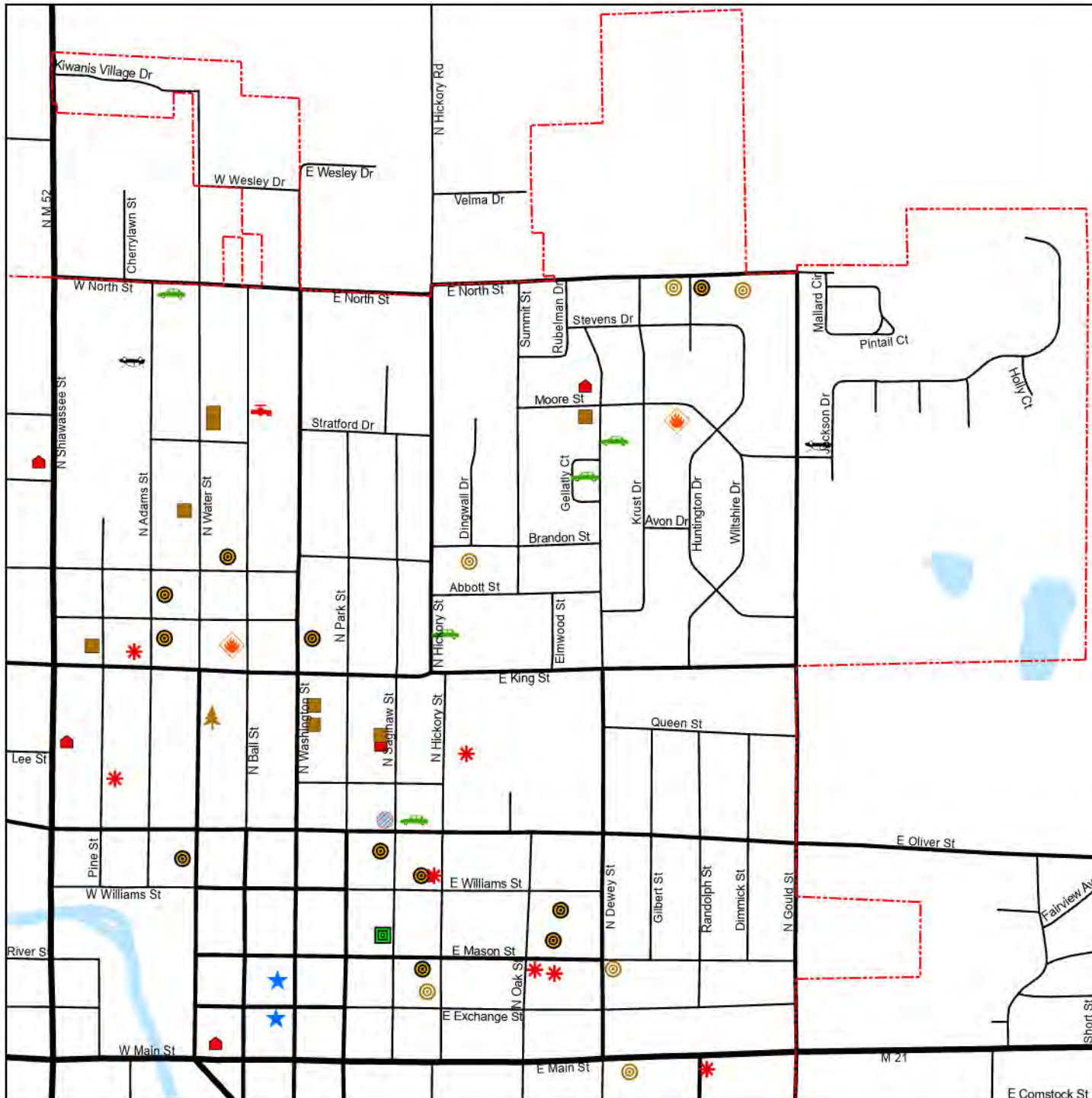
Code Enforcement Activity
FEBRUARY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental	
ENF 25-0080	OLMSTEAD ST	LETTER SENT	RECHECK SCHEDULED	02/04/2025	02/04/2025	08/04/2025		N	
Total Entries				2					
<u>WINDOWS</u>									
ENF 25-0016	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/07/2025	02/12/2025	04/07/2025		N	
Total Entries				1					
Total Records:		163				Total Pages:	11		

City of Owosso

Code Enforcement Activity February 2025

NE Quadrant



Category

- Auto Repair/Junk Vehicle
- Building Violations
- Dead Tree
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garbage & Debris
- Garbage Cans
- Garbage/Junk In ROW
- HDC - Notice Of Violation
- Multiple Violations
- No Pool Permit / Pool Violation
- Plumbing Violations

Other Features

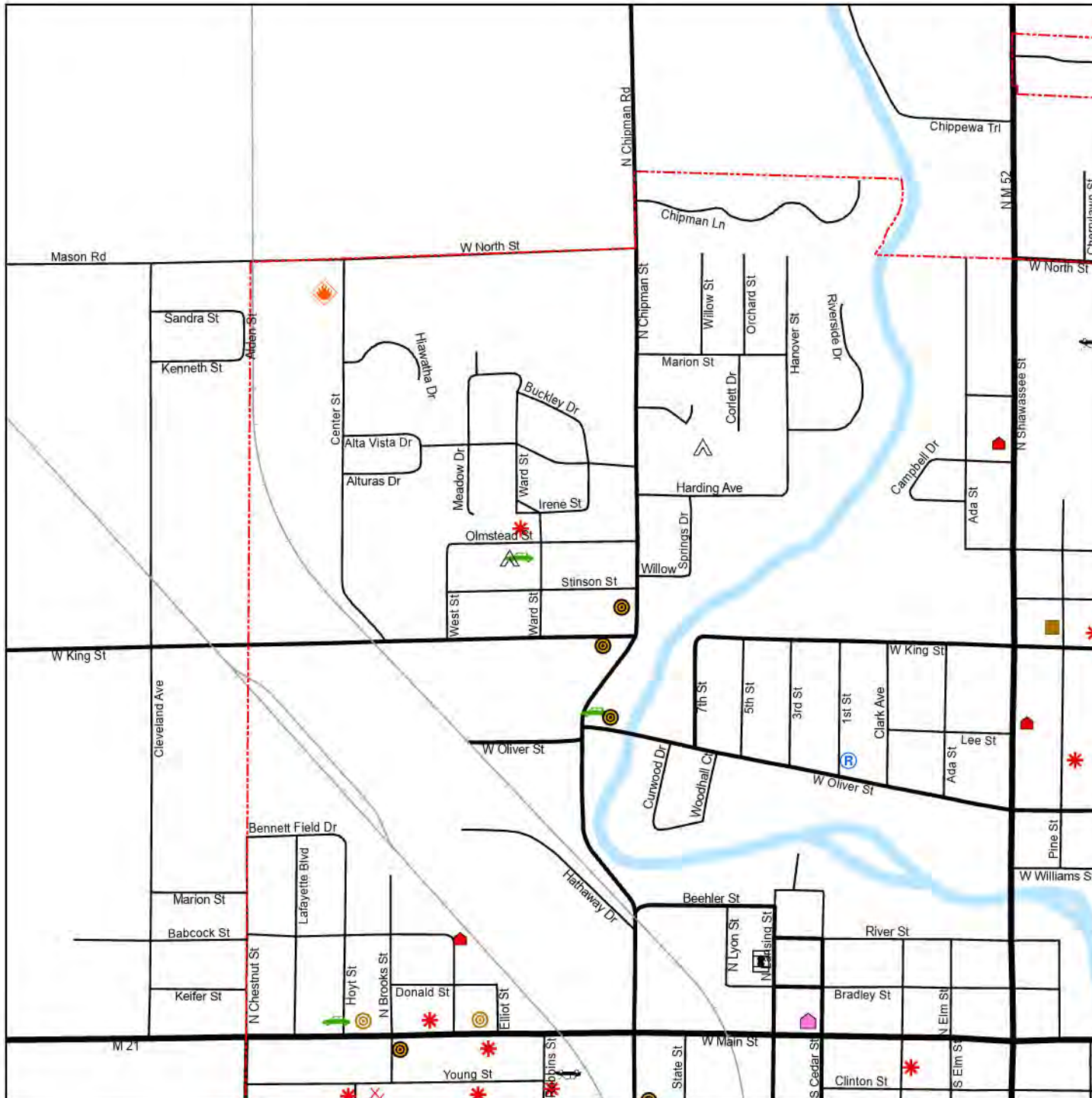
- City Limit
 - Railroads
 - River & Lakes
- 0 300 600 900 1,200 Feet



City of Owosso

Code Enforcement Activity February 2025

NW Quadrant



Category

- Appliances
- Auto Repair/Junk Vehicle
- Building Violations
- Fence Violation
- Fire Damage
- Front Yard Parking
- Garbage & Debris
- Garbage Cans
- Garbage/Junk In ROW
- Multiple Violations
- No Building Permit
- Rental Registration
- Temporary Structures

Other Features

- City Limit
- Railroads
- River & Lakes

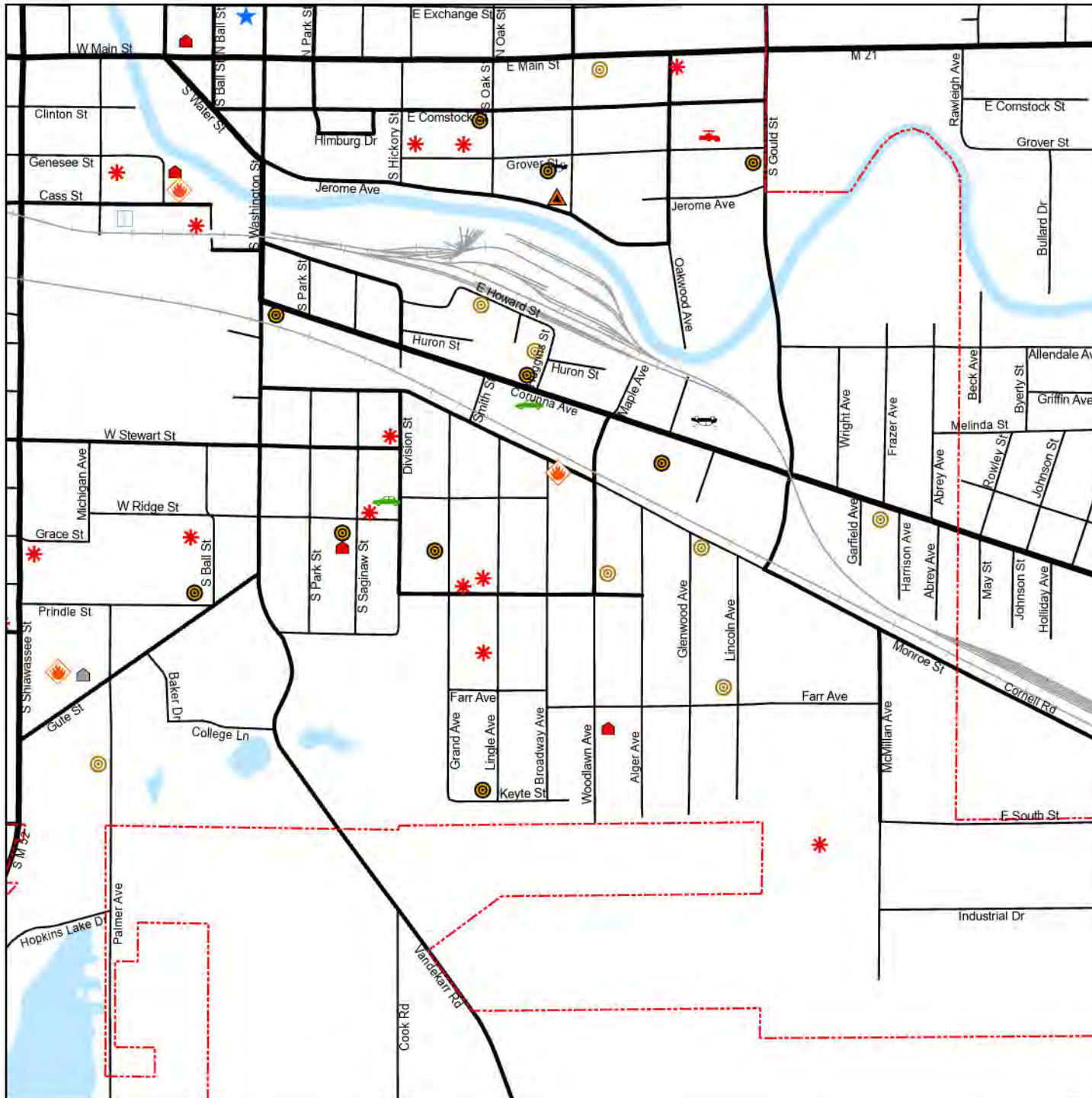
0 300 600 900 1,200 Feet

N

City of Owosso

Code Enforcement Activity February 2025

SE Quadrant



- Category**
- Accessory Structures
 - Auto Repair/Junk Vehicle
 - Building Violations
 - Fire Damage
 - Front Yard Parking
 - Garbage & Debris
 - Garbage/Junk In ROW
 - HDC - Notice Of Violation
 - Imminent Danger Of Structure
 - Multiple Violations
 - Plumbing Violations
 - Windows

Other Features

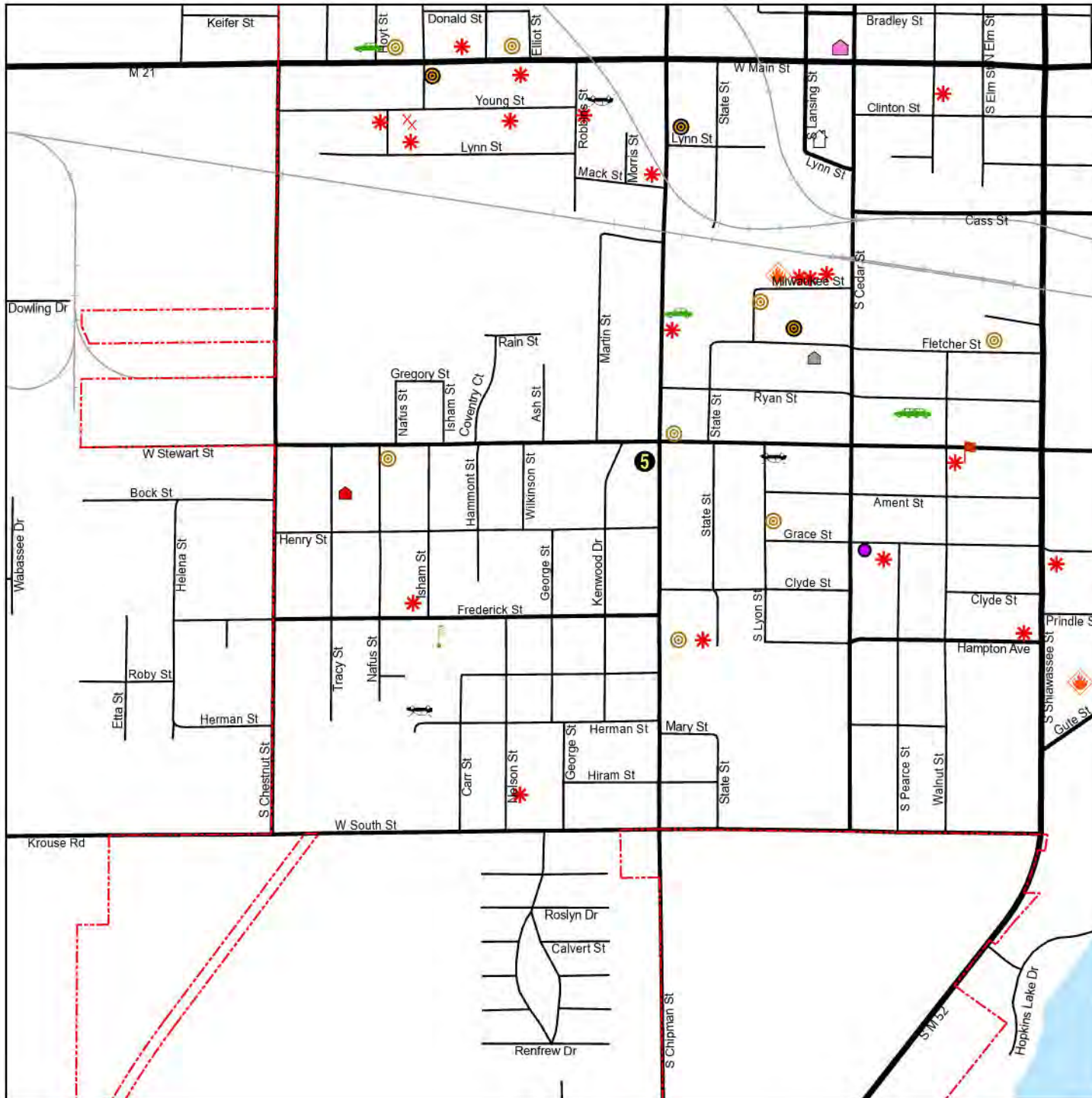
- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

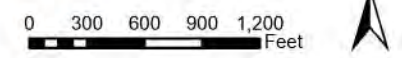
City of Owosso

Code Enforcement Activity February 2025

SW Quadrant



- Category**
- Accessory Structures
 - Auto Repair/Junk Vehicle
 - Building Violations
 - Chickens/Ducks
 - Exterior Paint/Siding
 - Fence Violation
 - Fire Damage
 - Front Yard Parking
 - Garbage & Debris
 - Garbage/Junk In ROW
 - House Numbers
 - Misc.
 - Multiple Violations
 - No Building Permit
 - Sign Violation
- Other Features**
- City Limit
 - Railroads
 - River & Lakes



**Monthly Inspection List
FEBRUARY 2025**

CHARLES, NATHAN	BUILDING OFFICIAL Total Inspections:	48
BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR Total Inspections:	34
HARRIS, JON	ELECTRICAL INSPECTOR Total Inspections:	17
FREEMAN, GREG	CODE ENFORCEMENT Total Inspections:	117
MAYBAUGH, BRAD	CODE ENFORCEMENT Total Inspections:	78
Grand Total Inspections:		294

CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2025

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ADULT USE RECREATIONAL RETAIL												
1												1
\$5,000												\$5,000
AMPHITHEATER												
												0
												\$0
BENTLEY PARK RENTAL												
				1	5	6	6	1				19
				\$25	\$150	\$150	\$175	\$25				\$525
GROWER LICENSE (Medical)												
												0
												\$0
HARMON PATRIDGE PARK RENTAL												
					2		2					4
					\$50		\$50					\$100
MOBILE FOOD VENDING (Food Truck License)												
												0
												\$0
PROCESSOR LICENSE												
1												1
\$5,000												\$5,000
PROVISIONING CENTER												
												0
												\$0
RECREATIONAL GROW												
												0
												\$0
RENTAL (Renewals)												
5												5
\$250												\$250
RENTAL REGISTRATIONS (New)												
3	2											5
\$150	\$100											\$250
RESIDENTIAL DESIGNATED PARKING												
6												6
\$740												\$740
TOTALS:												
16	2	0	0	1	7	6	8	1	0	0	0	41
\$11,140	\$100	\$0	\$0	\$25	\$200	\$150	\$225	\$25	\$0	\$0	\$0	\$11,865



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0580

MEMORANDUM

DATE: March 5, 2025

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: February 2025 Fire & Ambulance Report

Attached are the statistics for the Owosso Fire Department (OFD) for February 2025. The Owosso Fire Department responded to 247 incidents in the month of February.

OFD responded to 15 fire or rescue calls and EMS responded to 232 EMS calls.

Wires Down	1
Rescue	1
Car Fire	2
False Alarm	2
Building Fire-Owosso	1
Fire-Mutual Aid	0
Gas Leak	1
Smoke Investigation	5
Vehicle Fire	2
Total	15

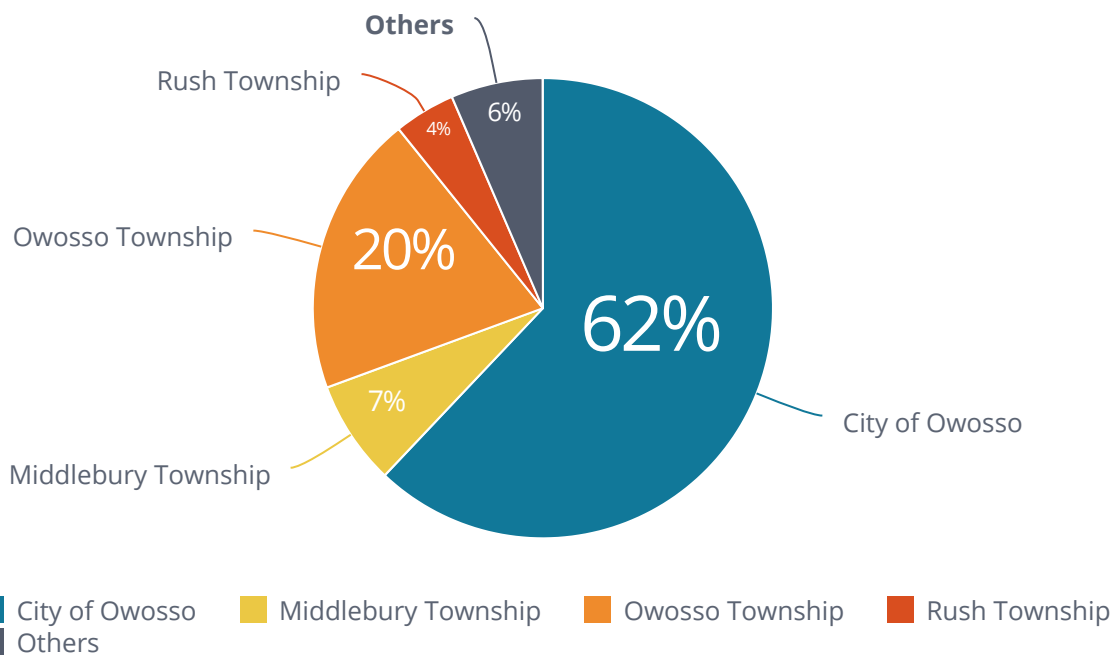
Call Volume per Zone EMS

Filter statement

Filters **Days in Dispatched** 2/1/25 to 2/28/25 | **Is Locked** true | **Is Active** true

Scene Zone	# of unique Incident Number
City of Owosso	144
Corunna EMS Coverage Area	6
Fairfield Township	3
Laingsburg Coverage Area	1
Middlebury Township	17
Owosso Township	46
PERRY Ambulance Coverage Area	3
Rush Township	10
N/A	2

Owosso Fire/EMS Statistics, February 2025





OWOSSO HISTORICAL COMMISSION
THE CURWOOD COLLECTION

Regular Meeting of the Owosso Historical Commission

Minutes of February 25, 2025 – 5:00 P.M. at Owosso City Hall

MEMBERS PRESENT: Chair Lance Little, Vice Chair Debra Adams, Commissioners Elaine Greenway, Robert Hooper, Bill Moull, and Steve Teich.

MEMBERS ABSENT: Commissioner Christopher Owens.

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 5:00 P.M.

APPROVE MINUTES – February 11, 2025

Motion by Commissioner Greenway to approve the minutes as presented, supported by Commissioner Hooper.
Approved by voice vote

APPROVE AGENDA – February 25, 2025

Motion by Commissioner Moull to approve the agenda, supported by Commissioner Hooper.
Approved by voice vote

ITEMS OF BUSINESS

Shiawassee Community Foundation Fund: SCF Director, Kim Renwick reviewed the agency endowment fund the OHC has with the Community Foundation and answered questions regarding options for future investments into the fund.

Home Tour: Elaine Greenway, Chair of the Home Tour Committee, shared plans for the 2026 Home Tour. She asked for the Commission's assistance in finding homes and discussed marketing, possibly attending the Marshall, MI home tour, and potential partnerships.

Castle Opening: The Castle will reopen on April 1, 2025.

Air Conditioning: Amy Fuller shared quotes for potentially adding a mini split unit to the Castle. The building becomes very hot in the summer and is uncomfortable for the docents and visitors. There are days when it is so hot staff decide to close. The Commission discussed the aesthetics of adding a mini-split unit, the location of the unit, and preferred vendors. Amy Fuller will schedule meetings with vendors and Commissioners at the Castle to review options.

Financial Report and Budgeting: Amy Fuller presented a financial report with the current year's budget, year-to-date expenditures, and a suggested 2025-2026 budget. There was discussion and requested edits to the suggested 2025-2026 budget.

PUBLIC COMMENT

Amy Fuller shared that Owosso Pride had asked for special admission pricing for Curwood Castle during the 2025 Pride Festival. There was a discussion on admission costs during other events in the park. *Motion by Commissioner Moull to set admission pricing for events and festivals in the park at \$2/adult and \$1/child for the 2025 calendar year. Supported by Commissioner Hooper. Approved by voice vote.*

COMMISSIONER COMMENT

Commissioner Teich stated that he would like admission to the Castle free for all city of Owosso residents. There was discussion on the merits of charging admission vs. asking for donations. *Motion by Commissioner Teich to have admission to the Castle by donation only for the month of April. Supported by Commissioner Adams. Approved by voice vote.*

NEXT MEETING: Monday, March 10, 2025, at 6:00 p.m.

ADJOURNMENT

Commissioner Little adjourned the meeting at 6:45 p.m.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

PARKS AND RECREATION COMMISSION

REGULAR MEETING

Draft Minutes of Wednesday, February 26, 2025

7:00 p.m. at Owosso City Hall

CALL TO ORDER: Vice-Chair Selbig called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Was recited

ROLL CALL:

MEMBERS PRESENT: Vice-Chair Selbig, Commissioners Lienau, Mahoney, Rodman, Agnew, and Maginity

MEMBERS ABSENT: Chairman Workman and Commissioner Smith

APPROVAL OF AGENDA: Commissioner Rodman made a motion to approve the agenda for February 26, 2025. The motion was supported by Commissioner Mahoney. Ayes all, motion carried.

APPROVAL OF MINUTES: Commissioner Rodman made a motion to approve the minutes for January 22, 2025. The motion was supported by Commissioner Mahoney. Ayes all, motion carried.

PUBLIC COMMENTS: None

OLD BUSINESS REPORT: Amy Fuller shared that the City Council had approved the Commission's request to apply for a DNR Passport Grant for pickleball and tennis courts at Bentley Park and had approved \$60,000 in general fund dollars to help fund the project. Amy also shared that difficulties locating right-of-way lines along M-21 and gaining easements have pushed the CIS Trail project back. The City Engineer is now planning on both the CIS Connection along M-21 and the Jerome Street sections to be completed during the spring and summer of 2026. The Grand Avenue Playground is scheduled for delivery on March 20 and can be installed once the ground thaws.

ITEMS OF BUSINESS:

Park Signage: The Commission discussed signage at several parks. Staff will bring drafts of signs for the entrance to Grove Holman Park to the April meeting. There will be signage installed thanking the voters at each of the new millage projects. Three signs will be ordered for Grand Avenue Park: an entrance sign, a park rules sign, and a millage sign.

2025-2026 Budget: Commissioners discussed suggestions for staff to request in the 2025-26 budget. Replacing the aging bleachers at the ballfields was a priority.

Bentley Park Pickleball/Tennis Courts: Amy Fuller reported on grant progress.

PUBLIC/COMMISSIONER COMMENTS: None.

ADJOURNMENT: Commissioner Rodman made a motion to adjourn at 8:00 p.m. The motion was supported by Commissioner Mahoney. Ayes all, motion carried.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

**REGULAR MEETING MINUTES OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF OWOSSO**

March 5, 2025, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Bill Gilbert at 7:35 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Chair Bill Gilbert, Vice-Chair Lance Omer, Mayor Robert J. Teich Jr., and Commissioners, Jill Davis, and Josh Ardelean. Commissioner Daylen Howard arrived at 7:43 A.M. Commissioner Ardelean left at 8:10 A.M.

ABSENT: Commissioner Dakota Woodworth

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

MOVED BY TEICH SUPPORTED BY ARDELEAN TO APPROVE THE MARCH 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY DAVIS, SUPPORTED BY TEICH TO APPROVE THE FEBRUARY 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: Camille Guillen from the Steam Railroading Institute introduced herself to the Board.

Glen Erdman, an Owosso resident, introduced himself to the Board and stated his interest in learning more about OMS & DDA.

REPORTS: Fredrick presented the monthly financial reports highlighting revenue and usage of the Electric Vehicle Charging Stations.

Omer noted the busiest dates in the month of February and asked what days of the week they occurred.

Fredrick confirmed that February 4th was a Tuesday and February 27th was a Thursday.

Fredrick reviewed the Main Street America and Michigan Main Street 2024 OMS Assessment Summary, which identified detailed work plans aligning with the selected Transformation Strategy that outlines programming across the Main Street Four Points is a baseline program requirement that needs attention.

ITEMS OF BUSINESS:

1. **Shook Riverside Development Grant Application:** Board reviewed the Shook Riverside Development Grant Application for the Revolving Loan & Grant Program.

Board discussed the importance of fire suppression installation in the downtown buildings and the difficulties insuring buildings without it.

MOVED BY ARDELEAN, SUPPORTED BY HOWARD TO RECOMMEND THE CITY COUNCIL APPROVE A REIMBURSEMENT GRANT AWARD OF \$25,000 TO SHOOK RIVERSIDE DEVELOPMENT LLC FROM THE REVOLVING LOAN & GRANT PROGRAM FOR FIRE SUPPRESSION AT 312 W. MAIN STREET.

AYE: ALL

MOTION CARRIED

2. **Fiscal Year 2025-2026 OMS Work Plans:** Fredrick presented a breakdown of each committee's Fiscal Year 2025-2026 projects, programs, and work plans for the Board's review.

Fredrick summarized each item and highlighted how they support the OMS Strategic Plan and City of Owosso Master Plan.

Fredrick noted that the Promotion Committee's Storefront Competition and the Organization Committee's Volunteer Rewards Program do not currently have work plans or project scopes.

COMMITTEE UPDATES:

1. **Organization:** Ardelean reviewed the Committee's budget discussion which prioritized volunteer rewards and tabled plans for a merchandise program for a future year.

Ardelean provided updates on the Sponsorship Program including webpage updates and plans for sponsorship acknowledgement signage.

2. **Promotion:** Davis noted that the Committee meeting centered on the Chocolate Walk event and March 6th downtown business meeting dedicated to discussing the future of the event.

Davis shared that she has received feedback from downtown businesses asking for the event to remain at a 300-attendee capacity due to the financial strain of providing additional chocolate and that the Committee has concerns regarding the event's ability to grow in attendance, transform, or be considered a unique offering to attract visitors when neighboring communities offer the same event.

3. **Economic Vitality:** Howard reviewed the Committee's budget discussion for the upcoming fiscal year and announced that Holistic Beginnings is the March Business of the Month.

Fredrick notified the Board that the Committee will be scoring a fire suppression and elevator grant application for the Revolving Loan & Grant Program at the March Committee meeting and that the grant application would come to the Board for review in April if approved by the Committee.

4. **Design:** Fredrick confirmed that the Fountain Park Seasonal Expansion will remain in the Committee's planning stage unless it has a program chair and committee to oversee the project.

Fredrick notified the Board that the Lebowsky Center canceled the historic preservation public art installation that was going to be funded by the Chocolate Walk event proceeds.

DIRECTOR UPDATES: Fredrick reminded the Board that she will be out of state in early April for the national conference for Main Street America and that she'll bring information to each of the Committees on what she learned at the February Michigan Main Street conference.

BOARD COMMENTS: Gilbert thanked Omer for leading the February Board Meeting.

ADJOURNMENT:

**MOVED BY OMER, SUPPORTED BY TEICH TO ADJOURN AT 8:27 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING APRIL 2, 2025.

DRAFT