

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, SEPTEMBER 2, 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 THE REGULAR MEETING OF AUGUST 18, 2025:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

1. CDBG Housing Grant Application. Conduct a public hearing to receive citizen comment regarding the proposed application to the Michigan State Housing Development Authority CDBG Program for a grant to assist in the improvement of owner-occupied, single-family homes of low- to moderate-income residents and consider authorizing said application and approval of the related authorizing resolution, procurement procedure, and determination of level of environmental review.
Master Plan Implementation Goals: 1.1, 1.9, 1.13, 6.6
2. Boundary Adjustment – Owosso Charter Township. Conduct a public hearing to receive citizen comment regarding the proposal to adjust the boundary with Owosso Charter Township along Palmer Avenue to allow the City to receive Act 51 monies for said street.

CITIZEN COMMENTS

COUNCIL COMMENTS

CONSENT AGENDA

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

Name	Board/Commission	Term Expires
Lance Little	Owasso Community Airport Board filling unexpired term of R. Dean Ebert	12-31-2027

2. Traffic Control Order Request – Pumpkin Patch Festival. Approve request from Bella Women's Center for the closure of Ball Street from Mason to Exchange Streets for their Pumpkin Patch Festival event on Saturday, September 27, 2025 from 9:00am – 3:00pm, and further approve Traffic Control Order No. 1544 formalizing the action.
3. Traffic Control Order Request – Art Walk Market & Movie. Approve request from Owasso Farmers Market LLC for the closure of Ball Street from the alley south of Fountain Park to Mason Street, including access to outlets in Fountain Park, for the Art Walk Market & Movie event on Friday, September 19, 2025 from 2:00pm – 11:00pm, and further approve Traffic Control Order No. 1545 formalizing the action.
4. Grant Acceptance – MAMC ADA Infrastructure Grant. Approve acceptance of an ADA Infrastructure Grant from the Michigan Association of Municipal Clerks to assist in the replacement of the City Hall basement entry doors with ADA compliant push-button doors and authorize the mayor and city clerk to execute all necessary documentation.
5. Professional Services Agreement – Grant Administration for Public Safety Building Project. Waive competitive bidding requirements, approve a professional services agreement with Spicer Group, Inc. for design, bidding, grant administration, and construction administration of the Public Safety Building Improvements Project in the amount of \$127,500.00, and further approve payment to the vendor upon satisfactory completion of the project or portion thereof.
Master Plan Implementation Goals: 3.2, 3.7, 3.8
6. Purchase Authorization – Sanitary Sewer Lift Station Generators. Waive competitive bidding requirements, authorize the purchase and installation of three Generac Commercial Gas XG Series generators for the Palmer, Wright, and Osburn Lakes lift stations from Wolverine Power Systems via Sourcewell Contract No. 020923 GNR in the amount of \$118,125.00, and further authorize payment to the vendor upon satisfactory completion of the project or portion thereof.
Master Plan Implementation Goals: 3.4, 3.7
7. Sole Source Purchase – Limecure-25. Waive competitive bidding requirements, approve the sole source purchase of bulk chemical LimeCure-25 from Applied Specialties Innovations, LLC in the amount of \$1.21 per pound with an estimated annual contract of \$30,250.00, and authorize payment based on actual quantities required for the fiscal year ending June 30, 2026.
Master Plan Implementation Goals: 3.4
8. Sole Source Purchase – Legal Printing Services. Waive competitive bidding requirements, approve the sole source purchase of legal printing services from The Argus-Press for the period from September 1, 2025 through June 30, 2026, and authorize payment based on unit prices for actual services rendered.
9. Emergency Repair Authorization – Fire Department Tower 1. Authorize payment to Front Line Services, Inc. for emergency repair of Fire Department Tower 1 in the amount of \$7,166.51.
10. Bid Award – Police Uniforms. Approve bid from Lansing Uniform Company, Inc. for the supply of uniforms for the Owasso Police Department in the amount estimated at \$18,885.65), and further approve payment to the vendor according to unit prices for actual quantities delivered.

11. Bid Award – Lime Residuals Removal. Approve bid award to MAK Enterprises, L.L.C. for removal of approximately 22,450 cubic yards of lime residuals at the Water Treatment Plant in an amount estimated at \$625,920.00 for the 2025-26 fiscal year and further approve payment to the vendor upon satisfactory completion of the project or portion thereof.

Master Plan Implementation Goals: 3.4

12. Check Register – August 2025. Affirm check disbursements totaling \$1,443,475.47 for August 2025.

ITEMS OF BUSINESS

1. Professional Services Agreement – Public Engagement Platform Services. Consider approval of a three-year subscription for professional services with Zencity Technologies US Inc. for their Zencity 360 Essentials public engagement services platform to assist the City in communicating with its residents more effectively.

Master Plan Implementation Goals: 5.17, 6.9, 6.11

CITIZEN COMMENTS

COUNCIL COMMENTS

CITY MANAGER REPORT

1. Nathan R. Henne, City Manager. City Manager Report – August 2025.

COMMUNICATIONS

1. R. Dean Ebert, Owosso Community Airport Board. Letter of resignation.
2. Kevin D. Lenkart, Public Safety Director. Unpaid parking citations.
3. Brad A. Barrett, Finance Director. Financial Report – July 2025.
4. Owosso Historical Commission. Minutes of August 11, 2025.
5. WWTP Review Board. Minutes of August 26, 2025.

NEXT MEETING

Monday, September 15, 2025

BOARDS AND COMMISSIONS OPENINGS

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

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 September 2, 2025. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL
TUESDAY, SEPTEMBER 2, 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/88569169910?pwd=MyS16b7TsNXyUpj0a5ui4amDCdXaCx.1>

Meeting ID: 885 6916 9910

Passcode: 195243

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 September 2, 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 AUGUST 18, 2025
6:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR BILL MOULL
OWOSSO FREE METHODIST CHURCH

PLEDGE OF ALLEGIANCE: ROBERT J. TEICH, III

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

ABSENT: None.

APPROVE AGENDA

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

CONSENT AGENDA

13. Set Public Hearing – Boundary Adjustment. Set a public hearing for Tuesday, September 2, 2015 at 6:30 p.m. to receive citizen comment regarding the proposal to adjust the boundary with Owosso Charter Township along Palmer Avenue to allow the City to receive Act 51 monies for said street.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF AUGUST 4, 2025

Motion by Councilmember Olson to approve the Minutes of the Regular Meeting of August 4, 2025 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

None.

COUNCIL COMMENTS

Mayor Teich invited everyone to attend Owosso Vintage Motorcycle Days going on August 22-23, 2025.

Councilmember Olson reminded everyone that this is back to school week and asked that everyone watch out for kids on their way to school.

CONSENT AGENDA

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

Set Public Hearing – CDBG Grant Acceptance. Set a public hearing for Tuesday, September 2, 2025 to receive citizen comment regarding the proposal to accept CDBG grant funding for interior and exterior improvements on ten qualified residential homes.

Master Plan Implementation Goals: 1.1, 1.9, 1.13, 6.6

Traffic Control Order Request – American Legion Bike Night. Approve request from American Legion Riders Post 57 for the closure of Park Street, between Mason and Williams, for their Bike Night event on Saturday, August 23, 2025 from noon – 11:00pm, and further approve Traffic Control Order No. 1542 formalizing the action.

Traffic Control Order Request – Art Walk. Waive insurance requirement, approve request from John Hankerd for the closure of Main Street Plaza (Lot #13) for the Art Walk event on Friday, September 19, 2025 from 2:00pm – 9:00pm, and further approve Traffic Control Order No. 1543 formalizing the action.

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

RESOLUTION NO. 107-2025

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

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

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

WHEREAS, the first amendment to the grant contract amended the grant amount to money already spent and extended the grant through September 30, 2025;

WHEREAS, a second amendment to the grant contract is necessary to fully account for all monies spent on grant programs.

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

FIRST: the amended subcontract between the City of Owosso and Shiawassee Health and Wellness is approved as presented.

- SECOND: the City will maintain satisfactory financial accounts, documents, and records and make them available to the Department for auditing at reasonable times.
- THIRD: the City will comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

Master Plan Implementation Goals: 3.1

Bid Rejection – Washington Park Utility Extension Project. Reject the bid received from Crawford Contracting, Inc. for the Washington Park Utility Extension Project due to a lack of appropriate funding as follows:

RESOLUTION NO. 108-2025

**AUTHORIZING THE REJECTION OF BID PROPOSAL FOR
THE WASHINGTON PARK UTILITY EXTENSION PROJECT**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, sought bid proposals to perform street improvements along Wesley Drive, install sanitary sewer and water main along Wesley Drive, and install water main along N. Washington Street as set forth in the contract documents for the Washington Park Utility Extension Project; and

WHEREAS, one bid proposal was received from Crawford Contracting; and

WHEREAS, the city submitted an application for Community Development Block Grant (CDBG) funds to perform said improvements through the MI State Housing Development Authority (MSHDA); and

WHEREAS, due to constraints from the developer of the Washington Park Project, CDBG funds were determined not to be a viable funding source for the project; and

WHEREAS, it is recommended the bid proposal be rejected due to lack of funding to complete the project.

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 reject the Washington Park Utility Extension Project bid proposal received from Crawford Contracting due to a lack of funding for the project.

Change Order - WWTP Secondary Clarifier Project. Approve Change Order No. 3 to the WWTP Secondary Clarifier Project contract with RCL Construction Co., Inc., increasing the contract by \$73,579.00 for a resized gate, installation of an additional gate, and painting of the pump room ceiling, and further approve payment to the contractor up to the amount of \$6,122,417.00 upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 109-2025

**AUTHORIZING CHANGE ORDER NO. 3
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
RCL CONSTRUCTION, INC.
FOR THE WWTP SECONDARY CLARIFIER PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with RCL

Construction Co., Inc., on July 15, 2024 for the construction and installation of the Secondary Clarifier equipment, known as the Wastewater Treatment Plant (WWTP) Secondary Clarifier Project, an approved 2024 SRF planned project; and

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

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to amend the Wastewater Treatment Plant (WWTP) Secondary Clarifier Project contract with RCL Construction Co., Inc. to increase the contract amount for a resized gate, installation of an additional gate, and painting of the pump room ceiling.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 3 in the amount of \$73,579.00; an increase to the Contract for Services between the City of Owosso and RCL Construction Co., Inc., revising the total current contract amount from \$6,048,838.00 to \$6,122,417.00.
- THIRD: the Accounts Payable department is authorized to pay RCL Construction Co., Inc. for work satisfactorily completed up to the revised contract amount of \$6,122,417.00.
- FOURTH: the above expenses shall be paid from the Wastewater Fund, and SRF Bond Funds

Master Plan Implementation Goals: 3.4, 3.7

Evergreen PO Request – Automatic Meter Reading System Maintenance. Approve an evergreen purchase order with Aclara Technologies LLC for maintenance services for the City's automatic meter reading system in the amount of \$21,228.00 for FY 2025-26, with an annual increase not to exceed 5% per the terms of the agreement as follows:

RESOLUTION NO. 110-2025

APPROVAL OF EVERGREEN PURCHASE ORDER WITH ACLARA OF ST. LOUIS, MISSOURI FOR AUTOMATIC METER READING MAINTENANCE RENEWALS

WHEREAS, the City of Owosso, Shiawassee County, Michigan, entered into a contract for the installation of an automatic meter reading (AMR) Fixed Network Administrator system with Aclara Technologies LLC with the adoption of Resolution No. 37-2017 on March 20, 2017; and

WHEREAS, the City and Director of Public Services & Utilities sees the need to pay the ongoing annual maintenance renewals, as per the original approved contract agreement.

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 issue an evergreen purchase order with Aclara Technologies LLC of St. Louis, Missouri.
- SECOND: the accounts payable department is authorized to submit payment to Aclara Technologies LLC of St. Louis, Missouri for the first year in the amount of \$21,228.00, and increase by 5% each year thereafter for annual AMR maintenance renewals.

THIRD: the above expenses shall be paid from the Water Fund 591.200.818.000 and Sewer Fund 590.200.818.000.

Annual PO Request – Workers’ Compensation Insurance. Authorize annual purchase order in the amount of \$165,285.00 for workers’ compensation insurance provided by the Michigan Municipal League for the fiscal year ending June 30, 2026 as follows:

RESOLUTION NO. 111-2025

**AUTHORIZING PAYMENT OF ANNUAL INSURANCE PREMIUM WITH
MICHIGAN MUNICIPAL LEAGUE WORKERS’ COMPENSATION FUND**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is a member of the Michigan Municipal League Workers’ Compensation Fund; and

WHEREAS, MML Workers’ Compensation Fund is a nonprofit self-insurance pool owned and governed by its members; and

WHEREAS, the City of Owosso will be provided workers’ compensation insurance coverage for a period of July 1, 2025 to June 30, 2026 by MML Workers’ Compensation Fund in exchange for a premium; and

WHEREAS, cooperative purchasing is an exception to competitive bidding per Section 2-345 of the City of Owosso Code of Ordinances.

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

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to remain a member of and seek annual workers’ compensation coverage from the Michigan Municipal League.

SECOND: the accounts payable department is authorized to pay MML Workers’ Compensation Fund premium for annual coverage estimated at \$165,285.

THIRD: the above expense shall be paid from various funds as outlined in the approved FYE 6-30-2026 budget as identified under the account code 719.000 – workers’ compensation.

Sole Source Purchase – Havaflock 560 Polymer. Waive competitive bidding requirements, authorize the sole source purchase of Havaflock 560 from Haviland Products Company in an amount estimated at \$39,050.80 for FY 2025-2026, and further authorize payment to the vendor according to unit prices for quantities delivered as follows:

RESOLUTION NO. 112-2025

**AUTHORIZING THE EXECUTION OF A SOLE-SOURCE PURCHASE ORDER FOR
HAVAFLOCK 560 WITH HAVILAND PRODUCTS COMPANY**

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

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

WHEREAS, waiver of the purchasing policy formal Bid requirements is requested for this sole-source purchase, in order to initiate procurement upon approval and authorization.

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

- FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to purchase Havaflock 560 from Haviland Products Company, at the price of \$2.112 per pound (plus delivery fee) with an estimated annual usage of 23,000 pounds. However, with current inventory on hand, only eight (8) additional totes are anticipated to be needed for the rest of the current fiscal year.
- SECOND: the accounts payable department is authorized to submit payment to Haviland Products Company of Grand Rapids, Michigan, in the estimated amount of \$39,050.80, which may be exceeded based on usage, actual need, and pricing fluctuations for FY2025-2026.
- THIRD: the above expenses shall be paid from the WWTP fund following delivery, and chargeable to account 599-548-743.200.

Contract Authorization – 2026 Sanitary Sewer Manhole Lining Project. Waive competitive bidding requirements, authorize a joint contract with Advanced Rehabilitation Technology, Ltd. for the 2026 Sanitary Sewer Manhole Lining Project in an amount not to exceed \$100,000.00 under the terms of Purchasing Cooperative of America Contract # OD-347-21, and further authorize payment upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 113-2025

AUTHORIZING PURCHASE ORDER WITH ADVANCED REHABILITATION TECHNOLOGY FOR THE 2026 SANITARY SEWER MANHOLE LINING PROJECT

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Sanitary Sewer Fund to repair defective sanitary sewer manholes; and

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

WHEREAS, the City of Owosso Director of Engineering has requested a quote from Advanced Rehabilitation Technology utilizing their Purchasing Cooperative of America (PCA) Contract # OD-347-21 and recommends hiring Advance Rehabilitation Technology to perform the 2026 Sanitary Sewer Manhole Lining Project.

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 authorize a purchase order with Advance Rehabilitation Technology for the 2026 Sanitary Sewer Manhole Lining Project utilizing Purchasing Cooperative of America (PCA) Contract # # OD-347-21, in the amount of not to exceed \$100,000.00.
- SECOND: the Accounts Payable department is authorized to submit payment to Advanced Rehabilitation Technology in the amount of not to exceed \$100,000.00.

THIRD: the above expenses shall be paid from sanitary sewer account no. 590-901-793.000-SEWERLINE.

Purchase Authorization – Monitor/Defibrillators. Waive competitive bidding requirements, authorize the joint purchase of three Stryker Lifepak 35 monitor/defibrillators including extended warranty, accessories and supplies in the amount of \$180,083.86 utilizing Eagle County, CO Health Service District Contract RFB #2024-06, and further authorize payment to the vendor upon satisfactory delivery of said equipment as follows:

RESOLUTION NO. 114-2025

AUTHORIZING THE EXECUTION OF A CONTRACT FOR PURCHASE OF THREE STRYKER LIFEPAK 35 MONITOR/DEFIBRILLATORS

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Fire Department requiring the use of cardiac monitors and defibrillators; and

WHEREAS, the City purchased three (3) Stryker Lifepak 15 monitors in 2021, these monitors are reaching end of life and Stryker has offered a trade-in for our current monitors; and

WHEREAS, Owosso Fire/EMS staff reviewed several Monitors/Defibrillators, the Stryker Lifepak 35 Monitor/ Defibrillator was chosen as the top performer. Due to Stryker's proven track record, superior technology and durability. Additionally staff evaluated the best pricing options for the purchase of the Stryker Lifepak 35 Monitors/Defibrillators and staff recommends using the Savvik Buying Group Cooperative Public Agreement. This approach is most advantageous and economical purchasing process for the city. The Stryker Monitor/Defibrillator is also compatible with other medical equipment being used by the Fire Department; and

WHEREAS, Staff is recommending awarding a contract with Stryker for the purchase of three (3) Lifepak 35 Monitor/Defibrillator, including extended warranty, accessories and supply for a total expenditure not to exceed \$180,083.86; and

WHEREAS, Staff requests waiver of the competitive bidding requirements as the Savvik Contract is a cooperative contract. This contract was awarded to Stryker as the result of a competitive process led by Eagle County, a political subdivision of the State of Colorado, and administered by Savvik Purchasing Group.

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 waive competitive bidding requirements, purchase three (3) Stryker Lifepak 35 Monitor/Defibrillators, accessories and supplies in the amount of \$180,083.86 utilizing Savvik Purchasing Group Contract No. (RFB) 2024-06.

SECOND: the accounts payable department is hereby authorized to pay the vendor upon satisfactory receipt of the equipment.

THIRD: the expense will be paid from the Fire Department equipment fund 101-336-978.000.

Master Plan Implementation Goals: 3.2

Bid Award - No-Preference Towing Services. Authorize bid award for no-preference towing services

to Richard Earl Maurer DBA Dick's Auto for the period from September 1, 2025 through June 30, 2028 as follows:

RESOLUTION NO. 115-2025

**AUTHORIZING A PREFERRED PROVIDER CONTRACT
FOR NO-PREFERENCE TOWING SERVICES
TO RICHARD EARL MAURER DBA DICK'S AUTO
FOR THE PERIOD EXPIRING JUNE 30, 2028**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department that in the normal course of business requires wrecker services; and

WHEREAS, Shiawassee County Central Dispatch notified all police agencies in Shiawassee County of the need to specify a towing service that will provide service in any situation in which no preferred service is requested by the vehicle owner(s) or officers involved; and

WHEREAS, the City of Owosso requested bids and it is hereby determined that Richard Earl Maurer DBA Dick's Auto is both qualified to provide such services and has submitted the responsible and responsive bid; and

WHEREAS, staff recommends awarding service calls to Dick's Auto to provide towing services.

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 award a Preferred Service Provider Contract for No-Preference Towing Services to Richard Earl Maurer DBA Dick's Auto for the period from September 1, 2025 through June 30, 2028.

SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and Richard Earl Maurer DBA Dick's Auto.

THIRD: charges for said services will be directed to the owner(s) of any vehicle towed.

Set Public Hearing – Boundary Adjustment. (This item was added to the agenda.) Set a public hearing for Tuesday, September 2, 2015 at 6:30 p.m. to receive citizen comment regarding the proposal to adjust the boundary with Owosso Charter Township along Palmer Avenue to allow the City to receive Act 51 monies for said street as follows:

RESOLUTION NO. 116-2025

**SETTING A PUBLIC HEARING TO RECEIVE CITIZEN COMMENT REGARDING
THE CITY BOUNDARY ALONG PALMER AVENUE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, recently discovered a discrepancy in the boundary between the City and Owosso Charter Township along Palmer Avenue and seeks to correct said discrepancy; and

WHEREAS, MCL 42.34(8) prescribes the process by which a municipal boundary may be adjusted, which includes 90 days' notice to area property owners and public hearings in both of the affected jurisdictions; and

WHEREAS, having noticed all required property owners as prescribed, the City wishes to schedule a public hearing to receive citizen comment on the matter.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that a public hearing is set for Tuesday, September 2, 2025 at 6:30 p.m. in the City Hall Council Chambers to receive citizen comment regarding adjustment of the City boundary with Owosso Charter Township along Palmer Avenue.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Contract Approvals – Ludington Electric, Inc.

Motion by Councilmember Osmer to allow Councilmember Ludington to abstain from voting on the contracts related to his business Ludington Electric, Inc.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

Councilmember Ludington left the meeting at 6:36 p.m.

Motion by Councilmember Olson to reiterate acknowledgement of the pecuniary interest of Councilmember Ludington in the contract(s) in question and approve the following contracts with Ludington Electric, Inc. for the period of July 2025:

PO NUMBER	DEPT.	VENDOR	DESCRIPTION	AMOUNT
000046941	862	LUDINGTON ELECTRIC, INC.	LIGHTS FOR PICKLE BALL/TENNIS COURT	120.00
000047022	862	LUDINGTON ELECTRIC, INC.	CHANGE OUT BAD BREAKER	179.17
000047059	859	LUDINGTON ELECTRIC, INC.	ELECTRICAL WORK FOR PLANTER REMOVAL	1,050.00
				<u>\$ 1,349.17</u>

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: Councilmember Ludington.

City Manager Ludington returned to the meeting at 6:37 p.m.

Utilities Easements – Washington Park Project

Motion by Councilmember Osmer to accept permanent easements for the construction and maintenance of a sanitary sewer lift station and water meter pits servicing the Washington Park project in the amount of \$2.00 as follows:

RESOLUTION NO. 117-2025

**AUTHORIZING THE EXECUTION OF AGREEMENTS FOR
PERMANENT EASEMENTS ON WESLEY DRIVE & N. WASHINGTON STREET**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to install sanitary sewer and water main along Wesley Drive between N. Water Street and N. Washington Street and water main along N. Washington Street between North Street and Wesley Drive as part of the Washington Park Project; and

WHEREAS, a permanent easement from the property owner of parcel number 050-535-000-001-00 is required for the construction and maintenance of a sanitary sewer lift station; and

WHEREAS, a permanent easement from the property owner of parcel number 050-535-000-001-00 is required for the construction and maintenance of water service meter pits; and

WHEREAS, the property owner is willing to grant said permanent easements to the City of Owosso for \$1.00 each, for a total of \$2.00.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to agree to the terms set forth in the attached permanent easement documents between the City of Owosso, Michigan and Venture Washington Limited Dividend Housing Association Limited Partnership, 196 Cedar E Chavez Ave, Pontiac, Michigan.
- SECOND: the City Clerk is instructed and authorized to file said permanent easement documents with the Shiawassee County Register of Deeds.
- THIRD: the accounts payable department is authorized to pay Venture Washington Limited Dividend Housing Association Limited Partnership \$2.00 as set forth in the permanent easement documents.
- FOURTH: the above expenses shall be paid from Water Fund Account No. 591-552-818.000-WASHPARK21 (\$1) and Sewer Fund 590-549-818.000-WASHPARK21 (\$1).

**LIFT STATION
PERMANENT EASEMENT**

KNOW ALL MEN BY THESE PRESENTS, that Venture Washington Limited Dividend Housing Association Limited Partnership, a Michigan domestic limited partnership, 196 Cesar E Chavez Ave, Pontiac, Michigan 48343 (hereinafter "Grantor") conveys to the City of Owosso, a Michigan municipal

corporation, 301 W. Main Street, Owosso. Michigan 48867 a Permanent Easement to the following legally described parcel situated within the County of Shiawassee, State of Michigan:

COMMENCING 358 FEET NORTH AND 33 FEET WEST OF THE INTERSECTION OF THE SOUTH LINE OF SECTION 12 AND THE CENTERLINE OF NORTH WASHINGTON STREET; THENCE WEST 231 FEET; THENCE NORTH 6 FEET; THENCE WEST 133.7 FEET; THENCE NORTH 279 FEET; THENCE EAST 364.21 FEET; THENCE SOUTH 284 FEET TO THE POINT OF BEGINNING. PART OF THE SOUTHEAST $\frac{1}{4}$ OF THE SOUTHEAST $\frac{1}{4}$ OF SECTION 12. T7N-R2E

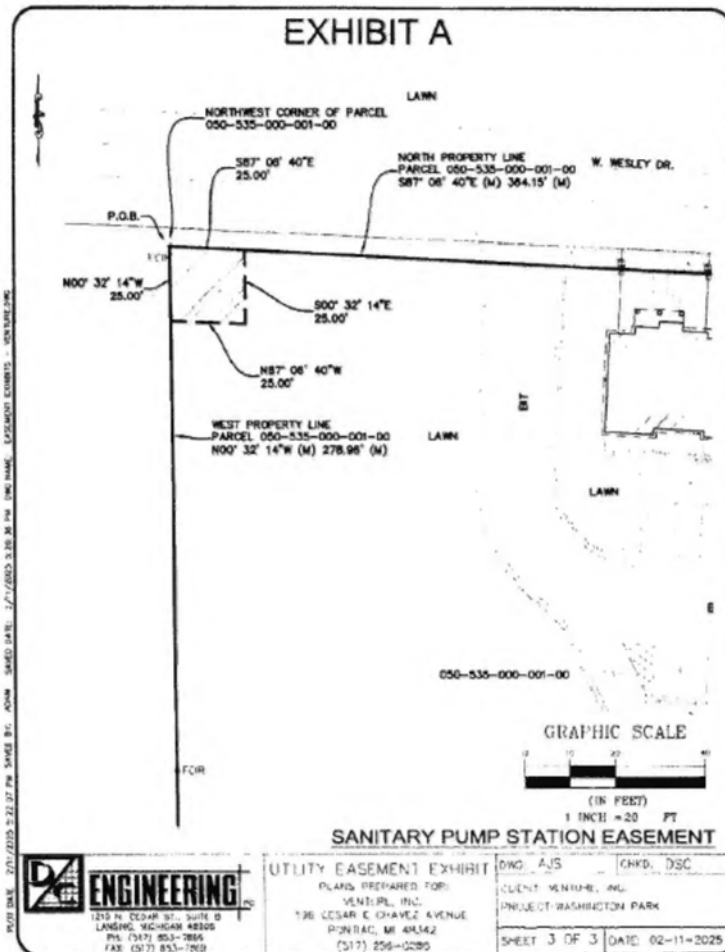
Parcel Number 050-535-000-001-00

in consideration of One Dollar (\$1.00) paid by Grantee, receipt of which is hereby acknowledged by Granter, do hereby grant to the City of Owosso, a Michigan municipal corporation, their successors and assigns, the permanent easement and right-of-way to make surveys, construct, maintain, alter, replace, repair, and remove at any time hereafter any sanitary sewer pump station and all appurtenances on, over, and across the following described parcel of land and depicted in EXHIBIT A:

A 25.00 FEET BY 25.00 FEET UTILITY EASEMENT IN SEC. 12, T7N, R2E, CITY OF OWOSSO, SHIAWASSEE COUNTY. MICHIGAN COMMENCING AT THE NORTHWEST CORNER OF PARCEL 050-535-000-001-00 THENCE EAST ALONG NORTH PROPERTY LINE OF SAID PARCEL 25.00 FEET, THENCE SOUTH PARALLEL TO THE WEST PROPERTY LINE OF SAID PARCEL 25.00 FEET, THENCE WEST PARALLEL TO SAID NORTH PROPERTY LINE OF SAID PARCEL 25.00 FEET TO THE WEST PROPERTY LINE, THENCE NORTH ALONG SAID WEST PROPERTY LINE 25.00 FEET TO THE NORTHWEST CORNER OF PARCEL AND POINT OF BEGINNING.

Together with the right of ingress and egress for all purposes incident to said permanent easement as shown in Exhibit A. It being expressly understood that no building or other permanent structures such as fencing or plantings (trees, shrubs, etc.) will be placed over said permanent easement without the written consent of said Grantee and the non-use or limited use of this permanent easement by Grantee shall not prevent Grantee from later making use of the easement to the full extent herein authorized. Grantee agrees to pay for any damage which it does to Grantor(s) buildings, or other structures, in its exercise of the rights herein granted, and to construct and maintain any sanitary sewer pump station so as not to interfere with the normal use of said land. Grantee agrees to replace any disturbed area in-kind with similar material.

It is expressly understood that the permanent easement of rights herein granted may be assigned by the Grantee. It is also understood that this agreement constitutes all of the terms, conditions and understandings between the parties hereto.



LIFT STATION PERMANENT EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that Venture Washington Limited Dividend Housing Association Limited Partnership, a Michigan domestic limited partnership, 196 Cesar E. Chavez Avenue, Pontiac, Michigan 48343 (hereinafter "Grantor") conveys to the City of Owosso, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 a Permanent Easement to the following legally described parcel situated within the County of Shiawassee, State of Michigan:

COMMENCING 358 FEET NORTH AND 33 FEET WEST OF THE INTERSECTION OF THE SOUTH LINE OF SECTION 12 AND THE CENTERLINE OF NORTH WASHINGTON STREET; THENCE WEST 231 FEET; THENCE NORTH 6 FEET; THENCE WEST 133.7 FEET; THENCE NORTH 279 FEET; THENCE EAST 364.21 FEET; THENCE SOUTH 284 FEET TO THE POINT OF BEGINNING, PART OF THE SOUTHEAST ¼ OF THE SOUTH EAST ¼ OF SECTION 12, T7N-R2E

Parcel Number 050-535-000-001-00

in consideration of One Dollar (\$1.00) paid by Grantee. receipt of which is hereby acknowledged by Grantor, do hereby grant to the City of Owosso, a Michigan municipal corporation, their successors and assigns, the permanent easement and right-of-way to make surveys, construct, maintain, alter, replace, repair, and remove at any time hereafter any water meter pits, curb stops, water meters, and all appurtenances on, over, and across the following described parcel of land and depicted in Exhibit A and B:

EXHIBIT A

A 10.00 FEET BY 146.00 FEET UTILITY EASEMENT IN SEC. 12, T7N, R2E, CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN COMMENCING AT THE NORTHEAST CORNER OF PARCEL 050-535-000-001-00, THENCE SOUTH ALONG THE EAST PROPERTY LINE OF SAID PARCEL 60.00 FEET TO THE POINT OF BEGINNING AND NORTHEAST CORNER OF THE UTILITY EASEMENT, THENCE CONTINUING SOUTH ALONG SAID EAST PROPERTY LINE 146.00 FEET, THENCE WEST PERPENDICULAR TO SAID EAST PROPERTY LINE 10.00 FEET, THENCE NORTH 146.00 FEET PARALLEL TO SAID EAST PROPERTY LINE, THENCE EAST 10.00 FEET PERPENDICULAR TO SAID EAST PROPERTY LINE AND TO THE POINT OF BEGINNING.

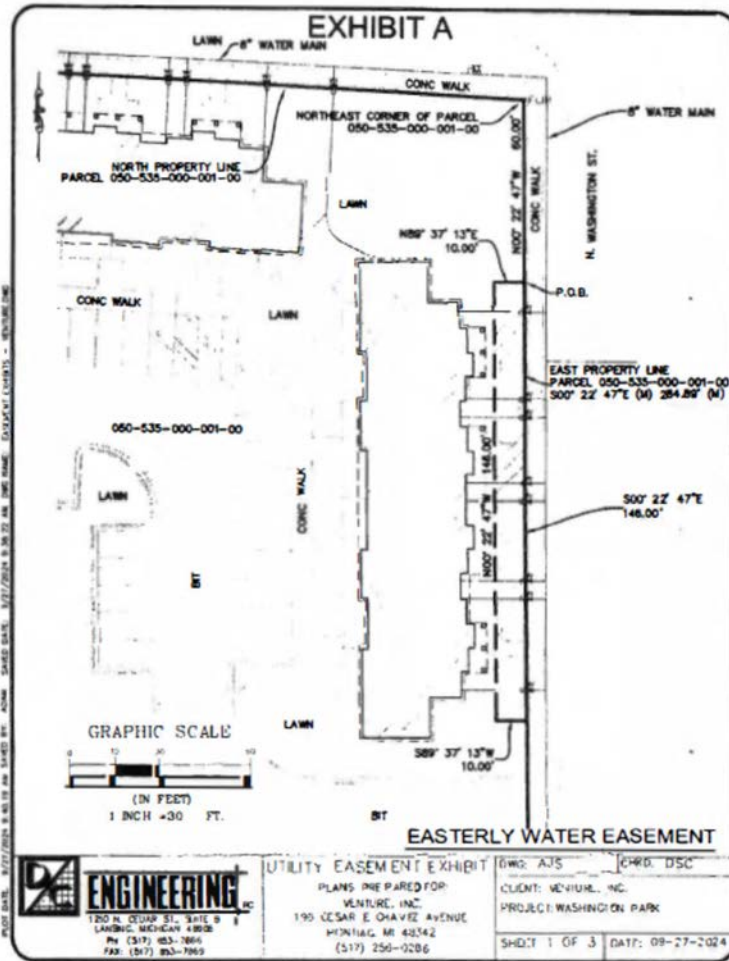
And

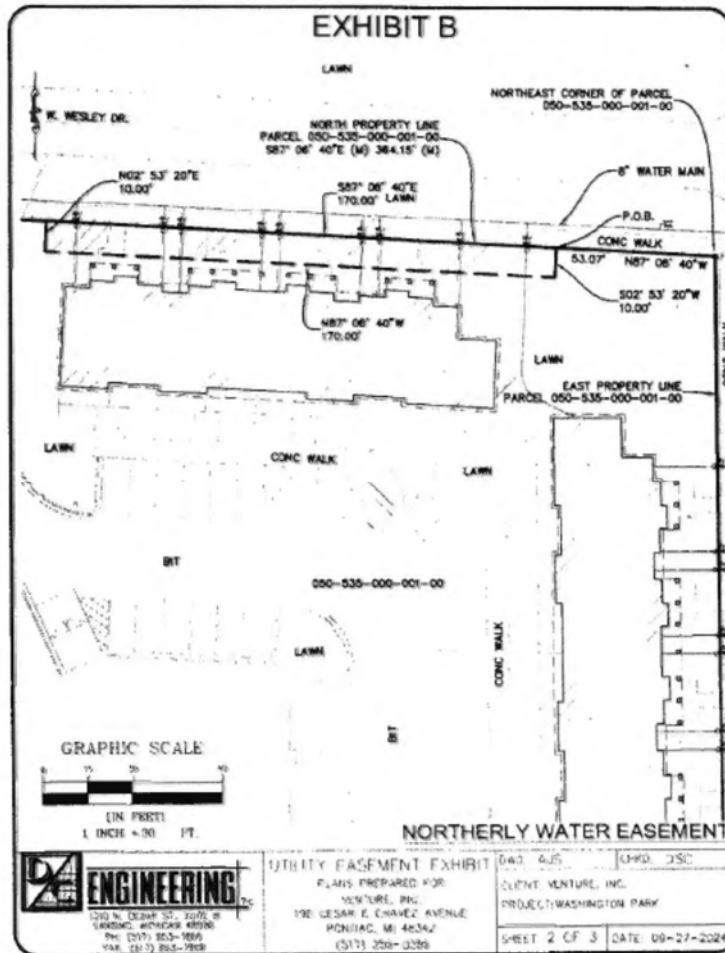
EXHIBIT B

A 10.00 FEET BY 170.00 FEET UTILITY EASEMENT IN SEC. 12, T7N, R2E, CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN COMMENCING AT THE NORTHEAST CORNER OF PARCEL 050-535-000-001-00, THENCE WEST ALONG THE NORTH PROPERTY LINE OF SAID PARCEL 53.07 FEET TO THE POINT OF BEGINNING AND NORTHEAST CORNER OF THE UTILITY EASEMENT, THENCE SOUTH 10.00 FEET PERPENDICULAR TO SAID NORTH PROPERTY LINE, THENCE WEST 170.00 FEET PARALLEL TO SAID NORTH PROPERTY LINE, THENCE NORTH 10.00 FEET PERPENDICULAR TO SAID NORTH PROPERTY LINE, THENCE EAST ALONG SAID NORTH PROPERTY LINE 170.00 FEET TO THE POINT OF BEGINNING.

Together with the right of ingress and egress for all purposes incident to said permanent easement as shown in Exhibit A and B. It being expressly understood that no building or other permanent structures such as fencing or plantings (trees, shrubs, etc.) will be placed over said permanent easement without the written consent of said Grantee and the non-use or limited use of this permanent easement by Grantee shall not prevent Grantee from later making use of the easement to the full extent herein authorized. Grantee agrees to pay for any damage which it does to Grantor(s) buildings, or other structures, in its exercise of the rights herein granted. and to construct and maintain any sanitary sewer pump station so as not to interfere with the normal use of said land. Grantee agrees to replace any disturbed area in-kind with similar material.

It is expressly understood that the permanent easement of rights herein granted may be assigned by the Grantee. It is also understood that this agreement constitutes all of the terms, conditions and understandings between the parties hereto.





Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

Pump Station No. 5 Agreement

Master Plan Implementation Goals: 3.4, 3.8, 7.1

Councilmember Ludington indicated he has a conflict of interest with this item as he is a part-time employee of the Authority and performs work for all contracted parties through his business, Ludington Electric, Inc.

Motion by Councilmember Owens to allow Councilmember Ludington to abstain from the vote to approve the agreement for Pump Station No. 5 due to his financial interest with both the Township and the Authority.

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None.

Councilmember Ludington left the meeting at 6:40 p.m.

City Manager Nathan R. Henne explained that in the past the township has paid for maintenance of the lift station and it is recognized that all parties would be best served by a written agreement going forward.

Motion by Councilmember Olson to approve agreement with Owosso Charter Township and the Owosso Township – Caledonia Township Utility Authority to share costs for the operation, maintenance, and expansion of Pump Station No. 5 as follows:

RESOLUTION NO. 118-2025

**AUTHORIZING EXECUTION OF AGREEMENT WITH OWOSSO CHARTER
TOWNSHIP AND THE OWOSSO TOWNSHIP–CALEDONIA TOWNSHIP UTILITY
AUTHORITY FOR SHARED COSTS IN THE OPERATION, MAINTENANCE, AND
EXPANSION OF PUMP STATION NO. 5**

WHEREAS, the City of Owosso conveys a portion of its sewage through Owosso Charter Township's sanitary sewer system, including Pump Station No. 5, owned by Owosso Charter Township and operated by the Owosso Township–Caledonia Township Utility Authority; and

WHEREAS, the City and Township have reached an agreement, following over a year of negotiations and engineering review, to establish terms for sharing costs related to the operation, maintenance, metering, and possible future expansion of Pump Station No. 5; and

WHEREAS, the agreement specifies that the City will pay forty percent (40%) of total operations and maintenance costs based on current flow studies, with allocations reviewed every five (5) years or as mutually agreed, and sets forth procedures for metering and cost-sharing on future upgrades based on proportionate benefit.

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

FIRST: it hereby approves the "Agreement for Shared Costs in the Operation, Maintenance, and Expansion of Pump Station No. 5" between the City of Owosso, Owosso Charter Township, and the Owosso Township–Caledonia Township Utility Authority.

SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached: Agreement for Shared Costs in the Operation, Maintenance, and Expansion of Public Station No. 5.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: Councilmember Ludington.

Councilmember Ludington returned to the meeting at 6:45 p.m.

Closed Session

Motion by Councilmember Olson to authorize holding a closed session at the conclusion of the second session of Council Comments for the purpose of discussing collective bargaining negotiations.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS

Pastor Bill Moull, Owosso Free Methodist Church, asked people to recognize the extra stress that is brought on by the start of the school year and requested that people lift up and pray for all those involved.

COUNCIL COMMENTS

Councilmember Fear commended Public Utilities Director Suchanek and his team for their work in making sure the costs for the WWTP Secondary Clarifier project are as low as possible.

CLOSED SESSION

The council adjourned to closed session at 6:48 p.m.

The council returned from closed session at 7:14 p.m.

APPROVAL OF THE MINUTES OF CLOSED SESSION OF MAY 19, 2025

Motion by Councilmember Fear to approve the Minutes of the Closed Session of May 19, 2025 as presented.

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

***COLLECTIVE BARGAINING AGREEMENT APPROVAL - AFSCME**

Motion by Councilmember Ludington to approve the collective bargaining agreement with AFSCME Local 1059 for the period beginning April 21, 2025 – June 30, 2028.

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

COMMUNICATIONS

Ryan E. Suchanek, Director of Public Services & Utilities. Consumers Energy Demand Response Program.

Lizzie L. Fredrick, DDA/OMS Director. DDA/OMS Board Transformation Strategy 2025.

Tanya S. Buckelew, Planning & Building Director. July 2025 Building Department Report.

Tanya S. Buckelew, Planning & Building Director. July 2025 Code Violations Report.

Tanya S. Buckelew, Planning & Building Director. July 2025 Inspections Report.

Tanya S. Buckelew, Planning & Building Director. July 2025 Certificates Issued Report.

Kevin D. Lenkart, Public Safety Director. July 2025 Police Report.

Kevin D. Lenkart, Public Safety Director. July 2025 Fire Report.

DDA / Owosso Main Street Board. Minutes of August 6, 2025.

NEXT MEETING

Tuesday, September 2, 2025

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2026

Building Board of Appeals – Alternate - term expires June 30, 2027

DDA/OMS Board – term expires June 30, 2028

Zoning Board of Appeals – Alternate – term expires June 30, 2027

Zoning Board of Appeals – Alternate – term expires June 30, 2028

ADJOURNMENT

Motion by Councilmember Owens for adjournment at 7:15 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.



MEMORANDUM

Building Department 301 W Main St Owosso, MI 989-725-0535

DATE: August 26, 2025

TO: Mayor Teich and the Owosso City Council

FROM: Tanya Buckelew, Planning & Building Director

SUBJECT: Michigan State Housing Development Authority (MSHDA) and Community Development Block Grant (CDBG) Public Hearing and authorization to submit Application

RECOMMENDATION:

A Public Hearing will be held this evening to inform citizens of the proposed objectives, activities, locations and amounts to be used for each activity of the Community Development Block Grant.

BACKGROUND:

- The City applied for and has been awarded a CDBG Grant for \$472,000 (City match is not required). This includes reimbursement for administrative costs.
- This grant is for interior and exterior renovations to owner-occupied, single-family homes (i.e. roofing, windows, furnace, water heater, electrical updates) that will benefit low- to moderate- income households.
- Each household can receive up to \$40,000 for improvements

AUTHORIZING DOCUMENTS AND APPLICATION ATTACHED:

- CDBG Authorizing Resolution
- CDBG Application
- CDBG Application Supplement
- Authorized Signature Designation Form
- Procurement Procedure
- Determination of Level of Environmental Review/Finding of Exempt Activity

FISCAL IMPACTS:

Minimal impact on the budget as the City will be reimbursed for the administrative costs associated with this grant.

Master Plan Implementation Goals: 1.1, 1.9, 1.13, 6.6

RESOLUTION NO.

APPROVING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AGREEMENT BETWEEN THE CITY OF OWOSSO AND THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA) NEIGHBORHOOD HOUSING INITIATIVES DIVISION (NHID)

WHEREAS, the City of Owosso applied for and has been awarded a CDBG Grant totaling \$472,000 to assist low- to moderate-income residents, owning and occupying permanent single-family homes in funding interior and exterior home improvements to meet code requirements such as roof replacement, windows, plumbing, electrical, mechanical and insulation. This excludes cosmetic only renovations and upgrades; and

WHEREAS, the City of Owosso will not be required to match any grant dollars, but will serve as the administrator of the grant, as pass-through entity for grant funds and will abide by the terms and conditions set forth in the grant agreement; and

WHEREAS, the proposed project is consistent with the City of Owosso's Master Plan Goals; and

WHEREAS, the beneficiaries of this grant will include low- or moderate- income households of the City of Owosso that meet the CDBG requirements; and

WHEREAS, each household can receive up to \$40,000 for improvements and 100% of the homes will be occupied by low- or moderate- income residents; and

WHEREAS, qualification for the program is determined by an application process; and

WHEREAS, no project costs (CDBG and non CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the City's Designated CDBG Specialist; and

WHEREAS, the City Council voted and approved this Resolution on September 2, 2025 to submit the Michigan CDBG Application.

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 of the submission of CDBG grant application to the Michigan State Housing Development Authority Neighborhood Housing Initiatives Division.
- SECOND: I has heretofore determined that it is advisable, necessary and in the public interest to approve the Procurement Policy and Procedure as presented.
- THIRD: City Manager Nathan R. Henne and Planning & Building Director Tanya S. Buckelew are designated as Authorized Signers for said grant with the authority to sign the associated grant application and all attachments, the grant agreement and all amendments, and Payment Requests.
- FOURTH: Planning & Building Director Tanya S. Buckelew is designated as the CDBG appointed Grant Administrator for said grant and is authorized to administer associated projects to completion in accordance with the Program Guidelines.
- FIFTH: Planning & Building Director Tanya S. Buckelew is designated as the Certifying Officer for the National Environmental Policy Act (NEPA) Environmental Review.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

SUBMISSION DEADLINE IS 09/17/2025 at 11:59:59 pm EST

Units of General Local Government (UGLG) must complete the CDBG Application the appropriate activity specific supplements in their entirety and submit them with the required attachments.

A APPLICANT INFORMATION		
1	APPLICANT (UGLG) NAME	City of Owosso
2	ADDRESS, CITY, STATE, ZIP	301 W Main St. Owosso, MI 48867
3	FEDERAL ID #	38-6004723
4	UNIQUE ENTITY IDENTIFIER (UEI) #	XBCTLZ75MPZ1
5	MSHDA ORG #	37
6	FISCAL YEAR END (mm/dd)	06/30
7	UGLG TYPE	<input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Land Bank
8	UGLG CONTACT NAME	Tanya Buckelew
9	UGLG CONTACT EMAIL	tanya.buckelew@ci.owosso.mi.us
10	UGLG CONTACT PHONE	989-725-0540

B REGIONAL HOUSING	
1	<p>Check the Housing Partnership Region your project is located in:</p> <p><input type="checkbox"/> A. Western Upper Peninsula - Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon</p> <p><input type="checkbox"/> B. Central Upper Peninsula - Alger, Delta, Dickinson, Marquette, Menominee, Schoolcraft</p> <p><input type="checkbox"/> C. Eastern Upper Peninsula - Chippewa, Luce, Mackinaw</p> <p><input type="checkbox"/> D. Northwest - Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford</p> <p><input type="checkbox"/> E. Northeast - Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon</p> <p><input type="checkbox"/> F. West Michigan - Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Muskegon, Oceana, Osceola, Ottawa</p> <p><input type="checkbox"/> G. East Central Michigan - Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, Saginaw</p> <p><input checked="" type="checkbox"/> H. East Michigan - Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair, Tuscola</p> <p><input type="checkbox"/> I. South Central - Clinton, Eaton, Ingham</p> <p><input type="checkbox"/> J. Southwest - Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren</p> <p><input type="checkbox"/> K. Southeast - Hillsdale, Jackson, Lenawee, Livingston, Monroe, Washtenaw</p>
2	<p>Within which County is the project located?</p> <p>Shiawassee</p>

3	<p>How does your project fit with the Regional Housing Plan goals? Indicate the Goal number (Regional Housing Plans can be accessed on the MSHDA website: Statewide Housing Plan.)</p> <p>Goal 1.3: This grant will increase the amount of housing that is accessible, safe, and healthy for the neighborhoods in the city.</p>
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C	<p>COMMUNITY DEVELOPMENT NARRATIVE</p> <p>Title I of the Federal Housing and Community Development Act of 1974, as amended, requires Units of General Local Government (UGLG) applying for funds to provide a brief narrative on how the proposed project aligns with or impacts their locally adopted plans.</p> <p>To satisfy this requirement, UGLGs must complete the questions in this section. Applicants may reference a locally adopted plan, such as a Master Plan or Community Improvement Plan; however, all questions must be answered. If the UGLG's locally adopted plan(s) do not specifically address the questions provided, supplemental information should be included to demonstrate how the proposed project fulfills the objectives of an existing plan.</p>
1	<p>Community Development and Housing Needs Assessment</p> <p>Provide an assessment of the community development and housing needs within the UGLG's jurisdiction, including the specific needs of low- and moderate-income residents. The assessment must address both community development and housing needs, regardless of the funding category under which assistance is being requested.</p> <p>The City of Owosso adopted its latest Master Plan in June of 2021. The plan summarizes various areas of concern in regard to housing in the City that includes the following:</p> <ul style="list-style-type: none"> -Most residential units were built before 1939 -Homes have a median value of \$77,000 -Households have a median income of \$36,723 -Owosso has a high poverty rate of 24.3% <p>Goal 1 of the Master Plan is to protect the health, safety and general wellbeing of the community and pursuing housing grants is an excellent way to meet this goal by improving the housing stock. The Master Plan will be uploaded with this application.</p>
2	<p>Planned Short-Term Activities (1–2 Years)</p> <p>Summarize planned short-term activities (lasting one to two years) that will address the identified community development and housing needs within the UGLG's jurisdiction.</p> <ul style="list-style-type: none"> -Complete the MI-HOPE grant in 2025 -Currently working on the CDBG grant awarded in March of 2025 to complete home improvements to 10 homes within the city -Begin the next round of grant funding from CDBG to complete home improvements to 10 more homes in the city (end of 2025 through 2026) -Continue with a strong Code Enforcement Program to promote health and safety in the neighborhoods -Continue with the Rental Registration Program to promote sustainable rentals -Continue to follow the Master Plan Goals -Continue to apply for additional housing grants
3	<p>Planned Long-Term Activities (2+ Years)</p> <p>Provide a summary of planned long-term activities (lasting two years or more) designed to address the identified community development and housing needs within the UGLG's jurisdiction.</p>

	<p>-Continue to apply for additional housing improvement grants and possibly expand into rental home renovations</p> <p>-Continue with a strong Code Enforcement Program and Rental Registration Program</p>
4	<p>Impact of the Proposed CDBG Activities</p> <p>Based on the identified needs, describe the anticipated impact of the proposed CDBG activities. Explain how activities complement the short-term and long-term activities outlined in the previous sections and contribute to the overall development goals of the UGLG.</p> <p>The housing renovations will bring the much needed repairs to the older homes in the city. This will increase the value of the homes and increase the pride in homeownership.</p>
5	<p>Plan for Minimizing and Addressing Displacement</p> <p>Describe the strategy for minimizing displacement caused by grant-assisted activities and the approach for assisting individuals who are actually displaced. Reference your locally adopted Residential Anti-Displacement Plan as applicable or develop a new plan.</p> <p>No displacement will occur during this activity because the housing improvements will be minor in nature as opposed to a complete renovation of the house.</p>

D	PROJECT MANAGEMENT OVERVIEW
1	<p>Activity Type(s): Check all that apply</p> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Homeowner Rehabilitation <input type="checkbox"/> Housing Infrastructure </div> <div> <input type="checkbox"/> Manufactured Housing <input type="checkbox"/> Reconstruction <input type="checkbox"/> Unoccupied Rental Rehabilitation </div> </div> <p>A corresponding Application Supplement must be attached for each selected activity, detailing specific implementation strategies.</p>
2	<p>Administrative Services</p> <p>Select one:</p> <p><input checked="" type="checkbox"/> Employees of the UGLG will administer the program.</p> <p><input type="checkbox"/> CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Federal procurement compliance is required. The UGLG must request and receive authorization from MSHDA prior to signing an administration contract or incurring administrative costs.</p> <p><input type="checkbox"/> Non-CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Name of third party, if known:</p>
3	<p>Procurement of Third-party Administrator</p> <p><input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not Applicable</p> <p>If applicable, explain the process to be used for procuring the third-party administrator.</p>
4	<p>Activity Oversight & Administration</p> <p>Describe how the UGLG will provide oversight across all selected activities, ensuring compliance with program requirements. Use Form 13-A “Grant Management Plan” from Chapter 13 of the MSHDA CDBG Policy Manual as a guide when outlining your response. Include:</p> <p>a) The structure for managing program administration and oversight.</p>

	<p>b) Roles and responsibilities of staff, contractors, or agencies in ensuring successful implementation.</p> <p>c) How the UGLG will manage key regulatory requirements including Environmental Review.</p> <p>d) Strategies for monitoring activities and addressing compliance issues.</p> <p>a) City of Owosso staff will administer and oversee the completion of the activities. This includes the Planning & Building Director, the Building Official and Trades Inspectors.</p> <p>b) The Planning & Building Director, as the administrator, will ensure successful implementation of the grant and is the main point of contact. The Director will work with homeowners through the application process and obtaining quotes from contractors and will ensure contractors are qualified for the program. The Director will process all documentation to the State.</p> <p>The Building Official will do all pre-inspections to compile the detailed list of work to be completed. Also, the Building Official will perform all on site inspections with the contractor and homeowner. Trades inspectors will do on site inspections for any electrical, mechanical and/or plumbing work that is completed.</p> <p>No agencies will be involved.</p> <p>The contractor will comply with directives from the Building Department and will work with homeowners to schedule on site work. Contractors will follow building codes to ensure the projects are being done correctly. The contractors will also act as a general contractor in the case where trades work is also a part of the activity. Contractors will be required to take before and after pictures of the work they are doing and submit, along with invoices, to the Director.</p> <p>c) The City of Owosso will comply with all regulatory requirements and environmental review. The Planning & Building Director is currently completing the environmental review for the CDBG grant that was awarded in March of 2025 and understands that a new environmental review is required for each grant received. Any additional required regulations will be handled by the Director.</p> <p>d) Approved program guidelines and residential construction standards will be provided to the homeowners and contractors to ensure all parties are aware of all requirements. The Planning and Building Director will be in continuous contact with homeowners and contractors to ensure the activity is going as planned. Also, the Building Official will be doing onsite inspections through out the process to ensure code compliance.</p>
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E	BUDGET – Reflect costs to be incurred after application submission only.				
ACTIVITY	TOTAL # OF UNITS	CDBG FUNDS	LEVERAGE/MATCH FUNDS		TOTAL PROPOSED BUDGET
			UGLG	OTHER SOURCES	
Homeowner Rehab	10	\$ 400,000	\$	\$	\$ 400,000
Infrastructure (Housing)					
Reconstruction					
Unoccupied Rental Rehab					
Manufactured Housing					
Administration		72,000			72,000
TOTAL	10	\$ 472,000	\$	\$	\$ 472,000

F	CAPACITY AND IMPLEMENTATION
1	Organization and Staff Capacity

	<p>Describe the organizational capacity, staff composition, and grants management experience of the UGLG and, if applicable, its third-party administrator. If known, attach resumes or job descriptions for key staff.</p> <p>Description: The Planning and Building Director Tanya Buckelew will be responsible for administering the grant. The Director has over 35 years of experience in various areas of government that includes: Building and code enforcement, permitting, rental registration, planning and zoning, grant administrator for NEP Round 8 for \$75,000, MI-HOPE Phase 2 and 3 for \$265,000, MI-HOPE High Performer for an additional \$100,000, NEP Round 9 for \$75,000, NEP Public Amenity for \$15,000 and CDBG Housing Grant for \$453,300 and experience with IGX.</p> <p>The Director has support staff that includes a full time Building Official/Inspector, 2 part-time code enforcement officers and 2 part-time trades inspectors.</p> <p>Job descriptions attached for the Planning & Building Director and the Building Official.</p>
2	<p>Grant History</p> <p>List all housing and community development grant awards received by the UGLG and/or its third-party administrator in the past five years, including all State awarded grants. Provide the status of each, such as:</p> <ul style="list-style-type: none"> a) Application Pending (include prospective CDBG applications) b) Approved c) Monitoring d) Completed Successfully e) Completed with Findings <p>1. NEP Housing Grant Round 8 in 2023 for \$75,000, (home improvements to 5 homes) completed successfully and the Planning & Building Director received the Regional Impact Award in 2024.</p> <p>2. NEP Housing Grant Round 9 in 2024 for \$75,000, (home improvements to 3 homes) completed successfully.</p> <p>3. MI-HOPE Phase 2 and 3 for \$265,000 and the city received an additional \$100,000 for a High Performer Award for the work the Planning & Building Director accomplished. This grant is almost complete and the final home of the 16 total will be completed successfully by the end of September. In April of 2025, the Planning & Building Director received a Success in Monitoring Award for the work done on the MI-HOPE Program.</p> <p>4. NEP Public Amenity for \$15,000 for playground equipment at the Grand Ave Park and was completed successfully in June of 2025.</p> <p>5. CDBG Housing Grant for \$454,300 was awarded and grant agreement signed in March of 2025. In the process of completing the environmental review and the program guidelines have been approved.</p> <p>6. CDBG Housing Grant for \$472,000 is in the application pending status as of September of 2025.</p>
3	<p>Implementation Strategy</p> <p>Describe what makes the UGLG uniquely positioned for successful implementation of the selected programs. Explain the planned approach to execution.</p> <p>Based on recent years of successful housing grants, City of Owosso staff is positioned for another successful round. While the CDBG grant is new to the staff at Owosso, it has been a welcomed challenge.</p> <p>Going through the public hearing and public comment portion is the first step. At the August 18, 2025 City Council meeting, the date was set for a public hearing on September 2, 2025 in order to receive public comments. After that, the required application will be submitted to MSHDA for review. It is anticipated, that a signed grant agreement will occur in October of 2025 and then staff will proceed with the program guidelines and the environmental review. Once notice to proceed has occurred, staff will</p>

	meet will homeowners to complete applications, Building Official will perform an on site inspection to create the renovation list for the contractors to submit quotes, sign contracts and fully execute the program. The plan is to begin and complete 20 housing projects in 2026.
4	<p>Check each item and certify below that the UGLG:</p> <p><input checked="" type="checkbox"/> (a) Understands that all activities undertaken must meet the Federal/state/local code, whichever is stricter.</p> <p><input checked="" type="checkbox"/> (b) Understands that required zoning must be approved for Manufactured Housing, Infrastructure (Housing), Reconstruction, and Unoccupied Rental Rehabilitation activities, and specific sites/addresses must be pre-identified prior to UGLG application submission. No specific sites/addresses need to be pre-identified prior to UGLG submission for Homeowner Rehabilitation activities.</p> <p><input checked="" type="checkbox"/> (c) Understands that all activities must be completed, invoiced and all expenditures completed and processed with the MSHDA grants management system by the end of the Grant term. Invoices must be submitted at least quarterly.</p> <p><input checked="" type="checkbox"/> (d) Understands that this CDBG funding is not replacement funding; and can only serve as a matching resource for another state and/or federal Program with MSHDA pre-approval.</p> <p><input checked="" type="checkbox"/> (e) Understands that MSHDA reserves the right to reject any and all submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA. All submissions are considered public information and are subject to discovery under the Freedom of Information Act (FOIA). This submission is not a binding agreement and the notice of selection under this Notification does not guarantee project funding. No project expenses may be incurred, nor contracts signed, for any work that will occur after the application is submitted, unless MSHDA provides formal written authorization. Failure to obtain this approval may jeopardize grant funding.</p> <p><input checked="" type="checkbox"/> (f) Understands that the UGLG is required to be in compliance and good standing with MSHDA and all other State and Federal Agencies.</p> <p><input checked="" type="checkbox"/> (g) Agrees to adhere to federal, state and local rules and regulations including, but not limited to, HUD, CDBG, MSHDA, MI Neighborhood, CHILL and CDBG Policy Manual, program rules, regulations, policies, procedures, Grant Agreement, reporting requirements, and the completion of closeout public hearing, monitoring, and grant closeout.</p>

G	<p>COMPLIANCE REQUIREMENTS</p> <p>The following MSHDA CDBG Program Compliance Documents are required to be submitted with the CDBG Application or prior to receiving a Grant Agreement as indicated. Refer to the CDBG Policy Manual for details.</p>
MUST BE LABELED AND SUBMITTED WITH APPLICATION	
1	<p><input type="checkbox"/> Proof of funding attached for total project costs, including all leverage/match funds.</p> <p>OR</p> <p><input checked="" type="checkbox"/> Proof of funding not applicable. No leverage/match funds.</p>
2	<input checked="" type="checkbox"/> Public Hearing Documentation

	<p>Purpose: To ensure public awareness and input regarding proposed CDBG-funded activities.</p> <p>Submission Requirements:</p> <ol style="list-style-type: none"> Public Hearing Publication Affidavit and Public Hearing Meeting Minutes must be provided. Notice must be published in a local or applicable newspaper at least five calendar days before the hearing. The first day counted is the day after publication. <p>Public Hearing Notice Must Include:</p> <ol style="list-style-type: none"> Total available funding for the proposed project. Eligible activities and the estimated amount allocated for low- and moderate-income (LMI) households. Plans to minimize displacement and provide benefits to displaced persons, if applicable. Information on the UGLG's performance in prior CDBG programs, if applicable. <p>Refer to MSHDA CDBG Policy Manual Chapter 3 – Notice of Public Hearing (Sample 3-A).</p> <p>Proof of Public Notice: Applicants must submit an affidavit or a copy of the full newspaper page showing the publication date and notice details.</p> <p>Public Hearing Purpose:</p> <ol style="list-style-type: none"> Inform citizens of project objectives, activities, locations, and funding allocation. Provide the opportunity for public review and comments on the application. Include the anticipated application submission date and details on where and when the application can be reviewed. <p>Submission Timeline:</p> <ol style="list-style-type: none"> Draft meeting minutes may be submitted with the application. Once approved, public hearing minutes and an attendance roster must be submitted to MSHDA before grant award.
3	<p><input checked="" type="checkbox"/> CDBG Authorizing Resolution</p> <p>Purpose: To designate the authorized official responsible for the CDBG application, grant administration, and NEPA Environmental Review Certifying Officer.</p> <p>Submission Requirements:</p> <ul style="list-style-type: none"> Authorizing Resolution (Form 2-A from Chapter 2 of the MSHDA CDBG Policy Manual) must be submitted with the application. The highest elected official is responsible for signing grant documents unless delegated through the resolution. <p>Instructions:</p> <p>Grantees are required to submit an Authorizing Resolution (2-A) designating their authorized official. By default, the highest elected official assumes responsibility of the grant application process, in addition to signing the grant agreement, oversight of grant activities, and signing of grant documents, pay requests, etc. However, these responsibilities may be delegated to another official (elected or hired) through the use of the Authorizing Resolution. The Authorizing Resolution should be completed prior to submitting the application or signing grant related documents and is often in tandem with the public hearing for the overview of the proposed project.</p> <p>At time of passing the Authorizing Resolution, the UGLG may also designate the Certifying Officer for the NEPA Environmental Review. Please review instructions in the Environmental Review chapter.</p>

	<p>An adopted CDBG Authorizing Resolution will, at a minimum, contain the following:</p> <ol style="list-style-type: none"> 1. Identification of the proposed project. 2. Identification of the funding request and the commitment of the UGLG's matching funds. 3. Statement that the proposed project is consistent with the UGLG's community development plan as described in the Application. 4. Statement that all activities will be taken for the purpose of providing and/or improving permanent residential structures, which upon completion: <ol style="list-style-type: none"> a. 100% will be occupied by low- or moderate-income households [for projects that include Homeowner Rehabilitation, Reconstruction, and Manufactured Housing activities] AND/OR b. 51% or more will be occupied by low- or moderate- income households [for projects that include Housing Infrastructure and Unoccupied Rental Rehabilitation activities] 5. Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by MSHDA. 6. Local authorization to submit the Michigan CDBG Application. 7. Identification, by title, of the UGLGs authorized person to sign the Application and all attachments. 8. Identification, by title, of the UGLGs authorized person to sign the Grant Agreement and all amendments. 9. Identification, by title, of the UGLGs authorized person to sign Payment Requests. 10. Identification, by title, of the UGLGs authorized person as the National Environmental Policy Act (NEPA) Environmental Review Certifying Officer. <p>An Authorizing Resolution template is available in the CDBG Policy Manual Chapter 2 – Application and Award Process (2-A Authorizing Resolution).</p>
4	<p>Copy of the applicant's current Procurement Policy. The Procurement Policy must meet 2 CFR Part 200 standards (see Procurement Policy section of the CDBG Policy Manual, Chapter 11 – Procurement).</p>

NOTE: THE FOLLOWING ITEMS ARE SUBMITTED AFTER APPLICATION APPROVAL

MUST BE SUBMITTED PRIOR TO GRANT AGREEMENT EXECUTION	
5	<p>Annual Profile Review.</p> <p>IGX Grant Management System instructions will be provided upon award.</p> <p>Complete and return 2-E Authorized Signature Designation</p> <p>Review CDBG Policy Manual Chapter 2 – Application and Award Process</p>
MUST BE SUBMITTED PRIOR TO INCURRING ANY PROJECT COSTS (CDBG or non-CDBG)	
6	<p>NEPA Environmental Review.</p> <p>Review CDBG Policy Manual Chapter 7 – Environmental Review</p>
MUST BE SUBMITTED WITHIN 60 DAYS OF GRANT AGREEMENT EXECUTION	
7	<p>Local Program Guidelines.</p> <p>Complete the Program Guidelines TEMPLATE</p> <p>Review CDBG Policy Manual Chapter 2 – Application and Award Process (2-C Program Guidelines)</p>

H	<p>CERTIFICATION BY THE UGLG <input checked="" type="checkbox"/> I have read and certify Section H below.</p>
	<p>The UGLG states that the person identified in the Authorizing Resolution certifies the following:</p> <ol style="list-style-type: none"> 1. Possesses legal authority to submit a grant application.

	<p>2. Shall comply with 570.486(a) Citizen Participation Requirements of a Unit of General Local Government, including:</p> <ul style="list-style-type: none"> a. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used; b. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds; c. Furnish citizens information, including but not limited to: <ul style="list-style-type: none"> i. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income). ii. The range of activities that may be undertaken with the CDBG funds. iii. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and iv. The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under §570.488. d. Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups. e. Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate. f. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state. g. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. <p>3. Has in a timely manner:</p> <ul style="list-style-type: none"> a. Furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of
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	<p>low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced.</p> <ul style="list-style-type: none"> b. Published public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities. c. Held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and d. Made the proposed application available to the public. <p>4. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284 and will affirmatively further fair housing.</p> <p>5. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs.</p> <p>6. Has developed a community development plan or community development narrative that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;</p> <p>7. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);</p> <p>8. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions.</p> <p>9. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;</p> <p>10. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;</p>
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	<p>11. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.</p> <p>12. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.</p>
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I	<p>STATEMENT OF ASSURANCES <input checked="" type="checkbox"/> I have read Section I and assure the following:</p> <p>The UGLG states that the person identified in the Authorizing Resolution assures the following:</p> <ol style="list-style-type: none"> 1. Compliance with financial management and audit requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. 2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations. 3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations. 4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831). 5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations. 6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8. 7. Compliance with the Citizen Participation Plan (24 CFR Part 570.486 (A)) and implementing regulations. 8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations, excerpts, and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project. <p>The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.</p>
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J	<p>CHOICE LIMITING ACTION ACKNOWLEDGEMENT</p> <p><input checked="" type="checkbox"/> I acknowledge that engaging in choice-limiting activities prior to submitting the Request for Release of Funds (RROF) and Certification and receiving authorization, may jeopardize this project's eligibility for funding. Such actions may result in disqualification from CDBG funding and/or require repayment of CDBG funds already expended.</p>
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	<p>In accordance with 24 CFR Part 58, neither the recipient nor any participant in the project—including public or private nonprofit organizations, for-profit entities, or their contractors—may commit or expend federal or non-federal project funds prior to approval of the Environmental Review Request for Release of Funds (RROF) and Certification, and subsequent authorization from MSHDA, unless explicitly allowed under 24 CFR Part 58.</p> <p>Examples of prohibited choice-limiting actions include, but are not limited to:</p> <ul style="list-style-type: none"> • Acquisition of land or property • Demolition activities • Closing on loans • Signing contracts • Beginning site prep, construction or rehabilitation work
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K	CERTIFICATION BY AUTHORIZED SIGNATORY <p>The individual signing below is either the highest elected official or has been duly authorized through an Authorized Resolution. By signing, they certify that:</p> <ol style="list-style-type: none"> 1. All required fields in this application have been completed and reviewed. 2. The Certifications and Assurances included herein have been reviewed and acknowledged. 3. No project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, and written authorization to incur costs has been provided by MSHDA. 4. To the best of their knowledge, the information provided in this application is accurate and current. 5. The UGLG agrees to comply with all applicable HUD, CDBG, and MSHDA rules, regulations, policies, procedures, and reporting requirements. 6. All entities involved in the implementation of the proposed project will also comply with these rules and regulations throughout the grant administration process. 	
	SIGNATURE	
1	NAME	Tanya S. Bucklew
2	TITLE	Planning & Building Director
3	PHONE	989-725-0540
4	DATE	09/03/2025



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION SUPPLEMENT – HOMEOWNER REHABILITATION

SUBMISSION DEADLINE IS 09/17/2025 at 11:59:59 pm EST

Complete the CDBG Application and applicable Application Supplement(s) in full. Include all required attachments before submitting.

A	APPLICANT INFORMATION	
1	APPLICANT (UGLG) NAME	City of Owosso

B	ACTIVITY SUMMARY	
1	<p>Program Design & Administration Describe the overall structure of the homeowner rehabilitation program, including:</p> <ul style="list-style-type: none"> a) Activity-specific roles and responsibilities of staff, contractors, or partnering agencies. b) Program parameters, including maximum assistance amounts, eligible repairs, and any homeowner contribution requirements. c) Targeting strategies, such as income thresholds, geographic focus areas, or outreach methods to ensure equitable access. <p>a)The Planning & Building Director will administer the grant program, taking on most of the grant activities to include completing applications with homeowners, working with homeowners to obtain quotes, providing signed contracts to both the homeowners and contractors, submitting FSR's, mortgages/notes and grant closeout. Assisting the Director, is the Building Official who will do pre-inspections to determine the scope of the projects and on-site inspections throughout the home improvement process.</p> <p>Contractors will complete the job as quoted in compliance with the building codes of the State of Michigan. The contractors may also act as the general contractor in activities where trades work is part of the activity. Contractors will be required to submit before and after photos of their work, permit applications along with invoices for payment.</p> <p>No agencies involved.</p> <p>b) \$40,000 maximum in assistance per household for eligible repairs that could include roof replacement, siding, painting, windows, front porches/decks, ramps, soffit, fascia, electrical, mechanical, plumbing, insulation and accessibility improvements. Excluded are cosmetic only renovations.</p> <p>Homeowners would be required to pay the difference between the low and high quotes, if the homeowner chooses to go with the higher quote.</p> <p>c) The focus area is the City of Owosso households meeting the CDBG Limits 80% AMI - EFF 06/01/2025.</p>	
2	Participant & Site Selection	

	<p>Explain how program participants and properties will be selected, including:</p> <ol style="list-style-type: none"> Eligibility criteria for homeowners and properties. Application process, including required documentation and evaluation methods. Prioritization strategies, such as targeting the most urgent rehabilitation needs or specific demographic groups (e.g., seniors, people with disabilities). <p>a) Households would have to meet the following:</p> <ul style="list-style-type: none"> -Single family zoned residential -Owner-occupied -Owned the home for at least 12 months -Current on mortgage (if applicable) -Current on taxes -Current on home owners insurance -Not subject to foreclosure -Has utilities turned on -Is affixed to a permanent foundation -Willing to accept the 5 year forgivable lien on the property <p>b) The City had received over 160 applications from interested homeowners for grant programs. The City has been reviewing and utilizing those applicants that at least initially qualify. Staff is reviewing files for past permits, code enforcement, taxes/water/sewer current, date house was purchased and how many names are on the deed. Further application process and eligibility will be determined once a Notice to Proceed has been issued.</p> <p>The application process will begin with a phone interview verifying the above and discussing the home improvements desired. Then an appointment will be scheduled with the Planning & Building Director to complete all documents required by MSHDA. The City will follow the policy manual Chapter 10 for Income and Asset.</p> <p>c) Once the Building Official has performed an on site inspection, the city will be able to determine the most urgent housing improvement needs.</p>
3	<p>Contractor Selection & Construction Oversight</p> <p>Describe the process for managing rehabilitation activities, including:</p> <ol style="list-style-type: none"> Contractor procurement and selection criteria (competitive bidding, qualifications, experience requirements). Construction oversight, including project timelines, progress monitoring, and compliance checks. Inspection procedures, including initial property assessments, progress evaluations, and final project signoffs. <p>a) The City of Owosso has a list of contractors that are:</p> <ul style="list-style-type: none"> -Located within Shiawassee County -Have obtained building/trades permits from the City before and have passed inspections -The Planning & Building Director has contacted each contractor to confirm they are interested in being a part of this grant program. -Currently licensed with the State of Michigan and is up to date on liability insurance and worker's comp. -Homeowners will be provided the list so they can reach out to contractors for quotes <p>b) The contractor will be expected to complete the project within 6 months after start date. This verbage will be included in the contract between the contractor and homeowner. Any extensions</p>

	<p>would have to be approved by all parties including MSHDA. The Building Official will be responsible for progress monitoring and on site inspections.</p> <p>c) The Building Official will perform the initial property assessment to determine the housing needs. He will use his knowledge and experience along with following the checklist in the policy manual. Inspections will be performed at 50% completion and then at 100%. More if requested by the homeowner and/or the contractor.</p> <p>Final project signoffs will include the Building Official and Trades Inspectors performing the final inspections and closing out the permits. Along with the homeowner signing off on the approval for final contractor payment.</p>																																								
4	<p>Leveraged Resources Identify the amount and source of any leveraged resources and explain how they will be used (Note: this information should correlate with the numbers provided in the Budget Section (E) of the Application)</p> <p>N/A</p>																																								
C	<p>TIMELINE</p> <p>Complete a detailed schedule of the time frame for the grant term with date ranges for each activity.</p> <table border="1"> <thead> <tr> <th colspan="4">TIMELINE</th> </tr> <tr> <th>Completed by</th><th>Task</th><th>Start Date</th><th>End Date</th></tr> </thead> <tbody> <tr> <td>UGLG</td><td>Grant Agreement Executed</td><td>10/1/25</td><td></td></tr> <tr> <td>UGLG</td><td>Procure Third-Party Administrator</td><td>N/A</td><td>N/A</td></tr> <tr> <td>UGLG</td><td>Procure Environmental Review consultant</td><td>N/A</td><td>N/A</td></tr> <tr> <td>UGLG</td><td>Complete Tier 1 Environmental Review</td><td>10/01/2025</td><td>12/31/2025</td></tr> <tr> <td>UGLG</td><td>Sites/Participants Selected</td><td>10/01/2025</td><td>12/31/2025</td></tr> <tr> <td>UGLG</td><td>Construction Period</td><td>01/01/2026</td><td>12/31/2026</td></tr> <tr> <td>UGLG</td><td>Final Inspection(s) Completed</td><td>06/01/2026</td><td>12/31/2026</td></tr> <tr> <td>UGLG</td><td>100% Disbursement of Funds/Final Reports</td><td></td><td>9/30/27</td></tr> </tbody> </table> <p>Timeline Description:</p> <p>Once the grant agreement has been executed, previously approved guidelines along with any updates required, will be submitted to the CDBG Specialist for review. An environmental review will be done - categorically excluded subject to 58.5 Tier 1. Tier 2 will be for when the specific sites have been chosen.</p> <p>Potential applicants will be chosen but the application process will not begin until the Notice to Proceed has been issued. Once issued, applications will be completed and the Building Official will do the initial on-site inspection to provide to potential contractors.</p> <p>Once quotes have been obtained and the contractor has been chosen, contractors will submit permit applications and will have 6 months to complete the projects and get all required inspections. It is anticipated to have the ten (10) homes completed by the end of 2026.</p>	TIMELINE				Completed by	Task	Start Date	End Date	UGLG	Grant Agreement Executed	10/1/25		UGLG	Procure Third-Party Administrator	N/A	N/A	UGLG	Procure Environmental Review consultant	N/A	N/A	UGLG	Complete Tier 1 Environmental Review	10/01/2025	12/31/2025	UGLG	Sites/Participants Selected	10/01/2025	12/31/2025	UGLG	Construction Period	01/01/2026	12/31/2026	UGLG	Final Inspection(s) Completed	06/01/2026	12/31/2026	UGLG	100% Disbursement of Funds/Final Reports		9/30/27
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UGLG	100% Disbursement of Funds/Final Reports		9/30/27																																						

AUTHORIZED SIGNATURE DESIGNATION FORM

As the highest elected official of **CITY OF OWOSSO** designate the following individual(s) as Authorized Signer(s) for Grant # _____ to sign the associated Grant Agreement, submit FSR payment requests and Grant Amendments, if applicable, for the aforementioned grant.

AUTHORIZED SIGNER(S)

Date: _____

Tanya S. Buckelew, Planning & Building Director

Date: _____

Nathan R. Henne, City Manager**APPROVED BY HIGHEST ELECTED OFFICIAL**

Date: _____

Robert J. Teich Jr., Mayor

CITY OF OWOSSO
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROCUREMENT POLICY & PROCEDURE

Definition – Procurement is the process by which grantees and sub recipients procure supplies, materials, services, and equipment. Procurement policy ensures that all purchases are handled fairly and encourage full and open competition. As with all CDBG funds, sub recipients and/or beneficiary of funds must also ensure that there is no conflict of interest.

CDBG funds are subject to federal procurement standards 2 CPF Part 200. This policy meets the requirements contained in 2 CFR 200.318-327, as applicable.

1. CODE OF CONDUCT/CONFLICT OF INTEREST

- Prohibits elected officials, staff, or agents from personally benefiting from CDBG.
- No elected officials, staff or agents may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.
- Such a conflict of interest would arise when the elected official, staff or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a business considered for a contract.
- The elected official, staff or agents may neither solicit nor accept gratuities, favors, or anything of monetary values from contractors or parties to sub-contacts.
- Sanctions or penalties for violations of the code of conduct by either the City of Owosso and/or beneficiary of funds, elected officials, staff, or agents, or by contractors or their agents are identified as follows – loss of grant funding to the City of Owosso and/or the beneficiary, disciplinary action against staff (determined by management), Contractor removed from the grant program.

2. PROPOSED PROCUREMENTS

- Will be reviewed by City staff to avoid unnecessary and duplicative purchases and to ensure costs are reasonable
- Consideration will be given to either consolidate or break out procurements to obtain the most economical purchase.

3. EQUAL OPPORTUNITY REQUIREMENTS

- Will take all the necessary affirmative steps to hire small-, minority-, and women-owned businesses
- These qualified businesses will be on the solicitation list.
- Primary contractors will be required to also take affirmative steps.

4. SELECTION PROCEDURES

- A list of prequalified contractors is developed by conducting request for qualifications (RFQ)
- Homeowner is required to solicit bids and choose a contractor from the list (*NOTE – MSHDA strongly encourages the use of a RFQ and the creation of a Pre-Qualified list of contractors for owner-occupied housing rehabilitation programs, where homeowners contract for construction services*).
- Contractors will be made aware of the \$40,000 cap for each project
- Submitted proposals are the responses from the contractors to the homeowners
- City of Owosso Staff and homeowners will review submitted proposals to determine the winning offer
- Contracts will be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.
- Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- A fixed-price contract will be written so the price is not subject to any adjustments
- Costs will be tracked by use of purchase orders
- Contractors, after submission of invoices, will be reimbursed for materials and labor

5. PROCUREMENT TRANSACTIONS

- Conducted to provide maximum open and free competition.

- The following situations are considered to be restrictive of competition and therefore prohibited:
 - Placing unreasonable requirements on firms for them to qualify to do business
 - Requiring unnecessary experience and excessive bonding
 - Noncompetitive pricing practices between firms or between affiliated companies
 - Noncompetitive awards to consultants that are on retainer contracts
 - Organizational conflicts of interests
 - Specifying only a brand-name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement
 - Any arbitrary action in the procurement process

6. VERIFICATION OF CONTRACTOR ELIGIBILITY

- Prior to the award of the construction contract – the following will be completed
- Verification of contractor's license on LARA
- Obtain contractor clearance and determine whether the contractor is debarred at the federal level by searching www.sam.gov and HUD Limited Denial of Participation List

7. CONTRACT ADMINISTRATION AND RECORDS

- Will maintain records sufficient to detail the history of procurement
- Rationale for the method of procurement
- Selection of contract type
- Contractor selection or rejection
- Basis for the contract price.
- Allow Auditor access to all records
- Track the entire process used for home improvements – via purchase orders, spreadsheets, IGX
- Show that the City of Owosso obtained high quality home improvements at the lowest possible price through an open, competitive process

8. The City of Owosso is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of Owosso of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the City of Owosso unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

9. BONDING

Each contract will be entered into with a maximum dollar amount of \$40,000. This does not exceed the simplified acquisition threshold of \$250,000. Therefore, bonding will not be required from the contractor.

10. REPORTING

The City of Owosso is required to submit a Contract and Subcontract Activity Report (Form 11-C) (HUD 2516) to MSHDA within ten days of contract signing.

Adopted by the City of Owosso

September 2, 2025

DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW

CERTIFYING OFFICER, Tanya S. Buckelew, Planning & Building Director, is designated as the environmental certifying officer for the CDBG project described below. I certify that:

PROJECT INFORMATION

Grantee (UGLG)	City of Owosso
Grantee Address	301 W. Main St. Owosso, MI 48867
Grantee Contact	Tanya Buckelew , phone 989-725-0540
Other Project Contact	Nathan Henne, phone 989-725-0599
Grant Number	TBD
Project Title	City of Owosso Housing Improvements Program 2025

The project description is a clear, concise overview of the project that enables the reader to understand the scale, scope, and extent of the project, and supports the reasons for determination of level of environmental review. The description should include information on all the proposed activities (listed by funding source), describe the existing environment at and around the project site(s), and include any relevant maps, photos, or other supporting documentation necessary to describe the project.

Project Description: CDBG funds will be used for interior and exterior improvements to homes with health and safety concerns and maintenance issues to include improvements to meet code requirements such as roof replacement, windows, plumbing, electrical, mechanical and insulation to eligible single-family homes. This project is not to build new homes. The residential homes are located within the city limits of Owosso. The existing environment is residential neighborhoods with an average city lot size (i.e. 60' X 120'). Project sites have not been identified, therefore the City of Owosso is required to do a two-tiered environmental review. Tier I encompasses the entire City of Owosso while Tier II will be site specific in regards to flood insurance, floodplain management, noise abatement, historic preservation and historic preservation, tribal.

PROJECT DETERMINATION (completed by the Environmental Review Officer)

All project activities have been reviewed and the project meets the following environmental determination:

- ☐ Exempt
- ☐ Categorically Excluded Not Subject To §58.5
- ☒ Categorically Excluded Subject To §58.5
- ☐ Environmental Assessment
- ☐ Environmental Impact Statement

Certifying Officer Signature
Tanya S. Buckelew, Planning & Building Director

Date



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

MEMORANDUM

TO: Amy Kirkland, City Clerk

FROM: Scott J. Gould, City Attorney

DATE: August 14, 2025

SUBJECT: Request for Public Hearing Regarding Proposed Municipal Boundary Line Adjustment

This memo serves as a formal request to schedule and hold a public hearing concerning the proposed municipal boundary line adjustment between the City of Owosso and Owosso Charter Township.

The purpose of this boundary adjustment is to resolve issues related to the 1987 Shiawassee County Road Commission resolution, which granted the City of Owosso jurisdiction over Palmer Avenue. The adjustment will allow the City to accurately receive road funding as provided by Michigan Public Act 51 of 1951.

The proposed change involves moving the boundary from its current location at the western shoulder of Palmer Avenue to the centerline of Palmer Avenue. A public notice has been drafted and sent (April 25, 2025) to all affected property owners, detailing the proposed adjustment, its impact, and the date of the public hearing. However, said notice had the public hearing originally set for August 4, 2025. No calls have been made to my office to date regarding this boundary adjustment.

I request that you officially set a notice of public hearing for the City of Owosso on **Tuesday, September 2, 2025, at 6:30 p.m. in the City Council Chambers at Owosso City Hall**, located at 301 W. Main Street. Please advise if you need me to prepare any necessary documentation and public notices required for this hearing.

Please let me know if you require any additional information.

RESOLUTION NO.
OF THE CITY OF OWOSSO TO ADJUST THE BOUNDARY LINE
WITH OWOSSO CHARTER TOWNSHIP

WHEREAS, the City of Owosso is a Home Rule City in Shiawassee County, Michigan; and

WHEREAS, Owosso Charter Township is a charter township in Shiawassee County, Michigan; and

WHEREAS, the Shiawassee County Road Commission, through a resolution in 1987, afforded the City of Owosso jurisdiction over Palmer Avenue, which forms a boundary line between the City of Owosso and Owosso Charter Township; and

WHEREAS, the current legal boundary line between the City of Owosso and Owosso Charter Township is located along the western shoulder of Palmer Avenue, which conflicts with the jurisdiction previously granted to the City of Owosso; and

WHEREAS, this conflict in jurisdiction has resulted in the City of Owosso not receiving accurate road funding under Michigan Public Act 51 of 1951 for the maintenance and repair of Palmer Avenue; and

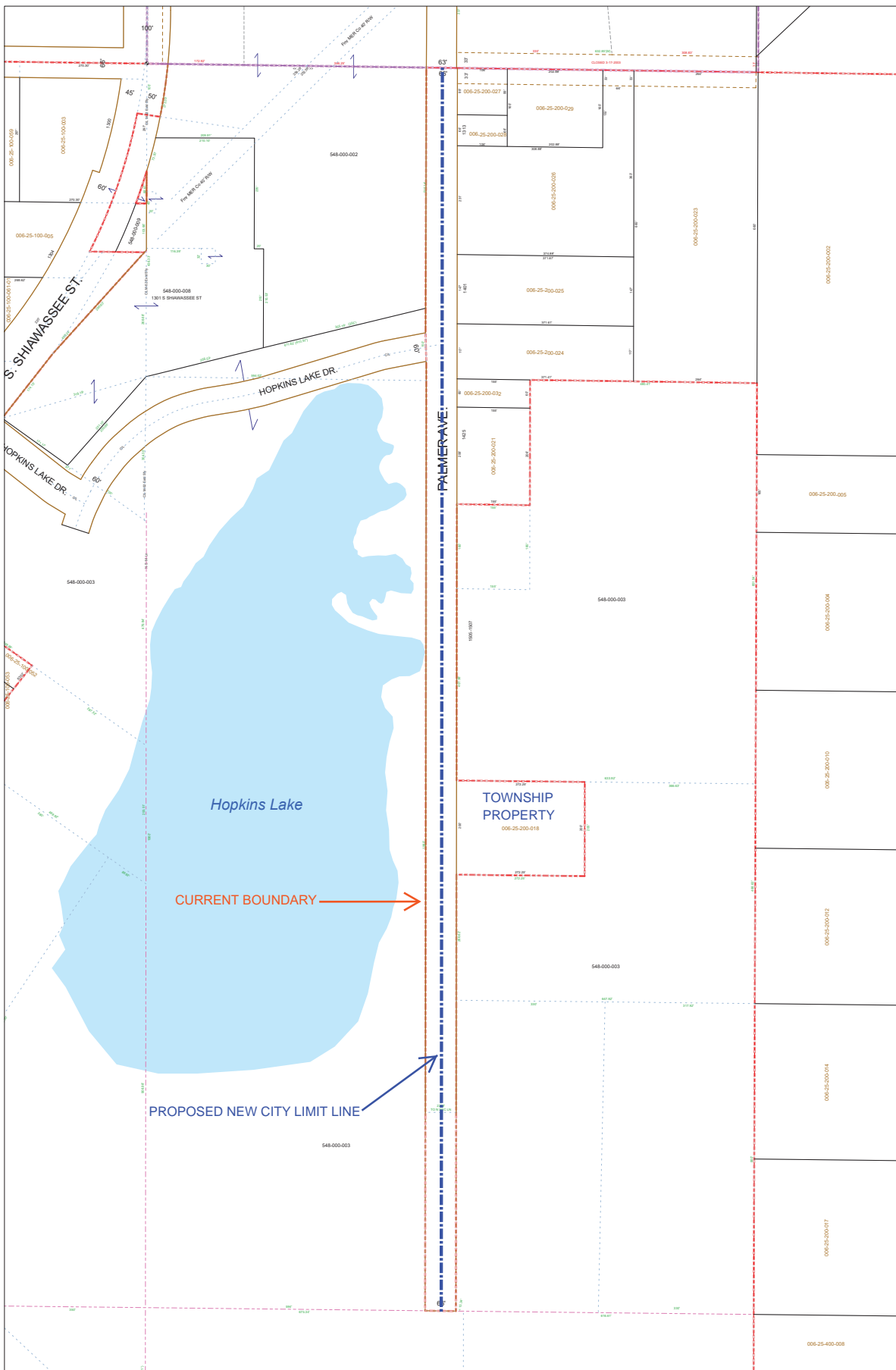
WHEREAS, the City of Owosso and Owosso Charter Township have agreed to adjust the boundary line to resolve this conflict and ensure proper administration and funding for Palmer Avenue; and

WHEREAS, the proposed boundary adjustment moves the boundary line from the western shoulder of Palmer Avenue to the centerline of Palmer Avenue for the section of the street located south of the north section line of Section 25 in Owosso Township (approximately .42 miles).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Owosso, that the boundary line between the City of Owosso and Owosso Charter Township shall be, and hereby is, adjusted to the centerline of Palmer Avenue, as described above.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to take all necessary actions to file this resolution with the State Boundary Commission and other relevant governmental entities as required by law.

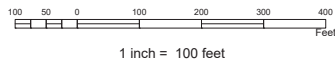
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its passage.



City of Owosso Tax Parcel Maps

These maps are prepared for the inventory of real property found within the jurisdiction and are compiled from recorded deeds, plats, and other public records. While every effort has been made to ensure that these maps are accurate and reliable, they do not represent a legal survey. Users of these maps are hereby notified that they are solely responsible for any inaccuracies made from these maps, and should review or consult the primary data and information sources to verify the information. The City of Owosso makes no warranty, expressed or implied, nor assumes any responsibility for the accuracy of information contained on these maps.

Maps prepared by the City of Owosso Engineering Department
Owosso, MI



215 Black numbers in parcels indicate street address numbers.
132 Red text indicates lot dimensions recorded in plat.
100 Green text indicates parcel measurements from surveys and descriptions.
66 Black text in streets and alleys indicates recorded width of right of way.
2178 Purple numbers in parenthesis indicate plat or section code.



Line Classification

- Parcel Boundary
- - - Plat Boundary
- - - Lot Line
- - - RW Line
- - - RW Former
- - - RW Private
- - - Reference Line
- - - PLSS Line
- - - City Limit

Parcel Number Format: 050-AAA-BBB-PPP-00

050 = City of Owosso prefix
AAA = Plat or Section code
BBB = Block number
PPP = Parcel number
00 = Real parcel number suffix

City prefix and real parcel suffix are not shown on map



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

MEMORANDUM

DATE: July 31, 2025

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1544

Bella Women's Center is having the Pumpkin Patch Festival to include kids games, food trucks and a sitting area.

LOCATION:

Ball Street between Mason Street and Exchange Street.

DATE:

September 27th, 2025

TIME:

9:00 am – 3:00 pm

The Public Safety Department has issued Traffic Control Order# 1544 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommend approval and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1544	07/31/2025	3:25 PM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Full closure of Ball Street between Mason Street and Exchange Street.

LOCATION OF CONTROL

Ball Street between Mason St and Exchange St

EVENT:

Pumpkin Patch Festival
Saturday, September 27, 2025
9:00 am – 3:00 pm

APPROVED BY COUNCIL

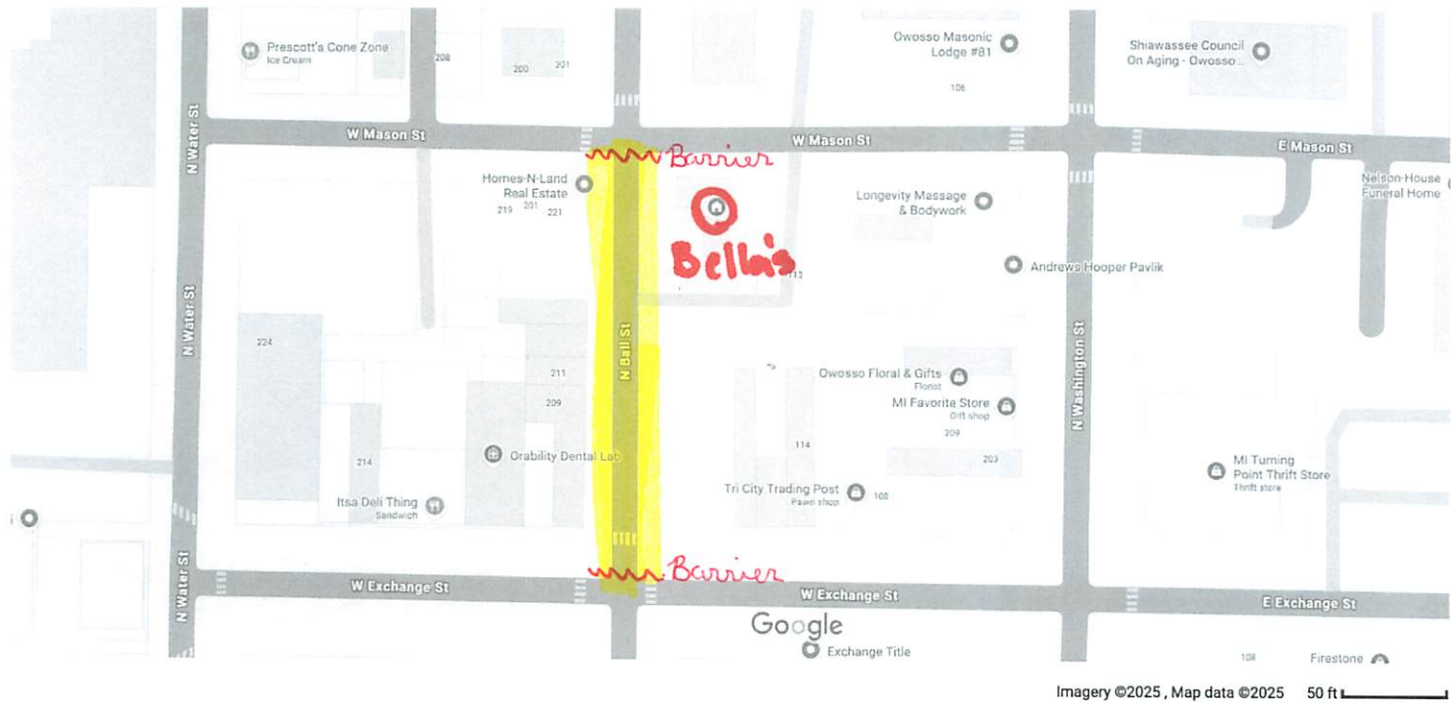
_____, 20____

REMARKS

7/15/25, 6:38 PM

Google Maps

Google Maps





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

1544

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: Pumpkin Patch Festival - Bella Women's Center

Applicant Name: Bella Women's Center Date: 07/30/25
(Individual or Group Name)

Primary Contact: Autumn Spooner Title: Outreach Director

Address: 224 N Ball St Owosso MI 48867

Phone: 989 723 4025 Email: ea.pregnancyshiawasser@gmail.com

Requested Date(s): September 27, 2025 Requested Hours: 9:00 am - 3:00 pm
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Ball Street, between
Mason St. and Exchange St.

Detailed description of the use for which the request is made: Street will be used
for a ~~bounce house~~, kids games, food trucks,
and sitting area

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

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Executed Hold Harmless Agreement |
| <input checked="" type="checkbox"/> | Map of the Event Area with Event location highlighted |
| <input checked="" type="checkbox"/> | Rules or policies applicable to persons participating in proposed event |
| <input checked="" type="checkbox"/> | Proof of Insurance |
| or | |
| <input type="checkbox"/> | Request for Insurance Waiver |
| <input checked="" type="checkbox"/> | 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: 07/30/25

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

From: [Autumn Spooner](#)
To: [Amy K. Kirkland](#)
Subject: Re: Pumpkin Patch Festival insurance
Date: Wednesday, August 27, 2025 1:17:39 PM

Hi Amy!

The event is still on!

We are not having the bouncy-house, and we did reach out to our insurance to get us updated endorsements.

Our director isn't in the office until tomorrow, so I will make sure she reaches out to you!

Thank you for your time!

On Wed, Aug 27, 2025 at 1:03 PM Amy K. Kirkland <amy.kirkland@ci.owosso.mi.us> wrote:

Good afternoon! I spoke over the telephone with someone on August 14th regarding the insurance requirements for the Center's requested closure of Ball Street for the Pumpkin Patch Festival. She assured me that they would report back as to whether they are going to have a bounce house or not and that they would submit the proper insurance endorsements. We haven't had any contact since then, so I'm wondering if the event is still on and if there are still plans in place to get us the proof of insurance that we require?

City Council must approve the closure of any street for an event. Please contact my office asap as time is running out to have your request presented to City Council at their next meeting.

Sincerely,



Amy K. Kirkland, CMC

City Clerk

City of Owosso

Phone: (989)725-0566

Email: amy.kirkland@ci.owosso.mi.us



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/07/2025

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 Patriot Insurance Agency, Inc. PO Box 17026 St. Petersburg FL 33733		CONTACT NAME: Erika Hill PHONE (A/C, No, Ext): (520) 455-9252 E-MAIL ADDRESS: ehill@patriot-insurance.com FAX (A/C, No): (520) 842-2978	
INSURED Family Life Services, Inc., DBA: Bella Women's Center 224 N Ball St. Owosso MI 48867		INSURER(S) AFFORDING COVERAGE INSURER A: Spirit Mountain Ins Co RRG Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10754	

COVERAGES**CERTIFICATE NUMBER:** PKG 25/26**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 checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR RETRODATE: 5/1/2023 DEDUCTIBLE: \$2500 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		SMIC-LPP2025-NOF005	07/01/2025	07/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Professional Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			SMIC-LPP2025-NOF005	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PHYSICAL AND SEXUAL ABUSE			SMIC-LPP2025-NOF005	07/01/2025	07/01/2026	PER OCCUR: \$100,000 GEN AGGR: \$300,000 DEDUCTIBLE: \$2500

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

Event: Pumpkin Patch Festival held on 9/27/2025
Bouncehouse is excluded.

CERTIFICATE HOLDER**CANCELLATION**

City of Owosso 301 West Main Owosso MI 48867	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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AGENCY CUSTOMER ID: 00000670

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Patriot Insurance Agency, Inc.		NAMED INSURED Family Life Services, Inc., DBA: Bella Women's Center
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

CERTIFICATE HOLDER TO BE NAMED AS ADDITIONAL INSURED UNDER THE ABOVE POLICY BUT ONLY AS THEIR INTERESTS MAY APPEAR AND ONLY WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED.

NOTICE: THIS CERTIFICATE OF INSURANCE IS BASED ON POLICY COVERAGE ISSUED BY SPIRIT MOUNTAIN INSURANCE COMPANY RISK RETENTION GROUP, INC., TO ALL MEMBERS OF THE INTERNATIONAL ASSOCIATION OF THE COMMUNITY SERVICES ORGANIZATIONS. SPIRIT MOUNTAIN INSURANCE COMPANY RISK RETENTION GROUP MAY NOT BE SUBJECT TO ALL OF THE INSURANCE LAWS AND REGULATIONS OF YOUR STATE. STATE INSURANCE INSOLVENCY GUARANTY FUNDS ARE NOT AVAILABLE FOR SPIRIT MOUNTAIN INSURANCE COMPANY RISK RETENTION.

Additional Named Insureds

Other Named Insureds

Bella Women's Center	Doing Business As
Elizabeth's: A Baby Boutique	Doing Business As

**Bella Women's Center
224 N Ball St.,
Owosso, MI 48867**

POLICY NUMBER: SMIC-LPP2025-NOF005 COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT
CAREFULLY.**

ADDITIONAL INSURED – MANAGERS OR LESSORS PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Event: Pumpkin Patch Festival held on 9/27/2025

Name of Person or Organization (Additional Insured):

**City of Owosso
301 West Main
Owosso, MI 48867**

WHO IS AN INSURED (Section II) is amended to include an insured the person or organization shown in the Schedule, but only with respect to liability arising out of ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

Modifications

This insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled, underlying primary coverage. In either event, any other insurance maintained by the insured scheduled above shall be in excess of this insurance shall not be called upon to contribute with it.

Policies and Procedures for the Bella Women's Center Open House 2025

Alcohol

No alcohol is prohibited at the event or in the event area. This is a family environment.

Criminal Activity

Report certain types of criminal activity to the Owosso Police Department and the Bella Women's Center staff.

Discrimination

No persons will be denied service based on gender, race, religion, color, or origin.

Emergency Help

Please call Emergency Services 911 when there is a threat to life, safety, health, or property.

Food safety

Ask the food vendors for their list their ingredients if food allergens are a concern.

Lost and Found

Please call the Bella Women's Center office or see a staff member.

Parking

Follow all City of Owosso laws when parking on the street or in the lots in the area.

Persona Non Grata

Bella Women's Center reserves the right to bar an individual from the area if the individual displays actions that oppose the family environment that Bella Women's Center is looking to uphold.

Smoking

Smoking, including e-cigarettes, are not prohibited at the event to maintain a family-friendly environment.

Staff/Volunteers

All staff and volunteers will be wearing an identifier and will be available for any assistance.



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

MEMORANDUM

DATE: August 18, 2025

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1545

Owosso Farmer's Market is requesting a closure of Ball Street to accompany the Art Walk as the Art Walk Market. They will have vendors, as well as movie projection equipment in Fountain Park.

LOCATION:

Ball Street from the alley south of Fountain Park to Mason Street. Access to outlets in Fountain Park.

DATE:

September 19th, 2025

TIME:

2:00 pm – 11:00 pm

The Public Safety Department has issued Traffic Control Order# 1545 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1545

08/18/2025

3:25 PM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street closure

LOCATION OF CONTROL

Ball Street, from the alley south of Fountain Park and Mason St

EVENT:

ArtWalk Market & Movie
Friday, September 19, 2025
2:00 pm – 11:00 pm

APPROVED BY COUNCIL

_____, 20____

REMARKS



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: ArtWalk Market & Movie

Applicant Name: Owosso Farmers Market LLC Date: 08/15/2025
(Individual or Group Name)

Primary Contact: Stephen Schlaack Title: Manager/Owner

Address: 926 N Washington Street, Owosso, MI 48867

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

Requested Date(s): 09/19/2025 Requested Hours: 2pm to 11pm
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Ball Street from the alley South of Fountain Park to Mason Street.

Access to power outlets in Fountain Park requested as well for vendors and movie projection equipment, if possible.

Detailed description of the use for which the request is made: Special ArtWalk Market & Movie with artisan/food vendors and an outdoor movie on or near the Twisted Scissors building. Closure of Ball St. (alley to Mason) for safe pedestrian access, vendor booths, and food trucks.

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

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Executed Hold Harmless Agreement |
| <input checked="" type="checkbox"/> | Map of the Event Area with Event location highlighted |
| <input checked="" type="checkbox"/> | Rules or policies applicable to persons participating in proposed event |
| <input checked="" type="checkbox"/> | Proof of Insurance |
| or | |
| <input type="checkbox"/> | Request for Insurance Waiver |
| <input checked="" type="checkbox"/> | 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: August 15th, 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.

☒ \$30 Application (30-120 days prior to 1st day of event)

☐ Additional: _____

☐ \$50 Additional MDOT Closure (M-21, M-71, M-52)

☐ Additional: _____

☐ \$15 Additional-Expedited Fee (14-29 days prior to 1st day of event)

☐ 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 ☐

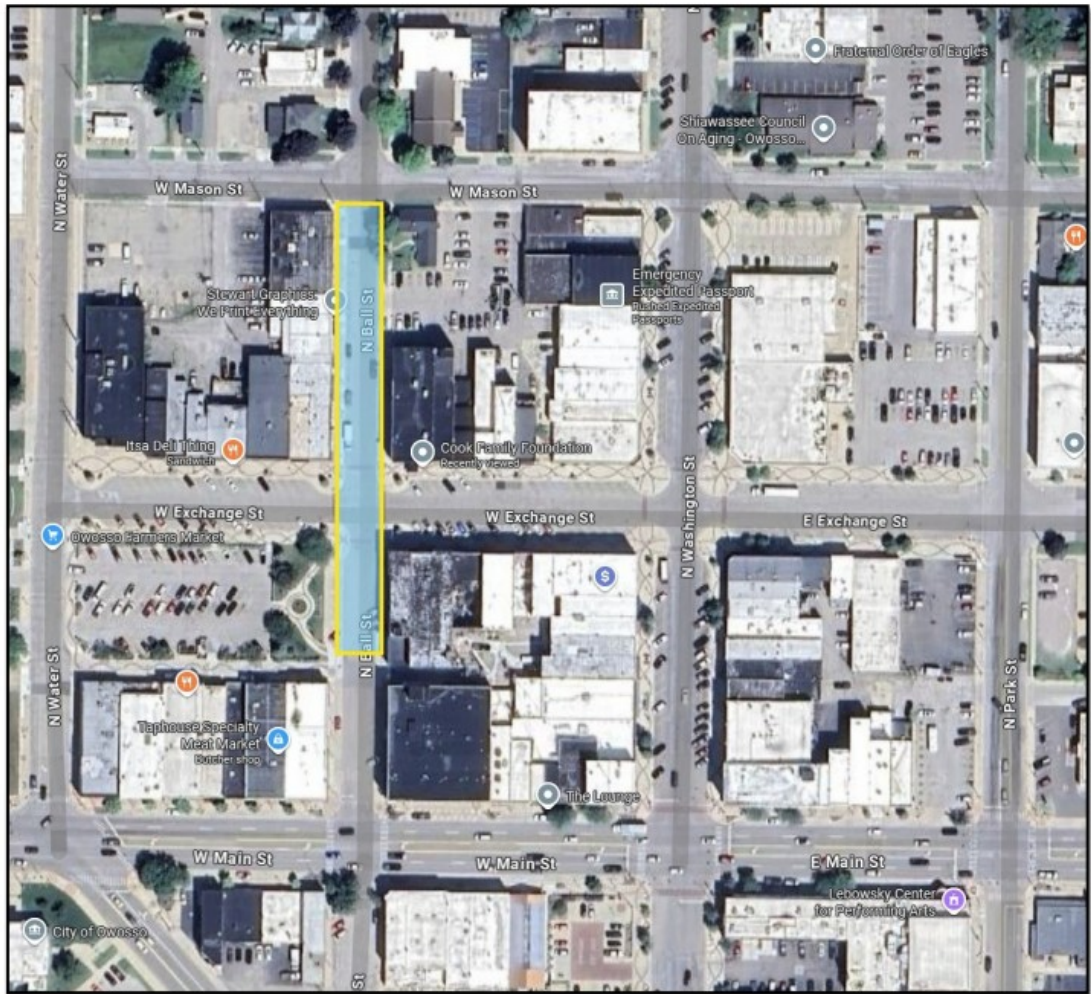
Date: _____

Traffic Control Order Number _____

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson

03-06-2023





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):
INSURED Downtown Owosso Farmers Market 215 N Water St Owosso, MI 48867	E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: State National Insurance Company, Inc.	
	NAIC # 12831	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

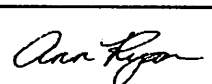
COVERAGES **CERTIFICATE NUMBER:** 283278034 **REVISION NUMBER:**

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

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):
INSURED Downtown Owosso Farmers Market 215 N Water St Owosso, MI 48867	E-MAIL ADDRESS: support@nextinsurance.com	
	PRODUCER CUSTOMER ID:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Next Insurance US Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC # 16285		

COVERAGES

CERTIFICATE NUMBER: 283278034

REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	<input checked="" type="checkbox"/> PROPERTY		NXT9FDCX73-02-CP	05/01/2024	05/01/2025	<input type="checkbox"/> BUILDING	\$
	CAUSES OF LOSS	DEDUCTIBLES				<input checked="" type="checkbox"/> PERSONAL PROPERTY	\$20,000.00
	<input type="checkbox"/> BASIC	BUILDING				<input checked="" type="checkbox"/> BUSINESS INCOME	\$Included
	<input type="checkbox"/> BROAD	CONTENTS				<input checked="" type="checkbox"/> EXTRA EXPENSE	\$Included
	<input checked="" type="checkbox"/> SPECIAL	\$500.00				<input type="checkbox"/> RENTAL VALUE	\$
	<input type="checkbox"/> EARTHQUAKE					<input type="checkbox"/> BLANKET BUILDING	\$
	<input type="checkbox"/> WIND					<input type="checkbox"/> BLANKET PERS PROP	\$
	<input type="checkbox"/> FLOOD					<input type="checkbox"/> BLANKET BLDG & PP	\$
							\$
							\$
	<input type="checkbox"/> INLAND MARINE		TYPE OF POLICY			<input type="checkbox"/> EQUIPMENT	\$
	CAUSES OF LOSS		POLICY NUMBER			<input type="checkbox"/> MISC TOOLS	\$
	<input type="checkbox"/> NAMED PERILS					<input type="checkbox"/> BORROWED TOOLS	\$
	<input type="checkbox"/> OPEN PERILS						\$
	<input type="checkbox"/> CRIME						\$
	TYPE OF POLICY						\$
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN						\$
							\$
							\$
							\$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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.

ArtWalk Market & Movie – Vendor Rules & Guidelines

Friday, September 19, 2025 | 5:00 – 9:30 PM
Hosted by the Owosso Farmers Market
in collaboration with the Owosso ArtWalk



About the Event

The ArtWalk Market & Movie is a special one-night event celebrating local creativity, community, and culture. Organized by the Owosso Farmers Market team in partnership with the Owosso ArtWalk, this festive market will feature artisan vendors, food trucks, live performances, and an outdoor movie projected onto the Twisted Scissors building.

This event is designed to complement downtown's ArtWalk programming and activate Ball Street with a vibrant, pedestrian-friendly gathering space.

Event Timeline

Vendor Setup: 2:30 – 5:00 PM
Market Hours: 5:00 – 9:30 PM
Movie Time: 7:30 – 9:30 PM
Street Reopens: By 10:30 PM

Check-In Process

Vendors must check in with market staff upon arrival for space assignment. Look for the Market Manager's table near Exchange Street. Setup begins at 2:30 PM. Booths not claimed by 5:00 PM may be reassigned without refund.

Location & Booth Info

Event will be held on N. Ball Street between Exchange and Main (full street closure).
Standard vendor booth size is 10'x10'. Standard food truck spot size is 20'x10'.

Vendors must provide:

- Tent or canopy (with a minimum of 25-lb weights per leg)
- Display tables, signage, lighting (if desired), and all needed materials
- A small waste bin (you must take all trash with you at the end of the night)
- No early breakdowns, vendors must remain open until 9:30 PM.

Food vendors must also:

- Hold valid Shiawassee County Health Department permits
- Supply a clearly visible trash receptacle for customers
- No dumping of grease, greywater, or cooking waste allowed on-site
- No early breakdowns, vendors must remain open until 9:30 PM.

Electricity

Limited power access may be available near Fountain Park. Vendors must request power in advance. All extension cords must be outdoor-rated and safely secured. Only market staff may connect vendors to power. Please do not plug in independently.

Prohibited Activities

To maintain a welcoming and inclusive event atmosphere:

- No political or religious displays, solicitations, or handouts
- No raffles, games of chance, or prize drawings
- No amplified music or sound from individual booths
- No smoking or vaping within the market footprint

Sales Guidelines

Vendors may only sell items approved in their application. No unapproved resale goods, mass-produced merchandise, or unlicensed products permitted.

Conduct & Expectations

All vendors are expected to:

- Be courteous and professional to guests, fellow vendors, and staff
- Keep booth areas clean, contained, and safe
- Follow all event instructions and public safety directives
- Vendors may be removed or excluded from future events for unprofessional conduct, policy violations, or safety issues.

Photography & Media

By participating in the event, vendors consent to being photographed or recorded for promotional use by the Owosso Farmers Market, Owosso ArtWalk, or affiliated partners.

Weather & Cancellation

This is a rain-or-shine event. In the event of severe or unsafe weather, market organizers will notify vendors of delays or cancellation via email and text by 1:00 PM on the event day. No refunds will be issued in the event of cancellation.

Liability Waiver

By participating, vendors agree to indemnify and hold harmless the Owosso Farmers Market, the City of Owosso, Owosso ArtWalk, and all affiliated partners from any claims, loss, or damages arising from their participation.

Vendor Fees

Artisan / Maker Booth: \$40

Food Truck / Concession Vendor: \$50

Nonprofit / Community Booth: Free (no product sales)

Fees will be invoiced via email and are due upon acceptance. No refunds will be issued once confirmed.

Questions?

Contact Market Manager, Stephen Schlaack, at:
(989) 413-3728 | dofarmersmarket@gmail.com

We look forward to celebrating a creative and community-centered evening with you!

Vendor Acknowledgment Form

ArtWalk Market & Movie

Friday, September 19, 2025

Hosted by the Owosso Farmers Market in partnership with the Owosso ArtWalk

Vendor Agreement

By signing below, I confirm that I have received, read, and agree to comply with all rules, expectations, and event procedures outlined in the *ArtWalk Market & Movie – Vendor Rules & Guidelines* document.

I understand and agree that:

- I am responsible for providing all required booth materials, including a weighted tent/canopy.
- I may be removed from the event or excluded from future markets for violating market rules or exhibiting unprofessional conduct.
- I must arrive and be fully set up by 5:00 PM and will not tear down before 9:30 PM.
- This is a rain-or-shine event, and no refunds will be issued after my participation is confirmed.
- The Owosso Farmers Market and its partners are not responsible for loss, damage, or liability arising from my participation.

Vendor Information

Business Name: _____

Primary Contact Name: _____

Phone Number: _____

Email Address: _____

Type of Vendor:

- ☐ Artisan / Maker Booth (\$40)
- ☐ Food Truck / Concession Vendor (\$50)
- ☐ Nonprofit / Community Booth (Free, no sales)

Signature & Date

Vendor Signature: _____

Date: _____

For Market Use Only

Approved By (Market Staff): _____

Date Received: _____

Payment Received: ☐ Yes ☐ No ☐ N/A



MEMORANDUM

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

DATE: August 27, 2025

TO: Mayor Teich and the Owosso City Council

FROM: Amy K. Kirkland, City Clerk

SUBJECT: MAMC ADA Infrastructure Grant Acceptance

RECOMMENDATION:

Staff recommends acceptance of the ADA infrastructure grant from the Michigan Association of Municipal Clerks in the amount of \$10,000.00 for replacement of the exterior doors to the basement of City Hall, approve the associated grant agreement, and further approve payment of any excess costs necessary to finish the project.

BACKGROUND:

The Michigan Association of Municipal Clerks has established a grant program to assist local jurisdictions to improve the ADA accessibility of the facilities at any polling location. The City applied for, and received, a \$10,000.00 grant from the MAMC for replacement of the exterior doors to the basement of City Hall with ADA compliant push-button operated doors. The basement of City Hall is used as an early voting site for State and Federal elections, thus making it eligible for said grant funding. As a provision to receive the funding the City must agree to utilize City Hall as a polling location for the next two election cycles. There are no plans to move the early voting site from Owosso City Hall at this time.

FISCAL IMPACTS:

The total project is estimated to cost \$20,000.00. The City will be responsible for any costs over \$10,000.00.

RESOLUTION NO.

**ACCEPTING AN ADA INFRASTRUCTURE GRANT
FROM THE MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS FOR
REPLACEMENT OF THE EXTERIOR DOORS TO THE BASEMENT OF CITY HALL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan currently uses its City Hall as an early voting site for State and Federal elections; and

WHEREAS, the City has a responsibility to provide ADA accessible access to polling locations whenever possible; and

WHEREAS, the City has applied and been selected for the funding of a \$10,000 grant from the Michigan Association of Municipal Clerks (MAMC) to assist the City in ensuring the accessibility of its City Hall polling location through the replacement of the exterior basement doors with new push-button operated doors.

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

- FIRST: it hereby accepts the terms of the grant agreement as received from the Michigan Association of Municipal Clerks.
- SECOND: it hereby agrees to appropriate all funds necessary to complete the project to replace the exterior basement doors to City Hall with ADA accessible doors.
- THIRD: it hereby commits to regulate the use of the facility according to the terms of said Agreement.
- FOURTH: the Mayor and City Clerk are hereby authorized and instructed to sign the agreement substantially in the form attached.
- FIFTH: the above expenses shall be paid from account no. 101-265-975.000

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS
GRANT WITH _____

THIS GRANT AGREEMENT (“Agreement”) is between the Michigan Association of Municipal Clerks, a Michigan nonprofit corporation (“MAMC”), whose address and principal office is 120 N. Washington Square, Suite 110A, Lansing, Michigan 48933, and _____ (“Grantee”), whose address is _____. As used in this Agreement, the MAMC and Grantee are, individually, a “Party” and, collectively, the “Parties”.

ARTICLE I

GRANT

Section 1.1 Grant Amount and Term.

- (a) Grant Amount. The MAMC agrees to disburse to Grantee the “Grant Amount Requested” in the “Grantee’s Application” and not to exceed Ten Thousand Dollars (\$10,000.00) (the “Grant” or “Grant Funds”). This Agreement does not commit the MAMC to approve requests for additional funds during or beyond the Term.
- (b) Grant Term.

Starting Date: July 24, 2024

Ending Date: December 31, 2027 or until the funds allocated for the Grant are exhausted.

Section 1.2 Grant Commitment. Subject to the terms and conditions of this Agreement, and in reliance upon the representations and warranties of Grantee set forth in this Agreement, the MAMC agrees to make, and Grantee agrees to accept, the Grant.

Section 1.3 Grant Administrator. The MAMC shall administer this Agreement and monitor the performance of Grantee and Grant Disbursements under this Agreement. The Grant Administrator may be changed at the discretion of the MAMC. The initial Grant Administrator is Daniel Leaman, whose email address is leaman.d@gcsionline.com.

Section 1.4 Grantee Duties. In addition to all other obligations under this Agreement, Grantee agrees to adhere to all of the following through the Term:

- (a) Nature of Grant. Grantee shall use Grant Funds for Eligible Costs to for infrastructure projects to ensure that voting precincts are accessible and meet the requirements of the Americans with Disabilities Act (ADA) (the “Grant Activities”).
- (b) Supporting Documentation. Grantee shall provide relevant supporting documentation related to the expenditure of Grant Funds at Grant Administrator’s request.

- (c) Reporting Requirements. Grantee shall provide all requested reporting documentation, in form and substance as required by the Grant Administrator, all to the satisfaction of the Grant Administrator, within 30 days of such request.
- (d) Reasonable and Necessary. Grantee shall ensure the services, supplies, and/or materials identified in Grantee's Budget are necessary to accomplishing the Grant Activities and the amount paid for such services, supplies, and/or materials will not exceed the amount ordinarily paid for such services, supplies, or materials in the area where the services are rendered, or the supplies or materials are furnished.
- (e) Interest Bearing Accounts. Although prohibited by this Agreement pursuant to Section 1.5(a), in the event Grant Funds are deposited into an interest-bearing account, Grantee shall repay to the MAMC or the Michigan Department of Treasury, as determined by the MAMC, any interest in excess of \$1,000.00 earned on Grant Funds. Grantee shall notify Grant Administrator of its total excess interest. The Grant Administrator shall provide instructions for repayment.
- (f) Exhibits. The following documents are incorporated by reference as binding obligations, terms, and conditions of this Agreement.

- (i) Exhibit A: Grantee's Application

In the event of any inconsistency between the body of this Agreement and any Exhibit, the body of this Agreement shall control.

- (g) Project Budget. All Grant Funds must be spent on (or reimbursed for) costs that meet all of the following requirements: (i) incurred on or after July 24, 2024, directly related to the Grant Activities; (ii) related to a public purpose that serves the economic prosperity, health, safety, or general welfare of the residents of the State of Michigan; and (iii) spent in accordance with Grantee's Application, attached as Exhibit A to this Agreement ("Eligible Costs").

Section 1.5 Grant Disbursement. Subject to the terms and conditions of this Agreement, including the absence of a Default (meaning an event which, with the giving of notice or passage of time or both, would constitute an Event of Default), or Event of Default, payment of the Grant by the MAMC shall be made to Grantee via check payable to Grantee at the address listed herein.

- (a) Disbursement Schedule. The Grant shall consist of one (1) payment. The MAMC's obligation to fund any portion of the Grant during the Term is subject to Grantee's satisfaction of the requirements of this Agreement, including, without limitation, satisfaction of all Reimbursement Request requirements and full execution of this Agreement. The Grant Administrator shall provide submission instructions for Reimbursement Requests if necessary.
 - (b) Payment. Disbursement to Grantee shall be made after the full execution of this Agreement and within twenty-one (21) days of MAMC receiving the funds from Michigan Economic Development Corporation. The Payment must be expended on Eligible Costs directly related to the Grant Activities.

ARTICLE II

REPRESENTATIONS AND COVENANTS OF GRANTEE

Section 2.1 Relationship of Parties.

- (a) An employment relationship is not established between the MAMC and Grantee or any of its employees or agents as a result of this Agreement.
- (b) Grantee will achieve the results specified in this Agreement free from the direction and/or control of the MAMC as to means and methods of performance.
- (c) The MAMC is not responsible for any insurance or other fringe benefits, including, but not limited to, Social Security, Worker's Compensation, income tax withholdings, retirement or leave benefits, for Grantee or its employees. Grantee assumes full responsibility for the provision of all such insurance coverage and fringe benefits for itself and its employees.

Section 2.2 Access to Records. During the Term, and for seven (7) years after the termination of this Agreement, Grantee shall maintain reasonable records related to this Agreement. Additionally, Grantee shall permit the MAMC to visit Grantee, and any other location where books and records of Grantee are normally kept, to inspect the books and records, including financial records and all other information and data relevant to the terms of this Agreement, including the expenditure of the Grant Funds. At such visits, Grantee shall permit any employee or agent of the MAMC to make copies or extracts from information and to discuss the affairs, finances, and accounts of Grantee related to this Agreement with its officers, employees, or agents. The MAMC shall have the right to remove, photocopy, photograph, or otherwise record in any way any part of such books and records with the prior written consent of Grantee, which consent shall not be unreasonably withheld.

Section 2.3 MAMC Employees. Grantee will not hire any employee of the MAMC to perform any services covered by this Agreement without prior written approval from the Chief Executive Officer of the MAMC.

Section 2.4 Conflict of Interest. Grantee affirms that neither Grantee nor its affiliates or their employees has, shall have, or shall acquire any contractual, financial business, or other interest, direct or indirect, that would conflict in any manner with Grantee's performance of its obligations under this Agreement or otherwise create the appearance of impropriety with respect to this Agreement.

Grantee shall not attempt to influence any MAMC employee by the direct or indirect offer of anything of value. Grantee also affirms that neither Grantee, nor its affiliates or their employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for Grantee or its affiliate, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the execution of this Agreement.

In the event of change in either the interests or services under this Agreement, Grantee will inform the MAMC regarding possible conflicts of interest which may arise as a result of such change.

Grantee agrees that conflicts of interest shall be resolved to the MAMC's satisfaction, or the MAMC may terminate this Agreement. As used in this Paragraph, "conflict of interest" shall include, but not be limited to, conflicts of interest that are defined under the laws of the State of Michigan.

Section 2.5 Indemnification and Grantee Liability Insurance. Grantee shall indemnify, defend, and hold harmless the MAMC, its Executive Committee, its Board of Directors, Grant Administrator and its employees (the "Indemnified Parties") from any and all liability arising out of or in any way related to Grantee's performance under this Agreement, including any liability resulting from any acts or omissions of Grantee, Grantee's employees, vendors, contractors, suppliers or agents, and any other third parties providing services or products to or for the benefit of and/or in furtherance of Grantee's duties in this Agreement.

Grantee shall purchase and maintain such insurance to protect the Indemnified Persons from claims that might arise out of or as a result of Grantee's operations. Grantee's indemnification obligations shall not be limited to the limits of liability imposed under Grantee's insurance policies. Grantee will provide and maintain its own general liability, property damage, and Worker's Compensation insurance. The insurance shall be written for not less than any limits of liability required by law for Grantee's obligation for indemnification under this Agreement.

Section 2.6 Assignment, Transfer, and Subcontracting.

- (a) Assignment and Transfer. Grantee shall not assign, transfer, convey or otherwise dispose of any duties or rights under this Agreement without the prior signed written consent of the MAMC. If approved, such assignment or transfer shall be memorialized in a signed written instrument between the Parties and the assignee. Further, any future successors of Grantee shall be bound by the provisions of this Agreement unless the MAMC otherwise agrees in a signed written consent.
- (b) Subcontracting. The MAMC reserves the right to require Grantee to replace subcontractors who perform any work in furtherance of the Grant Activities that are found to be unacceptable. Grantee shall endeavor to ensure all subcontractors related to the Grant Activities are in good standing with the State prior to hiring such entity or individual.

Section 2.7 Compliance with Laws. Grantee is not and will not during the Term be in violation of any laws, ordinances, regulations, rules, orders, judgments, decrees, or other requirements imposed by any governmental authority to which it is subject, and will not fail to obtain any licenses, permits, or other governmental authorizations necessary to carry out its duties under this Agreement.

Section 2.8 Organization. Grantee affirms it is a local unit of government, public authority or other political instrumentality as authority by law that has been in existence for at least twelve months preceding July 24, 2024, or can demonstrate, through state or federal tax filings or other state or federal government records that it has been in existence for at least twelve months preceding July 24, 2024.

Section 2.9 Termination. This Agreement shall terminate upon the earliest of the following:

- (a) The Ending Date.

(b) Thirty (30) calendar days after the disbursement of the Grant Funds to Grantee by the MAMC.

(c) Termination by the MAMC:

- i. By giving thirty (30) calendar days prior written notice to Grantee in the event of fraudulent or other egregious behavior, or any other circumstances directly relating to Grantee or the Grant Activities not otherwise covered by Section 3.1 of this Agreement, which would in the judgment of the MAMC Chief Executive Officer, reflect unfavorably on the State of Michigan if the Agreement were not terminated; or
- ii. In the event that the Legislature of the State of Michigan the State Government, or any State official, commission, authority, body, or employee or the federal government (A) takes any legislative or administrative action which fails to provide, terminates, or reduces the funding necessary for this Agreement; or (B) takes any legislative or administrative action, which is unrelated to the source of funding for the Agreement, but affects the MAMC's ability to fund and administer this Agreement and other MAMC programs. Provided, however, that in the event such action results in an immediate absence or termination of funding, termination may be made effective immediately upon delivery of notice to Grantee; or
- iii. Pursuant to Article III of this Agreement.

(d) Mutual agreement reduced to writing and signed by both Parties' authorized signers.

Upon termination pursuant to Section 2.9(c) no additional Grant funds shall be paid by MAMC to Grantee regardless of Grantee's previous compliance with this Agreement.

ARTICLE III

DEFAULTS AND REMEDIES

Section 3.1 Events of Default. The occurrence of any one or more of the following events or conditions shall constitute an "Event of Default" under this Agreement, unless a written waiver of the Event of Default is signed by the MAMC:

- (a) any representation, covenant, certification, or warranty made by Grantee shall prove incorrect at the time that such representation, covenant, certification, or warranty was made in any material respect;
- (b) Grantee's failure generally to pay debts as they mature, or the appointment of a receiver or custodian over a material portion of Grantee's assets, which receiver or custodian is not discharged within sixty (60) calendar days of such appointment;
- (c) any voluntary bankruptcy or insolvency proceedings are commenced by Grantee;
- (d) any involuntary bankruptcy or insolvency proceedings are commenced against Grantee, which proceedings are not set aside within sixty (60) calendar days from the date of institution thereof;

- (e) any writ of attachment, garnishment, execution, tax lien, or similar writ is issued against any property of Grantee, which is not removed within sixty (60) calendar days;
- (f) Grantee's failure to comply with any obligations or duties contained herein, including complying with all reporting requirements; and/or
- (g) Grantee's misuse of Grant funds under this Agreement.

Section 3.2 Available Remedies. Upon the occurrence, and during the continuance of, an Event of Default:

- (a) The MAMC may immediately, and without prior notice, discontinue making any Grant Disbursement to Grantee until such time the MAMC is satisfied that the Event of Default no longer exists.
- (b) The MAMC may terminate this Agreement immediately upon notice to Grantee.
- (c) Grantee shall repay the MAMC all Grant Disbursements previously disbursed under this Agreement which have not yet been expended on Grant Activities. Notwithstanding, the MAMC reserves the right to require full repayment in the event of Grantee's material breach of this Agreement, including without limitation, failure to comply with reporting requirements and/or misuse of funds.

Section 3.3 Other Suspension. In the event the MAMC becomes aware of an occurrence which, with the giving of notice of passage or time, or both, would constitute an Event of Default (a "Default"), the MAMC may immediately and without prior notice suspend making any Grant Disbursements, until such time the MAMC is satisfied otherwise. Grantee shall cooperate upon the request of the Grant Administrator to provide additional information regarding the aforementioned event or circumstance.

Section 3.4 Treasury Claw-Back. Notwithstanding anything to the contrary, pursuant Section 222(4)(e) of Public Act 121 of 2024, the Michigan Department of Treasury, through the MAMC or any other designee, shall have the right to recoup or otherwise collect any funds it determines are declined, unspent, or otherwise misused.

Section 3.5 Unspent Funds. Grantee shall repay MAMC all Grant Disbursements previously disbursed under this Agreement which have not yet been expended on Grant Activities.

No remedy is intended to be the sole and exclusive remedy in case any Event of Default shall occur. Each remedy shall be cumulative and in addition to every other provision or remedy given herein or now or hereafter existing at law or equity.

ARTICLE IV

MISCELLANEOUS

Section 4.1 Notices. Any notice or other communication under this Agreement shall be in writing and sent by e-mail, or fax, or first-class mail, postage prepaid, or by courier to the respective Party at the address listed at the beginning of this Agreement or such other last known addresses, fax numbers or e-mail accounts, and shall be deemed delivered: (a) one business day after an e-mail, fax, or courier delivery or (b) two business days after a mailing date.

Section 4.2 Entire Agreement. This Agreement, together with the Exhibit(s), sets forth the entire agreement of the Parties, with respect to the subject matter of this Agreement, and supersedes all prior agreements, understandings, and communications, whether written or oral, with respect to the subject matter of this Agreement. This Agreement may not be changed except by mutual agreement of the Parties reduced to writing and signed.

Section 4.3 Counterparts; Facsimile/Pdf Signatures. This Agreement may be signed in counterparts and delivered by fax or in .pdf form or other electronic format, and in any such circumstances, shall be considered one document and an original for all purposes.

Section 4.4 Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions or sections of this Agreement.

Section 4.5 Governing Law. This Agreement is a contract made under the laws of the State, and for all purposes shall be governed by, and construed in accordance with, the laws of the State of Michigan.

Section 4.6 Jurisdiction and Venue. In connection with any dispute between the Parties under this Agreement, the Parties hereby irrevocably submit to jurisdiction and venue of the Michigan circuit courts of the State of Michigan located in Ingham County. Each Party hereby waives and agrees not to assert, by way of motion as a defense or otherwise in any such action any claim; (a) that it is not subject to the jurisdiction of such court; (b) that the action is brought in an inconvenient forum; (c) that the venue of the suit, action, or other proceeding is improper; or (d) that this Agreement or the subject matter of this Agreement may not be enforced in or by such court.

Section 4.7 Severability. All of the clauses of this Agreement are distinct and severable and, if any clause shall be deemed illegal, void, or unenforceable, it shall not affect the validity, legality, or enforceability of any other clause or provision of this Agreement. To the extent possible, the illegal, void, or unenforceable provision shall be revised to the extent required to render the Agreement enforceable and valid, and to the fullest extent possible, the rights and responsibilities of the Parties shall be interpreted and enforced to preserve the Agreement and the intent of the Parties. Provided, if application of this section should materially and adversely alter or affect a Party's rights or obligations under this Agreement, the Parties agree to negotiate in good faith to develop a structure that is as nearly the same structure as the original Agreement (as may be amended from time to time) without regard to such invalidity, illegality, or unenforceability.

Section 4.8 Survival. The terms and conditions of Sections 1.3, 2.1, 2.2, 2.5, 2.6, Article III, and Article IV shall survive termination of this Agreement.

The signatories below warrant that they are an executive officer of the respective Party and are empowered to enter into this Agreement.

GRANTEE ACCEPTANCE:

Municipality: _____

Dated: _____

Signature: _____

Name: _____

Email: _____

MAMC ACCEPTANCE:

Michigan Association of Municipal Clerks

Dated: _____

Dan Leaman
Grant Administrator

Upload “Exhibit A: Grantee’s Application” here:



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

DATE: August 26, 2025

TO: City Council

FROM: City Manager

SUBJECT: Spicer Engineering Agreement – Public Safety Building Project

Background

The City of Owosso has secured a \$1,000,000 Rural Development grant from the USDA to fund improvements to the Public Safety Building located at 202 S. Water Street. These improvements will address long-standing facility needs including replacement of rooftop units, boiler and heating systems, installation of a building management system, plumbing and drainage repairs, kitchen and locker room remodels, driveway replacement, and other related architectural and mechanical upgrades.

To implement this work, the City requires professional services for design, bidding, grant administration, and construction administration. Spicer Group, Inc. has submitted a proposal dated August 6, 2025 outlining these services for an amount not to exceed \$127,500. The scope and fee are consistent with USDA grant requirements and are eligible for reimbursement.

City Ordinance 2-346 allows for the waiver of competitive bidding for professional services, making it permissible for the City to contract directly with Spicer Group for this work.

Recommendation

It is recommended that City Council approve the attached resolution authorizing execution of an agreement with Spicer Group, Inc. in an amount not to exceed \$127,500. Funding will be provided through the General Fund, accounts 101-301-976.000 and 101-336-976.000, and reimbursed through the USDA Rural Development grant.

Approval of this agreement will allow Spicer Group to begin the design phase in late 2025, with bidding and construction anticipated in 2026, ensuring the project is completed on schedule and in compliance with USDA grant requirements.

MASTER PLAN GOALS: 3.2, 3.7, 3.8

RESOLUTION NO.

**AUTHORIZING AGREEMENT WITH SPICER GROUP, INC.
FOR OWOSSO PUBLIC SAFETY BUILDING IMPROVEMENTS**

WHEREAS, the City of Owosso has received a \$1,000,000 Rural Development grant to complete needed improvements at the Public Safety Building, 202 S. Water Street; and

WHEREAS, the project includes replacement of rooftop units, boiler and heating systems, installation of a building management system, plumbing and drainage repairs, kitchen and locker room remodels, driveway replacement, and other related work; and

WHEREAS, Spicer Group, Inc. has submitted a proposal dated August 6, 2025 to provide investigation, design, bidding, grant administration, and construction administration services in an amount not to exceed \$127,500; and

WHEREAS, City Ordinance 2-346 allows for a waiver of competitive bidding for professional services, and

WHEREAS, this expense is eligible for reimbursement through said Rural Development grant from the USDA.

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

- FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to contract with Spicer Group, Inc. for professional services related to the Public Safety Building Improvements Project in an amount not to exceed \$127,500.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Agreement Letter and Proposal between the City of Owosso, Michigan and Spicer Group, Inc. up to the amount of \$127,500.
- THIRD: the above expenses shall be paid from the General Fund, 101-301-976.000 and 101-336-976.000



Date: 08/06/2025

PROPOSAL & LETTER AGREEMENT

To: Nathan Henne
City of Owosso – City Manager
(989) 725-0568
nathan.henne@ci.owosso.mi.us

From: Andrew Farron, P.E.
Spicer Group – Project Manager
(231) 499-9400
andrew.farron@spicergroup.com

Project: Owosso Public Safety 2026 Improvements

RE: Design, Bidding and Construction Administration Services

Nathan,

This document contains Spicer Group's proposal to provide investigation, design, grant administration, bidding, and construction administration services for architectural, mechanical, electrical, plumbing, (MEP) & site improvements at the Owosso Public Safety facility located at 100 S. Water St. in Owosso, MI 48867. The scope is based on a \$1,000,000 Rural Development grant and includes the scope of work items below which was modified since the original EFC budgets dated 7/12/24.

PROJECT TEAM & EXPERIENCE

Strong Partnership

Spicer Group, Inc. is a Michigan-based full-service consulting firm established in 1944, and employs 300+ staff members specializing in engineering, surveying, architectural, and community planning services. Together, for this project we offer evaluation and design services including civil, architectural, mechanical, electrical, and plumbing. Spicer also offers grant and construction administration services.

Spicer Group Team

Andrew Farron, P.E. is a licensed Mechanical Engineer and Project Manager with 16 years of experience.

Bo Reinhardt, P.E. is a licensed Electrical Engineer with 20 years of experience.

Kaitlyn Miklovich is a Project Architect with 7 years of experience.

Craig Rudnick is a Civil Engineering Designer with 33 years of experience.

Aaron Wosek is a Mechanical Engineer and AMEP Group Supervisor with 21 years of experience.

Darrick Huff, P.E. is a licensed Electrical Engineer and Principal in Charge with 32 years of experience.

PROJECT UNDERSTANDING AND SCOPE OF WORK

The following is the current scope of work as determined by two on-site meetings with police and fire department supervisors and a Teams meeting between the City of Owosso, Veridus Group (owner's representative) and Spicer Group on 7/31/25. Minor changes to this list are expected throughout the investigation, design, and budgeting process, however Spicer Group's proposed consulting fees are based on the following:

Base Bid:

Replace Rooftop Units – Budgeted as (3) rooftop unit direct replacements. Consider larger or additional units in order to remove boiler and hot water radiators.

Replace Boiler & Unit Heaters – Spicer to budget a replacement boiler system and compare with the cost and benefits of removing the hot water heating system completely and adding to the existing rooftop unit system. Replace existing apparatus bay hot water unit heaters with similar or gas unit heaters/ radiant tube heaters.

Building Management System – Install digital temperature controls based on Tridium to match City Hall.

Vehicle Bay Ceiling Tile Replacement – Replacement of large ceiling tiles. Provide new electrical circuits to existing outlets on SE wall that are not functional.

Vehicle Bay Spray Foam Insulation – Spray foam walls above ceiling and bottom of roof deck.

Kitchen Remodel – New cabinets, countertop, kitchen sink/faucet, floor. Install grease trap below sink. Existing flooring may be asbestos.

Plumbing Drain Piping Repairs – Replace damaged or improperly installed drainage piping based on determinations of camera and depth analysis (performed by Spicer/plumbing contractor during design). Indications of grease in kitchen piping, tree roots in main drain between building and road.

Driveway Repairs – Remove, regrade and replace asphalt drive. Patch/repair curbing, gutter, sidewalk, grass.

Bid Alternate #1 – Locker Room Remodels:

Locker Room Plumbing Fixture Replacements – Men's Police: consider swapping a toilet for urinal. Women's Police: replace shower surround, head and valve.

Bathroom Divider Repair/Replacement – Replaced rusted privacy partitions with plastic solid surface.

Locker Room Floor Epoxy – Epoxy coating over the (2) existing Men's locker room floors. Women's to be cleaned and polished.

Locker Replacement – Replace all lockers in Fire Dept, Men's Police & Women's Police locker rooms with larger and fewer units.

Bid Alternate #2 – Police Break Room Remodel:

Police Break Room Sink/Counter – Remove dishwasher, sink, counter, and refrigerator combination unit. Install new break room sink and counter and test water pressure and evaluate needs for new piping to nearby mains.

PROJECT TIMELINE

Assuming timely approval, Spicer Group anticipates completing the design phases by December 2025. The grant administration and bidding phases would occur in January 2026 with the construction administration phase following in early 2026. The project is expected to be completed by August 2026.

SCOPE OF PROFESSIONAL SERVICES:

The following are the design/consulting scopes of this Proposal. If additional services are required, Group will discuss the options with the City of Owosso and amend this Letter Agreement accordingly.

1. Schematic Design

- A. Review existing drawings and on-site conditions of mechanical, electrical, plumbing, driveway and general building systems.
- B. Investigate cause of ongoing drain issues including 4 hours of scoping and depth measurements with licensed plumbing contractor.
- C. Generate architectural floor plans in AutoCAD.
- D. Calculate heating and cooling loads for each room.
- E. Schematic level design of (2) separate HVAC options and corresponding electrical upgrades
 - a. Replace existing hot water boiler with similar sized, high-efficient boiler.
 - b. Remove existing hot water boiler, install larger or additional rooftop units
- F. Survey of fire truck bay exit pavement, drawn in Civil 3D.
- G. Generate construction budgets for the various scopes of work as identified above as required by USDA.

2. Design Development

- A. DD level design of the scope items approved in the Schematic Design Phase.
- B. Update construction budgets for the various scopes of work as identified above as required by USDA.
- C. Meet in-person to review budgets and determine scope of work for final design, with designations for base bid and add alternates.

3. Final Design

- A. Select all necessary equipment, products, finishes, and materials required to complete the agreed scope of work.
- B. Coordinate architectural, mechanical, electrical and plumbing as required.
- C. Provide structural engineering for new/larger rooftop units as required.
- D. Draft the various scopes of work in AutoCAD or Civil 3D.
- E. Update construction budgets for the various scopes of work as identified above as required by USDA.
- F. Provide stamped PDF drawings as required for building, mechanical, plumbing, and electrical plan reviews.
- G. Provide technical specifications to accompany drawings.
- H. Respond to plan review comments as required for permitting.

4. Grant Administration

- A. The following services are required by the USDA and MDARD, based on the grant documents shared on 6/2/25.
 - 1. Schematic, design development and final design drawings and budgets (included above).
 - 2. Architectural Barriers Act Accessibility Standards (ABAAS)
 - 3. Build America, Buy America Act (BABAA)
 - 4. Preliminary Architectural Report (PAR)

5. Monthly in-person site visits and progress reports throughout construction.
6. Change order coordination.
7. Coordination and attendance of the substantial completion inspection(s).
8. Preparation of front-end bidding documents, contracts, invoices and closeout documents including:
 - a. RD Instruction 1942-A
 - b. AIA A701-2018
 - c. RD Form 400-6
 - d. RD 1940-Q
 - e. AIA A101-2017
 - f. AIA A201-2017
 - g. AIA G702
 - h. AIA G701
 - i. AIA G704
 - j. AIA G707
 - k. RD Form 1924-9
 - l. RD Form 1924-10
 - m. RD Form 1924-19
 - n. RD 1940-C
 - o. Davis-Bacon Wage Rate Determination (verified by legal council).

5. Bidding Services

- A. Publicly advertise for bids on Quest CDN.
- B. Host a pre-bid walk through with perspective contractors.
- C. Respond to RFIs.
- D. Issue addendums as required.
- E. Review bids, compile bid tab and distribute.
- F. Provide letter of recommendation for scope and contractor awarding.

6. Construction Support

- A. Preconstruction conference.
- B. Shop drawing review.
- C. RFI responses throughout construction.
- D. Bulletins/change orders as required.
- E. Biweekly OAC meetings throughout construction (in-person once a month minimum per grant requirements).
- F. Visual punch list site visit and written report upon substantial completion.

Additional Services Not Currently Included:

Services not specifically listed in our scope of services are excluded from this proposed letter agreement which includes:

- A. Fire alarm/protection design
- B. Value engineering or redesign work after bids are received that exceeds 16 hours of effort.

Reimbursable Expenses:

- A. Plumbing contractor fees for sanitary drain scoping services (including 10% markup).
- B. Plan review fees including building, mechanical, electrical, plumbing, and site.
- C. No others expected.

Fee Schedule:

The following is a anticipated fee schedule to complete the scope of work described above and as defined by this Proposal.


PROPOSAL SUMMARY FEE

1. Schematic Design	Hourly, w/ Target of \$25,000
2. Design Development	Hourly, w/ Target of \$18,000
3. Final Design	Hourly, w/ Target of \$43,500
4. Grant Administration	Hourly, w/ Target of \$18,000
5. Bidding Support	Hourly, w/ Target of \$5,500
6. Construction Administration	Hourly, w/ Target of \$17,500
Total Estimated Fee	Hourly, Not to Exceed \$127,500

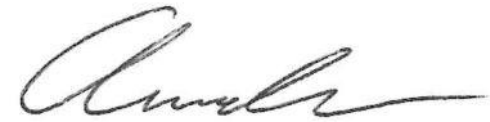
Spicer Group Inc. General Conditions are attached and included as part of this agreement. Any changes to this agreement require written amendment by Spicer Group and written approval by an authorized signer. This proposal is valid for 30 days. If this proposal meets with your approval, please provide an authorized signature and date on the line below. Please return one executed copy to Spicer Group.

We appreciate your consideration of Spicer Group and look forward to working on this project to continue to grow our long-term consulting relationship with the City of Owosso.

Sincerely,



Darrick W. Huff, P.E.
Principal
SPICER GROUP, INC



Andrew Farron, P.E.
Project Manager
SPICER GROUP, INC

Above proposal accepted and approved
by Owner.

By: _____
Sign Authorized Name

By: _____
Print Authorized Name

Date: _____

I. GENERAL CONDITIONS ATTACHED TO LETTER AGREEMENT

SECTION 1

1.1 **Preamble.** This agreement is based upon a mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, the OWNER and the PROFESSIONAL, with a positive commitment to honesty and integrity, agree to the following:

That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the contract.

1.2 **Ownership of Instruments of Service.** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the PROFESSIONAL as instruments of service shall remain the property of the PROFESSIONAL. The PROFESSIONAL shall retain all common law, statutory and other reserved rights, including the copyright thereto.

1.3 **Covenant not to Hire.** OWNER agrees that during the term of this agreement and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by the PROFESSIONAL in the performance of this agreement.

1.4 **Standard of Care.** Service performed by PROFESSIONAL under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document or otherwise.

1.5 **Defects in Service.** OWNER and OWNER's personnel, contractors and subcontractors shall upon discovery promptly report to PROFESSIONAL any defects or suspected defects in PROFESSIONAL's work, in order that PROFESSIONAL may take prompt, effective measures which in PROFESSIONAL's opinion will minimize the consequences of a defect in service. PROFESSIONAL shall not be responsible for additional costs due to any tardiness in reporting defects in service.

1.6 **Reimbursable Expenses** mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the Project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from Contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by OWNER, overtime work requiring higher than regular rates.

1.7 **Standard Hourly Rates** used as a basis for payment mean those rates in effect at the time that the work is performed, for all PROFESSIONAL's personnel engaged directly on the Project, including, but not limited to, architects, engineers, surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. The Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits. The Standard Hourly Rates of personnel of PROFESSIONAL will be adjusted periodically to reflect changes in personnel and in PROFESSIONAL's overall compensation procedures and practices.

1.8 **Limitation of Liability.** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the PROFESSIONAL and the PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the OWNER and anyone claiming by or through the OWNER, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the PROFESSIONAL under this Agreement, or the total amount of \$108,500.00, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

1.9 **Indemnification.** The PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, Owner) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement.

The OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER's negligent acts in connection with the Project and the acts of its contractors, subcontractors or PROFESSIONAL or anyone for whom the OWNER is legally liable.

Neither the OWNER nor the PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

1.10 **Severability.** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

1.11 **Survival.** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

1.12 **Betterment.** If, due to the PROFESSIONAL's negligence, a required item or component of the Project is omitted from the PROFESSIONAL's construction documents, the PROFESSIONAL shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

1.13 **Mediation.** In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the OWNER and the PROFESSIONAL agree that all disputes between them arising out of or relating to the Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The OWNER and the PROFESSIONAL further agree to include a similar mediation provision in all agreements with independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

1.14 **Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the PROFESSIONAL may call for renegotiation of appropriate portions of this Agreement. The PROFESSIONAL shall notify the OWNER of the changed conditions necessitating renegotiation, and the PROFESSIONAL and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions.

1.15 **Hazardous Materials.** Both parties acknowledge that the PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the PROFESSIONAL or any other party encounters any hazardous or toxic materials, or should it become known to the PROFESSIONAL that such materials may be present on or about the job site or any adjacent areas that may affect the performance of the PROFESSIONAL's services, the PROFESSIONAL may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate PROFESSIONAL's or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the job site is in full compliance with all applicable laws and regulations.

SECTION 2

2.1 **Assignment.** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

2.2 **Governing Law & Jurisdiction.** The OWNER and the PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

2.3 **Billing and Payment Terms.** *Payment Due:* invoices shall be submitted by the PROFESSIONAL (monthly) are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by the PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

2.4 **Suspension of Services.** If the OWNER fails to make payments when due or otherwise is in breach of this Agreement, the PROFESSIONAL may suspend performance of service upon ten (10) calendar days' notice to the OWNER. The PROFESSIONAL shall have no liability whatsoever to the OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by the OWNER. Upon payment in full by the OWNER the PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for the PROFESSIONAL to resume performance. *Termination of Services:* If the OWNER fails to make payment to the PROFESSIONAL in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the PROFESSIONAL. *Set-off, Backcharges, Discounts:* Payment of invoices shall not be subject to any discounts or set-offs by the OWNER unless agreed to in writing by the PROFESSIONAL. Payment to the PROFESSIONAL for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

2.5 **Collection of Costs.** In the event legal action is necessary to enforce the payment terms of this Agreement, the PROFESSIONAL shall be entitled to collect from the OWNER any judgement or settlement sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by the PROFESSIONAL in connection therewith and, in addition, the reasonable value of the PROFESSIONAL's time and expenses spent in connection with such collection action, computed according to the PROFESSIONAL's prevailing fee schedule and expense policies.

2.6 **Delays.** The OWNER agrees that the PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond the PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the PROFESSIONAL to perform its services in an orderly and efficient manner, the PROFESSIONAL shall be entitled to an equitable adjustment in schedule and/or compensation.

2.7 Delivery and Use of Electronic Files. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, the OWNER agrees that all such electronic files are instruments of service of the PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The OWNER agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The OWNER agrees not to transfer these electronic files to others without the prior written consent of the PROFESSIONAL. The OWNER further agrees to waive all claims against the PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the PROFESSIONAL.

The OWNER and the PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either the OWNER or the PROFESSIONAL are subject to review and acceptance by the other party. Additional services by the PROFESSIONAL made necessary by changes to the electronic file specifications shall be compensated for as Additional Services.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

The OWNER is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, the OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the PROFESSIONAL or from any reuse of the electronic files without the prior written consent of the PROFESSIONAL.

Under no circumstances shall delivery of electronic files for use by the OWNER be deemed a sale by the PROFESSIONAL, and the PROFESSIONAL makes no warranties, either expressed or implied, or merchantability and fitness for any particular purpose. In no event shall the PROFESSIONAL be liable for indirect or consequential damages as a result of the OWNER's use or reuse of the electronic files.

2.8 Opinions of Probable Construction Costs. In providing opinions of probable construction cost, the OWNER understands that the PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the PROFESSIONAL's opinions of probable construction costs are

made on the basis of the PROFESSIONAL's judgement and experience. The PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the PROFESSIONAL's opinion of probable construction costs.

SECTION 3

3.1 Verification of Existing Conditions. Inasmuch as the remodeling and/or rehabilitation of the existing structures requires that certain assumptions be made by the PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without the OWNER's expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, the OWNER agrees to bear all costs, losses and expenses, including the cost of the PROFESSIONAL's Additional Services, arising from the discovery of concealed or unknown conditions in the existing structure.

3.2 Construction Observation. The PROFESSIONAL shall visit the site if authorized at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the OWNER and the PROFESSIONAL, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the PROFESSIONAL, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

Based on this general observation, the PROFESSIONAL shall keep the OWNER informed about the progress of the Work and shall endeavor to guard the OWNER against deficiencies in the work.

If the OWNER desires more extensive project observation or full-time project representation, the OWNER shall request that such services be provided by the PROFESSIONAL as Additional Services in accordance with the terms of this Agreement.

The PROFESSIONAL shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the contractor in accordance with the Contract Documents.

The PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The PROFESSIONAL does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

3.3 Jobsite Safety. Neither the professional activities of the PROFESSIONAL, nor the presence of the PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety

precautions required by any regulatory agencies, the PROFESSIONAL and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the PROFESSIONAL and the PROFESSIONAL's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

3.4 Design Without Construction Administration. Unless Authorized, it is understood and agreed that the PROFESSIONAL's Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided for by the OWNER. The OWNER assumes all responsibility for interpretation of the Contract Documents and for construction observation and the OWNER waives any claims against the PROFESSIONAL that may be in any way connected thereto.

In addition, the OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, Professional) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the perform of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the PROFESSIONAL.

If the OWNER requests in writing that the PROFESSIONAL provide any specific construction phase services after the date of this Agreement and if the PROFESSIONAL agrees in writing to provide such services, then they shall be compensated for as Additional Services.

3.5 Pre-Engineered Buildings. The OWNER acknowledges that it has requested the PROFESSIONAL to specify a pre-engineered building. The OWNER further acknowledges that the PROFESSIONAL will not engineer, design, manufacture, assemble or erect said building and is not responsible in any way for defects or deficiencies in the building. Therefore, the OWNER waives all claims against the PROFESSIONAL arising in any way from the specification of the building or for any defects, deficiencies, errors or omissions in the design, fabrication or erection of the building.

3.6 Client Requested Substitutions. Upon request by the OWNER, the PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by the OWNER's consultants or contractors. The PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by the PROFESSIONAL with those of the PROFESSIONAL's subconsultants and the OWNER's consultants, as Additional Services. The PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

3.7 Record Drawings. If authorized by the Agreement, upon completion of the Work, the PROFESSIONAL shall compile for and deliver to the OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the PROFESSIONAL shall assume will be reliable, the PROFESSIONAL cannot and does not warrant their accuracy.

3.8 Contingency Fund. The OWNER and the PROFESSIONAL agree that certain increased cost and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the PROFESSIONAL and, therefore, that the final construction cost of the Project may exceed the estimated construction cost. The OWNER agrees to set aside a reserve in the amount of 10 percent of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The OWNER further agrees to make no claim by way of direct or third-party action against the PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.

3.9 Code Compliance. The PROFESSIONAL shall put forth reasonable professional effort to comply with applicable laws, codes and regulations in effect as of the date of (submission to building authorities). Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the PROFESSIONAL to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

3.10 Permits and Approvals. The PROFESSIONAL shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the PROFESSIONAL's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the PROFESSIONAL and included in the scope of Basic Services of this Agreement.

3.11 Statutes of Repose and Limitation. All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run no later than the date of Substantial Completion. If the act or failure to act complained of occurred after the date of Substantial Completion, then the date of Final Completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date the PROFESSIONAL's services are completed or terminated.

3.12 Right of Entry. OWNER shall provide for PROFESSIONAL's right to enter from time to time property owned by OWNER and/or other(s) in order for PROFESSIONAL to fulfill the scope of services indicated hereunder. OWNER understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this AGREEMENT.

These General Conditions shall be attached to and made part of the Agreement between Spicer Group, Inc. and the Owner.



MEMORANDUM

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

DATE: September 2, 2025

TO: Mayor Teich and Owosso City Council

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

SUBJECT: Lift Stations – Generators

RECOMMENDATION:

Approval of three (3) generators, including: installation, startup, training, and one year of maintenance, for a total project cost of \$118,125.00.

BACKGROUND:

The City operates three lift stations within the sewer collection system. These stations are critical to moving wastewater from low lying areas to higher elevations, allowing it to continue flowing by gravity to the Wastewater Treatment Plant. Each station has recently been restored to its original specifications through pump repair and replacement (two pumps per station) and control cabinet upgrades.

However, none of the three stations currently have backup power. In the event of a power outage, wastewater continues to flow into the stations with no means of being pumped out, leading to backups in the system. To prevent wastewater from backing up into residents' homes, staff must deploy the sewer vac/jet truck to manually remove wastewater from the system. Once the truck is full, the material is transported to the nearest available gravity manhole and discharged back into the collection system. This process must be repeated continuously until power is restored.

The procedure is labor intensive, requiring at least two employees and a vac/jet truck. During high-flow conditions, such as major rain events, keeping up with the flow is extremely challenging, particularly if two or more stations lose power simultaneously.

Frequent electrical grid disruptions have made this issue increasingly problematic. In the past two years, the City has experienced simultaneous power outages at two lift stations on three separate occasions:

1. September 24-25, 2023 – Severe rainfall required two crews working around the clock for the duration of the outage.
2. June 11, 2024 – Power was restored within a few hours, minimizing the impact.
3. March 30 – April 2, 2025 – A mechanical failure on the sewer vac/jet truck nearly prevented the City from keeping pace with the inflow, though staff ultimately managed to maintain operations.

On December 4, 2023, City Council approved the Lift Stations Control Cabinets Rehabilitation, which was the first step toward installing a permanent standby generator at each station. Additionally, on August 19, 2024 City Council approved a Change Order to the Control Cabinets Rehabilitation.

The next step is the purchase and installation of standby generators at each of the City's three lift stations. This improvement will eliminate the need for the vacuum/transport process during power outages and has already been included in the approved FY2025-26 budget.

Wolverine Power Systems of Wixom, MI has submitted a quotation to provide and install three natural gas Generac generators, one at each lift station. Pricing was obtained through the Sourcewell cooperative purchasing agreement with Generac.

The cost for each generator, including: installation, startup, training, and one year of maintenance, is \$39,375.00, for a total project cost of \$118,125.00. Current lead time for the equipment is estimated at 14-16 weeks.

Wolverine Power Systems brings nearly 30 years of experience in providing power generation solutions across Michigan, and Generac is a well-established manufacturer recognized for reliable power generation equipment.

Waiver of the competitive bidding process in accordance with the City of Owosso Purchasing Policy is hereby recommended, in order to take advantage of Sourcewell competitive contract pricing.

FISCAL IMPACTS:

Expenses in the amount of \$118,125.00 shall be paid from the Capital Outlay – Sewers account 590-901-977.000:

\$ 39,375.00 for the Palmer St. Station
\$ 39,375.00 for the Wright St. Station
\$ 39,375.00 for the Osburn Lakes Station
\$118,125.00 TOTAL

Attachments: (1) Resolution
(2) Wright Quote
(3) Palmer Quote
(4) Osburn Quote

Master Plan Implementation Goals: 3.4, 3.7

RESOLUTION NO.

**AUTHORIZING THE
EXECUTION OF A CONTRACT FOR
THREE GENERATORS FOR THE CITY'S THREE LIFT STATIONS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires the purchase of three generators for the Osburn Lakes, Wright, and Palmer lift stations in its sewer collections system; and

WHEREAS, the City of Owosso's Director of Public Services & Utilities has reviewed the equipment on the Sourcewell competitive contract as priced by Wolverine Power Systems, and recommends authorizing a contract with Wolverine Power Systems for the purchase of three (3) generators including: installation, startup, training, and one year of maintenance on the Sourcewell Contract; and

WHEREAS, waiver of the purchasing policy formal bid requirements is requested for this joint purchase.

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 contract with Wolverine Power Systems utilizing Sourcewell Contract No. 020923 GNR for the purchase, installation, training, and maintenance of three Generac Commercial Gas XG Series generators for the Osburn Lakes, Wright, and Palmer lift stations.
- SECOND: the accounts payable department is authorized to pay Wolverine Power Systems in the amount of \$118,125.00 upon satisfactory completion of the project or portion thereof.
- THIRD: the above expenses shall be paid from the Capital Outlay - Sewers Account No. 590-901-977.000.

QUOTE #: 24-0208 MKCDB

7/16/2025

PROJECT: WRIGHT LIFT STATION

Wolverine Power Systems, LLC is pleased to submit the following proposal for your consideration and approval.

BILL OF MATERIALS:**Quantity 1 - Generac Commercial Gas XG Series Engine Driven Generator Set with a 4.5L Liquid-Cooled Naturally Aspirated Engine. Consisting of the Following Features:**

- Stationary Standby Rated
- 32 kW Rating, Wired for 277/480 VAC, Three Phase, 4 Wire
- Natural Gas Fuel System with Customer Connection Fitting External to the Genset Base Frame
- Sound Attenuating Corrosion Resistant Aluminum Enclosure with a Baked Powder Coat Finish
- UL2200 listed
- Digital Control System including Isochronous Governor System and V/F Voltage Regulation
- Selectable Low-Speed Weekly Exercise Function
- Group 31 Battery - 925 CCA
- Block Heater 1,500 Watt, 120 Volt P#
- G0099040-60 A 3-Pole CB Kit
- 9868-TX Series 480V Transformer Kit
- 60 Amp MLCB 80% Rated, Thermal Magnetic
- Factory Installed Critical-Grade Exhaust System
- Standard 5 Year Limited Warranty
- XG03245CNAX

Quantity 1 – Generac TX Series Automatic Transfer Switch, Consisting of the Following Features:

- Non Service Entrance Rated
- Time Delay Neutral
- 100 Amp, 3 Pole, 277/480 VAC, Three Phase, 60 Hz, with 2-Wire Start Circuit
- Double Set of Form C Auxiliary Contacts
- IBC Seismic Certified
- CSA - C22.2 No.178
- UL Listed 1008 by ETL
- NEMA 3R Enclosure with Heater
- Set of 3 Owner's Manuals
- Standard 2 Year limited warranty
- TX611DN0100K3CH

QUOTE #: 24-0208 MKCDB

7/16/2025

SCOPE OF WORK:

- Freight charges to the installation site are included. Offloading is not included.
- Start-up / testing of equipment and training by a Factory Trained & Certified Technician during normal business hours.
- Startup includes one trip to site. Return trips may require a change order.
- Prep conduit sleeves and gas lines as needed before customer provided concrete pad is poured.
- Run conduit and wiring as needed for the generator and ATS.
- Provide labor and equipment that is needed to set (3) Generators
- Mount and Install ATS
- Terminate wiring in both the generators and ATS.
- On-site for start up on all 3 generators. **(Start up to be done by WPS)**
- Hook up Gas lines to each generator.
- Provide Electrical permit for each generator. -Provide Mechanical Gas permit for each generator.
Utility Gas Meter upgrade and gas requirements needed to meet the generators needs

QUOTE IS BASED ON LIMITED INFORMATION PROVIDED BY THE CUSTOMER. WOLVERINE POWER SYSTEMS IS NOT RESPONSIBLE FOR ANY ITEMS NOT INCLUDED IN THE BILL OF MATERIALS THAT MAY BE REQUIRED BY THE ENGINEER OR ANY COSTS THAT MAY BE ASSOCIATED WITH CHANGING ANY ITEMS LISTED ON THIS QUOTE.

QUOTE #: 24-0208 MKCDB

7/16/2025

NOTES:

- Sizing specified by others.
- Quote is based on limited information. Wolverine Power Systems is not responsible for any items not included in the bill of materials that may be required or any additional costs that may be associated with changing any items listed on this quote.
- Contact Wolverine Power Systems for current estimated lead times. Due to current world events, lead times are subject to change at any time, with or without notice, and cannot be guaranteed. As such, Wolverine Power Systems is not responsible for any costs that may be incurred due to a delivery delay (i.e., temporary mobile generator, cables, installation labor, etc.).
- Start-up paperwork will be supplied when units are delivered and must be completed and submitted when start-up is requested. We make every effort to accommodate requested start-up dates but please allow to 2-3 weeks when scheduling start-up service.
- Start-up and training by a Factory Trained & Certified Technician during normal business hours (M-F, 8:00AM – 4:30PM). After hours start-ups are available, but an additional charge may apply.
- Training session will be provided on day of start-up by a Wolverine Power Systems Technician. If training cannot be completed on the day of start-up, an additional charge may apply.
- A portable generator is not included if required for start-up. However, if one is needed, one can be provided for an additional charge.
- If end user/customer requires generator to connect to a BAS/BMS network, end user/customer responsibility to provide an IT representative at startup.
- NETA or other special testing (if required) is not included in this quote unless stated above.

VALIDITY:

- This quote is valid for twenty five (25) days from date of this quotation.
- Please consult us beyond this date.

NET PRICE FOB JOBSITE (TAXES NOT INCLUDED)**Base Bid \$ 38,725.00****Maintenance: 1 Year with 1 Site Visit \$ 650.00****ACCEPTANCE:**_____
Authorized Buyers Signature / Printed Name_____
Date of Signature_____
Requested Delivery Date

By signing, you agree to compliance with all aforementioned terms and conditions and that this document serves as your purchase order.

We hope that you find our offer acceptable, and we look forward to serving you.

Sincerely,

*Mike Kalota*Mike Kalota | Industrial Sales
(616) 215-2251Mark Yatcko
Industrial Sales SupportWolverine Power Systems
46968 Liberty Drive
Wixom, Michigan 48393

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CONDITIONS OF SALE AND LIMITATIONS OF LIABILITY

1. **TERMS:** Payment terms are subject to credit approval and may be changed at the discretion of the credit department.
2. **PAYMENT: With approved credit,** Net 30 days from date of invoice. Payment structure shall be as follows, unless otherwise approved by Wolverine Power Systems: Invoicing will occur at the time of equipment release from the factory for 100% of the quote. For diesel generators with fuel tanks, lead times may be extended but the generator will be invoiced at time of release from factory. 100% of the quote must be received by Wolverine Power Systems prior to start up and commissioning. Should a retainer be required per the project specifications, progressive billing will occur with the predetermined retainer being withheld until after startup and commissioning. Any amount other than the retainer of the quote must be received by Wolverine Power Systems prior to startup and commissioning. Retainer payment terms are Net 30 days from date of significant startup and commissioning completion.
Without approved credit, Payment structure shall be as follows, unless otherwise approved by Wolverine Power Systems: 100% at time of order.
Buyer shall make payments as specified herein and Wolverine Power Systems may suspend orders, shipment or delivery until such payments are made. Wolverine Power Systems may charge a service charge of 1.5% per month, but not in excess of any lawful rate, if Buyer is delinquent in payment of invoices. Wolverine Power Systems may at any time decline to make any shipment or delivery or perform any work except upon Buyer's payment of past invoices and/or prepayment of this order or upon such other terms and conditions as are acceptable to Wolverine Power System's credit department. If Wolverine Power Systems deems it necessary to cancel any outstanding order due to Buyer's financial condition, Buyer agrees to reimburse Wolverine Power Systems for reasonable cancellation charges. Wolverine Power Systems may apply any payments received to Buyer's oldest outstanding invoices regardless of any instructions to the contrary from the Buyer. Payment for shipments delayed at Buyer's request shall become due on the date that Wolverine Power Systems is prepared to make shipment thereof, and Wolverine Power Systems may impose reasonable storage and handling charges for such delayed shipments.
"Pay When Paid" contract clauses will not be considered by Wolverine Power Systems. Acceptable methods of payment are: wire transfer, certified check, company check and cash. No other forms of payment will be accepted unless approved by Wolverine Power Systems.
3. **TAXES:** Buyer shall pay all federal, state, and local sales, use or other excise taxes, charges and duties arising by reason of this order and all other taxes, charges and duties of whatever nature assessed upon the goods described in the quote.
4. **COST OF COLLECTION:** Buyer shall pay all costs and expenses (including legal fees) incurred by Wolverine Power Systems to collect any past due amount for goods/services sold, whether or not litigation is commenced.
5. **SECURITY INTEREST:** Buyer hereby grants Wolverine Power Systems a security interest in all goods sold until the full amount of the purchase price has been paid by Buyer.
6. **APPLICABLE LAW:** This sale, and all claims arising therefrom, shall be governed by the laws of the State of Michigan.
7. **CANCELLATION:** Buyer may terminate this order only upon payment of all of Wolverine Power Systems costs incurred for the work performed before termination. All applicable cancellation fees shall apply.
8. **RETURN OF PRODUCTS:** No products may be returned to Wolverine Power Systems without Wolverine Power Systems written consent.
9. **LIMITED WARRANTY:** Wolverine Power Systems' warranty for the goods shall be as provided in the Manufacturer's current warranty policy and procedure statement which applies to the goods, which is hereby incorporated into these terms by reference.
10. **FORCE MAJEURE:** Any delay or failure of either party to perform its obligations under this purchase order (other than failure to pay any amounts due) will be excused to the extent that the delay or failure was caused by or results from an event beyond such party's reasonable control including, without limitation, the following events: acts of God, hurricane, flood, fire, earthquake, explosion, war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, other civil unrest, requirements of applicable laws, regulations, or ordinances, embargoes, blockades, action by any governmental authority, national or regional emergency, strikes, labor stoppages or slowdowns, other industrial disturbances, shortage of adequate power or transportation facilities, outbreaks of disease, epidemics, or pandemics.
11. **LIMITATION OF LIABILITY:** The liability of Wolverine Power Systems and Buyer for any losses or claims shall be limited to the purchase price for the goods and/or services plus any additional amounts due under this purchase order. Notwithstanding any other provision in these terms and conditions, in no event shall either Wolverine Power Systems or Buyer be liable to the other for any consequential, special, punitive or indirect damages, including, without limitation, damages or losses in the nature of business or service interruption, loss of use, diminution in value, loss of reputation, or loss of anticipated profits or revenue, arising out of or relating to any performance under or breach of this purchase order.

QUOTE #: 24-0209 MKCDB

7/16/2025

PROJECT: PALMER LIFT STATION

Wolverine Power Systems, LLC is pleased to submit the following proposal for your consideration and approval.

BILL OF MATERIALS:**Quantity 1 - Generac Commercial Gas XG Series Engine Driven Generator Set with a 4.5L Liquid-Cooled Naturally Aspirated Engine. Consisting of the Following Features:**

- Stationary Standby Rated
- 32 kW Rating, Wired for 277/480 VAC, Three Phase, 4 Wire
- Natural Gas Fuel System with Customer Connection Fitting External to the Genset Base Frame
- Sound Attenuating Corrosion Resistant Aluminum Enclosure with a Baked Powder Coat Finish
- UL2200 listed
- Digital Control System including Isochronous Governor System and V/F Voltage Regulation
- Selectable Low-Speed Weekly Exercise Function
- Group 31 Battery - 925 CCA
- Block Heater 1,500 Watt, 120 Volt P#
- G0099040-60 A 3-Pole CB Kit
- 9868-TX Series 480V Transformer Kit
- 60 Amp MLCB 80% Rated, Thermal Magnetic
- Factory Installed Critical-Grade Exhaust System
- Standard 5 Year Limited Warranty
- XG03245CNAX

Quantity 1 – Generac TX Series Automatic Transfer Switch, Consisting of the Following Features:

- Non Service Entrance Rated
- Time Delay Neutral
- 100 Amp, 3 Pole, 277/480 VAC, Three Phase, 60 Hz, with 2-Wire Start Circuit
- Double Set of Form C Auxiliary Contacts
- IBC Seismic Certified
- CSA - C22.2 No.178
- UL Listed 1008 by ETL
- NEMA 3R Enclosure with Heater
- Set of 3 Owner's Manuals
- Standard 2 Year limited warranty
- TX611DN0100K3CH

QUOTE #: 24-0209 MKCDB

7/16/2025

SCOPE OF WORK:

- Freight charges to the installation site are included. Offloading is not included.
- Start-up / testing of equipment and training by a Factory Trained & Certified Technician during normal business hours.
- Startup includes one trip to site. Return trips may require a change order.
- Prep conduit sleeves and gas lines as needed before customer provided concrete pad is poured.
- Run conduit and wiring as needed for the generator and ATS.
- Provide labor and equipment that is needed to set (3) Generators
- Mount and Install ATS
- Terminate wiring in both the generators and ATS.
- On-site for start up on all 3 generators. **(Start up to be done by WPS)**
- Hook up Gas lines to each generator.
- Provide Electrical permit for each generator. -Provide Mechanical Gas permit for each generator.
Utility Gas Meter upgrade and gas requirements needed to meet the generators needs

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QUOTE #: 24-0209 MKCDB

7/16/2025

NOTES:

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- Start-up and training by a Factory Trained & Certified Technician during normal business hours (M-F, 8:00AM – 4:30PM). After hours start-ups are available, but an additional charge may apply.
- Training session will be provided on day of start-up by a Wolverine Power Systems Technician. If training cannot be completed on the day of start-up, an additional charge may apply.
- A portable generator is not included if required for start-up. However, if one is needed, one can be provided for an additional charge.
- If end user/customer requires generator to connect to a BAS/BMS network, end user/customer responsibility to provide an IT representative at startup.
- NETA or other special testing (if required) is not included in this quote unless stated above.

VALIDITY:

- This quote is valid for twenty five (25) days from date of this quotation. Please consult us beyond this date.
- The purchase price of the Products is based on the tariffs and duties on components and materials currently in effect and known at the time of Seller's offer to Buyer. Except where inconsistent with applicable law or regulation, Seller shall have the right to adjust pricing for any affected components or materials in the event of changes to such tariffs, duties, or other similar government-imposed charges, including changes impacting booked or acknowledged purchase orders. Seller will notify Buyer of any proposed price adjustments arising from tariff or duty changes. Seller shall make commercially reasonable efforts to mitigate such impacts where feasible, but any increased costs resulting from these changes shall be borne by Buyer.

NET PRICE FOB JOBSITE (TAXES NOT INCLUDED)**Base Bid \$ 38,725.00****Maintenance: 1 Year with 1 Site Visit \$ 650.00****ACCEPTANCE:**_____
Authorized Buyers Signature / Printed Name_____
Date of Signature_____
Requested Delivery Date

By signing, you agree to compliance with all aforementioned terms and conditions and that this document serves as your purchase order.

We hope that you find our offer acceptable, and we look forward to serving you.

Sincerely,

*Mike Kalota*Mike Kalota | Industrial Sales
(616) 215-2251Mark Yatcko
Industrial Sales SupportWolverine Power Systems
46968 Liberty Drive
Wixom, Michigan 48393

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3. **TAXES:** Buyer shall pay all federal, state, and local sales, use or other excise taxes, charges and duties arising by reason of this order and all other taxes, charges and duties of whatever nature assessed upon the goods described in the quote.
4. **COST OF COLLECTION:** Buyer shall pay all costs and expenses (including legal fees) incurred by Wolverine Power Systems to collect any past due amount for goods/services sold, whether or not litigation is commenced.
5. **SECURITY INTEREST:** Buyer hereby grants Wolverine Power Systems a security interest in all goods sold until the full amount of the purchase price has been paid by Buyer.
6. **APPLICABLE LAW:** This sale, and all claims arising therefrom, shall be governed by the laws of the State of Michigan.
7. **CANCELLATION:** Buyer may terminate this order only upon payment of all of Wolverine Power Systems costs incurred for the work performed before termination. All applicable cancellation fees shall apply.
8. **RETURN OF PRODUCTS:** No products may be returned to Wolverine Power Systems without Wolverine Power Systems written consent.
9. **LIMITED WARRANTY:** Wolverine Power Systems' warranty for the goods shall be as provided in the Manufacturer's current warranty policy and procedure statement which applies to the goods, which is hereby incorporated into these terms by reference.
10. **FORCE MAJEURE:** Any delay or failure of either party to perform its obligations under this purchase order (other than failure to pay any amounts due) will be excused to the extent that the delay or failure was caused by or results from an event beyond such party's reasonable control including, without limitation, the following events: acts of God, hurricane, flood, fire, earthquake, explosion, war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, other civil unrest, requirements of applicable laws, regulations, or ordinances, embargoes, blockades, action by any governmental authority, national or regional emergency, strikes, labor stoppages or slowdowns, other industrial disturbances, shortage of adequate power or transportation facilities, outbreaks of disease, epidemics, or pandemics.
11. **LIMITATION OF LIABILITY:** The liability of Wolverine Power Systems and Buyer for any losses or claims shall be limited to the purchase price for the goods and/or services plus any additional amounts due under this purchase order. Notwithstanding any other provision in these terms and conditions, in no event shall either Wolverine Power Systems or Buyer be liable to the other for any consequential, special, punitive or indirect damages, including, without limitation, damages or losses in the nature of business or service interruption, loss of use, diminution in value, loss of reputation, or loss of anticipated profits or revenue, arising out of or relating to any performance under or breach of this purchase order.

QUOTE #: 24-0211 MKCDB

7/16/2025

PROJECT NAME: Osburn Lift Station

Wolverine Power Systems, LLC is pleased to submit the following proposal for your consideration and approval.

BILL OF MATERIALS:**Quantity 1 - Generac Commercial Gas XG Series Engine Driven Generator Set with a 4.5L Liquid-Cooled Naturally Aspirated Engine. Consisting of the Following Features:**

- Stationary Standby Rated
- 32 kW Rating, Wired for 277/480 VAC, Three Phase, 4 Wire
- Natural Gas Fuel System with Customer Connection Fitting External to the Genset Base Frame
- Sound Attenuating Corrosion Resistant Aluminum Enclosure with a Baked Powder Coat Finish
- UL2200 listed
- Digital Control System including Isochronous Governor System and V/F Voltage Regulation
- Selectable Low-Speed Weekly Exercise Function
- Group 31 Battery - 925 CCA
- Block Heater 1,500 Watt, 120 Volt P#
- G0099040-60 A 3-Pole CB Kit
- 9868-TX Series 480V Transformer Kit
- 60 Amp MLCB 80% Rated, Thermal Magnetic
- Factory Installed Critical-Grade Exhaust System
- Standard 5 Year Limited Warranty
- XG03245CNAX

Quantity 1 – Generac TX Series Automatic Transfer Switch, Consisting of the Following Features:

- Non Service Entrance Rated
- Time Delay Neutral
- 100 Amp, 3 Pole, 277/480 VAC, Three Phase, 60 Hz, with 2-Wire Start Circuit
- Double Set of Form C Auxiliary Contacts
- IBC Seismic Certified
- CSA - C22.2 No.178
- UL Listed 1008 by ETL
- NEMA 3R Enclosure with Heater
- Set of 3 Owner's Manuals
- Standard 2 Year limited warranty
- TX611DN0100K3CH

QUOTE #: 24-0211 MKCDB

7/16/2025

SCOPE OF WORK:

- Freight charges to the installation site are included. Offloading is not included.
- Start-up / testing of equipment and training by a Factory Trained & Certified Technician during normal business hours.
- Startup includes one trip to site. Return trips may require a change order.
- Prep conduit sleeves and gas lines as needed before customer provided concrete pad is poured.
- Run conduit and wiring as needed for the generator and ATS.
- Provide labor and equipment that is needed to set (3) Generators
- Mount and Install ATS
- Terminate wiring in both the generators and ATS.
- On-site for start up on all 3 generators. **(Start up to be done by WPS)**
- Hook up Gas lines to each generator.
- Provide Electrical permit for each generator. -Provide Mechanical Gas permit for each generator.
Utility Gas Meter upgrade and gas requirements needed to meet the generators needs

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QUOTE #: 24-0211 MKCDB

7/16/2025

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NET PRICE FOB JOBSITE (TAXES NOT INCLUDED)

Base Bid \$ **38,725.00**
Maintenance: 1 Year with 1 Site Visit \$ **650.00**

ACCEPTANCE:

Authorized Buyers Signature / Printed Name

Date of Signature

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By signing, you agree to compliance with all aforementioned terms and conditions and that this document serves as your purchase order.

We hope that you find our offer acceptable, and we look forward to serving you.

Sincerely,



Mike Kalota | Industrial Sales
(616) 215-2251

Chad DeWeerd
Industrial Sales Support

Wolverine Power Systems
46968 Liberty Drive
Wixom, Michigan 48393

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10. **FORCE MAJEURE:** Any delay or failure of either party to perform its obligations under this purchase order (other than failure to pay any amounts due) will be excused to the extent that the delay or failure was caused by or results from an event beyond such party's reasonable control including, without limitation, the following events: acts of God, hurricane, flood, fire, earthquake, explosion, war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, other civil unrest, requirements of applicable laws, regulations, or ordinances, embargoes, blockades, action by any governmental authority, national or regional emergency, strikes, labor stoppages or slowdowns, other industrial disturbances, shortage of adequate power or transportation facilities, outbreaks of disease, epidemics, or pandemics.
11. **LIMITATION OF LIABILITY:** The liability of Wolverine Power Systems and Buyer for any losses or claims shall be limited to the purchase price for the goods and/or services plus any additional amounts due under this purchase order. Notwithstanding any other provision in these terms and conditions, in no event shall either Wolverine Power Systems or Buyer be liable to the other for any consequential, special, punitive or indirect damages, including, without limitation, damages or losses in the nature of business or service interruption, loss of use, diminution in value, loss of reputation, or loss of anticipated profits or revenue, arising out of or relating to any performance under or breach of this purchase order.



MEMORANDUM

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

DATE: September 2, 2025

TO: Mayor Teich and Owosso City Council

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

SUBJECT: Water Treatment Plant – Bulk Chemical LimeCure-25

RECOMMENDATION:

Authorization to enter into a purchase agreement with Applied Specialties Incorporated of Avon Lake, Ohio for bulk chemicals necessary for treatment of potable water.

BACKGROUND:

Applied Specialties Incorporated is a sole source provider permitted by the Michigan Department of Environment, Great Lakes, and Energy, for a Lime softening chemical called LimeCure-25. Request waiver of purchasing policy formal bid requirements in order to initiate immediate procurement upon approval and authorization. The purpose of this chemical is to soften the residual Lime (Lime is used for iron and hardness removal) that accumulates and bonds to metal surfaces during the treatment process.

Annually, the Water Treatment Facility must shut down and clean two clarifier treatment processes, which can take on average two to four weeks for each clarifier. Currently, the residual lime from the water softening process that bonds to the metal surfaces of the center column and mechanical drive equipment must be manually chipped away by hand. This is a confined space, where one operator must be secured with a harness and safety lines, and requires another operator as a safety observer and helper.

The addition of the LimeCure is expected to make possible cleaning of the clarifier equipment by means of power washing. This would result in less man-hours for maintenance, minimize confined space entry time, and minimize the opportunity for personnel injury.

FISCAL IMPACTS:

Estimated \$30,250.00 annual expense, amount may go over based on actual demand/usage. 2025 price is \$1.21/pound, 2024 price was \$1.185/pound, 2023 price was \$1.15/pound, 2022 price was \$1.15/pound, and 2021 price was \$0.95/pound. Funded from the Operations & Maintenance Budget account 591-553-743.000.

Document originated by: Ryan E. Suchanek
Attachments: (1) Resolution
(2) Quote

Master Plan Implementation Goals: 3.4

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A PURCHASE ORDER FOR
LIMECURE-25 WITH APPLIED SPECIALTIES INNOVATIONS, LLC
IN ACCORDANCE WITH THE PERMIT REQUIREMENTS AS APPROVED BY
THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND
ENERGY**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires LimeCure-25 in bulk deliveries for use in treating municipal drinking water; and

WHEREAS, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) has approved the use of LimeCure-25, and it is hereby determined that Applied Specialties Innovations, LLC of Avon Lake, Ohio is the only firm qualified and permitted to provide such product in softening residual Lime used in the potable water treatment process; and

WHEREAS, waiver of the purchasing policy formal Bid requirements is requested, in order to comply with the EGLE permit requirements, and to initiate procurement upon approval and authorization for this sole source purchase.

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 waive competitive bidding requirements and purchase LimeCure-25 from Applied Specialties Innovations, LLC, at the price of \$1.21 per pound with an estimated annual usage of 25,000 pounds.

SECOND: the accounts payable department is authorized to submit payment to Applied Specialties Innovations, LLC of Avon, Ohio in the estimated amount of \$30,250.00 for FY2025-2026, with the actual amount based on unit prices for actual demand/usage.

THIRD: the above expenses shall be paid from the water fund following delivery, and chargeable to account 591-553-743.000.



Applied Specialties Innovations, LLC
33555 Pin Oak Parkway
Avon Lake, Ohio 44012
440-933-9442 Office
440-933-9439 Fax
www.AppliedSpecialties.com

QUOTATION FORM: F9.8.2.1

Quotation

Quotation Date 07/28/25	Salesman Amato
----------------------------	-------------------

TO:	City of Owosso WTP
	1111 Allendale Ave.
	Owosso, MI 48867
	Attn: David Haut
	989-725-0560
	david.haut@ci.owosso.mi.us

FOB: Destination: Owosso, MI	Order Lead Time: 5-7 Business Days After Receipt of Order	Ship Via: Best Way - Common Carrier LTL
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Quantity	Unit of Measure	Item Description	Unit Price	Total
14,850	lbs	LimeCure 25	\$1.21	\$17,968.50
1 X 275Gal Tote of LimeCure 25 = 2,475lbs.				
Quotation is for 6 X 275Gal Totes - TOTAL 14,850lbs. - 6 TOTES/ORDER				
NOTE: Freight Charges are included in Unit Price.				
Pricing Valid July 1, 2025 - June 30, 2026				
			Total=>	\$17,968.50

Payment Terms are Net 30 DAYS

We are pleased to submit the above quotation for your consideration. This quotation is valid for 30 Days, unless otherwise stated in above Quotation. Thereafter, pricing is subject to change without notice. If you have any questions or need additional information regarding this Quotation, please contact our office at (440) 933-9442. To place an order for this Quotation, please contact our Customer Service Department at (440) 933-9442.

ACCEPTED BY: _____
Title: _____
Date: _____



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0500

MEMORANDUM

DATE: July 1, 2025

TO: City Council

FROM: Amy K. Kirkland, City Clerk

RE: Legal Printing Services

Every two years we collect quotes for our legal printing needs. These needs include notices for public hearings, meeting changes, snow removal reminders and publication of the Council meeting synopsis, among others. With the closing of The Owosso Independent in May of 2024, the only newspaper that maintains circulation in the Owosso area is The Argus Press. The new owners of The Argus turned down my request for another three-year contract. Negotiations resulted in a one-year contract at 80% of the going rate as follows:

Item	Argus Press		Unit Price w/ 20% discount
	Past Unit Price	New Unit Price	
Price per column inch for publication of legal notices	\$ 2.87	\$5.00	\$4.00
Price quotation for affidavit of publication (required within seven (7) days)	\$ 5.50	\$11.00	\$8.80

Staff recommends approving a sole source purchase with The Argus Press for legal printing services for the period from July 1, 2025 – June 30, 2026 in an amount estimated at \$7,650.00. Expenses for legal printing services will be charged to account no. 101-215-802.000.

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF A CONTRACT
FOR LEGAL PRINTING SERVICES
WITH THE ARGUS-PRESS COMPANY
FOR THE FISCAL YEARS 25-26**

WHEREAS, various laws and ordinances applying to the City of Owosso, Shiawassee County, Michigan, require the publication of legal notices such as public hearing notices, meeting notices, and the minutes of meetings in a newspaper of general circulation; and

WHEREAS, The Argus Press is the only remaining newspaper of general circulation in the City of Owosso and is qualified to provide such services; and

WHEREAS, waiver of the purchasing policy formal bid requirements is requested for this sole source purchase.

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

- FIRST: it has heretofore been determined that it is advisable, necessary, and in the public interest to waive formal bidding requirements and authorize the employ of The Argus-Press Company for sole source legal advertising services for the period from September 1, 2025 through June 30, 2026.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the City of Owosso, Michigan and The Argus-Press Company, with the discounted unit prices as follows:

Description	New Unit Price	Unit Price w/ 20% discount
Price for publication of legal notices (all submissions will be charged by the column inch)	\$5.00	\$4.00
Price quotation for affidavit of publication (required within seven (7) days of publication).	\$11.00	\$8.80

- THIRD: authorization is given for the above expenses to be paid from account no. 101-215-802.000 according to unit prices.

EXHIBIT A

Contract for Services Between

The City of Owosso

and

The Argus-Press Company

Legal Printing Services 2025-2026

September 2025

CONTRACT

THIS AGREEMENT is made on September 1, 2025 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and THE ARGUS-PRESS COMPANY ("contractor"), a Michigan company, whose address is 201 E. Exchange Street, Owosso, Michigan 48867.

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

ARTICLE I - Scope of work

The contractor agrees to provide legal printing services, such as the publication of the Owosso City Council meeting synopsis and legal notices from September 1, 2025 through June 30, 2026. The City reserves the right to terminate this contract with thirty days notice if electronic media becomes a legal alternative for meeting public notice requirements and the cost/benefit is determined to be in the publics' best interest.

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the performance of the contract, in accordance with the unit prices as shown below, not to exceed seven thousand six hundred fifty dollars (\$7,650.00) for the time period from September 1, 2025 to June 30, 2026. No additional work shall be performed unless a change order is issued by the city.

Description	Unit Price w/ 20% discount
Price for publication of legal notices (all submissions will be charged by the column inch)	\$4.00
Price quotation for affidavit of publication (required within seven (7) days of publication).	\$8.80

ARTICLE III – Assignment

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

ARTICLE IV - Choice of law

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

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

ARTICLE V - Relationship of the parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII - Indemnification

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

ARTICLE VIII - Entire agreement

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

FOR THE ARGUS-PRESS

By_____

Its: Sheila Mondeau, Publisher

Date:_____

THE CITY OF OWOSSO

By_____

Its: Robert J. Teich, Jr., Mayor

Date:_____

By_____

Its: Amy K. Kirkland, City Clerk

Date:_____



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

MEMORANDUM

DATE: August 18, 2025

TO: Owosso City Council

FROM: Kevin Lenkart, Public Safety Chief

RE: Front Line Services Inc.– Payment Authorization

Public Safety staff requests City Council approve payment to Front Line Services Inc.(FLSI), in the amount of \$7,166.51 for the emergency repair of Owosso aerial Tower 1 (T-1). Payment will be from the Fire Department vehicle repair fund.

In July 2025, Owosso Fire Department (OFD) staff noticed a hydraulic leak on the aerial tower. The tower was driven to their facility in Freeland Michigan for a more comprehensive evaluation of the fire truck.

Staff from FLSI inspected the vehicle and found that T-1 needed immediate emergency repair. Due to the age of the vehicle (2007 HME), repair work is specialized, and parts are not readily available. FLSI staff have worked on Owosso fire vehicles for years and are aware of the complexity of repair to T-1.

Owosso T-1 is the only 100-foot aerial tower within thirty miles of Owosso and it is a vital piece of equipment. The expanded capacity of T-1 for rescue, ventilation and extinguishment in Owosso and neighboring communities makes the repair of the vehicle a priority.

The staff at FLSI recommended completing the necessary repairs to ensure the safety and integrity of the vehicle. The invoice is attached to the memo.

RESOLUTION NO.
AUTHORIZING PAYMENT TO
FRONT LINE SERVICES INC.
FOR EMERGENCY REPAIR OF OWOSSO FIRE DEPARTMENT TOWER 1

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a fire department vehicle Tower 1 that required an emergency repair of the vehicle, and

WHEREAS, the city directed Front Line Services, Inc., to proceed and make the emergency repair, which subsequently totaled \$7,166.57, and

WHEREAS, the Public Safety Chief has reviewed the detailed billing from Front Line Services, Inc. for the cost of the repair and recommends payment in the amount of \$7,166.57 for the work that was satisfactorily completed.

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 was necessary and in the public interest to contract with Front Line Services, Inc. for emergency repairs to Owosso Fire Department vehicle Tower 1.

SECOND: the accounts payable department is authorized to submit payment to Front Line Services Inc. in the amount of \$7,166.57 as authorized by Council this 2nd day of September 2025.

THIRD: the above expenses shall be paid from the Fire Department vehicle repair fund.

Front Line Services
8588 Carter Rd
Freeland MI 48623

Inv #: 41568

Cust #: 0030

Date: 8/13/2025

Page: 1

Bill To:

Owosso Fire Department
rhonda.pritchett@ci.owosso.mi.u
Kevin.Lenkart@ci.owosso.mi.us

Ship To:

Owosso Fire Department
202 S. Water St.

Owosso MI 48867

Cust PO	SP	Ship Via	FOB	Terms	FLSI No
47057	FLSI	BEST		Net 30	49,305

Order	Ship	B/O	Item Number Description	Price	Disc	Ext Pr
1	1	0	FLSSHPP Shipping Charges	\$24.99	\$0.00	\$24.99
1	1	0	FLSSUPP Supplies	\$95.00	\$0.00	\$95.00
2	2	0	PA02SO401 Extension Seal Kits	\$130.09	\$0.00	\$260.18
1	1	0	MISC Polish Cylinder Rods	\$100.00	\$0.00	\$100.00
52	52	0	SU05HO32 Hydraulic Oil - AW32 Multi (Qt)	\$4.02	\$0.00	\$209.04
46.50	46.50	0.00	LBRS Shop Labor - Extension Cylinders	\$130.00	\$0.00	\$6,045.00
1	1	0	RO0712359 Switch, Left	\$172.30	\$0.00	\$172.30
1.00	1.00	0.00	LBRS Shop Labor - Ladder Switch	\$130.00	\$0.00	\$130.00
1.00	1.00	0.00	LBRS Shop Labor - Inspect Other Cylinders	\$130.00	\$0.00	\$130.00

Subtotal \$7,166.51
Tax \$0.00
(Deposit) \$0.00

49305 1 of 1

Tower 1

Repair License F139978

TOTAL \$7,166.51

8588 Carter Rd.
Freeland, MI 48623

(800) 289-3574

Fax: (989) 695-6636

www.flsi.net info@flsi.net

Work Order

W.O. # 49305

CUSTOMER: Owosso Fire Dept	CUST. #: O030	WO: 1 of 1
VEHICLE: Tower 1	YEAR: 2009	DATE COMPL: 7/31/2025
MAKE: HME/RK		MILEAGE: 29364

A FD reporting extension cylinders are leaking

Services Performed: Remove and replace extension cylinder seals. Wear marks were noted on the rods. Rods were sent to be polished.

Aerial was tested and no leaks detected on replaced seals.

Recommendations: None

B FD reporting the left side ladder switch not working properly

Services Performed: Removed and replaced driver side rear step switch. Switch was tested and all ok

Recommendations: None

C FD requested inspection of elevation and platform leveling cylinders

Services Performed: Inspection was made and quote was provided for replacement of elevation and leveling seals.

Recommendations: Seeping was noted on the leveling cylinders and the Officer side lift cylinder. FD was notified but did not wish to proceed with repair.



MEMORANDUM

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

DATE: August 25, 2025

TO: Owosso City Council

FROM: Kevin Lenkart, Chief of Public Safety

SUBJECT: Police Uniform Bid Acceptance

RECOMMENDATION:

Upon review of the submitted bid, Public Safety staff recommends that council approve the purchase of police officer uniforms from Lansing Uniform Company Inc. for \$18,885.65.

BACKGROUND:

Included in the 2025-2026 budget is money allocated for the replacement of police uniforms for Owosso Police Officers. In July 2025, a request for proposal (RFP) was put out requesting bids for the new uniforms.

On August 19th, 2025, a bid opening was held in the City Council chambers with City of Owosso staff members present.

One (1) bid was received; Police staff reviewed the bid that was submitted and recommend the purchase of the uniforms from Lansing Uniform Company, Inc.

FISCAL IMPACTS:

The above expense was budgeted for the 2025-2026 fiscal years and shall be paid from the Police Department uniform fund 101-301-741.000.

RESOLUTION NO.

**AUTHORIZING THE PREPARATION AND EXECUTION OF A CONTRACT
WITH LANSING UNIFORM COMPANY, INC.
FOR THE PURCHASE OF POLICE UNIFORMS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan operates a police department requiring the use of police uniforms; and

WHEREAS, funding was budgeted in 2025-2026 budget year for the replacement of police uniforms; and

WHEREAS, the City of Owosso sought and received one bid on August 19, 2025 for police uniforms; and

WHEREAS, the bid has been analyzed and it has been determined it is a responsible and responsive bid that is in the city's best interest.

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

FIRST: it has heretofore determined that advisable, necessary, and in the public interest to purchase police uniforms from Lansing Uniform Company, Inc..

SECOND: the mayor and city clerk are hereby authorized and instructed to sign the contract substantially in the form attached as Exhibit A.

THIRD: the accounts payable department is authorized to pay Lansing Uniform Company, Inc. according to unit prices up to the amount estimated at \$18,885.65.

FOURTH: the above expense was budgeted for the 2025-2026 fiscal years and shall be paid from the Police Division Equipment fund 101-301-741.000.

EXHIBIT A

Contract for Merchandise Between

The City of Owosso

and

Lansing Uniform Company, Inc.

Police Department Uniforms

September 2025

CONTRACT

THIS AGREEMENT is made on September ____, 2025 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and LANSING UNIFORM COMPANY, INC. ("contractor"), a Michigan company, whose address is 5310 S. Pennsylvania Avenue, Lansing, Michigan 48911.

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

ARTICLE I - Scope of work

The contractor agrees to furnish all of the materials, equipment and labor necessary and to abide by all the duties and responsibilities applicable to it for the bid entitled "Police Department Uniforms", in accordance with the requirements and provisions of the following documents, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

- Bid forms
- Bid pages
- Contract and exhibits
- General conditions
- Standard specifications
- Detailed specifications

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the satisfactory provision of the product requested, in the unit prices as given in the bid forms not to exceed eighteen thousand eight hundred eighty-five and sixty-five cents (\$18,885.65). No additional product shall be provided unless a change order is issued by the city.

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

ARTICLE III – Assignment

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

ARTICLE IV - Choice of law

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

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

ARTICLE V - Relationship of the parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII - Indemnification

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

ARTICLE VIII - Entire agreement

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

FOR CONTRACTOR

By_____

Its:_____

Date:_____

THE CITY OF OWOSSO

By_____

Its: Robert J. Teich, Jr., Mayor

Date:_____

By_____

Its: Amy K. Kirkland, City Clerk

Date:_____

CITY OF OWOSSO BID TABULATION SHEET

DATE 8/19/2025DEPT. PUBLIC SAFETYSUBJECT: 2025 POLICE OFFICER UNIFORM BID**MATH ERROR IN BID**

Lansing Uniform Co. Inc
5310 S Pennsylvania Ave
Lansing, MI 48911
517-482-6628

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Blauer Armorskin Base Jackets 9880-04	19	EA	\$ 129.95	\$ 2,469.05		\$ -		\$ -
2	Blauer FlexRS Pants 8666-04	54	EA	\$ 89.95	\$ 4,857.30		\$ -		\$ -
3	Blauer FlexRS Base S/S Pullover 8362-04	54	EA	\$ 64.95	\$ 3,507.30		\$ -		\$ -
4	Blauer FlexRS Base L/S Pullover 8361-04	54	EA	\$ 69.95	\$ 3,777.30		\$ -		\$ -
5	Blauer FlexRS Supershirt S/S Shirt 8676-04	20	EA	\$ 74.95	\$ 1,499.00		\$ -		\$ -
6	Blauer FlexRS Navy L/S Shirt 8671-04	20	EA	\$ 82.95	\$ 1,659.00		\$ -		\$ -
7	Blauer Performance Pro Polo S/S Shirt 8134	26	EA	\$ 42.95	\$ 1,116.70		\$ -		\$ -
TOTAL BID					\$ 18,885.65		\$ -		\$ -

DEPT. HEAD: Kevin LenkartGENERAL LIABILITY INSURANCE
EXPIRATION DATE: _____

AWARDED: _____

PURCH. AGENT: B. Bennett 8/25/20WORKERS COMPENSATION INSURANCE
EXPIRATION DATE: _____COUNCIL
APPROVED: _____STAFF REC.: Lansing Uniform Co. Inc.SOLE PROPRIETORSHIP
EXPIRATION DATE: _____

PO NUMBER: _____

101,301.741.000

Budgeted Amt \$11,000.00



MEMORANDUM

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

DATE: September 2, 2025

TO: Mayor Teich and Owosso City Council

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

SUBJECT: Removal of Spent Lime from Lagoons at the Water Treatment Plant

RECOMMENDATION:

Approval of three-year contract with MAK Enterprises, L.L.C. of Mt. Pleasant, Michigan for removal of spent lime residuals from the Water Treatment Plant lagoons.

BACKGROUND:

Lime is primarily used to treat ground water supply by removing hardness and naturally occurring iron. The excess settled/spent lime used during the treatment process, is pumped from the treatment clarifiers to one of four lagoons. The disposed spent lime residual is used as an alternate agricultural liming product, where its disposition is regulated by the State of Michigan.

A total of four bids were received. With MAK Enterprises, L.L.C. having provided the low responsible bid as attached.

FISCAL IMPACTS:

MAK Enterprises, L.L.C. will remove an estimated 22,300 cubic yards of spent lime at \$27.90/CY in FY 2025-2026 in the amount of \$622,170.00, and 150 cubic yards of spent lime at \$25.00/CY in FY 2025-2026 in the amount of \$3,750.00, for an estimated total contract price of \$625,920.00.

Document originated by:

Ryan E. Suchanek, Director of Public Services & Utilities

Attachments: (1) Bid Sheet
(2) Resolution

RESOLUTION NO.

**AUTHORIZING CONTRACT WITH
MAK ENTERPRISES, L.L.C. OF MT. PLEASANT, MICHIGAN FOR
REMOVAL OF LIME RESIDUAL MATERIAL AT THE WATER TREATMENT PLANT**

WHEREAS, the City has determined it necessary to remove lime residual material at its Water Treatment Plant lagoons, to gain lagoon capacity; and

WHEREAS, the City of Owosso sought bids for the removal of said lime residuals at the Water Treatment Plant; and

WHEREAS, MAK Enterprises, L.L.C. of Mt. Pleasant, Michigan is hereby determined to be the qualified, responsible, and low bidder to provide such services; and

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to employ MAK Enterprises, L.L.C. to remove spent lime in the approximate quantity of 22,300 cubic yards at \$27.90/CY for fiscal year 2025-2026, and approximate quantity of 150 cubic yards at \$25.00/CY for fiscal year 2025-2026.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the Contract for Services between the City of Owosso, Michigan and MAK Enterprises, L.L.C. as prepared by the City Clerk in the approximate estimated amount of \$625,920.00 covering the period of July 1, 2025 through June 30, 2026.
- THIRD: the Accounts Payable Department is authorized to pay MAK Enterprises, L.L.C. according to unit prices for work satisfactorily completed and certified by the Director of Public Services or his designee.
- FOURTH: the above expenses shall be paid from the Water Fund Account 591-553-834.000

EXHIBIT A

Contract for Services Between

The City of Owosso

and

MAK Enterprises, L.L.C.

2025-2026 Lime Softening Residuals Removal

September 2025

CONTRACT

THIS AGREEMENT is made on September ____, 2025 between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 ("city") and MAK ENTERPRISES, L.L.C. ("contractor"), a Michigan company, whose address is 300 S. University Street, Mt. Pleasant, Michigan 48858.

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

ARTICLE I - Scope of work

The contractor agrees to provide the services listed in the proposal entitled "2025-2026 Lime Softening Residuals Removal", as attached, including all written modifications incorporated into any of the documents, which are incorporated as part of this contract:

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

ARTICLE II - The Contract Sum

(A) The city shall pay to the contractor for the performance of the contract, in the unit prices as given in the proposal with a estimated total of six hundred twenty-five thousand nine hundred twenty (\$625,920.00) for the contract year 2025-26. No additional work shall be performed unless a change order is issued by the city.

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

ARTICLE III – Assignment

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

ARTICLE IV - Choice of law

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

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

ARTICLE V - Relationship of the parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII - Indemnification

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

ARTICLE VIII - Entire agreement

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

FOR CONTRACTOR

By_____

Its:_____

Date:_____

THE CITY OF OWOSSO

By_____

Its: Robert J. Teich, Jr., Mayor

Date:_____

By_____

Its: Amy K. Kirkland, City Clerk

Date:_____

CITY OF OWOSSO BID TABULATION SHEET

DATE 8/12/2025DEPT. FiltrationSUBJECT: 2025-2026 Lime Softening Removal- Reuse

MAK Enterprises LLC
300 S University St
Mt Pleasant, MI 48858
989-828-4703 or 989-621-3577

Rocky Ridge Development
3793 Silica Rd
Sylvania, OH 43560
419-777-5565

Prolime Corporation
58610 Van Dyke Rd
Washington, MI 48094
586-781-7070

ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Lagoon # 2	4,600	CU YD	\$ 27.90	\$ 128,340.00	\$ 33.82	\$ 155,572.00	\$ 41.89	\$ 192,694.00
2	Lagoon #3	7,700	CU YD	\$ 27.90	\$ 214,830.00	\$ 33.82	\$ 260,414.00	\$ 41.89	\$ 322,553.00
3	Lagoon #1	10,000	CU YD	\$ 27.90	\$ 279,000.00	\$ 33.82	\$ 338,200.00	\$ 41.89	\$ 418,900.00
4	Filter backwash Lagoon to Lagoon #4	150	CU YD	\$ 25.00	\$ 3,750.00	\$ 33.82	\$ 5,073.00	\$ 41.89	\$ 6,283.50
TOTAL BID:				\$	625,920.00	\$	759,259.00	\$	940,430.50

BCA Express Co. Ltd
22180 West Industrial Park Dr
Genoa, OH 43430
419-855-0446

ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL
1	Lagoon # 2	4,600	CU YD	\$ 43.18	\$ 198,628.00
2	Lagoon #3	7,700	CU YD	\$ 43.18	\$ 332,486.00
3	Lagoon #1	10,000	CU YD	\$ 43.18	\$ 431,800.00
4	Filter backwash Lagoon to Lagoon #4	150	CU YD	\$ 43.18	\$ 6,477.00
TOTAL BID:				\$	969,391.00

DEPT. HEAD: *Ryan E. Szelbanch* GENERAL LIABILITY INSURANCE
EXPIRATION DATE: 5/23/2026

AWARDED: _____

PURCH. AGENT: *J. Barnett 8/28/25* WORKERS COMPENSATION INSURANCE
EXPIRATION DATE: 5/23/2026

COUNCIL APPROVED: _____

STAFF REC.: MAK Enterprises LLC SOLE PROPRIETORSHIP
EXPIRATION DATE: NA

PO NUMBER: _____

*591,553,934.000 Maintenance
Budgeted Amt 500,000*

08/27/2025 11:15 AM
User: BABarrett
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 08/01/2025 - 08/23/2025

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Check Date	Check	Vendor Name	Description	Amount	Status
Bank 1 GENERAL FUND (POOLED CASH)					
Check Type: ACH Transaction					
08/01/2025	12003 (A)	ABSOPURE WATER COMPANY LLC	FYE6-30-2026 WATER FOR LAB USE ONLY. INI	138.95	Open
08/01/2025	12004 (A)	ALLSTAR TOWING & REPAIR	OIL CHANGE 24-09	65.00	Open
			OIL CHANGE OPD 23-01	65.00	Open
				<u>130.00</u>	
08/01/2025	12005 (A)	AMAZON CAPITAL SERVICES	JUNE 2025 PURCHASES	130.37	Open
			JUNE 2025 PURCHASES	50.89	Open
			JUNE 2025 PURCHASES	43.11	Open
			JULY 2025 AMAZON PURCHASES	48.99	Open
			JULY 2025 AMAZON PURCHASES	29.30	Open
			JULY 2025 AMAZON PURCHASES	189.99	Open
			JULY 2025 AMAZON PURCHASES	169.08	Open
			JULY 2025 AMAZON PURCHASES	29.35	Open
			JULY 2025 AMAZON PURCHASES	629.30	Open
			JULY 2025 AMAZON PURCHASES	21.99	Open
			JULY 2025 AMAZON PURCHASES	37.86	Open
			JULY 2025 AMAZON PURCHASES	(5.99)	Open
				<u>1,374.24</u>	
08/01/2025	12006 (A)	B S & A SOFTWARE	ANNUAL SERVICE/SUPPORT FEE AUG 2025 - AI	31,530.00	Open
08/01/2025	12007 (A)	BRUCKMAN STORAGE LLC	MONTHLY STORAGE JULY 2025 - DEC. 2025	1,200.00	Open
08/01/2025	12008 (A)	CDW GOVERNMENT, INC.	SINGLE ADOBE STANDARD SUBSCRIPTION	28.19	Open
			ADOBE STD SUBSCRIPTION - TOM WHEELER	28.19	Open
			MS OFFICE 365 LICENSE RENEWAL	5,415.00	Open
			MS EXCHANGE CLOUD MAILBOX	4,560.00	Open
				<u>10,031.38</u>	
08/01/2025	12009 (A)	CENTER FOR TECHNOLOGY & TRAINING	ENGINEERING ETHICS WEBINAR	20.00	Open
08/01/2025	12010 (A)	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US COM	38.32	Open
			FLOOR MATS PER SERVICE AGREEMENT (US COM	38.32	Open
			FLOOR MATS PER SERVICE AGREEMENT (US COM	38.32	Open
				<u>114.96</u>	
08/01/2025	12011 (A)	D & K TRUCK COMPANY INC	FREIGHTLINER 108SD PLUS TANDEM TRUCKS (2	234,008.00	Open
08/01/2025	12012 (A)	DBI BUSINESS INTERIORS	VN4159/CHAIR, LEATHER FOR BUILDING DEPT	252.96	Open
08/01/2025	12013 (A)	DORNBOS SIGN INC	ROAD SIGNS	2,003.95	Open
			ROAD SIGNS	742.55	Open
				<u>2,746.50</u>	
08/01/2025	12014 (A)	EPS SECURITY	ALARM SYSTEM MONITORING - CITY HALL	159.12	Open
			SERVICE CALL ON SYSTEM MONITORING FOR CI	453.76	Open
				<u>612.88</u>	
08/01/2025	12015 (A)	ESRI, INC.	ARCGIS ANNUAL RENEWAL	3,995.00	Open
08/01/2025	12016 (A)	ETNA SUPPLY COMPANY	APRIL PART INV RESTOCK	618.00	Open
			APRIL PART INV RESTOCK	246.50	Open
				<u>246.50</u>	

Check Date	Check	Vendor Name	Description	Amount	Status
				864.50	
08/01/2025	12017 (A)	FERGUSON ENTERPRISES LLC	APRIL INV PARTS ORDER.	1,084.15	Open
08/01/2025	12018 (A)	FISHER SCIENTIFIC CO.	LAB SUPPLIES	334.20	Open
08/01/2025	12019 (A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING - CIS TRAIL CONNECTION PROJ	1,849.00	Open
08/01/2025	12020 (A)	GLAESER DAWES CORP	2024 WATERMAIN REPLACEMENT (DWR7497.01)	97,675.55	Open
08/01/2025	12021 (A)	GOULD LAW PC	ANNUAL PO FOR ADMINISTRATIVE AND POLICE	14,264.52	Open
08/01/2025	12022 (A)	GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,782.83	Open
08/01/2025	12023 (A)	HURON & EASTERN RAILWAY COMPANY INC	ANNUAL RAILROAD SIGNAL MAINTAINANCE AGRE	11,301.00	Open
08/01/2025	12024 (A)	J & H OIL COMPANY	GAS AND FUEL	6,224.78	Open
08/01/2025	12025 (A)	JAYNE S BROWN	JULY 2025 BOR MEETING	65.00	Open
08/01/2025	12026 (A)	JERRY L JONES	JULY 2025 BOR MEETING	65.00	Open
08/01/2025	12027 (A)	JON HARRIS	ELECTRICAL INSPECTIONS JULY 2025	765.88	Open
			ELECTRICL PLAN REVIEWS JULY 2025	150.00	Open
				915.88	
08/01/2025	12028 (A)	KENNEDY INDUSTRIES, INC.	REPLACEMENT PLI SAMPLE PUMP - SOLE SOURC	4,201.00	Open
			GUIDE RAILS FOR PALMER LIFT STATION	766.00	Open
				4,967.00	
08/01/2025	12029 (A)	LANSING REAL GREEN LAWN CARE INC	2025 MOWING CONTRACT - CODE ENFORCEMENT	322.00	Open
08/01/2025	12030 (A)	LOGICALIS INC	CISCO SMARTNET ANNUAL WARRANTY RENEWAL	6,412.98	Open
			DUO MFA SUBSCRIPTION RENEWAL	1,296.60	Open
			3 - MERAKI ACCESS ANTENNAS	1,832.00	Open
				9,541.58	
08/01/2025	12031 (A)	LUDINGTON ELECTRIC, INC.	REPLACE DPW OUTSIDE LIGHTS	1,950.00	Open
			AERATOR MOTOR TROUBLESHOOTING AND REPLAC	926.59	Open
				2,876.59	
08/01/2025	12032 (A)	LUNGHAMER FORD OF OWOSSO	OIL CHANGE FOR OPD# 2223	118.97	Open
08/01/2025	12033 (A)	MACQUEEN EQUIPMENT LLC (BELL EQUIP)	SWEEPER PARTS	1,506.04	Open
08/01/2025	12034 (A)	MARK BOOTH	MECHANICAL & PLUMBING INSPECTIONS	1,260.00	Open
			PLUMBING AND MECHANICAL PLAN REVIEWS	300.00	Open
				1,560.00	
08/01/2025	12035 (A)	MERIT LABORATORIES INC	FYE 6/30/2025-6/30/2026 WATER TESTS AND	312.00	Open
08/01/2025	12036 (A)	MICHIGAN RURAL WATER ASSOCIATION	08/14/2025 OUTDOOR EXPO - LUFT, BUTCHER	330.00	Open
			09/25/2025 SUBMERSIBLE PUMP CLASS - NAYI	145.00	Open
			MEMBERSHIP FEE 07/01/2025 - 06/30/2026	1,020.00	Open
				1,495.00	
08/01/2025	12037 (A)	MIKE SELLECK	JULY 2025 BOR MEETING	65.00	Open
08/01/2025	12038 (A)	MUNICIPAL EMPLOYEES RETIREMENT SYST	EMPLOYER CONTRIBUTIONS	79,187.00	Open
08/01/2025	12039 (A)	POWERDMS INC	POWERTIME SUBSCRIPTION - SCHEDULING/ROT	4,480.50	Open
08/01/2025	12040 (A)	PRINTING SYSTEMS, INC.	MASTER CARDS & ID CARDS	399.84	Open
08/01/2025	12041 (A)	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE - LANSING BWL JOINT PURC	9,342.36	Open
08/01/2025	12042 (A)	RAILROAD MANAGEMENT COMPANY LLC	LICENSE FEES #0090168 09/01/2025 - 08/31	583.90	Open
			LICENSE FEES #0090155 09/01/2025 - 08/31	583.90	Open
				1,167.80	
08/01/2025	12043 (A)	REPUBLIC SERVICES INC	ALL DUMPSTER CONTAINER SERVICES 3 YEARS	495.70	Open

CHECK REGISTER FOR CITY OF OWOSSO
 CHECK DATE FROM 08/01/2025 - 08/23/2025

Check Date	Check	Vendor Name	Description	Amount	Status
08/01/2025	12044 (A)	RICHARD W. HARSH II	JULY 2025 BOR MEETING	65.00	Open
08/01/2025	12045 (A)	RONALD DANKERT	JULY 2025 BOR MEETING	65.00	Open
08/01/2025	12046 (A)	S & P GLOBAL RATINGS	DWRF PROJECT 7880.01 - CREDIT RATING	18,900.00	Open
08/01/2025	12047 (A)	SHATTUCK SPECIALTY ADVERTISING	STICKERS FOR CASTLE GIFT SHOP	110.00	Open
08/01/2025	12048 (A)	SPICER GROUP, INC.	ENGINEERING SERVICES-CITY HALL IMPROVEME	2,545.00	Open
08/01/2025	12049 (A)	UNIQUE PAVING MATERIALS CORP	COLD PATCH	6,777.78	Open
08/01/2025	12050 (A)	VERIZON WIRELESS	M2M ACCOUNT SHARE	125.16	Open
08/01/2025	12051 (A)	WASTE MANAGEMENT OF MICHIGAN INC	WASTE MANAGEMENT SERVICES	9,311.77	Open
08/15/2025	12053 (A)	ALLSTAR TOWING & REPAIR	OIL CHANGE OPD 24-06	65.00	Open
			OIL CHANGE OPD 25-05	65.00	Open
				<u>130.00</u>	
08/15/2025	12054 (A)	AMAZON CAPITAL SERVICES	AUGUST 2025 AMAZON PURCHASES	15.99	Open
			JULY 2025 AMAZON PURCHASES	132.24	Open
			AUGUST 2025 AMAZON PURCHASES	41.13	Open
			AUGUST 2025 AMAZON PURCHASES	49.49	Open
				<u>238.85</u>	
08/15/2025	12055 (A)	B S & A SOFTWARE	HR TRAINING - MULTI MODULES	1,200.00	Open
08/15/2025	12056 (A)	BEAVER RESEARCH COMPANY	SHOP CLEANING SUPPLIES	352.88	Open
08/15/2025	12057 (A)	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES FOR OFD	993.04	Open
			MEDICAL SUPPLIES FOR OFD	944.39	Open
				<u>1,937.43</u>	
08/15/2025	12058 (A)	CAKEY CAKES LLC	MAIN ST MEETUP FOOD	73.00	Open
08/15/2025	12059 (A)	CENTER FOR TECHNOLOGY & TRAINING	2025 ROAD & PAVEMENT ENGINEERING SEMINAR	100.00	Open
08/15/2025	12060 (A)	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US COM	38.32	Open
08/15/2025	12061 (A)	CONSUMERS ENERGY	CITY OF OWOSSO ACCOUNTS	61,787.76	Open
08/15/2025	12062 (A)	DALTON ELEVATOR LLC	FYE6-30-2026 CYLINDER RENTAL/OXYGEN/SUPP	377.11	Open
08/15/2025	12063 (A)	DELL MARKETING LP	DELL DESKTOP PC- TANYA COMPUTER REPLACEM	993.66	Open
			2 DELL DESKTOP PC - 1 DELL LAPTOP	3,266.48	Open
				<u>4,260.14</u>	
08/15/2025	12064 (A)	E H WACHS	PARTS FOR PUMP #605	541.94	Open
08/15/2025	12065 (A)	ENMET, LLC	CALIBRATION GAS FOR SCREENING ROOM DETEC	532.00	Open
08/15/2025	12066 (A)	EPS SECURITY	SYSTEM MONITORING FOR CURWOOD CASTLE	68.85	Open
			PAYMASTER BUILDING 09/01/2025 - 11/30/20	107.76	Open
				<u>176.61</u>	
08/15/2025	12067 (A)	ETNA SUPPLY COMPANY	APRIL PART INV RESTOCK	688.00	Open
			STOCK ORDER	7,840.30	Open
			STOCK ORDER	2,411.45	Open
				<u>10,939.75</u>	
08/15/2025	12068 (A)	F.D. LAKE MACHINERY COMPANY	ANNUAL RIGGING INSPECTION	1,264.03	Open
			ANNUAL RIGGING INSPECTION	350.00	Open
				<u>1,614.03</u>	
08/15/2025	12069 (A)	FISHBECK, THOMPSON, CARR & HUBER, I	ENGINEERING - WELLS REHAB AND ABANDONMEN	1,978.75	Open
			WTP FILTERS IMPROVEMENT PROJECT DWRF7497	2,199.66	Open

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CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 08/01/2025 - 08/23/2025

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Check Date	Check	Vendor Name	Description	Amount	Status
			ENGINEERING DESIGN/BIDDING SERVICES/CONS	36,000.00	Open
				<u>40,178.41</u>	
08/15/2025	12070 (A)	FISHER SCIENTIFIC CO.	LAB SUPPLIES	381.16	Open
08/15/2025	12071 (A)	GILBERT'S DO IT BEST HARDWARE & APP	JULY 2025 GILBERT HARDWARE PURCHASES	912.32	Open
08/15/2025	12072 (A)	GOULD LAW PC	LEGAL SERVICES	14,962.64	Open
08/15/2025	12073 (A)	GRAYMONT WESTERN LIME INC	PEBBLE QUICK LIME - WTP	9,270.00	Open
08/15/2025	12074 (A)	GREEN TECH SYSTEMS LLC	TRENCHLESS EMERGENCY WATER SERVICE LINE	11,332.00	Open
08/15/2025	12075 (A)	H2O COMPLIANCE SERVICES INC	H2O CROSS CONNECTION CONTROL PROGRAM INS	805.00	Open
08/15/2025	12076 (A)	HUTSON INC OF MICHIGAN	FYE6-30-2026 ROUTINE PARTS/SUPPLIES-INDI	1,317.55	Open
			FYE6-30-2026 ROUTINE PARTS/SUPPLIES-INDI	<u>567.36</u>	Open
				1,884.91	
08/15/2025	12077 (A)	HYDROTEX PARTNERS, LTD	#2 GREASE TUBES PER QUOTE 141809	661.79	Open
08/15/2025	12078 (A)	J & H OIL COMPANY	GAS AND FUEL	6,266.47	Open
08/15/2025	12079 (A)	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE PURCHASE - WTP	4,243.80	Open
08/15/2025	12080 (A)	LANSING REAL GREEN LAWN CARE INC	2025 MOWING CONTRACT - CODE ENFORCEMENT	416.00	Open
08/15/2025	12081 (A)	MICHIGAN MUNICIPAL LEAGUE	MML ANNUAL DUES	7,492.00	Open
08/15/2025	12082 (A)	NAPA AUTO PARTS	FYE 6-30-2026 PARTS/SUPPLIES-INVOICE TO	180.12	Open
08/15/2025	12083 (A)	PRO-COMM INC	REPAIR MINITOR CHARGER FOR OFD	124.00	Open
08/15/2025	12084 (A)	PROFESSIONAL ANSWERING SERVICES	24 HOUR ANSWERING SERVICES	83.80	Open
08/15/2025	12085 (A)	QUADIENT FINANCE USA INC	POSTAGE USED MARCH - MAY 2025 ACCT# 790	2,000.00	Open
08/15/2025	12086 (A)	REPUBLIC SERVICES INC	ALL DUMPSTER CONTAINER SERVICES 3 YEARS	478.85	Open
08/15/2025	12087 (A)	S L H METALS INC	STEEL FOR FABRICATING	145.53	Open
			MAIN ST PLAZA SCULPTURES	<u>625.00</u>	Open
				770.53	
08/15/2025	12088 (A)	SP POWELLS SAND AND SOIL LLC	LIMESTONE21AA / LIMESTONE6AA / LIMESTONE	8,100.00	Open
08/15/2025	12089 (A)	STAPLES BUSINESS CREDIT	JULY 2025 PURCHASES	590.13	Open
			JUNE 2025 PURCHASES	<u>95.35</u>	Open
				685.48	
08/15/2025	12090 (A)	TAYLOR AND MORGAN CPA PC	2025 CALENDAR - ACCOUNTING SERVICES CONT	1,387.50	Open
08/15/2025	12091 (A)	THE SHERWIN-WILLIAMS CO.	TRAFFIC PAINT	274.50	Open
			TRAFFIC PAINT	274.50	Open
			TRAFFIC PAINT	<u>823.50</u>	Open
				1,372.50	
08/15/2025	12092 (A)	TRUCK & TRAILER SPECIALTIES	DUMP BODY AND ACCESSOIRES MIDEAL 200000	109,075.00	Open
08/15/2025	12093 (A)	UNITED PARCEL SERVICE	SHIPPING FOR WWTP	118.80	Open
08/15/2025	12094 (A)	WASTE MANAGEMENT OF MICHIGAN INC	WASTE MANAGEMENT SERVICES	8,641.73	Open
08/15/2025	12095 (A)	WEB ASCENDER	WEBSITE HOSTING	105.00	Open
			WEBSITE HOSTING	<u>220.00</u>	Open
				325.00	
			Total ACH Transaction:	<u>901,768.00</u>	
Check Type: EFT Transfer					
08/01/2025	12052 (E)	MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	19.50	Open
			EMAIL SERVICE - ESSENTIALS PLAN	<u>22.52</u>	Open

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CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 08/01/2025 - 08/23/2025

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Check Date	Check	Vendor Name	Description	Amount	Status
				42.02	
08/15/2025	12096(E)	HUNTINGTON NATONAL BANK -CREDITCARD	CITY CREDIT CARD PURCHASES	3,297.23	Open
08/15/2025	12097(E)	MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	19.50	Open
08/15/2025	12098(E)	STATE OF MI BUSINESS ONE STOP	PERMIT RENEWAL FEES	52.00	Open
			Total EFT Transfer:	3,410.75	
Check Type: Paper Check					
08/01/2025	138486	ADVANCED ANALYTICAL SOLUTIONS LLC	DMRQA STUDY 45 STANDARDS + QC PER QUOTE	1,077.54	Open
08/01/2025	138487	ADVANCED DRAINAGE SYSTEMS INC	N-12 18" TILE FOR METER PITS	1,709.28	Open
08/01/2025	138488	AJ MORRIS	OMS WEBSITE MANAGEMENT	1,200.00	Open
08/01/2025	138489	ALL IN SAFETY CORPORATION	TRAFFIC AND CONSTRUCTION BARRICADES	14,877.58	Open
08/01/2025	138490	CALEDONIA CHARTER TOWNSHIP	CALDONIA UTILITY FUND PAYMENT QUARTER EN	48,241.81	Open
08/01/2025	138491	CLINTON COUNTY FIRE CHIEFS ASSOCIA	2025 CLINTON COUNTY FIRE OFFICER 2 - LOU	250.00	Open
			Void Reason: NOT USING		
08/01/2025	138492	DAYSTARR COMMUNICATIONS	CASTLE PHONE AND INTERNET	78.52	Open
08/01/2025	138493	DAYSTARR COMMUNICATIONS	CITY OF OWOSSO PHONE & INTERNET	1,743.74	Open
08/01/2025	138494	DONE DEAL COMMERCIAL & RESIDENTIAL	CLEANING FOR CURWOOD CASTLE	150.00	Open
08/01/2025	138495	FIREPENNY	FIRE FIGHTER HOODS FOR OFD	181.81	Open
08/01/2025	138496	H K ALLEN PAPER CO	ROUTINE PURCHASES NOT TO EXCEED \$2000-IN	1,611.00	Open
08/01/2025	138497	HAVILAND	REBILL FOR OVER CREDIT - FINAL PAYMENT	5.12	Open
08/01/2025	138498	HUTCHINSON NICHOLAS	UB refund for account: 5899700002	397.60	Open
08/01/2025	138499	IDEAL HOMES AND REALTY	UB refund for account: 1190500017	105.57	Open
08/01/2025	138500	IMS ALLIANCE	EQUIPMENT FOR OFD	81.19	Open
08/01/2025	138501	KINCAID CONSTRUCTION LLC	ADDITIONAL PORTABLE TOILETS	320.00	Open
			ADDITIONAL PORTABLE TOILETS	200.00	Open
				520.00	
08/01/2025	138502	LLOYD MILLER & SONS, INC	PARTS FOR #522	749.00	Open
08/01/2025	138503	MICH BUSINESS	QUARTERLY COBRA BILLING: 07/01/2025 - 09	165.00	Open
08/01/2025	138504	MICHAEL DOWLER	REIMBURSEMENT FOR ASSESSING CLASS FEE	140.00	Open
08/01/2025	138505	MODERN SHIAWASSEE	SIDEWALK REPAIR ASSOCIATED WITH INV# 775	760.00	Open
08/01/2025	138506	OWOSSO CHARTER TOWNSHIP	WATER AGREEMENT QTR ENDING 06/30/2025	22,250.01	Open
08/01/2025	138507	OWOSSO COMMUNITY AIRPORT	FY 21/22 ANNUAL CONTRIBUTION FROM THE CI	4,996.50	Open
08/01/2025	138508	PASSPORT LABS INC	PARKING TICKET ENFORCEMENT SYSTEM (3 YE	1,274.99	Open
08/01/2025	138509	RHJ PROPERTY LLC	UB REFUND FOR ACCOUNT: 3153070007	245.00	Open
08/01/2025	138510	RONALD'S TREE SERVICE	2025 CITY TREE REMOVAL SERVICES	34,696.99	Open
			Void Reason: WANTED TO SPLIT THESE INVOICES		
			2025 CITY TREE REMOVAL SERVICES	5,253.01	Open
			Void Reason: WANTED TO SPLIT THESE INVOICES		
				39,950.00	
08/01/2025	138511	SHIAWASSEE COUNTY HEALTH DEPARTMENT	CONTRACT 1 - SOIL EROSION & SEDIMENTATIC	236.00	Open
08/01/2025	138512	SHIAWASSEE COUNTY HEALTH DEPARTMENT	CONTRACT 2 - SOIL EROSION & SEDIMENTATIC	236.00	Open
08/01/2025	138513	SHIAWASSEE REGIONAL CHAMBER OF COMM	MEMBERSHIP-7/1/25-6/30/26	550.00	Open
08/01/2025	138514	SMITH LAWNSCAPES LLC	DOWNTOWN LANDSCAPING SERVICES 2025	3,755.08	Open
08/01/2025	138515	TED DASEN	UB refund for account: 3631570009	15.25	Open
08/01/2025	138516	THE HUNTINGTON NATIONAL BANK	MICHIGAN TAX TRIBUNAL DOCKET # 25-001785	2,071.36	Open
08/01/2025	138517	THE MATTESONS LLC	GRAND AVE PARK TRANSFORMATION VIDEO	1,300.00	Open
			BUSINESS PHOTOS FOR SOCIAL MEDIA	375.00	Open
				1,675.00	
08/01/2025	138518	TURNER, JUNE L	2025 Sum Tax Refund 050-751-000-070-00	10.00	Open

Check Date	Check	Vendor Name	Description	Amount	Status
08/01/2025	138519	VERIDUS MICHIGAN LLC	OWNER REPRESENTATIVE SERVICES - PS IMPR	2,628.90	Open
08/01/2025	138520	RONALD'S TREE SERVICE	2025 CITY TREE REMOVAL SERVICES	34,696.99	Open
08/15/2025	138521	AMERICAN SPEEDY PRINTING	MOTORCYCLE DAYS FLYERS	35.00	Open
08/15/2025	138522	AMY FULLER	THE HOME TOUR - MARSHAL HOME TOUR	100.00	Open
08/15/2025	138523	ASA DETROIT CHAPTER	MICHIGAN APPRAISER CONTINUING EDUCATION	100.00	Open
08/15/2025	138524	D & D TRUCK & TRAILER PARTS	FYE 6-30-2026 MONTHLY EXPENSE PO. AMOUNT	245.51	Open
08/15/2025	138525	FRITZ JESSE	UB refund for account: 2754690012	108.07	Open
08/15/2025	138526	H K ALLEN PAPER CO	ROUTINE PURCHASES NOT TO EXCEED \$2000-IN	728.00	Open
08/15/2025	138527	HAYES JOANNA	UB refund for account: 2244390002	55.48	Open
08/15/2025	138528	HODGE GLASS LOCKS	REKEY DOOR AT AMPHITHEATER	301.00	Open
			COPY KEYS FOR FINANCE	9.00	Open
				310.00	
08/15/2025	138529	HOME DEPOT CREDIT SERVICES	JULY 2025 PURCHASES	1,379.87	Open
08/15/2025	138530	JUDY CRAIG	MAIL COURIER SERVICE	209.00	Open
08/15/2025	138531	KAMINGA, ROBERT D. & KATHERINE L.	2025 VETERAN EXEMPTION 050-360-000-045-C	1,832.23	Open
08/15/2025	138532	KINCAID CONSTRUCTION LLC	PORTABLE TOILET RENTAL - PARKS 2025-202	1,485.00	Open
08/15/2025	138533	KIRK MACHALA	F-4 CERTIFICATION & TRAINING REIMBURSEMEN	345.75	Open
08/15/2025	138534	LAMOREAUX SAMANTHA	UB refund for account: 1318500014	118.36	Open
08/15/2025	138535	LLOYD MILLER & SONS, INC	PARTS FOR #75	689.17	Open
08/15/2025	138536	MCCROMETER INC.	7-IN36-1 POWER SUPPLY	417.53	Open
08/15/2025	138537	MICHIGAN DRAIN, LLC	BD Payment Refund	50.00	Open
08/15/2025	138538	MICHIGAN FIRE INSPECTORS SOCIETY	MFIS 2025 FALL CONFERENCE - MILLER & HAI	940.00	Open
08/15/2025	138539	MONCHILOV SEWER SERVICE LLC	2025 SEWER TELEVISION PROJECT	39,500.00	Open
08/15/2025	138540	NORTH AMERICAN OVERHEAD DOOR INC	REPAIR OFD DOOR	1,526.24	Open
08/15/2025	138541	OWOSSO BOLT & BRASS CO	ROUTINE PURCHASES NOT TO EXCEED \$2000-IN	297.53	Open
08/15/2025	138542	PIZZO, JUSTIN S	BD Payment Refund	85.00	Open
08/15/2025	138543	POSILLO, KELSEY	UB refund for account: 1067000010	190.12	Open
08/15/2025	138544	PSTRAX	INVENTORY MANAGEMENT SOFTWARE LICENSE -	3,030.00	Open
08/15/2025	138545	RONALD'S TREE SERVICE	2025 CITY TREE REMOVAL SERVICES	5,253.01	Open
08/15/2025	138546	SEMANS STEVE	UB refund for account: 1540000004	243.67	Open
08/15/2025	138547	SHIAWASSEE COUNTY TREASURER	2025 SUMMER TAX COLLECTION 07/16/2025 -	325,283.47	Open
08/15/2025	138548	SHIAWASSEE COUNTY TREASURER	MOBILE HOME TAX DISBURSEMENT JULY 2025	490.00	Open
08/15/2025	138549	SHILA KIANDER	CONTINUED EDUCATION CLASSES - DOWLER, C	120.00	Open
08/15/2025	138550	SPARTAN STORES LLC	WATER/GATORADE FOR OFD	38.95	Open
08/15/2025	138551	STATE OF MICHIGAN	SOR REGISTRATION FEE JULY 2025	30.00	Open
08/15/2025	138552	STATE OF MICHIGAN	QUALITY ASSURANCE ASSESSMENT QUARTERLY I	1,587.34	Open
08/15/2025	138553	TESS PASSINAULT PHOTO LLC	FEB. BIZ OF THE MONTH SERVICE	75.00	Open
			MARCH BIZ OF THE MONTH SERVICE	75.00	Open
				150.00	
08/15/2025	138554	VANATTAS FLOWER SHOP INC.	MAIN ST PLAZA FLOWERS	256.44	Open
08/15/2025	138555	VERIDUS MICHIGAN LLC	OWNERS REP - CITY HALL REHABILITATION PF	427.50	Open
			OWNER REPRESENTATIVE SERVICES - PS IMPR	1,620.00	Open
				2,047.50	
08/15/2025	138556	WIN'S ELECTRICAL SUPPLY OF OWOSSO	FYE6-30-2026 SUPPLIES-INVOICE TO BE SIGN	348.66	Open
08/15/2025	138557	ZORO TOOLS INC	AUTOCLAVE BAGS	233.98	Open
			Total Paper Check:	578,496.72	

1 TOTALS:

Total of 168 Checks:
 Less 2 Void Checks:

1,483,675.47
 40,200.00

Check Date	Check	Vendor Name	Description	Amount	Status
Total of 166 Disbursements:				1,443,475.47	



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

DATE: August 26, 2025
TO: City Council
FROM: City Manager
SUBJECT: Zencity Proposal

Background

The City of Owosso is continually seeking ways to improve communication with residents, better understand community priorities, and increase public trust. Traditional methods of gathering feedback, such as public meetings and surveys, often capture limited participation and do not fully represent the views of the broader community.

Zencity Technologies US Inc. provides a digital community engagement platform used by more than 400 government organizations nationwide. The service collects and analyzes resident feedback from social media and other online channels, supports interactive project forums and surveys, and offers reporting and publishing tools to help local governments communicate more effectively.

This application will be especially useful for policy changes that have a significant impact on public services — such as the upcoming state mandate requiring communities to provide curbside recycling by 2028. Zencity will allow the City to expand its public input process beyond traditional methods, which can sometimes be co-opted by a small but vocal group, and instead capture a more representative picture of resident priorities and concerns.

On August 12, 2025, Zencity submitted an order form proposing a three-year subscription to the Zencity 360 Essentials platform at a discounted annual cost of \$17,500/year for up to three years. City Ordinance 2-346 allows for a waiver of competitive bidding for professional services.

Recommendation

It is recommended that City Council approve the attached resolution authorizing execution of a three-year agreement with Zencity Technologies US Inc. in the amount of \$52,500. Funding will be provided through the General Fund, with final accounts determined by the Finance Department.

This agreement will give the City modern tools to analyze resident input, increase engagement, and support data-driven decision-making that reflects the priorities of the community.

MASTER PLAN GOALS: 5.17, 6.9, 6.11

RESOLUTION NO.

**AUTHORIZING AGREEMENT WITH ZENCITY TECHNOLOGIES US INC. FOR COMMUNITY
ENGAGEMENT PLATFORM SERVICES**

WHEREAS, the City of Owosso seeks to strengthen communication with residents, better understand community priorities, and increase public trust through the use of modern engagement tools; and

WHEREAS, Zencity Technologies US Inc. provides a platform that collects and analyzes resident feedback across multiple channels, supports digital engagement projects, and offers publishing and reporting tools for local governments; and

WHEREAS, Zencity has submitted an order form dated August 12, 2025, proposing a three-year agreement for the Zencity 360 Essentials platform at a discounted annual cost of \$17,500 per year for up to three years; and

WHEREAS, City Ordinance 2-346 allows for waiver of competitive bidding for professional services.

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

- FIRST: the City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements, contract with Zencity Technologies US Inc. for community engagement platform services for a three-year term in an amount not to exceed \$17,500 per year for up to three (3) years.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Proposal and Order Form between the City of Owosso, Michigan and Zencity Technologies US, Inc. up to the amount of \$17,500 per year for up to three years – representing a negotiated 30% reduction in annual cost.
- THIRD: the above expenses shall be paid from the General Fund, 101-228-978.000



08-12-2025

Proposal For: Owosso, MI

Proposal Expiration: 09-05-2025

ZENCITY ORDER FORM

Order form #: Q-10969

Order form prepared for: City of Owosso, MI

Order form expiration date: 09-05-2025

This Order Form ("**Order Form**") is entered into between the Zencity entity detailed below ("**Zencity**"), and the entity identified below ("**Customer**", and jointly with Zencity the "**Parties**")), as of the Effective Date (as defined below) which shall remain in effect for the duration of the Initial Term as defined below and any renewal term (the "Term") unless agreed otherwise explicitly and in writing between the Parties. This Order Form includes and incorporates the Zencity Terms and Conditions attached hereto as Appendix A (the "**T&Cs**"). In the event of any conflict between this Order Form and the T&Cs, the terms of this Order Form shall prevail. All prices are quoted in USD.

ZENCITY	
Entity (legal) name:	Zencity Technologies US Inc.
Full address:	1313 N Market St, Suite 5100 Wilmington, DE 19801
Contact:	Noa Fishman
Phone:	(314)207-9106
Email:	noafishman@zencity.io

CUSTOMER	
Entity (legal) name:	City of Owosso, MI
Full address:	301 W. Main Street Owosso, MI 48867
Contact:	Nathan Henne
Phone:	989.725.0568
Email:	Nathan.Henne@ci.owosso.mi. us

SKU	Item Name	Description	Yearly List Price	Term	Discount	Yearly Discounted Price
ZC-ECI	Zencity 360 Essentials - Standard	Community Engagement SaaS Platform for cities with up to 50,000 residents Organic - Processing organic feedback on various channels, including <ul style="list-style-type: none"> Unlimited full track of official sources and limited coverage of leading unofficial channels (40 unofficial sources) Unlimited anomaly highlights, automated reports, digests and media mentions Limited projects [10] Publishing and scheduling to social media accounts and collecting engagement analytics on official (agency operated) social media channels Engage Essentials - Community engagement collaboration and input interface: <ul style="list-style-type: none"> One Engage domain with 3 Active engagement projects All basic engagement templates with automatic translation to 29 languages Engage surveys - templated polling with selected language 	\$25,000	36 months	30%	\$17,500

Total Billed Yearly \$17,500

Any additional modules, quantity increases or other custom development and integration work requested by Customer during the Term shall require an Order Form executed by the Parties, and shall be subject to the prevailing Zencity rate card subject to amendment from time to time.

ORDER FORM TERMS

Effective Date:	08-25-2025
Initial Term:	36 Months commencing on the Effective Date
Fees:	The Fees are exclusive of any applicable taxes (including sales tax) and withholdings, which will be added to the Fees and paid by Customer, to the extent applicable.
Payment Terms:	The Fees shall be payable on an annual basis within 30 Days of the Effective Date and on each anniversary thereof.
Customer Billing Contact:	Nathan Henne nathan.Henne@ci.owosso.mi.us 989.725.0568
Customer PO # (if applicable):	

Appendix A

Zencity Terms and Conditions

1. SOFTWARE LICENSE & SUPPORT SERVICES

1.1 Subject to the terms and conditions of these Zencity Terms and Conditions and of the applicable Order Form (collectively, the "**Agreement**"), Zencity hereby grants to Customer a personal, non-exclusive, non-transferable limited license to use the products and services licensed by Zencity to Customer (the "**Licensed Program**") identified in the applicable Order Form entered into by Zencity and Customer and the documentation and user manuals for the Licensed Program supplied by Zencity to Customer throughout the Term (the "**Documentation**").

For the purposes of this Section 1.1, the term "use" shall be only in accordance with the confidentiality provisions of this Agreement and shall include the rights to use the Licensed Program only for the use of the Customer's organization, company or institution.

For the purposes of this Section 1.1 the term "use" shall not include: (i) the right to make, use, or sell products incorporating the Licensed Program, or (ii) the right to sub-license the Licensed Program.

No right is granted to the source code of the Licensed Program or to create derivative works thereof or to transfer ownership of the media containing such software except as a part of, or with, or for use in the equipment with which it operates.

1.2 Routine customer support is available via email. Any claim will be answered within 24 hours of the report. On or before the Effective Date, Customer and Zencity shall each designate a liaison as a respective point of contact for technical issues. Each party may change such liaison upon written notice from time to time at reasonable intervals. Zencity will not be obligated to provide support to any person other than the Customer's designated liaison.

1.3 During the Term, Customer may have access to Updates upon request at no additional cost. "**Updates**" shall mean certain new features as determined by Zencity, or fixes of minor errors in the Licensed Program which are incorporated in a new release of the Licensed Program.

1.4 Certain upgrades can be delivered to Customer upon commercial terms and conditions to be agreed upon. "**Upgrades**" shall mean enhancements, new functionalities that are added into the Licensed Program.

2. RESTRICTIONS AND RESPONSIBILITIES

2.1 Customer agrees not to, directly or indirectly: reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying structure, ideas, or algorithms of the Licensed Program, Documentation or data related to the Licensed Program, except to the extent such a restriction is limited by applicable law; modify, translate, or create derivative works based on the Licensed Program; or copy, reproduce, rent, lease, distribute, assign, sell, or otherwise dispose of the Licensed Program, in whole or in part, or otherwise commercially exploit, transfer, or encumber rights to the Licensed Program; or remove any proprietary notices.

2.2 Customer will use the Licensed Program only in compliance with all applicable laws and regulations (including, but not limited to, any export restrictions, surveillance and monitoring restrictions, and any privacy and data protection requirements).

2.3 Customer shall be responsible for obtaining and maintaining any equipment and other services needed to connect to, access, or otherwise use the Licensed Program and Customer shall also be responsible for (a) ensuring that such equipment is compatible with the Licensed Program, (b) maintaining the security of such equipment, user accounts, passwords and files, and (c) for all uses of Customer user accounts with or without Customer's knowledge or consent. To the extent Customer provides any Personal Data (as defined below) of personnel for registration purposes, Customer represents and warrants that it has any right, license, consent, and power and it has provided any notice, all as required under applicable law, to provide Zencity with such Personal Data and will be fully and solely responsible for providing only Personal Data of personnel related to the Customer. Zencity will handle such Personal Data in accordance with its Privacy Policy available at: <https://zencity.io/privacy-policy/>.

3. PROPRIETARY RIGHTS. Zencity retains all right, title, and interest in the Licensed Program, Documentation and any future modifications and enhancements thereof, and all intellectual property rights (including all past, present, and future rights associated with works of authorship, including exclusive exploitation rights, copyrights, and moral rights, trademark, and trade name rights and similar rights, trade secret rights, patent rights, and any other proprietary rights in intellectual property of every kind and nature) therein. Customer is granted only a limited right of use to the Licensed Program and Documentation as set forth herein, which right of use is not coupled with an interest and is revocable in accordance with the terms of this Agreement.

4. CONFIDENTIALITY. Each party (the "**Receiving Party**") agrees not to disclose (except as permitted herein) any Confidential Information of the other party (the "**Disclosing Party**") without the Disclosing Party's prior written consent. "**Confidential Information**" means all confidential business, technical, and financial information of the disclosing party that is marked as "Confidential" or an equivalent designation or that should reasonably be

understood to be confidential given the nature of the information and/or the circumstances surrounding the disclosure (including the terms of the applicable License Agreement). Zencity's Confidential Information includes, without limitation, the software underlying the Licensed Program and all Documentation. The Receiving Party agrees: (i) to use and disclose the Confidential Information only in connection with this Agreement; and (ii) to protect such Confidential Information using the measures that Receiving Party employs with respect to its own Confidential Information of a similar nature, but in no event with less than reasonable care. Receiving Party shall, before receipt or usage of such Confidential Information inform its personnel of Receiving Party's confidentiality obligations under this Agreement. Notwithstanding the foregoing, Confidential Information does not include information that: (i) has become publicly known through no breach by the Receiving Party; (ii) was rightfully received by the Receiving Party from a third party without restriction on use or disclosure; or (iii) is independently developed by the Receiving Party without access to such Confidential Information. Notwithstanding the above, the Receiving Party may disclose Confidential Information to the extent required by law or court order, provided that prior written notice of such required disclosure and an opportunity to oppose or limit disclosure is given to the Disclosing Party.

5. DATA AND MATERIALS LICENSE.

5.1 Customer grants Zencity a non-exclusive, transferable, perpetual, worldwide, and royalty-free license to use any data or information provided by Customer for use in, by, or in connection with the Licensed Program, any information collected, and/or any analysis of any such information conducted by the Licensed Program.

5.2 Any content created by Customer and provided to Zencity for use in connection with the Licensed Program or other services provided by Zencity ("**Customer Materials**") shall be the sole property of the Customer. Customer hereby grants Zencity and its successors and assigns a perpetual, irrevocable, transferrable, worldwide, royalty-free, fully paid-up, and non-exclusive license under any of Customer's intellectual property, moral or privacy rights to use, copy, distribute, display, modify and create derivative works of any Customer Materials for the provision of the services in accordance with the terms of this Agreement. The parties acknowledge that Zencity does not require any Personal Data to be provided in order to provide the Licensed Program and Customer undertakes that it shall not provide Zencity with any Personal Data as part of the Customer Materials. To the extent the Customer Materials shall include any Personal Data it shall be incidental and Customer shall be fully liable for such Personal Data in accordance with the terms of this Agreement and applicable law.

6. FEES.

6.1 The fees for the Licensed Program ("**Fees**") are set forth in the applicable Order Form. Properly submitted invoices for which payment is not received within fourteen (14) days of the invoice due date shall accrue a late charge of 1.5% interest per month, compounding annually. The Fees are exclusive of any applicable taxes, which, if payable by Zencity, shall be billed to and paid by Customer, including any bank fees related to the Customer's wire transfer. Customer may not withhold or set-off any amounts from the Fees. For the avoidance of doubt, discounts or credits relating to any term defined in any Order Form shall apply to said term only and shall not carry over to any Renewal Term.

7. TERM & TERMINATION

7.1 This Agreement shall commence on the Effective Date and continue for the period of the Licensed Program purchased pursuant to any applicable and outstanding Order Form, including any renewal term, unless earlier terminated in accordance with this Section 7. In the event of any Renewal Term, the Fees payable for the Licensed Program shall be updated as specified in the Order Form. Either party may terminate this Agreement immediately by giving written notice to the other party if: (i) the other party breaches a material provision of this Agreement and fails to cure the breach within seven (7) days after being given written notice thereof; or (ii) the other party is judged bankrupt or insolvent, makes a general assignment for the benefit of its creditors, a trustee or receiver is appointed for such party; or any petition by or on behalf of such party is filed under any bankruptcy or similar laws. Customer may, after the first year and during the initial three (3) year term, terminate this Agreement for any reason or for no reason, upon sixty (60) days advanced written notice to Zencity. Early termination any time after the first year and during the original three-year term, the Customer shall be responsible for the prorated annual Licensed Program Fee (Term Start Date until the 60th day of the early termination notice).

7.2 The Initial Term shall be automatically extended for successive renewal terms of 12 months each (each, a Renewal Term and collectively with the Initial Term, the Term) unless either party provides written notice of non-renewal to the other party at least 90 Days before the end of each applicable term.

7.3 Upon termination, Customer will pay in full for the Licensed Program up to and including the effective date of termination. Upon any termination of this Agreement: (a) the license of the Licensed Program hereunder shall immediately terminate; and (b) each party shall return to the other party or, at the other party's option, destroy all Confidential Information of the other party in its possession.

7.4 All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

8. WARRANTY AND DISCLAIMER

8.1 Zencity represents and warrants that: (i) it has all right and authority necessary to enter into and perform this Agreement; and (ii) the Licensed Program shall perform in accordance with generally prevailing industry standards.

8.2 Customer represents and warrants that (i) it has all right and authority necessary to enter into and perform this Agreement; (ii) it owns all right, title, and interest in and to all data, including without limitation, any Personal Data that may be included therein, provided to Zencity (if any) for use in connection with this Agreement, or possesses the necessary authorization thereto; and (iii) Zencity's use of such data or materials including Customer Materials as contemplated hereunder will not violate the rights of any third party; (iv) it has all right, license and consent required to provide Zencity with the Customer Materials, including Personal Data contained therein, if and to the extent provided in accordance with Section 5.2 above; (v) the Customer Materials and Zencity's use thereof in accordance with the terms of this Agreement does not and will not infringe upon any third party's right; and (vi) it shall at all times use the Licensed Program in compliance with applicable law. "**Personal Data**" have the definition ascribed to it by the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 ("**GDPR**") or any parallel term in the jurisdiction in which the Licensed Program is being used.

ZENCITY DOES NOT WARRANT THAT USE OF THE LICENSED PROGRAM WILL BE UNINTERRUPTED OR ERROR-FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE LICENSED PROGRAM. EXCEPT AS SET FORTH IN THIS SECTION 8, THE LICENSED PROGRAM IS PROVIDED "AS IS" AND ZENCITY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. ZENCITY DOES NOT WARRANT THAT ANY OR ALL FAILURES, DEFECTS OR ERRORS WILL BE CORRECTED, OR WARRANT THAT THE FUNCTIONS CONTAINED IN THE LICENSED PROGRAM WILL MEET CUSTOMER'S REQUIREMENTS.

8.3 To the extent the Licensed Program or any services provided by Zencity hereunder are provided through or in connection with any third-party services, Zencity shall not have any responsibility for any technical issues or limitations resulting from the use of such third-party service, including actions of Zencity on such third-party service taken on behalf of and at the instruction of Customer. Customer acknowledges and agrees that use of any third-party service shall be in accordance with such third party's terms and privacy policy.

9. LIMITATION OF LIABILITY. NEITHER PARTY, NOR ITS SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS, AND EMPLOYEES, SHALL BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR RELATED TERMS AND CONDITIONS UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OF DATA (EXCEPT AS OTHERWISE SET FORTH IN SECTIONS 2.3 AND 5.2) OR COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, PUNITIVE, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES; OR (C) FOR ANY MATTER BEYOND SUCH PARTY'S REASONABLE CONTROL, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE. IN NO EVENT SHALL EITHER PARTY'S AGGREGATE, CUMULATIVE LIABILITY FOR ANY CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS AGREEMENT EXCEED THE FEES PAID BY CUSTOMER TO ZENCITY (OR, IN THE CASE OF CUSTOMER, PAYABLE) FOR THE LICENSED PROGRAM UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY.

10. MISCELLANEOUS. Capitalized terms not otherwise defined in these Terms and Conditions have the meaning set forth in the applicable License Agreement. Neither party shall be held responsible or liable for any losses arising out of any delay or failure in performance of any part of this Agreement, other than payment obligations, due to any act of God, act of governmental authority, or due to war, riot, labor difficulty, pandemic, failure of performance by any third-party service, utilities, or equipment provider, or any other cause beyond the reasonable control of the party delayed or prevented from performing. Zencity shall have the right to use and display Customer's logos and trade names for marketing and promotional purposes in connection with Zencity's website and marketing materials, subject to Customer's trademark usage guidelines (as provided to Zencity). If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable or transferable by either party without the other party's prior written consent, provided however that either party may assign this Agreement to a successor to all or substantially all of

its business or assets. This Agreement (including the License Agreement) is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications, and other understandings relating to the subject matter of this Agreement. All waivers and modifications must be in a writing signed by both parties. No agency, partnership, joint venture, or employment is created as a result of this Agreement and neither party has any authority of any kind to bind the other party in any respect. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of Michigan without regard to its conflict of laws and provisions, and the competent courts of the County of Shiawassee, State of Michigan, shall have exclusive jurisdiction to hear any disputes arising hereunder.

Zencity

Signature



Name

Title

Date

Owosso, MI

Signature



Name

Title

Date



The Platform for Community Trust

Understand community priorities, make more effective decisions, and earn the trust of your residents.

400+ government organizations use Zencity every day to improve services, increase satisfaction & build trust

Serving communities of all sizes, including, Muskegon,
Brighton, Dowagiac, Lansing, and many more!

”

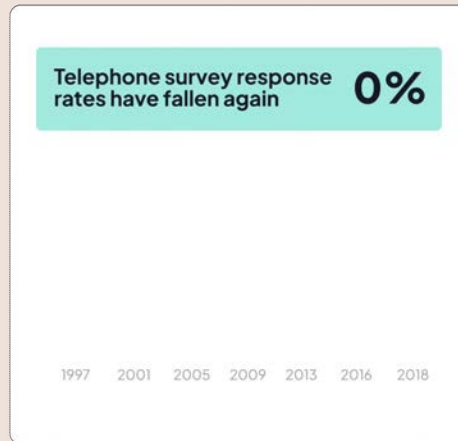
We are always striving to get input from residents, and this partnership with Zencity will be instrumental in truly understanding the needs and concerns of our residents to help make the best decisions for the future of Kenosha,”

David Bogdala, Mayor of Kenosha



Current methods of soliciting input are limited,

giving you a **skewed view** of resident needs and priorities



6%

Response rate to phone surveys

PEW Research, 2018

64%

of public meeting attendees oppose new projects or plans

BU Study, 2018



Hearing from your entire community is Challenging



It's hard to reach
beyond the STPs



It requires
significant effort
& resources



No clear
understanding of
residents' needs
and priorities

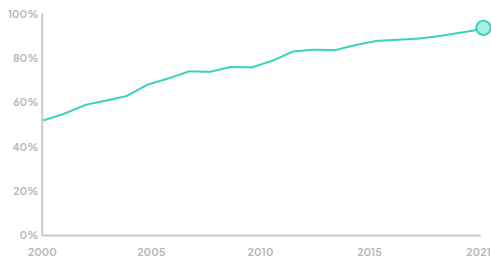


It's difficult to
build community
trust

Meet people where **they are**

>95%

of US adults use
the internet



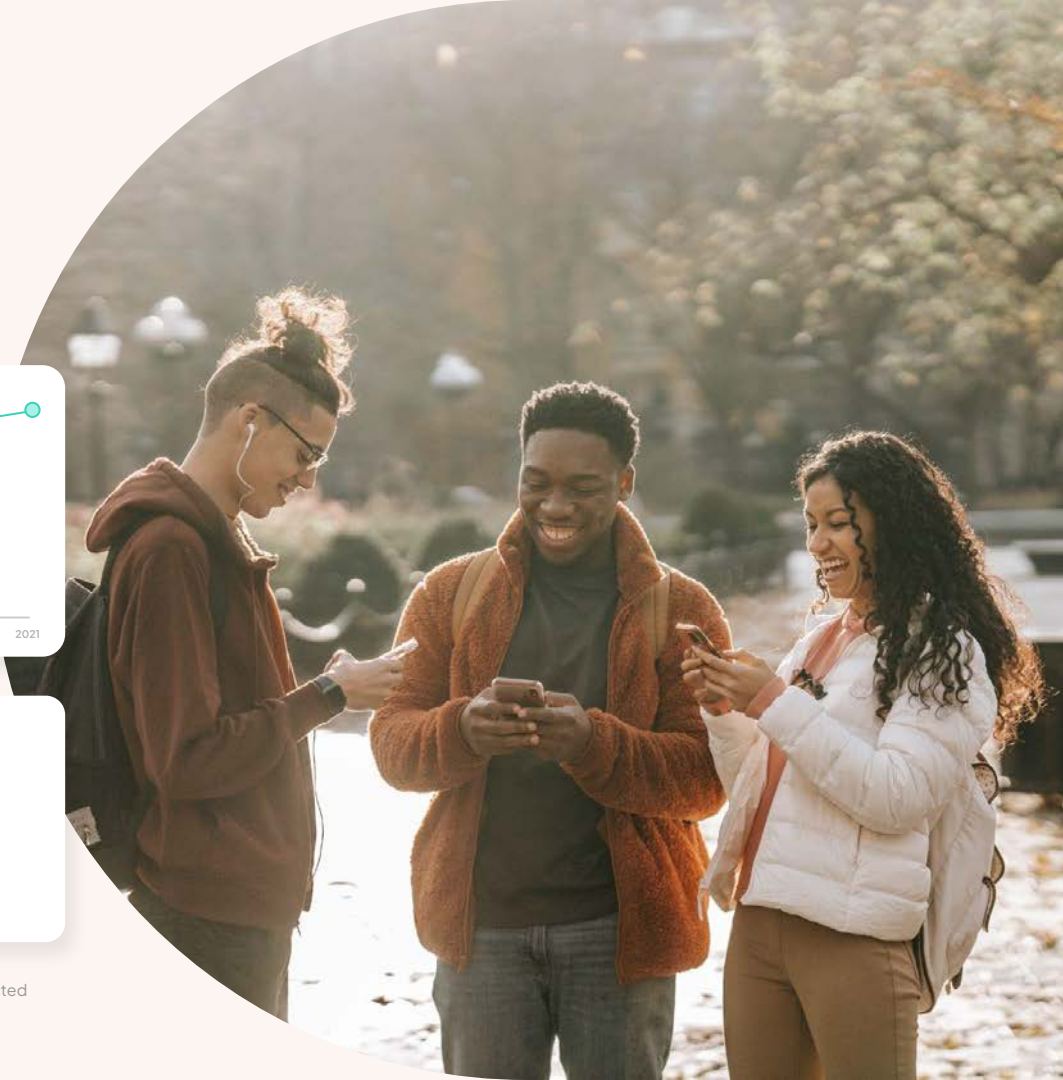
7hr

Average daily screen
time

100X

US smartphone users
check their phone
100x a day

Note: Respondents who did not give an answer are not shown. Source: Surveys of U.S. adults conducted 2000–2021. Data for each year based on a pooled analysis of all surveys conducted during that year. PEW RESEARCH CENTER



One platform that
reaches more voices
in your community & turns
that input into actionable
takeaways helping you build
community trust

Here's how it works →

Smarter solutions for community aligned policing



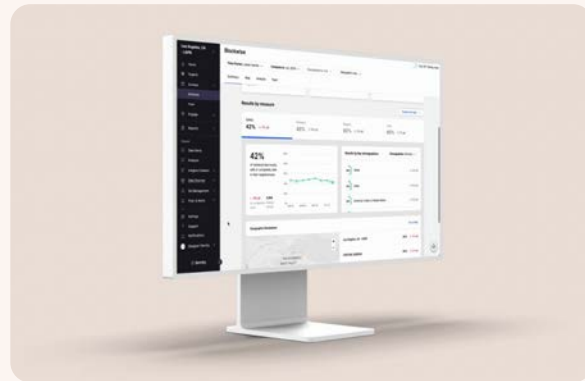
Zencity Organic

Understand community needs and priorities based on conversations taking place across publicly available sources.



Zencity Engage

Engage residents through custom, interactive, AI-powered project hubs that make it easy to collaborate and communicate on a project's lifecycle.



The whole conversation

More angles. More voices. All in one place.

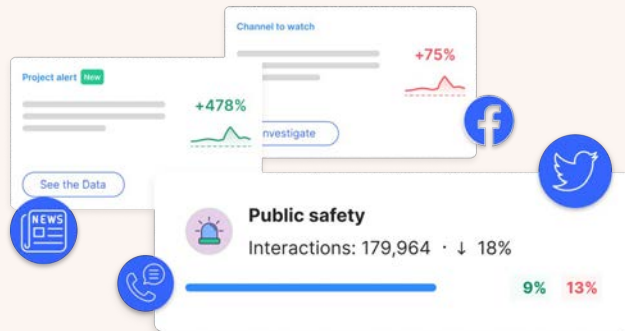
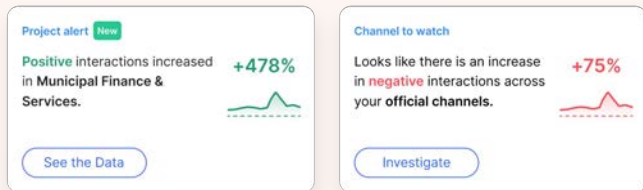
Turning extensive community input into actionable insights

Zencity Organic

Discourse and Sentiment Analysis

Understand the relevant conversations residents are having across publicly available sources, including social and digital media channels.

- ✓ **Best-in-class coverage** of social media, online news & CRMs
- ✓ Unlimited **coverage of official sources**
- ✓ Self-managed coverage of **unofficial sources**
- ✓ Smart **anomaly alerts**
- ✓ Custom **dashboards and reports**
- ✓ Tailored **analyst insights**

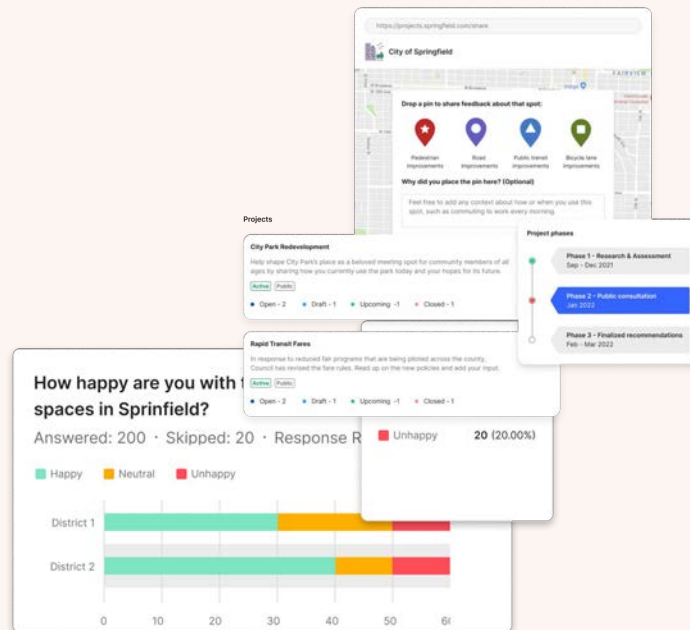


Zencity Engage

Collaborative Digital Forums

Engage residents through custom, interactive AI-powered project hubs that make it easy to collaborate and communicate on a project's life cycle.

- ✓ Multiple engagement projects simultaneously
- ✓ Various templates for quick generative setup
- ✓ Auto-translation of content to 40+ languages
- ✓ Mobile first & ADA-compliant
- ✓ Unlimited templated polling (with a vatted questions bank)
- ✓ Low barrier for resident participation

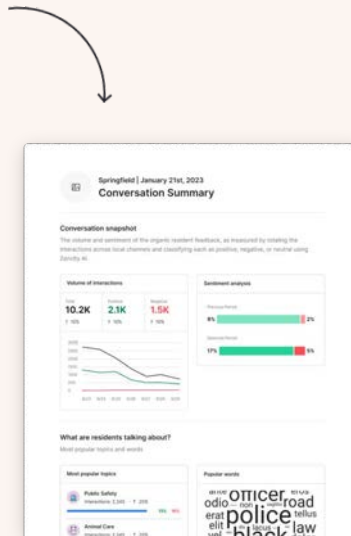
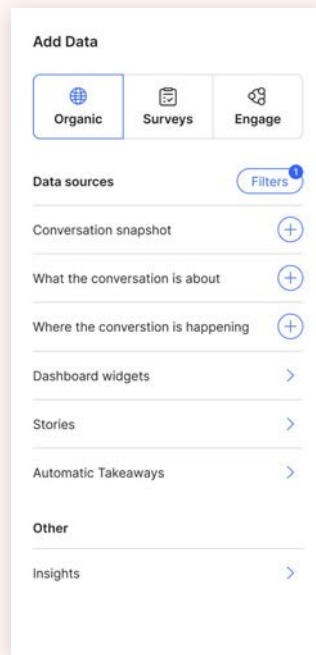


Zencity Reporting

Powerful builder for tailored reports

Keep elected officials and other stakeholders in the know with easy-to-generate, customizable reports that draw data from your dashboard.

- ✓ Templates for recurring reports
- ✓ Automatically-scheduled reports
- ✓ Cross-platform data

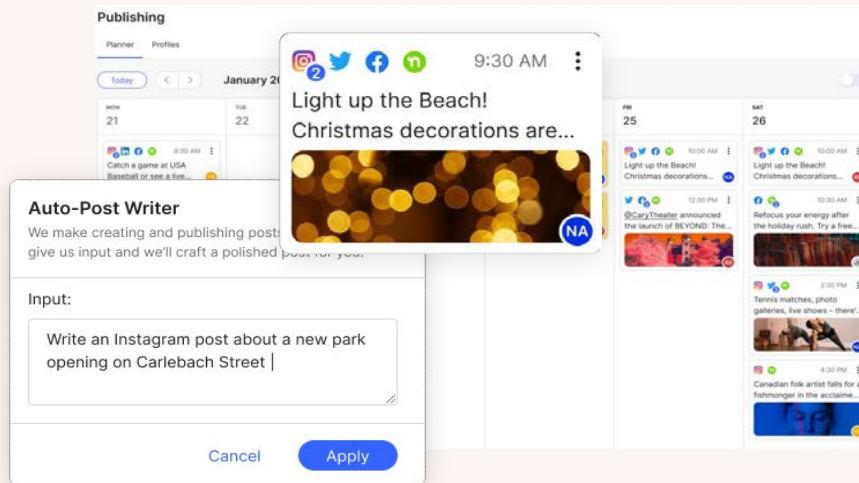


Zencity Publishing

ChatGPT embedded, in-dashboard tool

Post to official government social media channels and generate pitch-perfect press releases in seconds, so you can get your message out to the community in less time.

- ✓ Multiple accounts & channels
- ✓ Social media analytics
- ✓ AI-generated content





City Manager's Monthly Report: August, 2025

Projects, Updates, Community Information, Staffing, General Operations

MONTHLY ACTIVITIES UPDATE

A partnership with Great Lakes Fusion for the shared rental of a large brush grinder is not possible. The company informed the city that it will be purchasing its own equipment and that it would be willing to bid on a contract for services at the Aiken Rd site to process the brush and material that has accumulated there. The city will be releasing that bid solicitation soon.

On Aug 7, I attended the Owosso/Durand passenger rail stakeholder meeting for an update on the plan to extend passenger rail service to northern Michigan. The route currently runs from Detroit to Chicago with connections to Durand. While it is unlikely a station will be established in Owosso, an expansion of this service will benefit the county and region. This process has been going for some years now and funding for the physical work required has not been established just yet. If such funding becomes a reality, barring other delays and complications it's likely that within the next 10 to 15 years, northern Michigan passenger rail service will become a reality.

The summer concert series has come to an end. These events were very successful in no small part due to the Moonlight Farmers Market being held on the same nights at the same time as the concert series. With both local attractions, attendance far exceeded last year's events. We hope to continue working with the Market and the Cook Foundation to continue this next year.

On Aug 14, I attended the ribbon cutting for the new Big Brothers/Big Sisters office in the Armory. The event was very well attended for a ribbon cutting and free ice cream was provided by Huntington Bank in their new ice cream van for the event.

On Aug 18, I attended the monthly SEDP meeting. Regional updates regarding economic development and housing development were shared with the board and we are beginning the performance review process for the CEO.

On Aug 22, I hosted a meeting between EGLE and Lionbear regarding recycling in the city. As a member of the recycling workgroup, I met our regional EGLE representative for solid waste management and we expect a collaboration in the near future to kick off information sessions and the public input process for compliance with the recently amended Part 115 rules for communities like Owosso.

On Aug 25, The Finance Director and I hosted a meeting with MMRMA to discuss a potential policy change to make it easier for the city to hire special event vendors. With the proliferation of new events in the city, we want to create a friendly environment with vendors that enrich the experiences at our local events. Face painters, balloon tiers, and vendors that provide entertainment for children are a very attractive draw for people to come to our events here in the city. But sometimes our current policies make it difficult for such small operations to operate at these events when the city is hiring them directly. Brad and I are working to make this easier for future events like National Night Out (as an example).

The trail under the M52 bridge remains closed while MDOT gets quotes to repair the storm drain and damaged sidewalk.

The Washington St Bridge project is coming along as planned by MDOT. Updates can be found through MDOT's MiDrive website.

I will be asking that council schedule a 5th Monday meeting for Sept 29 to discuss recycling. Representatives from EGLE and the recycling workgroup will be there.

Project Name		Status
BUILDING PERMITS – COMMERCIAL		
501 W. Main St.	Demolition of the car wash	
201 S Washington	Roof	
MARIHUANA LICENSES		
GROW		
1. 1370 E South St	Medical/Recreational	Renewed – September 2024
2. 1455 Industrial	Recreational	Issued – October 2024
3. 1410/1420 Hathaway	Recreational	Pending
4. 1750 E South St	Recreational	Issued - April 2025
PROCESSING		
1. 1750 E South St Ste. 1	Recreational	Renewed – January 2025
RETAIL		
1. 117 E Main St	Medical and Recreational	Renewed - October 2024
2. 1115 Corunna	Medical and Recreational	Business closed – June 2025
3. 200 E Main	Recreational	Renewed – May 2025
4. 116 N Washington	Recreational	Renewed – January 2025

STATE LEGISLATIVE UPDATE		
\$7.5 million request to rebuild nitrification towers at WWTP	Request submitted to Representative Begole to pay for three nitrification towers at the Wastewater Plant. One round of testimony was given at the EGLE budget subcommittee meeting. It is not clear at this time if more testimony would be requested before the House votes on the bill package for the budget.	Funding TBD

ECONOMIC DEVELOPMENT PROJECTS		
123 N Washington project – estimated \$1.2 million CRP grant - 2022	<p>\$4.7 million redevelopment of downtown building to include 11 new upper story residential units and a restored historic façade. This project includes local tax abatements.</p> <p><u>Funding Breakdown:</u></p> <p>Grants/Abatements</p> <ul style="list-style-type: none"> • \$403k – Brownfield (abatement) • \$85k – OPRA (abatement) • \$1.5 mil – CRP/MSF (Grant) • \$145k – County Land Bank (Grant) <p>Private/Developer</p> <ul style="list-style-type: none"> • \$2.6 mil 	MSF Board Approved Grant Funding in Dec 2023. Owners pursuing historic tax credits. HDC approved CofA in November 2024. CofA rescinded by HDC in Jan 2025. HDC issued enforcement against owner for façade. In July, the HDC rescinded the

	UPDATE: NPS has awarded tax credits and the proforma is being updated by developer. Cost of project has increased dramatically according to developer.	enforcement action and approved a new certificate of appropriateness.
Old Middle School project - 2022	Estimated \$18 million redevelopment to include 50-54 new residential units. This project will most likely include LITEC and historical tax credits. This project was granted a 4% PILOT for the life of the mortgage but only for the previous developer. The new developer will ask for a similar PILOT ordinance to be granted. The tax credit application was approved in April 2024. Construction commencement: TBD. OPS is working with SEDP to apply for land bank grant dollars to repair the roof. OPS is considering an extension to the purchase agreement with Venture.	4% PILOT approved. State tax credits approved. In Oct, 2024 Venture informed the city that project was on hold pending election results. Now they are saying that no one will invest in the tax credits needed to close funding gaps
Washington Park/Woodland Trails Housing Development Project - \$14,000,000 - 2024	<p>This project will build 14 new condo units in the Woodland Trails development and 14-16 multi family units on the Washington Park site. The developer will be requesting a 24 year brownfield to reimburse them for infrastructure and other eligible costs identified in the plan.</p> <p>Infrastructure Work scope includes sanitary sewer with lift station, water main installation, and street resurfacing on Wesley Dr from Water to Washington and water main installation on Washington St from North to Wesley. Water main and sanitary sewer permits have been issued by EGLE. The city is in the process of obtaining a CDBG grant from MSHDA to fund the infrastructure. Bids were received on May 27, 2025 with contract award planned for July 2025, pending grant award. Construction is pushed back to September 2025, pending grant award.</p>	Construction on homes started. City waiting for information from developers before a bid for the infrastructure work is awarded.
MEDC RAP Grant – Curwood Place – 344 W Main St - 2024	\$1,358,000 to rehabilitate upper story apartments. The owner has also shown interest in having a mural painted on the side of the building – possibly in partnership with SAC.	Awarded. OPRA approved by city April, 2024. Construction started.

PROJECTS/ISSUES OF PUBLIC INTEREST

City Club Building (Exchange Street)	<p>After an interior collapse occurred in June, 2023 a natural gas line was severed and repaired. The building official red-tagged the building and required owner to submit stamped engineering report detailing the building's structural integrity. Stabilization of front and rear walls complete. Owner and Engineer to present plan to Building department to clear debris and secure site. Historic District Commission issued demolition by neglect notice. Notice has since been lifted. Owner says he plans to apply for land bank grant to clean debris. Land bank did not receive completed application and funding was denied. Court order issued allowing city to remediate property since the owner</p>	County land bank to bid the project. Total funding available \$178,000 through state land bank blight elimination.
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	did not and entered a default judgement in the case. Land Bank have released the bid. Staff will be participating in the process and working with the county and their hired contractor for the demolition.	
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Grants			
Grant	Amount	Status	Description
Drinking Water State Revolving Loan Fund – 2024 (7497-01)	\$1,622,500	Awarded	Part of a \$3.4 million project, this state ARPA grant will help replace water main: N Dewey, Young, W Stewart, Grace, and Tracy St. Lead service lines in water main project areas and make improvements to the WTP: replace backwash pump, process piping, obsolete controls, communications equipment, and gravity filter improvements.
Drinking Water State Revolving Loan Fund - 2023	\$1,033,750	Awarded	This grant will help with lead service line replacement, water main replacement, and well upgrades. It's part of a \$4,045,000 project to continue improving the Owosso water system. Water Main: North, Lee, Clyde, Lunn, Huron, Milwaukee. Lead Service replacements in water main project areas. SCADA upgrades at water treatment plant. Improvements to Palmer 3a and Juniper wells. Fishbeck water study. Remainder of cost will be paid with low interest SRF loans.
Clean Water State Revolving Loan Fund - 2023	\$1,412,500 plus \$5,300,000 loan forgiveness	Award – 2023	This grant plus loan forgiveness program will partially fund improvements at the wastewater plant to include: filter replacement, disinfection system replacement, electrical and SCADA upgrades, and solids drying. Total cost of the project is \$19,000,000. The remainder of the cost will be paid with low interest SRF loans. Project has begun. Old chlorine tanks removed and plant processes temporarily bypassed to facilitate construction.
Railroad Grade Repair Grant	\$181,653	Awarded	This grant is from MDOT and will fund the replacement of the railroad crossing at S. Cedar Street.
ARP Grant – Medicare/Medicaid/CHIP - 2021	\$80,708	Award Updated	The Department of Health and Human Services (HHS), through the Health Resources and Services Administration (HRSA), is making payments to providers based on the amount and type of Medicare, Medicaid, and Children's Health Insurance Program (CHIP) services provided to rural beneficiaries from January 1, 2019 through September 30, 2020. Initial award was \$56,200. An additional \$24,530 was awarded in Dec 2021.
ARPA Funding - 2021	\$1,510,000	Awarded	1 st payment received. Last payment will be received in 2022. Public online survey completed. Waiting on Council members to submit project application scoring to staff. \$750,000 has been allocated to water infrastructure.
MSHDA NEP Grant - 2023	\$75,000	Awarded	Used to assist low-income home owners with eligible exterior home improvements up to \$7,500. Application being drafted.
MSHDA MI HOPE Grant - 2023	\$105,000	Awarded	This grant program is designed to encourage and facilitate energy-efficiency focused residential housing repairs and upgrades to owner occupied homes and non-owner occupied single-family homes and multi-family properties consisting of a maximum of three total units within both rural and urban areas.
DNR Grant for Holman Pool Building - 2020	\$150,000	Cancelled	Bids came back more than twice what was budgeted for the project due to increases in labor and material costs. The building will be used for storage.

EGLE DWAM Grant - 2019	\$460,000	Awarded	Original work scope includes investigating 364 water service lines through the city, updating distribution system material inventory, and updating the water asset management plan. The project is funded by a grant from the State of Michigan. All addresses on the original list, change order no. 1 list, and change order no. 2 list have been hydro-excavated at the curb stop. Hard surface restoration is in progress.
EGLE Service Line Replacement Funding - 2020	\$3,000,000	Awarded	Owosso's application was scored the highest this round. Project plan submitted July 1, 2021. This is 100% forgiven loan (Booker Funding) through the state's revolving loan fund program. Dollars will be used to replace water service lines subject to LCR requirements.
EGLE Service Line Replacement Funding (2)	\$1,345,000	Awarded	This partial loan forgiveness funding is tied to the application above. This project involves more LSR replacements coupled with the replacement of the Center St water main and rehabilitation of the water system elevated towers. This opportunity is 30% Booker forgivable. Remainder of this project will need ARPA funding to complete.
FEMA SCBA Grant - 2022	\$250,000	Denied	This grant replaces the OFD's breathing apparatuses. This is the second year we have been denied.
FEMA Radio Grant - 2021	\$1,200,000	Denied	This grant was in conjunction with other municipalities to replace OFD's radio units.
Federal COPS Grant - 2022	\$582,875 over 3 years	Denied	This grant funds up to 3 new police officer positions for 3 years. If awarded, the city would be required to continue funding these positions for an additional year.
Saginaw WIN Grant - 2020	\$10,500	Awarded	To help fund the Middle School area kayak launch.
Safe Routes to School - 2022	\$600,000	Awarded	Work scope includes constructing ADA compliant sidewalk ramps at various locations within the city along with constructing new sidewalks primarily in the Middle School area. The project is complete.
Consumers LED Rebate - 2021	\$5,460	Completed	Replace light fixtures in City Hall with more efficient LED lights
Small Urban Grant - 2022	\$375,000	Denied	Reconstruct Chipman St from Beehler to M-21.
MEDC WRI Grant - 2021	\$1,600,000	Denied	Replace water main, streets, and LSLs on Center, Clyde, Huron, Lynn, and Milwaukee Streets. 25% match required.
MCACA Grant - 2020	\$82,500	Denied	Replace library AC, Library steam pipes, Gould House heat and AC, and Castle boiler. Required \$82,500 match. Will know in September, 2021 if we are awarded.
Small Urban Grant - 2019	\$375,000	Awarded	Reconstruct Gould St from Oliver to Moore.
T-Mobile Hometown Grant - 2020	\$45,300	Denied	Possibly help fund the Middle School Kayak Launch project so no millage money would be needed to complete the project. This would add to the Saginaw WIN Grant already awarded.
Wellhead Protection Grant - 2021	\$52,000	Denied	Fund wellhead educational activities, groundwater audit, wellhead protection software, and update the city's wellhead plan.
Consumers Tree Planting Grant - 2022	\$2,600	Awarded	Consumers Energy's tree planting grant program to assist with annual fall tree planting in 2022.
MDOT RR Grade Crossing Grant – Woodlawn	\$108,621	Denied	Replace RR crossing at Woodlawn Ave. Funding: 60% MDOT/40% RR
MDOT RR Grade Crossing Grant – Chestnut - 2023	\$81,765	Denied	Replace RR crossing at Chestnut St. Funding: 60% MDOT/40% RR
MDOT RR Grade Crossing Grant – Cedar - 2022	\$181,653	Awarded - 2021	Replace RR crossing at Cedar St. Funding 60% MDOT/40% RR

MDOT RR Grade Crossing Grant – S. Chipman - 2023	\$112,381	Denied	Replace RR crossing at S Chipman St. Funding: 60% MDOT/40% RR
FY 2023 DWSRF – Water	\$1,011,250	Awarded	Replace water main on North, Lee, Clyde, Lunn, Huron, and Milwaukee St and LSRs (see below for project specifics). SCADA control upgrade at water plant. Wells at Palmer and Juniper. Fishbeck water study. Grant amount is 25% of total project cost. Remainder to be funded by SRF low interest loans.
FY 2023 CWSRF – Sewer	\$6,712,500	Awarded	Replace waste water plant treatment towers (3). This represents 50% of the cost of the project funded by grants and forgivable loans. The remainder will be funded by low interest SRF loans. Total cost now \$19 million. Due to inflation and increase in construction costs, council decided to reduce the project scope by delaying the tower replacement portion of the project
DNR Spark Grant - 2022	\$752,500	Application delayed to resolve property ownership issue.	Make improvements to the James Minor River Trail along Jerome St to coincide with future street reconstruction. Grant will fund trail improvements and paving from Washington St to the Oakwood walk bridge.
Match on Main - 2022	\$25,000	Awarded	Grant from MEDC to Aviator Jayne for business expansion.
Match on Main - 2022	\$25,000	Awarded	Grant from MEDC to Taphouse Meat Market for business creation.
Consumers Tree Grant – 2023	\$3,000	Awarded	Grant from Consumers Energy to plant 15 trees in the city right of way.
FY 2024 DWSRF (7497-01) – Water - 2023	\$1,745,000	Awarded	Total project cost (SRF loan): \$3,490,000. 50% principal forgiveness. This project will replace water main on Dewey, Young, Tracy, Grace, and W Stewart Streets. It will also pay for WTP improvements: backwash pump replacement, process piping replacement, communication and controls upgrades, and sand filter rehabilitation.
MEDC RAP Grant – DDA Downtown Lights - 2023	\$300,000	Awarded	The scope of work is street light removal and replacement including new conduit and wiring on the following streets: <ul style="list-style-type: none"> • Comstock from Water to Park • Washington from Water to Main (M-21) • Main (M-21) from Washington to Park (south side only) • Park from Comstock to Main (M-21) (west side only) The project is funded by ARPA funds and a RAP grant. The project is complete.
MEDC RAP Grant – Curwood Place – 344 W Main St - 2023	\$1,358,000	Awarded	This grant will pay for the rehabilitation and addition of upper story residential units at 344 W Main Street.
CIS Trail Appropriation - 2024	\$4.4 million	Awarded	Legislative appropriation from State to complete the gap in the CIS trail and make improvements to trail along Jerome St. Scope of work includes trail construction from the existing Clinton-Ionia-Shiawassee (CIS) trail termination at Smith Road to Chestnut St, bike lane installation on Chestnut St, Stewart St, and Washington St, James Miner Trail reconstruction from Hickory St to Oakwood St, and paving the Sam & Opal Voight walkway from Washington Street to the boardwalk. The project also includes rehabilitating Jerome St from Hickory St to Oakwood St. Design work is in progress by Fleis & Vandenbrink. Work is scheduled to take place in 2025 and 2026.
MSHDA NEP – 2024	\$75,000	Awarded	Assists low income home owners with eligible exterior home improvements up to \$24,000 each.

MSHDA MIHope – 2024	\$365,000	Awarded	Assist low income home owners with eligible energy efficient upgrades up to \$25,000 each. In October, 2024 an additional \$100,000 was granted to the city for being a “high performer” in the program.
EPA Community Change Grant – Memorial - 2024	\$11,000,000	Awaiting decision	<p>The EPA Community Change Grant, funded by the Inflation Reduction Act, provides approximately \$2 billion to help disadvantaged communities address environmental and climate justice challenges. The grants support projects that reduce pollution and build community resilience. Eligible applicants include partnerships of community-based organizations with tribes, local governments, or educational institutions. Applications are accepted on a rolling basis until November 21, 2024.</p> <p>The City seeks to partner with Memorial Healthcare to seek \$11 million to build the first phase of equalization storage at the Waste Water Treatment Plant in an attempt to lift the 2005 consent order from EGLE.</p>
EPA Community Change Grant – YMCA - 2024	\$11,500,000	Denied	Much like the memorial grant above, this application is for the same program only the city would partner with the YMCA for a community resiliency project. The Y is looking to address issues of climate change by better preparing the community for more hazardous weather events caused by climate change. The city’s portion of the grant would pay for clean water initiatives via the construction of wastewater retention at the wastewater plant. Unlike the memorial grant, this application would add an additional city component addressing clean air initiatives with the replacement of the library’s heating system. This would replace the ancient steam boiler with a modern high-efficiency hydronic boiler system.
TMF Grant – EGLE (Lead Service Line ID) - 2024	\$600,000	Awarded	The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has established the Community Technical, Managerial, and Financial (TMF) Support for Lead Line Replacement grant. This program, with an appropriation of \$48 million, aims to assist publicly owned community drinking water systems in lead service line replacement efforts. The grants, with a maximum award of \$600,000 per proposal, prioritize communities that have not previously received funding and those with lower Median Annual Household Income (MAHI). Work scope includes investigating approximately 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter. Notification for scheduling investigations inside the building are in progress. Investigation at the curb stop is scheduled for Summer 2025.
MiNeighborhood MSHDA - 2024	\$395,300	Awarded	<p>The Michigan State Housing Development Authority's (MSHDA) MI Neighborhood grant program provides funding to enhance community living and directly assist homeowners through various eligible activities, including:</p> <ul style="list-style-type: none"> Housing Rehabilitation: Exterior repairs such as roof replacements, siding, windows, doors, and accessibility improvements like ramps and handrails.

			<ul style="list-style-type: none"> Energy Efficiency Upgrades: Enhancements like insulation, energy-efficient windows, and HVAC system improvements to reduce utility costs. Accessibility Modifications: Interior adjustments to improve accessibility for individuals with disabilities, including bathroom modifications and kitchen adaptations. Public Amenity Enhancements: Community-wide projects such as park improvements, playground installations, and the creation of community gardens. <p>Eligibility for homeowner assistance typically includes income limits (usually up to 120% of the Area Median Income), property ownership as a primary residence, and location within the city. Up to \$40,000 per project.</p>
James Minor Trail Grant	\$70,000	Awarded	Widen and resurface the James Minor Trail from Gould Street to the Corunna footbridge with DNR approved stone.
SHPO Grant for Congregational Church	\$28,480	Denied	Repair interior plaster around stained glass windows. HDC Grant. Denied when city discovered that the work was completed while SHPO was still considering grant award.
Congressional Appropriation for water and sewer plant project assistance.	\$111,000,000 (denied) \$5 million (applied)	Applied but request significantly reduced by congressional representation.	Applied for this coming US budget fiscal year to assist with improvements at the water and sewer plant. Had a discussion with Rep Barrett's staff advising that the request needed to be less than \$5 million. Revised request to include around \$4.7 million in water main replacements that fit in the congressional budget schedule and city's fiscal year.
State Appropriation request for sewer plant improvements	\$15,000,000	Applied with Rep BeGole's office	Replacement of nitrification towers at sewer treatment plant. Unclear if staff will be asked to testify during the state's ongoing budget process.
Match on Main	\$25,000	Amy's Place	DDA facilitates Match on Main Grants and were awarded \$25,000 for Amy's Place Diner.
Consumers Tree Grant	\$3,000	Awarded	Planting trees in the public right-of-way
TOTAL GRANTS AWARDED	\$33,854,374 – 53%	Grants Denied	\$15,990,442 – 47%

STREETS AND SIDEWALKS

2024-2025 Sidewalk Replacement		The contract was extended to October 5, 2025. The focus area for sidewalk replacement in 2025 is the area bounded by Glenwood Ave, Corunna Ave, Abrey Ave, and the south city limits. The project is about 50% complete.	Fall 2025
2023-25 Street Patching		Work scope includes patches on various streets within the city of Owosso needed for water main breaks, sewer repairs, etc. The contract was extended to November 30, 2025. Patching is in progress.	Fall 2025
2025 Pavement Marking		Scope of work is re-painting pavement markings at various locations throughout the city. The project has been awarded to PK Contracting. Work is in progress.	

2025 Chip Seal Program		<p>The scope of work is double chip and fog seal on the following streets:</p> <ul style="list-style-type: none"> • Tracy from Frederick to Stewart • Ament from Lyon to Cedar • Ament from Walnut to Shiawassee (M-52) • Mary from Chipman to State • Hiram from Chipman to State • State from South to Mary <p>The project has been awarded to Highway Maintenance with work planned for September 2025.</p>	2025
Street Projects	Jerome: Hickory to Oakwood	Work scope includes crush and shape with asphalt pavement construction along with minor drainage upgrades. Project is on hold until funding is available.	On hold pending funding.

UTILITIES (Water and Sewer)			
Project	Project Name/Description	Status	Completed
2025 TMF Service Line Investigations		Work scope includes investigating approximately 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter. Notification for scheduling investigations inside the building are in progress. The project was awarded to M.L. Chartier Excavating. Investigations at the curb stop are in progress.	
2025 Sewer Lining		Scope of work is cured in place pipe lining on sanitary and storm sewers at various locations. The project was awarded to J&J Environmental. The first round of lining is complete. A second round of lining is planned for late Summer / early Fall.	
Lead Service Line Identification Project	Funded by TMF Grant. Will ID 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter.	Work scope includes investigating approximately 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter. Notification for scheduling investigations inside the building are in progress. The project was awarded to M.L. Chartier Excavating. Investigations at the curb stop are planned to begin August 2025.	Summer 2025
Water Treatment Plant	SCADA System - 2023	Kick-off meeting with Tetra tech was 10.30.20. Design phase completed. Included in next DWRF loan application.	In progress
Water Main Projects – 2025 Contract 1		<p>Work scope includes water main replacement including non-compliant water service line replacement on the following streets:</p> <ol style="list-style-type: none"> 1. Olmstead Street from Ward to Chipman 2. Harding Avenue from Willow Springs to Hanover 3. Hanover Street from Harding to Riverside 	

		The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. Loan closing is scheduled for mid-July 2025 with construction planned to begin September 2025.	
Water Main Projects – 2025 Contract 2		<p>Work scope includes water main replacement including non-compliant water service line replacement on the following streets:</p> <ol style="list-style-type: none"> 1. Nafus Street from south end to Frederick 2. Grace Street from Cedar to Shiawassee 3. Young Street from Chestnut to Brooks <p>The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. The project has been awarded to LA Construction. Water main installation on Grace Street has begun with Nafus and Young to follow.</p>	
S Chestnut St Rail Crossing and Westtown Drainage	S Chestnut Street H&E Railroad Crossing – south of M-21	A property owner near the RR crossing is concerned with their property being partially flooded during very heavy rain events. The ditch in the RR right of way overflows and it is suspected that debris in the ditch clogs the culvert. City engineer and city manager met with RR personnel in Sept 2023 where we were informed the RR will not clean/clear the ditch but would allow us access to the ditch to create a debris catch for the culvert. If that does not work, we will have to approach the township and drain commission for a study to assess required improvements to the drainage system in the area. This project is not on the city's latest approved Capital Improvement Project. Staff met with property owners in westtown and the drain commissioner in October. A 1998 study will need to be updated in partnership with Owosso Twp, County, and MDOT per the rules for "Chapter 20 cost share" county drains. City's contribution of study will be 51%.	Ongoing.
Future Water Main Projects		<p>Projects submitted to EGLE for FY2025 Drinking Water State Revolving Fund (DWSRF) funds for water main replacement:</p> <ol style="list-style-type: none"> 1. Nafus Street from south end to Frederick 2. Gilbert Street from Mason to Oliver 3. Clinton Street from Cedar to Shiawassee 4. Olmstead Street from Ward to Chipman 5. Harding Avenue from Willow Springs to Hanover 6. Hanover Street from Harding to Riverside 7. Stewart Street from Cedar to Shiawassee 8. Williams Street from Shiawassee to Washington 9. Dewey Street from Main (M-21) to King 	Bonding approved by council in Feb 2025

2025 Sewer Televising Project		<p>The following sewers are planned for televising:</p> <ol style="list-style-type: none"> 1. Ament St between Lyon and Shiawassee (M-52) – storm sewer 2. Bennett Field Dr between Lafayette and Hoyt – storm sewer 3. Oliver St and Chipman St intersection – storm sewer 4. Hickory St between King and Osburn – storm sewer 5. Park Street between Osburn and Stratford – storm sewer 6. King St and Dewey St intersection – storm and sanitary sewer 7. Sanitary Sewer Interceptor from Robbins and Main (M-21) to Hathaway – sanitary sewer <p>The project has been awarded to MEC Underground Solutions. The first round of televising and sewer patching are complete. A second round of televising is planned for later Summer / early Fall.</p>	2025
2025 Drainage Improvement Project – North St between Chipman and Hanover		Work scope includes ditch cleaning on the North St ditch between Chipman St and Hanover St and on the Coventry Ct ditch north of Stewart St. The project is complete with punch list and close out procedures underway.	Complete
2025-27 Water Service Line Replacement Project		Work scope includes noncompliant water service lines replacements targeting 500 locations within the City of Owosso over a 3-year time period. The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. Loan closing is scheduled for mid-July 2025 with construction planned to begin September 2025.	2025-2027

WATER TREATMENT PLANT

Project Name/Description	Status	Completed
SCADA Upgrades	Upgrade and expand the SCADA system for the WTP and wells. Tower permit with FCC has been approved! Could take 12 weeks to hear back. Any existing or new wells can continue operation with SCADA – which could be implemented later. Standpipe radio install has been progressing with Tetra Tech and Countyline.	Complete

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED

Project	Project Name/Description	Status	Completed
	CIS Trail Extension – Extend trail from Priest Rd. to City.	Scope of work includes trail construction from the existing Clinton-Ionia-Shiawassee (CIS) trail termination at Smith Road to Chestnut St, bike lane installation on Chestnut St, Stewart St, and Washington St, James Miner Trail reconstruction from Hickory St to Oakwood St, and paving the Sam & Opal Voight walkway from Washington Street to the boardwalk. The project also includes	State funding approved for M-21 route. Working with MDOT on ROW permit.

		rehabilitating Jerome St from Hickory St to Oakwood St. Design work is in progress by Fleis & Vandenbrink. Work is scheduled to take place in 2026.	
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BUILDING AND GROUNDS

Library	Heating System Replacement	Abandon/dismantle existing steam boiler and distribution lines. Add hydronic boiler system. Est cost: \$500,000	On Hold
City Hall	City Hall HVAC, electric service, and generator replacement	Replace RTUs, electric service panels, generator and transfer switch, and address structural issues with room below grade on west side of building. Project start in late September, 2025 due to extended wait times for new RTUs caused by the federal government's change in freon regulations.	Contract negotiated. Contract approved.
Public Safety	HVAC replacement/efficiency upgrades	As part of the city hall efficiency project, I'm also planning to propose replacement of the public safety building's boiler and heating/cooling systems. As part of the project we would like to replace most of the overhead doors, garage bay ceiling panels, foam insulate the ceiling in garage bay, and replace worn entry doors. Walk Thru with Veridus and Spicer Group to draft scope of work complete.	Congressional appropriation through USDA approved. Approved by regional office. Veridus hired as owners rep

INTERGOVERNMENTAL AGREEMENTS

Project	Project Name/Description	Status	Completed
	Lift Station 5 Agreement	Staff has been negotiating an agreement for lift station 5 service portions of Owosso Township and the City of Owosso wastewater users in the area. This lift station may need upsizing in the near future as it is close to capacity. Engineering studies were conducted and the Township and City have been negotiating terms.	Approved by City. Awaiting township approval.

From: Richard Ebert <[REDACTED]>
Sent: Saturday, August 23, 2025 4:52 PM
To: Rob Teich <[REDACTED]>
Subject: EXT:Letter of Resignation

External Source: Use caution before opening or clicking attachments or links.

Dear Mr. Rob Teich,

In 2018 I was honored when Chris Eveleth asked me to serve as the Owosso Representative on the Airport board. I own a dental office in Flushing that consumes most of my time. I often feel bad that I cannot make it to all of the construction and MAP/ MDOT meetings. I have always thought that if someone came along who had the Airport's best interest in mind had more time to give that I would gladly step down so they could take my place. I recently became aware that Lance Little is interested in my position. He is pro-airport, recently retired and eager to serve. He also seems to be much more politically in the know than I. Knowing this I would like to communicate my desire to step down from my position on the Owosso Community Airport Board. I would also like to recommend that you consider appointing Lance Little. I am happy to continue serving as long as necessary while you finalize your decision and it gets approved by city council. Please feel free to reach out anytime. Thank you.

Sincerely,
Richard "Dean" Ebert
[REDACTED]



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

MEMORANDUM

DATE: August 27, 2025

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Unpaid Parking Citations

The City of Owosso implemented the Passport parking system in late June 2025. In the early stages, Public Safety staff and Police Officers have been training on the system in the last two months.

Since implementation, 64 parking citations have been written. The breakdown is listed below:

Total Citations	64
Paid	31
Unpaid	27
Dismissed	6

12 of the 27 unpaid parking citations are more than 30 days old. Six parking citations were dismissed during the training process and during the appeal process.

Master Plan Goals: 6.7



MEMORANDUM

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

DATE: July 30, 2025
TO: Owosso City Council
FROM: Brad Barrett, Finance Director
SUBJECT: Monthly Financial Report – June 2025

RECOMMENDATION:

Receive and file communication from Finance Department.

BACKGROUND:

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

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

A revenue and expenditure report and cash summary report are included for the period ending June 30, 2025.

Due to the month of June being the end of the fiscal year for the city, this report will change with end of the year entries that will be occurring over the next two months.

Revenue Expense Report

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

FISCAL IMPACTS:

None.

Document originated by:

Revenue and Expenditure Report for City of Owosso – Period ending 06-30-2025
Cash Summary by Account for City of Owosso – 06-01-2025– 06-30-2025

PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 101 - GENERAL FUND								
Revenues								
101-000-402.000	GENERAL PROPERTY TAX	4,104,172.00	4,104,172.00	4,324,317.53	4,324,317.53	(220,145.53)		105.36
101-000-402.500	OBSOLETE PROPERTY REHAB TAXES(O	4,388.00	4,388.00	8,788.35	8,788.35	(4,400.35)		200.28
101-000-404.000	PA 298 OF 1917	399,107.00	399,107.00	421,774.62	421,774.62	(22,667.62)		105.68
101-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
101-000-434.000	TRAILER PARK TAXES	1,100.00	1,100.00	588.00	588.00	512.00		53.45
101-000-437.000	INDUSTRIAL/COMMERCIAL FACILITIES	12,283.00	12,283.00	12,298.10	12,298.10	(15.10)		100.12
101-000-439.000	MARIJUANA TAX DISTR.	235,000.00	235,000.00	0.00	0.00	235,000.00		0.00
101-000-445.000	INTEREST & PENALTIES ON TAXES	20,540.00	20,540.00	0.00	0.00	20,540.00		0.00
101-000-447.000	ADMINISTRATION FEES	164,327.00	164,327.00	97,731.15	97,731.15	66,595.85		59.47
101-000-476.000	LIQUOR LICENSES	11,000.00	11,000.00	0.00	0.00	11,000.00		0.00
101-000-477.000	CABLE TELEVISION FRANCHISE FEES	70,000.00	70,000.00	0.00	0.00	70,000.00		0.00
101-000-478.000	ROW LICENSES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-000-491.000	PERMITS (GUN)	500.00	500.00	30.00	30.00	470.00		6.00
101-000-502.000	GRANT-FEDERAL	167,496.00	167,496.00	0.00	0.00	167,496.00		0.00
101-000-502.000-USDAFY24PS	GRANT-FEDERAL	500,000.00	500,000.00	0.00	0.00	500,000.00		0.00
101-000-540.000	STATE SOURCES	22,800.00	22,800.00	0.00	0.00	22,800.00		0.00
101-000-540.000-MCOLES-CPE	STATE SOURCES	19,000.00	19,000.00	0.00	0.00	19,000.00		0.00
101-000-569.000	OTHER STATE GRANTS (QHERPP)	0.00	0.00	507.45	507.45	(507.45)		100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION S	150,000.00	150,000.00	0.00	0.00	150,000.00		0.00
101-000-574.000	REVENUE SHARING	1,609,268.00	1,609,268.00	0.00	0.00	1,609,268.00		0.00
101-000-574.050	REVENUE SHARING - STATUTORY	542,977.00	542,977.00	0.00	0.00	542,977.00		0.00
101-000-605.200	CHARGE FOR SERVICES RENDERED	17,500.00	17,500.00	3,032.80	3,032.80	14,467.20		17.33
101-000-605.250	DUPLICATING SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
101-000-605.300	FIRE SERVICES	5,000.00	5,000.00	1,000.00	1,000.00	4,000.00		20.00
101-000-605.301	POLICE DEPARTMENT SERVICES	195,764.00	195,764.00	0.00	0.00	195,764.00		0.00
101-000-605.336	AMBULANCE SERVICES - TWP	308,109.00	308,109.00	0.00	0.00	308,109.00		0.00
101-000-607.100	FILING FEES - ABATEMENT APPLICA'	800.00	800.00	0.00	0.00	800.00		0.00
101-000-638.000	AMBULANCE CHARGES	922,900.00	922,900.00	98,067.07	98,067.07	824,832.93		10.63
101-000-642.000	CHARGE FOR SERVICES - SALES	2,500.00	2,500.00	375.00	375.00	2,125.00		15.00
101-000-652.200	PARKING LEASE INCOME	720.00	720.00	0.00	0.00	720.00		0.00
101-000-657.000	ORDINANCE FINES & COSTS	10,000.00	10,000.00	1,994.36	1,994.36	8,005.64		19.94
101-000-657.100	PARKING VIOLATIONS	7,500.00	7,500.00	0.00	0.00	7,500.00		0.00
101-000-657.100-PARKINGTIX	PARKING VIOLATIONS	0.00	0.00	480.00	480.00	(480.00)		100.00
101-000-665.000	INTEREST INCOME	200,000.00	200,000.00	22,114.05	22,114.05	177,885.95		11.06
101-000-665.100	MERS INTEREST INCOME	100.00	100.00	16.30	16.30	83.70		16.30
101-000-667.100	RENTAL INCOME	560.00	560.00	0.00	0.00	560.00		0.00
101-000-675.000	MISCELLANEOUS	50,000.00	50,000.00	560.00	560.00	49,440.00		1.12
101-000-676.200	WASTEWATER UTIL. ADMIN REIMB	180,340.00	180,340.00	0.00	0.00	180,340.00		0.00
101-000-676.249	TRANSFER FROM FUND 249	9,500.00	9,500.00	0.00	0.00	9,500.00		0.00
101-000-676.254	FUND 254 ADMIN CHARGE BACK	69,300.00	69,300.00	0.00	0.00	69,300.00		0.00
101-000-676.300	CITY UTILITIES ADMIN REIMB	518,202.00	518,202.00	0.00	0.00	518,202.00		0.00
101-000-676.400	DDA TIF CHARGE BACK	84,500.00	84,500.00	0.00	0.00	84,500.00		0.00
101-000-676.500	ACT 51 ADMIN REIMBURSEMENT	106,395.00	106,395.00	0.00	0.00	106,395.00		0.00
101-000-676.600	BRA ADMIN FEES	7,060.00	7,060.00	0.00	0.00	7,060.00		0.00
101-000-678.000	SPECIAL ASSESSMENT	20,000.00	20,000.00	0.00	0.00	20,000.00		0.00
TOTAL REVENUES		10,757,708.00	10,757,708.00	4,993,674.78	4,993,674.78	5,764,033.22		46.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

		2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2025-26 AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101	CITY COUNCIL	38,161.00	38,161.00	0.00	0.00	38,161.00	0.00
171	CITY MANAGER	347,815.00	347,815.00	18,614.20	18,614.20	329,200.80	5.35
201	FINANCE	275,587.00	275,587.00	14,755.60	14,755.60	260,831.40	5.35
210	CITY ATTORNEY	169,000.00	169,000.00	0.00	0.00	169,000.00	0.00
215	CLERK	270,741.00	270,741.00	8,121.32	8,121.32	262,619.68	3.00
228	INFORMATION & TECHNOLOGY	338,896.00	338,896.00	3,209.78	3,209.78	335,686.22	0.95
253	TREASURY	280,439.00	280,439.00	13,842.62	13,842.62	266,596.38	4.94
257	ASSESSING	228,553.00	228,553.00	12,324.82	12,324.82	216,228.18	5.39
261	GENERAL ADMIN	402,964.00	402,964.00	90,643.89	90,643.89	312,320.11	22.49
262	ELECTION	19,714.00	19,714.00	0.00	0.00	19,714.00	0.00
265	BUILDING & GROUNDS	791,944.00	791,944.00	6,286.29	6,286.29	785,657.71	0.79
270	HUMAN RESOURCES	307,448.00	307,448.00	7,802.39	7,802.39	299,645.61	2.54
301	POLICE	3,404,494.00	3,404,494.00	187,706.74	187,706.74	3,216,787.26	5.51
336	FIRE	3,653,707.00	3,653,707.00	123,918.23	123,918.23	3,529,788.77	3.39
441	PUBLIC WORKS	786,096.00	786,096.00	16,096.51	16,096.51	769,999.49	2.05
528	LEAF AND BRUSH COLLECTION	391,987.00	391,987.00	7,644.11	7,644.11	384,342.89	1.95
585	PARKING	38,430.00	38,430.00	751.23	751.23	37,678.77	1.95
720	COMMUNITY DEVELOPMENT	220,107.00	220,107.00	2,189.35	2,189.35	217,917.65	0.99
751	PARKS	422,848.00	422,848.00	14,035.77	14,035.77	408,812.23	3.32
966	TRANSFERS OUT	60,786.00	60,786.00	0.00	0.00	60,786.00	0.00
TOTAL EXPENDITURES		12,449,717.00	12,449,717.00	527,942.85	527,942.85	11,921,774.15	4.24
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		10,757,708.00	10,757,708.00	4,993,674.78	4,993,674.78	5,764,033.22	46.42
TOTAL EXPENDITURES		12,449,717.00	12,449,717.00	527,942.85	527,942.85	11,921,774.15	4.24
NET OF REVENUES & EXPENDITURES		(1,692,009.00)	(1,692,009.00)	4,465,731.93	4,465,731.93	(6,157,740.93)	263.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
Revenues							
202-000-540.000	STATE SOURCES	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00
202-000-540.000-MDOT-TRAIL	STATE SOURCES	4,300,000.00	4,300,000.00	0.00	0.00	4,300,000.00	0.00
202-000-541.000	TRUNKLINE MAINTENANCE	42,948.00	42,948.00	0.00	0.00	42,948.00	0.00
202-000-542.000	GAS & WEIGHT TAX	1,555,043.00	1,555,043.00	0.00	0.00	1,555,043.00	0.00
202-000-665.000	INTEREST INCOME	100,000.00	100,000.00	14,306.05	14,306.05	85,693.95	14.31
202-000-675.000	MISCELLANEOUS	0.00	0.00	4,727.71	4,727.71	(4,727.71)	100.00
202-000-678.000	SPECIAL ASSESSMENT	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
TOTAL REVENUES		6,120,491.00	6,120,491.00	19,033.76	19,033.76	6,101,457.24	0.31

PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

		2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2025-26 AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	% BDGT USED
Fund 202 - MAJOR STREET FUND							
Expenditures							
451	CONSTRUCTION	5,410,300.00	5,410,300.00	8.10	8.10	5,410,291.90	0.00
463	STREET MAINTENANCE	380,866.00	380,866.00	5,673.32	5,673.32	375,192.68	1.49
474	TRAFFIC SERVICES-MAINTENANCE	20,093.00	20,093.00	1,002.56	1,002.56	19,090.44	4.99
478	SNOW & ICE CONTROL	183,736.00	183,736.00	1,167.94	1,167.94	182,568.06	0.64
480	TREE TRIMMING	92,358.00	92,358.00	2,648.88	2,648.88	89,709.12	2.87
482	ADMINISTRATION & ENGINEERING	151,037.00	151,037.00	3,590.93	3,590.93	147,446.07	2.38
485	LOCAL STREET TRANSFER	450,000.00	450,000.00	0.00	0.00	450,000.00	0.00
491	TRUNKLINE STORM DRAIN, CURBS	0.00	0.00	20.24	20.24	(20.24)	100.00
497	TRUNKLINE SNOW & ICE CONTROL	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00
TOTAL EXPENDITURES		6,710,390.00	6,710,390.00	14,111.97	14,111.97	6,696,278.03	0.21
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		6,120,491.00	6,120,491.00	19,033.76	19,033.76	6,101,457.24	0.31
TOTAL EXPENDITURES		6,710,390.00	6,710,390.00	14,111.97	14,111.97	6,696,278.03	0.21
NET OF REVENUES & EXPENDITURES		(589,899.00)	(589,899.00)	4,921.79	4,921.79	(594,820.79)	0.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL		AMENDED BUDGET	MONTH 07/31/25	07/31/2025	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Fund 203 - LOCAL STREET FUND							
Revenues							
203-000-540.000	STATE SOURCES	43,500.00	43,500.00	0.00	0.00	43,500.00	0.00
203-000-542.000	GAS & WEIGHT TAX	572,875.00	572,875.00	0.00	0.00	572,875.00	0.00
203-000-665.000	INTEREST INCOME	25,000.00	25,000.00	2,644.06	2,644.06	22,355.94	10.58
203-000-675.000	MISCELLANEOUS	0.00	0.00	525.30	525.30	(525.30)	100.00
203-000-678.000	SPECIAL ASSESSMENT	50,000.00	50,000.00	2,230.33	2,230.33	47,769.67	4.46
203-000-699.202	MAJOR STREET TRANSFER	450,000.00	450,000.00	0.00	0.00	450,000.00	0.00
TOTAL REVENUES		1,141,375.00	1,141,375.00	5,399.69	5,399.69	1,135,975.31	0.47

PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL STREET FUND							
Expenditures							
451	CONSTRUCTION	1,035,300.00	1,035,300.00	0.00	0.00	1,035,300.00	0.00
463	STREET MAINTENANCE	548,755.00	548,755.00	6,859.64	6,859.64	541,895.36	1.25
474	TRAFFIC SERVICES-MAINTENANCE	1,100.00	1,100.00	96.25	96.25	1,003.75	8.75
478	SNOW & ICE CONTROL	77,968.00	77,968.00	519.18	519.18	77,448.82	0.67
480	TREE TRIMMING	130,103.00	130,103.00	3,370.96	3,370.96	126,732.04	2.59
482	ADMINISTRATION & ENGINEERING	102,278.00	102,278.00	3,590.77	3,590.77	98,687.23	3.51
TOTAL EXPENDITURES		1,895,504.00	1,895,504.00	14,436.80	14,436.80	1,881,067.20	0.76
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		1,141,375.00	1,141,375.00	5,399.69	5,399.69	1,135,975.31	0.47
TOTAL EXPENDITURES		1,895,504.00	1,895,504.00	14,436.80	14,436.80	1,881,067.20	0.76
NET OF REVENUES & EXPENDITURES		(754,129.00)	(754,129.00)	(9,037.11)	(9,037.11)	(745,091.89)	1.20

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	ABNORM	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 208 - PARK/RECREATION SITES FUND								
Revenues								
208-000-402.000	GENERAL PROPERTY TAX	165,514.00	165,514.00	172,630.96	172,630.96	(7,116.96)		104.30
208-000-665.000	INTEREST INCOME	0.00	0.00	79.47	79.47	(79.47)		100.00
208-000-674.100	PRIVATE DONATIONS	2,000.00	2,000.00	2,600.00	2,600.00	(600.00)		130.00
TOTAL REVENUES		167,514.00	167,514.00	175,310.43	175,310.43	(7,796.43)		104.65

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 208 - PARK/RECREATION SITES FUND							
Expenditures							
751	PARKS	165,514.00	165,514.00	0.00	0.00	165,514.00	0.00
TOTAL EXPENDITURES		165,514.00	165,514.00	0.00	0.00	165,514.00	0.00
Fund 208 - PARK/RECREATION SITES FUND:							
TOTAL REVENUES		167,514.00	167,514.00	175,310.43	175,310.43	(7,796.43)	104.65
TOTAL EXPENDITURES		165,514.00	165,514.00	0.00	0.00	165,514.00	0.00
NET OF REVENUES & EXPENDITURES		2,000.00	2,000.00	175,310.43	175,310.43	(173,310.43)	8,765.52

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 239 - OMS/DDA REVLG LOAN FUND								
Revenues								
239-000-644.000	PENALTIES - LATE CHARGES	50.00	50.00	0.00	0.00	50.00		0.00
239-000-665.000	INTEREST INCOME	20,000.00	20,000.00	2,033.89	2,033.89	17,966.11		10.17
239-000-670.000	LOAN PRINCIPAL	0.00	0.00	5,511.82	5,511.82	(5,511.82)		100.00
239-000-670.100	LOAN INTEREST	9,766.00	9,766.00	730.85	730.85	9,035.15		7.48
239-000-675.000	MISCELLANEOUS	0.00	0.00	25.00	25.00	(25.00)		100.00
TOTAL REVENUES		29,816.00	29,816.00	8,301.56	8,301.56	21,514.44		27.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 239 - OMS/DDA REVLG LOAN FUND							
Expenditures							
200	GEN SERVICES	2,608.00	2,608.00	0.00	0.00	2,608.00	0.00
TOTAL EXPENDITURES		2,608.00	2,608.00	0.00	0.00	2,608.00	0.00
Fund 239 - OMS/DDA REVLG LOAN FUND :							
TOTAL REVENUES		29,816.00	29,816.00	8,301.56	8,301.56	21,514.44	27.84
TOTAL EXPENDITURES		2,608.00	2,608.00	0.00	0.00	2,608.00	0.00
NET OF REVENUES & EXPENDITURES		27,208.00	27,208.00	8,301.56	8,301.56	18,906.44	30.51

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 243 - BRA / OBRA #12 WOODWARD LOFT								
Revenues								
243-000-402.300	OBRA:TAX CAPTURE	139,942.00	139,942.00	0.00	0.00	139,942.00		0.00
243-000-402.300-BRA-DIST22	OBRA:TAX CAPTURE	32.00	32.00	0.00	0.00	32.00		0.00
243-000-402.300-BRA-DIST23	OBRA:TAX CAPTURE	5,165.00	5,165.00	0.00	0.00	5,165.00		0.00
243-000-573.000	LOCAL COMMUNITY STABILIZATION S	6,000.00	6,000.00	0.00	0.00	6,000.00		0.00
243-000-665.000	INTEREST INCOME	100.00	100.00	0.00	0.00	100.00		0.00
TOTAL REVENUES		151,239.00	151,239.00	0.00	0.00	151,239.00		0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 243 - BRA / OBRA #12 WOODWARD LOFT							
Expenditures							
721	PROFESSIONAL SERVICES	1,260.00	1,260.00	0.00	0.00	1,260.00	0.00
964	TAX REIMBURSEMENTS	149,849.00	149,849.00	0.00	0.00	149,849.00	0.00
TOTAL EXPENDITURES		151,109.00	151,109.00	0.00	0.00	151,109.00	0.00
Fund 243 - BRA / OBRA #12 WOODWARD LOFT:							
TOTAL REVENUES		151,239.00	151,239.00	0.00	0.00	151,239.00	0.00
TOTAL EXPENDITURES		151,109.00	151,109.00	0.00	0.00	151,109.00	0.00
NET OF REVENUES & EXPENDITURES		130.00	130.00	0.00	0.00	130.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

		2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	ACTIVITY FOR MONTH 07/31/25 INCR (DECR)	YTD BALANCE 07/31/2025 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
GL NUMBER	DESCRIPTION						
Fund 246 - OBRA #13 WEISNER BUILDING							
Revenues							
246-000-402.300	OBRA:TAX CAPTURE	6,051.00	6,051.00	0.00	0.00	6,051.00	0.00
246-000-699.248	TRANSFER FROM DDA	15,793.00	15,793.00	0.00	0.00	15,793.00	0.00
TOTAL REVENUES		21,844.00	21,844.00	0.00	0.00	21,844.00	0.00

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 246 - OBRA #13 WEISNER BUILDING								
Expenditures								
721	PROFESSIONAL SERVICES	21,844.00	21,844.00	0.00	0.00	21,844.00		0.00
TOTAL EXPENDITURES		21,844.00	21,844.00	0.00	0.00	21,844.00		0.00
Fund 246 - OBRA #13 WEISNER BUILDING:								
TOTAL REVENUES		21,844.00	21,844.00	0.00	0.00	21,844.00		0.00
TOTAL EXPENDITURES		21,844.00	21,844.00	0.00	0.00	21,844.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00

PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
248-000-402.000	GENERAL PROPERTY TAX	38,977.00	38,977.00	36,810.17	36,810.17	2,166.83		94.44
248-000-402.100	TIF	229,031.00	229,031.00	0.00	0.00	229,031.00		0.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION S	26,000.00	26,000.00	0.00	0.00	26,000.00		0.00
248-000-665.000	INTEREST INCOME	5,000.00	5,000.00	796.49	796.49	4,203.51		15.93
248-000-670.100	LOAN INTEREST	1,260.00	1,260.00	114.11	114.11	1,145.89		9.06
248-000-674.400	INCOME-PROMOTION	13,000.00	13,000.00	550.00	550.00	12,450.00		4.23
248-000-674.500	INCOME-ORGANIZATION	0.00	0.00	1,000.00	1,000.00	(1,000.00)		100.00
248-000-674.700	EV STATION REVENUE	6,500.00	6,500.00	674.52	674.52	5,825.48		10.38
248-000-699.101	TRANFERS FROM GENERAL FUND	36,286.00	36,286.00	0.00	0.00	36,286.00		0.00
TOTAL REVENUES		356,054.00	356,054.00	39,945.29	39,945.29	316,108.71		11.22

PERIOD ENDING 07/31/2025

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CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED		
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	NORM	(ABNORM)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Expenditures										
200	GEN SERVICES	277,065.00	277,065.00	1,586.55	1,586.55	275,478.45		0.57		
261	GENERAL ADMIN	91,522.00	91,522.00	5,175.42	5,175.42	86,346.58		5.65		
704	ORGANIZATION	1,650.00	1,650.00	0.00	0.00	1,650.00		0.00		
705	PROMOTION	14,950.00	14,950.00	0.00	0.00	14,950.00		0.00		
706	DESIGN	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00		
707	ECONOMIC VITALITY	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00		
TOTAL EXPENDITURES		397,187.00	397,187.00	6,761.97	6,761.97	390,425.03		1.70		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
TOTAL REVENUES		356,054.00	356,054.00	39,945.29	39,945.29	316,108.71		11.22		
TOTAL EXPENDITURES		397,187.00	397,187.00	6,761.97	6,761.97	390,425.03		1.70		
NET OF REVENUES & EXPENDITURES		(41,133.00)	(41,133.00)	33,183.32	33,183.32	(74,316.32)		80.67		

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	ABNORM	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 249 - BUILDING INSPECTION FUND								
Revenues								
249-000-476.100	MARIJUANA LICENSE FEE	55,000.00	55,000.00	0.00	0.00	55,000.00		0.00
249-000-490.000	PERMITS-BUILDING	105,000.00	105,000.00	13,082.20	13,082.20	91,917.80		12.46
249-000-490.100	PERMITS-ELECTRICAL	30,000.00	30,000.00	2,160.00	2,160.00	27,840.00		7.20
249-000-490.200	PERMITS-PLUMBING & MECHANICAL	55,000.00	55,000.00	7,750.00	7,750.00	47,250.00		14.09
249-000-628.000	RENTAL REGISTRATION	2,500.00	2,500.00	100.00	100.00	2,400.00		4.00
249-000-665.000	INTEREST INCOME	10,000.00	10,000.00	884.65	884.65	9,115.35		8.85
TOTAL REVENUES		257,500.00	257,500.00	23,976.85	23,976.85	233,523.15		9.31

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 249 - BUILDING INSPECTION FUND							
Expenditures							
200	GEN SERVICES	108,254.00	108,254.00	6,266.28	6,266.28	101,987.72	5.79
371	BUILDING AND SAFETY	151,643.00	151,643.00	5,777.46	5,777.46	145,865.54	3.81
TOTAL EXPENDITURES		259,897.00	259,897.00	12,043.74	12,043.74	247,853.26	4.63
Fund 249 - BUILDING INSPECTION FUND:							
TOTAL REVENUES		257,500.00	257,500.00	23,976.85	23,976.85	233,523.15	9.31
TOTAL EXPENDITURES		259,897.00	259,897.00	12,043.74	12,043.74	247,853.26	4.63
NET OF REVENUES & EXPENDITURES		(2,397.00)	(2,397.00)	11,933.11	11,933.11	(14,330.11)	497.84

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 254 - HOUSING & REDEVELOPMENT								
Revenues								
254-000-540.000	STATE SOURCES	454,300.00	454,300.00	0.00	0.00	454,300.00	0.00	
254-000-665.000	INTEREST INCOME	0.00	0.00	8.61	8.61	(8.61)	100.00	
TOTAL REVENUES		454,300.00	454,300.00	8.61	8.61	454,291.39	0.00	

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 254 - HOUSING & REDEVELOPMENT							
Expenditures							
200	GEN SERVICES	454,300.00	454,300.00	0.00	0.00	454,300.00	0.00
TOTAL EXPENDITURES		454,300.00	454,300.00	0.00	0.00	454,300.00	0.00
Fund 254 - HOUSING & REDEVELOPMENT:							
TOTAL REVENUES		454,300.00	454,300.00	8.61	8.61	454,291.39	0.00
TOTAL EXPENDITURES		454,300.00	454,300.00	0.00	0.00	454,300.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	8.61	8.61	(8.61)	100.00

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 259 - OBRA-DIST#15 -ARMORY BUILDING								
Revenues								
259-000-402.300	OBRA:TAX CAPTURE	26,190.00	26,190.00	0.00	0.00	26,190.00		0.00
259-000-699.248	TRANSFER FROM DDA	17,672.00	17,672.00	0.00	0.00	17,672.00		0.00
TOTAL REVENUES		43,862.00	43,862.00	0.00	0.00	43,862.00		0.00

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 259 - OBRA-DIST#15 -ARMORY BUILDING							
Expenditures							
721	PROFESSIONAL SERVICES	3,928.00	3,928.00	0.00	0.00	3,928.00	0.00
964	TAX REIMBURSEMENTS	39,934.00	39,934.00	0.00	0.00	39,934.00	0.00
TOTAL EXPENDITURES		43,862.00	43,862.00	0.00	0.00	43,862.00	0.00
Fund 259 - OBRA-DIST#15 -ARMORY BUILDING:							
TOTAL REVENUES		43,862.00	43,862.00	0.00	0.00	43,862.00	0.00
TOTAL EXPENDITURES		43,862.00	43,862.00	0.00	0.00	43,862.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)								
Revenues								
272-000-402.300	OBRA:TAX CAPTURE	247,393.00	247,393.00	0.00	0.00	247,393.00		0.00
TOTAL REVENUES		247,393.00	247,393.00	0.00	0.00	247,393.00		0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)							
Expenditures							
721	PROFESSIONAL SERVICES	14,183.00	14,183.00	0.00	0.00	14,183.00	0.00
905	DEBT SERVICE	167,999.00	167,999.00	0.00	0.00	167,999.00	0.00
TOTAL EXPENDITURES		182,182.00	182,182.00	0.00	0.00	182,182.00	0.00
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):							
TOTAL REVENUES		247,393.00	247,393.00	0.00	0.00	247,393.00	0.00
TOTAL EXPENDITURES		182,182.00	182,182.00	0.00	0.00	182,182.00	0.00
NET OF REVENUES & EXPENDITURES		65,211.00	65,211.00	0.00	0.00	65,211.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 273 - OBRA #9 ROBBINS LOFT								
Revenues								
273-000-402.300	OBRA:TAX CAPTURE	5,300.00	5,300.00	0.00	0.00	5,300.00		0.00
273-000-573.000	LOCAL COMMUNITY STABILIZATION S	600.00	600.00	0.00	0.00	600.00		0.00
273-000-665.000	INTEREST INCOME	2,000.00	2,000.00	239.14	239.14	1,760.86		11.96
TOTAL REVENUES		7,900.00	7,900.00	239.14	239.14	7,660.86		3.03

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 273 - OBRA #9 ROBBINS LOFT							
Expenditures							
721	PROFESSIONAL SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
964	TAX REIMBURSEMENTS	4,700.00	4,700.00	0.00	0.00	4,700.00	0.00
TOTAL EXPENDITURES		5,900.00	5,900.00	0.00	0.00	5,900.00	0.00
Fund 273 - OBRA #9 ROBBINS LOFT:							
TOTAL REVENUES		7,900.00	7,900.00	239.14	239.14	7,660.86	3.03
TOTAL EXPENDITURES		5,900.00	5,900.00	0.00	0.00	5,900.00	0.00
NET OF REVENUES & EXPENDITURES		2,000.00	2,000.00	239.14	239.14	1,760.86	11.96

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA								
Expenditures								
721	PROFESSIONAL SERVICES	1,910.00	1,910.00	0.00	0.00	1,910.00		0.00
964	TAX REIMBURSEMENTS	13,890.00	13,890.00	0.00	0.00	13,890.00		0.00
TOTAL EXPENDITURES		15,800.00	15,800.00	0.00	0.00	15,800.00		0.00

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA								
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:								
TOTAL REVENUES		0.00	0.00	0.00	0.00		0.00	0.00
TOTAL EXPENDITURES		15,800.00	15,800.00	0.00	0.00		15,800.00	0.00
NET OF REVENUES & EXPENDITURES		(15,800.00)	(15,800.00)	0.00	0.00		(15,800.00)	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL Revenues								
277-000-402.300	OBRA:TAX CAPTURE	56,779.00	56,779.00	0.00	0.00	56,779.00		0.00
TOTAL REVENUES		56,779.00	56,779.00	0.00	0.00	56,779.00		0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL							
Expenditures							
721	PROFESSIONAL SERVICES	4,255.00	4,255.00	0.00	0.00	4,255.00	0.00
964	TAX REIMBURSEMENTS	52,524.00	52,524.00	0.00	0.00	52,524.00	0.00
TOTAL EXPENDITURES		56,779.00	56,779.00	0.00	0.00	56,779.00	0.00
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL:							
TOTAL REVENUES		56,779.00	56,779.00	0.00	0.00	56,779.00	0.00
TOTAL EXPENDITURES		56,779.00	56,779.00	0.00	0.00	56,779.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

		2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE		
GL NUMBER	DESCRIPTION	ORIGINAL	2025-26	MONTH 07/31/25	07/31/2025	BALANCE	%	BDGT
		BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		USED
Fund 283 - OBRA FUND-DISTRICT#3-TIAL								
Revenues								
283-000-402.300	OBRA:TAX CAPTURE	18,093.00	18,093.00	0.00	0.00	18,093.00	0.00	
283-000-573.000	LOCAL COMMUNITY STABILIZATION S	630.00	630.00	0.00	0.00	630.00	0.00	
283-000-665.000	INTEREST INCOME	0.00	0.00	7.49	7.49	(7.49)	100.00	
TOTAL REVENUES		18,723.00	18,723.00	7.49	7.49	18,715.51	0.04	

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 283 - OBRA FUND-DISTRICT#3-TIAL							
Expenditures							
721	PROFESSIONAL SERVICES	750.00	750.00	0.00	0.00	750.00	0.00
905	DEBT SERVICE	19,391.00	19,391.00	0.00	0.00	19,391.00	0.00
TOTAL EXPENDITURES		20,141.00	20,141.00	0.00	0.00	20,141.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-TIAL:							
TOTAL REVENUES		18,723.00	18,723.00	7.49	7.49	18,715.51	0.04
TOTAL EXPENDITURES		20,141.00	20,141.00	0.00	0.00	20,141.00	0.00
NET OF REVENUES & EXPENDITURES		(1,418.00)	(1,418.00)	7.49	7.49	(1,425.49)	0.53

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

		2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE		
GL NUMBER	DESCRIPTION	ORIGINAL	2025-26	MONTH 07/31/25	07/31/2025	BALANCE	%	BDGT
		BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		USED
Fund 284 - OPIOID SETTLEMENT FUND								
Revenues								
284-000-665.000	INTEREST INCOME	1,320.00	1,320.00	186.72	186.72	1,133.28	14.15	
TOTAL REVENUES		1,320.00	1,320.00	186.72	186.72	1,133.28	14.15	

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	2025-26	MONTH 07/31/25	07/31/2025	BALANCE	
		BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 284 - OPIOID SETTLEMENT FUND							
Expenditures							
966	TRANSFERS OUT	0.00	0.00	1,770.00	1,770.00	(1,770.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	1,770.00	1,770.00	(1,770.00)	100.00
Fund 284 - OPIOID SETTLEMENT FUND:							
TOTAL REVENUES		1,320.00	1,320.00	186.72	186.72	1,133.28	14.15
TOTAL EXPENDITURES		0.00	0.00	1,770.00	1,770.00	(1,770.00)	100.00
NET OF REVENUES & EXPENDITURES		1,320.00	1,320.00	(1,583.28)	(1,583.28)	2,903.28	119.95

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

		2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE		
GL NUMBER	DESCRIPTION	ORIGINAL	2025-26	MONTH 07/31/25	07/31/2025	BALANCE		% BDGT
		BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		USED
Fund 297 - HISTORICAL FUND								
Revenues								
297-000-643.000	SALES	3,000.00	3,000.00	1,766.00	1,766.00	1,234.00		58.87
297-000-665.000	INTEREST INCOME	10,000.00	10,000.00	519.80	519.80	9,480.20		5.20
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
297-000-674.100	PRIVATE DONATIONS	19,000.00	19,000.00	1,713.00	1,713.00	17,287.00		9.02
297-000-699.101	TRANFERS FROM GENERAL FUND	21,500.00	21,500.00	0.00	0.00	21,500.00		0.00
TOTAL REVENUES		54,500.00	54,500.00	3,998.80	3,998.80	50,501.20		7.34

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 297 - HISTORICAL FUND							
Expenditures							
797	HISTORICAL COMMISSION	29,643.00	29,643.00	3,982.34	3,982.34	25,660.66	13.43
798	CASTLE	21,425.00	21,425.00	133.49	133.49	21,291.51	0.62
800	COMSTOCK/WOODARD	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		54,068.00	54,068.00	4,115.83	4,115.83	49,952.17	7.61
Fund 297 - HISTORICAL FUND:							
TOTAL REVENUES		54,500.00	54,500.00	3,998.80	3,998.80	50,501.20	7.34
TOTAL EXPENDITURES		54,068.00	54,068.00	4,115.83	4,115.83	49,952.17	7.61
NET OF REVENUES & EXPENDITURES		432.00	432.00	(117.03)	(117.03)	549.03	27.09

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)								
Revenues								
301-000-402.000	GENERAL PROPERTY TAX	718,150.00	718,150.00	709,317.09	709,317.09	8,832.91		98.77
301-000-573.000	LOCAL COMMUNITY STABILIZATION S	50,000.00	50,000.00	0.00	0.00	50,000.00		0.00
301-000-665.000	INTEREST INCOME	0.00	0.00	0.40	0.40	(0.40)		100.00
TOTAL REVENUES		768,150.00	768,150.00	709,317.49	709,317.49	58,832.51		92.34

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

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)							
Expenditures							
905	DEBT SERVICE	768,150.00	768,150.00	0.00	0.00	768,150.00	0.00
TOTAL EXPENDITURES		768,150.00	768,150.00	0.00	0.00	768,150.00	0.00
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS):							
TOTAL REVENUES		768,150.00	768,150.00	709,317.49	709,317.49	58,832.51	92.34
TOTAL EXPENDITURES		768,150.00	768,150.00	0.00	0.00	768,150.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	709,317.49	709,317.49	(709,317.49)	100.00

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 401 - CAPITAL PROJECT FUND							
Revenues							
401-000-665.000	INTEREST INCOME	2,000.00	2,000.00	378.28	378.28	1,621.72	18.91
401-000-687.000	INSURANCE REFUNDS/REBATES	120,000.00	120,000.00	58,458.00	58,458.00	61,542.00	48.72
TOTAL REVENUES		122,000.00	122,000.00	58,836.28	58,836.28	63,163.72	48.23

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	ABNORM	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 401 - CAPITAL PROJECT FUND								
Fund 401 - CAPITAL PROJECT FUND:								
TOTAL REVENUES		122,000.00	122,000.00	58,836.28	58,836.28	63,163.72		48.23
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		122,000.00	122,000.00	58,836.28	58,836.28	63,163.72		48.23

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 588 - TRANSPORTATION FUND								
Revenues								
588-000-402.000	GENERAL PROPERTY TAX	107,745.00	107,745.00	113,895.56	113,895.56	(6,150.56)		105.71
588-000-573.000	LOCAL COMMUNITY STABILIZATION S	1,575.00	1,575.00	0.00	0.00	1,575.00		0.00
588-000-665.000	INTEREST INCOME	100.00	100.00	0.06	0.06	99.94		0.06
588-000-699.101	TRANFERS FROM GENERAL FUND	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
588-000-699.284	TRANSFER FROM OPIOID FUND	0.00	0.00	1,770.00	1,770.00	(1,770.00)		100.00
TOTAL REVENUES		112,420.00	112,420.00	115,665.62	115,665.62	(3,245.62)		102.89

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	(ABNORM)	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 588 - TRANSPORTATION FUND								
Expenditures								
200	GEN SERVICES	112,025.00	112,025.00	0.00	0.00	112,025.00		0.00
TOTAL EXPENDITURES		112,025.00	112,025.00	0.00	0.00	112,025.00		0.00
Fund 588 - TRANSPORTATION FUND:								
TOTAL REVENUES		112,420.00	112,420.00	115,665.62	115,665.62	(3,245.62)		102.89
TOTAL EXPENDITURES		112,025.00	112,025.00	0.00	0.00	112,025.00		0.00
NET OF REVENUES & EXPENDITURES		395.00	395.00	115,665.62	115,665.62	(115,270.62)		9,282.44

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GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	BALANCE	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		USED
Fund 590 - SEWER FUND								
Revenues								
590-000-491.000	PERMITS	1,000.00	1,000.00	75.00	75.00	925.00		7.50
590-000-605.350	MATERIAL & SERVICE	5,000.00	5,000.00	89,568.00	89,568.00	(84,568.00)	1,791.36	
590-000-607.200	WATER AND SEWER FEES	1,200.00	1,200.00	0.00	0.00	1,200.00		0.00
590-000-643.100	METERED SALES	3,995,246.00	3,995,246.00	8,598.39	8,598.39	3,986,647.61		0.22
590-000-644.000	PENALTIES - LATE CHARGES	65,090.00	65,090.00	0.00	0.00	65,090.00		0.00
590-000-665.000	INTEREST INCOME	50,000.00	50,000.00	4,972.78	4,972.78	45,027.22		9.95
TOTAL REVENUES		4,117,536.00	4,117,536.00	103,214.17	103,214.17	4,014,321.83		2.51

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 590 - SEWER FUND							
Expenditures							
200	GEN SERVICES	2,252,737.00	2,252,737.00	174,382.10	174,382.10	2,078,354.90	7.74
549	SEWER OPERATIONS	240,605.00	240,605.00	5,247.97	5,247.97	235,357.03	2.18
901	CAPITAL OUTLAY	1,910,000.00	1,910,000.00	0.00	0.00	1,910,000.00	0.00
905	DEBT SERVICE	122,678.00	122,678.00	0.00	0.00	122,678.00	0.00
TOTAL EXPENDITURES		4,526,020.00	4,526,020.00	179,630.07	179,630.07	4,346,389.93	3.97
Fund 590 - SEWER FUND:							
TOTAL REVENUES		4,117,536.00	4,117,536.00	103,214.17	103,214.17	4,014,321.83	2.51
TOTAL EXPENDITURES		4,526,020.00	4,526,020.00	179,630.07	179,630.07	4,346,389.93	3.97
NET OF REVENUES & EXPENDITURES		(408,484.00)	(408,484.00)	(76,415.90)	(76,415.90)	(332,068.10)	18.71

PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	ABNORM	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 591 - WATER FUND								
Revenues								
591-000-491.000	PERMITS	1,500.00	1,500.00	175.00	175.00	1,325.00		11.67
591-000-502.000-CTMFS-LSLR	GRANT-FEDERAL	600,000.00	600,000.00	0.00	0.00	600,000.00		0.00
591-000-538.000-DWRF788001	CAPITAL CONTRIBUTION-FEDERAL	11,161,000.00	11,161,000.00	0.00	0.00	11,161,000.00		0.00
591-000-538.000-DWRLF24-25	CAPITAL CONTRIBUTION-FEDERAL	200,000.00	200,000.00	0.00	0.00	200,000.00		0.00
591-000-605.100	WATER MAIN REPLACEMENT CHARGE	1,000,375.00	1,000,375.00	(22.27)	(22.27)	1,000,397.27		0.00
591-000-605.350	MATERIAL & SERVICE	50,000.00	50,000.00	113,073.97	113,073.97	(63,073.97)		226.15
591-000-607.200	WATER AND SEWER FEES	30,000.00	30,000.00	850.00	850.00	29,150.00		2.83
591-000-643.100	METERED SALES	4,833,286.00	4,833,286.00	15,469.25	15,469.25	4,817,816.75		0.32
591-000-643.200	METERED SALES-WHOLESALE-USAGE	392,133.00	392,133.00	29,060.60	29,060.60	363,072.40		7.41
591-000-644.000	PENALTIES - LATE CHARGES	69,942.00	69,942.00	2,515.39	2,515.39	67,426.61		3.60
591-000-665.000	INTEREST INCOME	100,000.00	100,000.00	12,294.24	12,294.24	87,705.76		12.29
591-000-667.100	RENTAL INCOME	1,320.00	1,320.00	120.00	120.00	1,200.00		9.09
591-000-667.300	HYDRANT RENTAL	27,710.00	27,710.00	2,526.80	2,526.80	25,183.20		9.12
591-000-670.100	LOAN INTEREST	1,700.00	1,700.00	0.00	0.00	1,700.00		0.00
591-000-675.000	MISCELLANEOUS	0.00	0.00	36.40	36.40	(36.40)		100.00
591-000-675.200	UB FEES	3,930.00	3,930.00	50.00	50.00	3,880.00		1.27
TOTAL REVENUES		18,472,896.00	18,472,896.00	176,149.38	176,149.38	18,296,746.62		0.95

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 591 - WATER FUND								
Expenditures								
200	GEN SERVICES	974,495.00	974,495.00	37,575.42	37,575.42		936,919.58	3.86
552	WATER UNDERGROUND	2,240,761.00	2,240,761.00	22,797.16	22,797.16		2,217,963.84	1.02
553	WATER FILTRATION	1,954,746.00	1,954,746.00	32,603.28	32,603.28		1,922,142.72	1.67
901	CAPITAL OUTLAY	11,574,664.00	11,574,664.00	66,125.00	66,125.00		11,508,539.00	0.57
905	DEBT SERVICE	625,045.00	625,045.00	0.00	0.00		625,045.00	0.00
TOTAL EXPENDITURES		17,369,711.00	17,369,711.00	159,100.86	159,100.86		17,210,610.14	0.92
Fund 591 - WATER FUND:								
TOTAL REVENUES		18,472,896.00	18,472,896.00	176,149.38	176,149.38		18,296,746.62	0.95
TOTAL EXPENDITURES		17,369,711.00	17,369,711.00	159,100.86	159,100.86		17,210,610.14	0.92
NET OF REVENUES & EXPENDITURES		1,103,185.00	1,103,185.00	17,048.52	17,048.52		1,086,136.48	1.55

PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	NORM	ABNORM	
		BUDGET		INCR (DECR)	NORM (ABNORM)			USED
Fund 599 - WASTEWATER FUND								
Revenues								
599-000-538.000-CWSRF23-24	CAPITAL CONTRIBUTION-FEDERAL (B	5,000,000.00	5,000,000.00	0.00	0.00	5,000,000.00		0.00
599-000-538.000-CWSRF24-25	CAPITAL CONTRIBUTION-FEDERAL (B	4,000,000.00	4,000,000.00	0.00	0.00	4,000,000.00		0.00
599-000-602.100	OP & MAINT CHRG - OWOSSO	1,396,038.00	1,396,038.00	118,139.15	118,139.15	1,277,898.85		8.46
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	233,869.00	233,869.00	20,769.92	20,769.92	213,099.08		8.88
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWS	148,192.00	148,192.00	10,028.55	10,028.55	138,163.45		6.77
599-000-602.400	OP & MAINT CHRG - CORUNNA	271,583.00	271,583.00	21,869.38	21,869.38	249,713.62		8.05
599-000-603.100	REPLACEMENT CHRG - OWOSSO	263,874.00	263,874.00	22,242.63	22,242.63	241,631.37		8.43
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	60,058.00	60,058.00	5,185.56	5,185.56	54,872.44		8.63
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TW	41,418.00	41,418.00	3,123.33	3,123.33	38,294.67		7.54
599-000-603.400	REPLACEMENT CHRG - CORUNNA	49,910.00	49,910.00	4,053.48	4,053.48	45,856.52		8.12
599-000-606.100	DEBT SERVICE CHRG - OWOSSO	222,923.00	222,923.00	18,577.03	18,577.03	204,345.97		8.33
599-000-606.200	DEBT SERVICE CHRG - OWOSSO TWP.	90,431.00	90,431.00	7,535.97	7,535.97	82,895.03		8.33
599-000-606.300	DEBT SERVICE CHRG - CALEDONIA T	68,559.00	68,559.00	5,713.31	5,713.31	62,845.69		8.33
599-000-606.400	DEBT SERVICE CHRG - CORUNNA	38,696.00	38,696.00	3,224.69	3,224.69	35,471.31		8.33
599-000-665.000	INTEREST INCOME	50,000.00	50,000.00	5,348.45	5,348.45	44,651.55		10.70
599-000-675.000	MISCELLANEOUS	10,000.00	10,000.00	1,715.70	1,715.70	8,284.30		17.16
TOTAL REVENUES		11,945,551.00	11,945,551.00	247,527.15	247,527.15	11,698,023.85		2.07

CITY OF OWOSSO								
MONTHLY REVENUE AND EXPENDITURE REPORT								
GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)		
Fund 599 - WASTEWATER FUND								
Expenditures								
200	GEN SERVICES	33,091.00	33,091.00	1,343.12	1,343.12	31,747.88		4.06
548	WASTEWATER OPERATIONS	2,021,250.00	2,021,250.00	61,645.37	61,645.37	1,959,604.63		3.05
901	CAPITAL OUTLAY	9,289,574.00	9,289,574.00	0.00	0.00	9,289,574.00		0.00
905	DEBT SERVICE	420,609.00	420,609.00	0.00	0.00	420,609.00		0.00
TOTAL EXPENDITURES		11,764,524.00	11,764,524.00	62,988.49	62,988.49	11,701,535.51		0.54
Fund 599 - WASTEWATER FUND:								
TOTAL REVENUES		11,945,551.00	11,945,551.00	247,527.15	247,527.15	11,698,023.85		2.07
TOTAL EXPENDITURES		11,764,524.00	11,764,524.00	62,988.49	62,988.49	11,701,535.51		0.54
NET OF REVENUES & EXPENDITURES		181,027.00	181,027.00	184,538.66	184,538.66	(3,511.66)		101.94

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

		2025-26		ACTIVITY FOR	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	ORIGINAL	2025-26	MONTH 07/31/25	07/31/2025	BALANCE	% BDGT
		BUDGET	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 661 - FLEET MAINTENANCE FUND							
Revenues							
661-000-665.000	INTEREST INCOME	50,000.00	50,000.00	7,927.96	7,927.96	42,072.04	15.86
661-000-667.200	EQUIPMENT RENTAL	962,814.00	962,814.00	13,118.80	13,118.80	949,695.20	1.36
TOTAL REVENUES		1,012,814.00	1,012,814.00	21,046.76	21,046.76	991,767.24	2.08

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 07/31/25	07/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 661 - FLEET MAINTENANCE FUND							
Expenditures							
594	FLEET MAINTENANCE	552,344.00	552,344.00	23,407.05	23,407.05	528,936.95	4.24
901	CAPITAL OUTLAY	1,438,000.00	1,438,000.00	0.00	0.00	1,438,000.00	0.00
TOTAL EXPENDITURES		1,990,344.00	1,990,344.00	23,407.05	23,407.05	1,966,936.95	1.18
Fund 661 - FLEET MAINTENANCE FUND:							
TOTAL REVENUES		1,012,814.00	1,012,814.00	21,046.76	21,046.76	991,767.24	2.08
TOTAL EXPENDITURES		1,990,344.00	1,990,344.00	23,407.05	23,407.05	1,966,936.95	1.18
NET OF REVENUES & EXPENDITURES		(977,530.00)	(977,530.00)	(2,360.29)	(2,360.29)	(975,169.71)	0.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
PERIOD ENDING 07/31/2025

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

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2025-26	2025-26	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 07/31/25 INCR (DECR)	07/31/2025 NORM (ABNORM)	NORM	(ABNORM)	
Fund 703 - CURRENT TAX COLLECTION FUND								
Revenues								
703-000-665.000	INTEREST INCOME	0.00	0.00	834.15	834.15	(834.15)		100.00
TOTAL REVENUES		0.00	0.00	834.15	834.15	(834.15)		100.00
Fund 703 - CURRENT TAX COLLECTION FUND:								
TOTAL REVENUES		0.00	0.00	834.15	834.15	(834.15)		100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	834.15	834.15	(834.15)		100.00
TOTAL REVENUES - ALL FUNDS		56,439,685.00	56,439,685.00	6,702,674.12	6,702,674.12	49,737,010.88		11.88
TOTAL EXPENDITURES - ALL FUNDS		59,417,576.00	59,417,576.00	1,006,309.63	1,006,309.63	58,411,266.37		1.69
NET OF REVENUES & EXPENDITURES		(2,977,891.00)	(2,977,891.00)	5,696,364.49	5,696,364.49	(8,674,255.49)		191.29

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 07/01/2025 TO 07/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2025	Total Debits	Total Credits	Ending Balance 07/31/2025
Fund 101	GENERAL FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	(339,287.36)	2,847,453.71	2,264,660.74	243,505.61
001.201	MI CLASS ACCOUNT	188,414.54	701.15	0.00	189,115.69
001.204	HUNTINGTON LIQUIDITY PORTAL	684,955.52	1,325,032.28	2,000,000.00	9,987.80
001.205	CHOICEONE BANK	3,578,169.12	10,838.08	0.00	3,589,007.20
001.206	SWEEP ACCOUNT HUNTINGTON	147,563.98	5,202.49	0.00	152,766.47
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	(2,245.48)	38,981.38	4,033.58	32,702.32
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	1,770,930.56	3,264.31	0.00	1,774,194.87
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	1,917,576.62	2,073.08	0.00	1,919,649.70
002.203	AMBULANCE PAYMENT BANK ACCOUNT	206,086.58	64,456.36	30.15	270,512.79
004.000	PETTY CASH	1,715.00	0.00	0.00	1,715.00
005.401	MERS DC FUNDS - RESTRICTED	256.61	11,067.46	16,218.72	(4,894.65)
	GENERAL FUND	8,154,135.69	4,309,070.30	4,284,943.19	8,178,262.80
Fund 202	MAJOR STREET FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	(190,815.19)	133,386.91	20,203.52	(77,631.80)
001.201	MI CLASS ACCOUNT	1,279,139.89	4,758.77	0.00	1,283,898.66
001.204	HUNTINGTON LIQUIDITY PORTAL	2,646,245.40	8,532.62	0.00	2,654,778.02
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	550,476.73	1,014.66	0.00	551,491.39
	MAJOR STREET FUND	4,285,046.83	147,692.96	20,203.52	4,412,536.27
Fund 203	LOCAL STREET FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	294,986.45	46,068.03	72,582.39	268,472.09
001.201	MI CLASS ACCOUNT	89,486.82	332.85	0.00	89,819.67
001.204	HUNTINGTON LIQUIDITY PORTAL	402,070.12	1,296.55	0.00	403,366.67
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	550,476.73	1,014.66	0.00	551,491.39
	LOCAL STREET FUND	1,337,020.12	48,712.09	72,582.39	1,313,149.82
Fund 208	PARK/RECREATION SITES FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	(12,730.76)	28,248.08	1,193.24	14,324.08
001.204	HUNTINGTON LIQUIDITY PORTAL	24,585.61	79.37	0.00	24,664.98
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	0.00	1,350.33	132.68	1,217.65
	PARK/RECREATION SITES FUND	11,854.85	29,677.78	1,325.92	40,206.71
Fund 239	OMS/DDA REVLG LOAN FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	125,385.77	6,750.47	100,482.80	31,653.44
001.204	HUNTINGTON LIQUIDITY PORTAL	331,099.21	101,390.18	0.00	432,489.39
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	220,189.76	405.86	0.00	220,595.62
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	220,026.53	237.85	0.00	220,264.38
	OMS/DDA REVLG LOAN FUND	896,701.27	108,784.36	100,482.80	905,002.83

Fund 243 BRA / OBRA #12 WOODWARD LOFT

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 07/01/2025 TO 07/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2025	Total Debits	Total Credits	Ending Balance 07/31/2025
001.200	POOLED CASH (HUNTINGTON BANK)	2,108.88	0.00	0.00	2,108.88
001.200-BRA-DIST22	POOLED CASH (HUNTINGTON BANK)	14.19	0.00	0.00	14.19
	BRA / OBRA #12 WOODWARD LOFT	2,123.07	0.00	0.00	2,123.07
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.200	POOLED CASH (HUNTINGTON BANK)	(271.94)	18,426.03	14,343.85	3,810.24
001.201	MI CLASS ACCOUNT	55,958.75	208.26	0.00	56,167.01
001.203	MAIN STREET OWOSSO / DDA CHECKING	6,319.73	674.52	0.00	6,994.25
001.204	HUNTINGTON LIQUIDITY PORTAL	192,435.46	588.14	10,000.00	183,023.60
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	0.00	1,324.23	259.60	1,064.63
	DOWNTOWN DEVELOPMENT AUTHORITY	254,442.00	21,221.18	24,603.45	251,059.73
Fund 249	BUILDING INSPECTION FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	49,618.18	14,099.20	20,053.66	43,663.72
001.204	HUNTINGTON LIQUIDITY PORTAL	274,038.86	883.56	0.00	274,922.42
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	715.01	12,416.09	0.00	13,131.10
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	BUILDING INSPECTION FUND	324,572.05	27,398.85	20,053.66	331,917.24
Fund 254	HOUSING & REDEVELOPMENT				
001.200	POOLED CASH (HUNTINGTON BANK)	(54,077.21)	117,664.75	62,686.04	901.50
001.204	HUNTINGTON LIQUIDITY PORTAL	42,650.23	8.61	40,000.00	2,658.84
	HOUSING & REDEVELOPMENT	(11,426.98)	117,673.36	102,686.04	3,560.34
Fund 259	OBRA-DIST#15 -ARMORY BUILDING				
001.200	POOLED CASH (HUNTINGTON BANK)	4,732.00	0.00	0.00	4,732.00
Fund 272	OBRA FUND-DISTRICT #17 CARGILL (PREV #8)				
001.200	POOLED CASH (HUNTINGTON BANK)	72,777.16	0.00	0.00	72,777.16
Fund 273	OBRA #9 ROBBINS LOFT				
001.201	MI CLASS ACCOUNT	64,276.77	239.14	0.00	64,515.91
Fund 276	OBRA FUND DISTRICT #16 - QDOBA				
001.200	POOLED CASH (HUNTINGTON BANK)	6,666.85	0.00	0.00	6,666.85
Fund 277	OBRA FUND DISTRICT #20 - J&H OIL				
001.200	POOLED CASH (HUNTINGTON BANK)	3,144.00	0.00	0.00	3,144.00
Fund 283	OBRA FUND-DISTRICT#3-TIAL				
001.201	MI CLASS ACCOUNT	2,037.41	7.49	0.00	2,044.90
Fund 284	OPIOID SETTLEMENT FUND				

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 07/01/2025 TO 07/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2025	Total Debits	Total Credits	Ending Balance 07/31/2025
001.200	POOLED CASH (HUNTINGTON BANK)	36,016.97	0.00	31,770.00	4,246.97
001.204	HUNTINGTON LIQUIDITY PORTAL	27,925.24	30,186.72	0.00	58,111.96
	OPIOID SETTLEMENT FUND	63,942.21	30,186.72	31,770.00	62,358.93
Fund 297 HISTORICAL FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	(131,844.83)	142,261.00	4,163.29	6,252.88
001.202	HC CHECKING ACCOUNT	3,288.17	1,218.00	59.85	4,446.32
001.204	HUNTINGTON LIQUIDITY PORTAL	301,238.11	519.80	140,000.00	161,757.91
004.000	PETTY CASH	100.00	0.00	0.00	100.00
	HISTORICAL FUND	172,781.45	143,998.80	144,223.14	172,557.11
Fund 301 GENERAL DEBT SERVICE (VOTED BONDS)					
001.200	POOLED CASH (HUNTINGTON BANK)	35,276.10	105,360.06	677.35	139,958.81
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	0.00	5,547.03	545.00	5,002.03
	GENERAL DEBT SERVICE (VOTED BONDS)	35,276.10	110,907.09	1,222.35	144,960.84
Fund 401 CAPITAL PROJECT FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	46,369.66	58,458.00	45,000.00	59,827.66
001.204	HUNTINGTON LIQUIDITY PORTAL	72,321.25	45,378.28	0.00	117,699.53
	CAPITAL PROJECT FUND	118,690.91	103,836.28	45,000.00	177,527.19
Fund 588 TRANSPORTATION FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	212.35	18,683.67	108.75	18,787.27
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	0.00	890.44	87.50	802.94
	TRANSPORTATION FUND	212.35	19,574.11	196.25	19,590.21
Fund 590 SEWER FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	452,578.24	260,379.35	291,121.24	421,836.35
001.201	MI CLASS ACCOUNT	438,271.13	1,630.47	0.00	439,901.60
001.204	HUNTINGTON LIQUIDITY PORTAL	691,755.30	2,230.42	0.00	693,985.72
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	2,172.32	57,970.56	1,332.85	58,810.03
001.300	FRANKENMUTH CREDIT UNION	274,396.65	505.82	0.00	274,902.47
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	556,042.39	601.12	0.00	556,643.51
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	SEWER FUND	2,415,416.03	323,317.74	292,454.09	2,446,279.68
Fund 591 WATER FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	725,057.34	1,865,670.92	1,000,242.67	1,590,485.59
001.201	MI CLASS ACCOUNT	1,689,812.96	6,286.57	0.00	1,696,099.53
001.204	HUNTINGTON LIQUIDITY PORTAL	1,661,012.61	706,000.87	500,000.00	1,867,013.48
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	9,630.33	73,682.42	3,536.83	79,775.92

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 07/01/2025 TO 07/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2025	Total Debits	Total Credits	Ending Balance 07/31/2025
005.401	MERS DC FUNDS - RESTRICTED	0.00	11,300.58	5,650.29	5,650.29
	WATER FUND	4,085,513.24	2,662,941.36	1,509,429.79	5,239,024.81
Fund 599 WASTEWATER FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	984,080.62	3,434,509.72	3,480,194.77	938,395.57
001.201	MI CLASS ACCOUNT	410,907.47	1,528.71	0.00	412,436.18
001.204	HUNTINGTON LIQUIDITY PORTAL	915,127.14	2,950.66	0.00	918,077.80
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	274,396.65	505.82	0.00	274,902.47
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	336,014.02	363.26	0.00	336,377.28
005.401	MERS DC FUNDS - RESTRICTED	0.00	2,572.10	1,286.05	1,286.05
	WASTEWATER FUND	2,920,525.90	3,442,430.27	3,481,480.82	2,881,475.35
Fund 661 FLEET MAINTENANCE FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	611,655.99	13,118.80	44,485.79	580,289.00
001.201	MI CLASS ACCOUNT	692,207.89	2,575.13	0.00	694,783.02
001.204	HUNTINGTON LIQUIDITY PORTAL	308,562.38	994.94	0.00	309,557.32
001.205	CHOICEONE BANK	1,097,821.98	3,325.27	0.00	1,101,147.25
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	560,222.28	1,032.62	0.00	561,254.90
	FLEET MAINTENANCE FUND	3,270,470.52	21,046.76	44,485.79	3,247,031.49
Fund 703 CURRENT TAX COLLECTION FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	0.00	595,889.77	564,579.15	31,310.62
001.204	HUNTINGTON LIQUIDITY PORTAL	0.00	258,831.90	0.00	258,831.90
001.207	HUNTINGTON - STRIPE/BSA CC PAYMENTS	0.00	31,018.75	3,047.52	27,971.23
	CURRENT TAX COLLECTION FUND	0.00	885,740.42	567,626.67	318,113.75
Fund 956 GASB 34 LONG TERM DEBT					
005.200	MMRMA CASH - RESTRICTED	246,235.87	0.00	0.00	246,235.87
	TOTAL - ALL FUNDS	28,737,167.67	12,554,457.06	10,744,769.87	30,546,854.86



Regular Meeting of the Owosso Historical Commission

Minutes of August 11, 2025 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chairman Lance Little

MEMBERS PRESENT: Commissioners Elaine Greenway, Bill Moull, Robert Hooper, Steven Teich,

MEMBERS ABSENT: Commissioners Christopher Owens and Debra Adams

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – July 14, 2025

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

Approved by voice vote

APPROVE AGENDA – August 11, 2025

Motion by Commissioner Teich to approve the agenda as presented, supported by Commissioner Moull.

Approved by voice vote

ITEMS OF BUSINESS

Cabinets for air conditioning units: The Commission discussed the quote from JP Kulhanek and Sons for custom cabinetry. Motion by Commissioner Teich to approve up to \$6,000 for cabinets at Curwood Castle. Supported by Commissioner Hooper, passed by voice vote.

Painting purchase: The Commission has been approached to purchase a painting related to a Curwood book. There was a discussion on the painting. The Commission requested that staff follow up with the individual about having an appraisal done on the painting.

COMMITTEE REPORTS

Building and Grounds Committee: Amy Fuller reported on the roof, stucco, and window contractors that have been contracted.

Historic Appreciation Committee: Commissioner Little reported that the Committee would like to work on something similar to the UP Time Traveler project, add to the Paymaster display, create a historical calendar, and set up a meeting at Amy's office to go over books from the Gould House

The Home Tour Committee: Committee members will be visiting the Marshall, MI, home tour to gather best practices.

Educating our Youth Committee: Meets in September

FINANCIAL REPORTS:

Amy Fuller reviewed the Commission's revenue and expense report.

Denice Grace reported on the July numbers for Curwood Castle.

PUBLIC COMMENT PERIOD:

Amy Fuller reminded the Commission about grant opportunities.

COMMISSIONER COMMENTS

NEXT MEETING: Monday, September 8, 2025, 6:00 p.m.

ADJOURNMENT

Chairman Little adjourned the meeting at 7:15 p.m.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

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

August 26, 2025

4:30 P.M.

W.W.T.P.

1. Roll (4:36 P.M.)
Members Present: R. Suchanek, L. Walker, J.Archer, A. Holek
Alternates Present: None
Others Present: T. Guysky, WWTP Superintendent/Board Secretary
J. Bloomfield, Owosso Twp/Caledonia Twp Utility Authority
B. Langtry, Owosso Twp/Caledonia Twp Utility Authority
2. Agenda Approval: Motion by Holek to approve agenda as presented. Support by Walker. No discussion. Motion carries 4-0.
3. Minutes of the June 24, 2025 meeting: Motion by Archer to approve the June 24, 2025 meeting minutes. Support by Suchanek. No Discussion. Motion carries 4-0.
4. Secretary's Report:
 - a) Plant Performance Summary (June-July 2025): Guysky noted full permit compliance for the months of June-July 2025.
 - b) Plant Operations and Staffing: Guysky noted efficient plant operations with the current dry weather season and all new equipment working well. There is an open laboratory technician position.
 - c) WWTP Project Updates: Guysky updated the Board on the current projects. The Phase I Project has some major electrical work coming up within the next couple weeks that will require the plant be run solely on backup generator power for 2-3 weeks. There will also be major piping replacements done soon. The new secondary clarifier is likely to be online and working by winter. Langtry asked about the bypass pumping that was discussed at the June meeting. Guysky noted it will still be necessary, but not likely for a couple months.
5. Old Business:
 - a) Board Alternate Requirement:
 1. Corunna: Walker noted she is still working on getting an alternate in place.
 - b) H2S Mitigation Update: Langtry updated the Board on the Township Utility Authority's progress: the ozone trial did not have positive results and they are now feeding chemical as they did last year. Guysky updated the City of Owosso's efforts on their side: monitoring over the past several weeks has indicated some H2S input to the plant headworks from the City flow. More study is required, so a second H2S logger is being purchased and will be

deployed to further assess the situation. The City has begun a chemical feed trial as well. Archer also gave some examples of H₂S mitigation measures he has seen in his experience.

7. New Business:
NONE
8. Citizens'/Members' Comments:
Suchanek noted the MEDC has rejected a \$2.5 million Water Related Infrastructure grant proposal submitted for the Nitrification Tower Project. The project will still proceed as planned. Guysky informed the Board new flow sensing equipment has been purchased for the M-1, M-2 and M-0 meter stations and will be installed in the coming months. This will replace the 30+ year old existing equipment.
9. Adjourn: Motion to adjourn by Holek. Support by Archer. No discussion. Motion carries 4-0. Meeting adjourned at 5:17 p.m.

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