

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, SEPTEMBER 15, 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 SEPTEMBER 2, 2025:**

**ADDRESSING THE CITY COUNCIL**

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS**

**COUNCIL COMMENTS**

**CONSENT AGENDA**

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

| Name            | Board/Commission  | Term Expires |
|-----------------|---|--------------|
| Adeline Mahoney | Parks & Recreation Commission<br>Student Representative | 06-30-2026   |

2. Traffic Control Order No. 1546. Approve Traffic Control Order No. 1546 closing N. Cedar Street from Main Street to the alley (aka Eleanor Drive) until such time as the structural condition of the building at 800 W. Main Street is remedied.

3. Traffic Control Order Request – Walk to End Alzheimer's. Approve request from Friends of Pat's Place for the closure of Ada Street from Jennett Street to the dead end from 8:30 a.m. – 10:30 p.m. on Saturday, September 27, 2025 for the Walk to End Alzheimer's event and further approve Traffic Control Order No. 1541 formalizing permission, contingent upon satisfactory receipt of insurance.
4. Traffic Control Order Request - Owosso High School 2025 Homecoming Parade. Approve request from Owosso High School for closure of the streets listed on the application from 5:00 p.m.-7:00 p.m. on Friday, October 3, 2025 for the annual High School Homecoming parade and approve Traffic Control Order No. 1547 formalizing the request.  
**Master Plan Implementation Goals: 4.2, 4.6, 5.12, 7.1**
5. Traffic Control Order Request - Owosso High School Marching Band Festival. Approve request from Jillian Kowalczyk, Owosso High School Band Director, for the closure of various streets surrounding Willman Field for the Owosso High School Marching Band Festival from 2:30 p.m.-10:00 p.m. on Monday, October 13, 2025 (rain date Monday, October 20, 2025) and approve Traffic Control Order No. 1548 formalizing the permission.
6. Emergency Repair Authorization – Public Safety Vehicle. Authorize payment to All Star Towing & Repair LLC for emergency repair and replacement of the brakes on Public Safety Vehicle #2 in the amount of \$2,054.50.
7. Change Order – 2025 Well Improvements Project. Approve Change Order No. 1 to the 2025 Well Improvements Project increasing the contract in the amount of \$480,653 for the replacement of 17 non-working valves and actuators, and further approve payment up to the amount of \$1,827,653.00 to the contractor upon satisfactory completion of the project or portion thereof.  
**Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6**
8. Warrant No. 659. Authorize Warrant No. 659 as follows:

| Vendor                                      | Description                          | Fund    | Amount   |
|---|--------------------------------------|---------|----------|
| Shiawassee Economic Development Partnership | Annual Investment Pledge (2025-2026) | General | \$40,000 |

### **ITEMS OF BUSINESS**

1. 5<sup>th</sup> Monday Meeting. Consider setting a 5<sup>th</sup> Monday meeting for Monday, September 29, 2025 at 6:30 p.m. for the purpose of discussing recycling and the new state laws regarding recycling.
2. SATA Commitment. Approve the annual commitment to the Shiawassee Area Transportation Agency (SATA) for their upcoming fiscal year starting October 1, 2025 in an amount not to exceed \$117,682.97 for the provision of public transportation.  
**Master Plan Implementation Goals: 7.1**
3. Water Portal Proposal. Consider a contract with Silverblaze Solutions Inc. for the hosting, maintenance, and support of their Customer Engagement Portal in the amount of \$25,000.00 for a one-year period, authorize the City Manager to execute said contract, and approve payment up to the amount of the contract upon successful implementation of the service.  
**Master Plan Implementation Goals: 3.3, 3.4**

### **CITIZEN COMMENTS**

### **COUNCIL COMMENTS**

## **COMMUNICATIONS**

1. Tanya S. Buckelew, Planning & Building Director. September 2025 Building Department Report.
2. Tanya S. Buckelew, Planning & Building Director. September 2025 Code Violations Report.
3. Tanya S. Buckelew, Planning & Building Director. September 2025 Inspections Report.
4. Tanya S. Buckelew, Planning & Building Director. September 2025 Certificates Issued Report.
5. Kevin D. Lenkart, Public Safety Director. September 2025 Police Report.
6. Kevin D. Lenkart, Public Safety Director. September 2025 Fire Report.
7. Parks & Recreation Commission. Minutes of August 27, 2025.
8. DDA/Main Street Board. Minutes of September 3, 2025.

## **NEXT MEETING**

Monday, September 29, 2025

Monday, October 6, 2025 – Regular Meeting

## **BOARDS AND COMMISSIONS OPENINGS**

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

Building Board of Appeals – Alternate - term expires June 30, 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](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

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

The Owosso City Council will conduct an in-person meeting on September 15, 2025. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL  
MONDAY, SEPTEMBER 15, 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/85040924792?pwd=ztT2ob3M41bzmV07K7EQrtt5XuDWn0.1>

**Meeting ID: 850 4092 4792**

**Passcode: 861455**

**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 15, 2025 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us). Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF SEPTEMBER 2, 2025  
6:30 P.M.  
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

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

**OPENING PRAYER:** PASTOR KENNETH HERBRUCK  
OWOSSO ASSEMBLY OF GOD

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

**PRESENT:** Mayor Robert J. Teich, Jr., Mayor Pro-Tem Jerome C. Haber,  
Councilmembers Carl C. Ludington, Emily S. Olson, and Christopher D. Owens.

**ABSENT:** Councilmembers Janae L. Fear and Rachel M. Osmer.

**APPROVE AGENDA**

Motion by Councilmember Olson to approve the agenda as presented.

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

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF AUGUST 18, 2025**

Motion by Councilmember Ludington to approve the Minutes of the Regular Meeting of August 18, 2025 as presented.

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

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

**\*CDBG Housing Grant Application**

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

A public hearing was conducted 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.

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

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

**RESOLUTION NO. 119-2025**

**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 the submission of a CDBG grant application to the Michigan State Housing Development Authority Neighborhood Housing Initiatives Division.

SECOND: it 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.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Fear and Osmer.

**\*Boundary Adjustment – Owosso Charter Township**

The proposed adjustment would move the boundary with Owosso Charter Township along Palmer Avenue from the west side of the street to the center of the street to allow the City to receive Act 51 monies for said street.

A public hearing was conducted to receive citizen comment regarding the proposal to adjust the boundary with Owosso Charter Township along Palmer Avenue.

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

Motion by Councilmember Owens to approve the boundary adjustment with Owosso Charter Township as follows:

**RESOLUTION NO. 120-2025**

**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 1988, 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), and further described as:

*A parcel of land in Section 25, Town 7 North, Range 2 East, City of Owosso, Shiawassee County, Michigan, described as commencing at the North 1/4 corner of said Section 25, thence S89°20'00"E 594.02 feet (surveyed as S86°03'21"E 593.42 feet) along the North line of said*

*Section to the West right-of-way line of Palmer Avenue and the Point of Beginning, thence continuing along the North line of Section 25 S89°20'00"E 33 ft feet to the centerline of Palmer Avenue, thence South on the centerline of Palmer Avenue and parallel with the North and South 1/4 line of Section 25 to a point on the East and West 1/4 line of Section 25, thence West along the East and West 1/4 line to the West right-of-way line of Palmer Avenue said point described as being 594 feet East of the Center of Section 25, thence North on the West right-of-way line of Palmer Avenue and parallel with the North and South 1/4 line of Section 25 to the Point of Beginning.*

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.

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Fear and Osmer.

### **CITIZEN COMMENTS**

None.

### **COUNCIL COMMENTS**

None.

### **CONSENT AGENDA**

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

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

| Name         | Board/Commission  | Term Expires |
|--------------|---|--------------|
| Lance Little | Owosso Community Airport Board<br>filling unexpired term of R. Dean Ebert | 12-31-2027   |

**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.

**Traffic Control Order Request – Art Walk Market & Movie.** Approve request from Owosso 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.

**\*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 as follows:

**RESOLUTION NO. 121-2025**

**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

**\*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 as follows:

**RESOLUTION NO. 122-2025**

**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

Master Plan Implementation Goals: 3.2, 3.7, 3.8

**\*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 as follows:

**RESOLUTION NO. 123-2025**

**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.

Master Plan Implementation Goals: 3.4, 3.7

**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 as follows:

#### **RESOLUTION NO. 124-2025**

#### **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.

Master Plan Implementation Goals: 3.4

**\*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 as follows:

**RESOLUTION NO. 125-2025**

**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<br>(all submissions will be charged by the column inch)   | \$5.00         | \$4.00                     |
| Price quotation for affidavit of publication<br>(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.

**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 as follows:

**RESOLUTION NO. 126-2025**

**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.

**\*Bid Award – Police Uniforms.** Approve bid from Lansing Uniform Company, Inc. for the supply of uniforms for the Owosso 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 as follows:

**RESOLUTION NO. 127-2025**

**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.

**\*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 as follows:

#### **RESOLUTION NO. 128-2025**

#### **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.

Master Plan Implementation Goals: 3.4

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

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None

ABSENT: Councilmembers Fear and Osmer.

## **ITEMS OF BUSINESS**

### **\*Professional Services Agreement – Public Engagement Platform Services**

Master Plan Implementation Goals: 5.17, 6.9, 6.11

City Manager Nathan R. Henne led the discussion regarding the proposal to approve 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. The app is capable of not only performing surveys, but analyzing the data received, and monitoring social media to see what people are saying about the City. He indicated that he thought the app would be particularly helpful when the City has to decide how to handle the new recycling requirement.

There was significant discussion regarding the Council's interest in comparable applications, what budget item would need to be cut to fund the purchase, whether the app will be used to steer policy or disseminate information, and the cost effectiveness of such an app. City Manager Henne said he would work over the next few weeks to put together an RFP process that would allow Council to compare Zencity with its counterparts before making any decision.

## **CITIZEN COMMENTS**

Ashley Short, 1607 Young Street, wanted to know what the roll out of an app like Zencity would look like, how will people know when it's up and running, and what the usage stats are for other communities using the app. City Manager indicated he would try to get some usage numbers from other communities.

## **COUNCIL COMMENTS**

Councilmember Olson asked about bringing back the water portal and monthly water billing. She said she is able to check on the status of all of her accounts, except her water bill. It was noted that the current BS&A portal may be able to provide the information she's looking for on her water bill. The City Manager said he would like some time to prepare for a discussion on monthly billing.

## **CITY MANAGER REPORT**

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

## **COMMUNICATIONS**

R. Dean Ebert, Owosso Community Airport Board. Letter of resignation.  
Kevin D. Lenkart, Public Safety Director. Unpaid parking citations.  
Brad A. Barrett, Finance Director. Financial Report – July 2025.  
Owosso Historical Commission. Minutes of August 11, 2025.  
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**

Motion by Councilmember Owens for adjournment at 7:42 p.m.

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

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Robert J. Teich, Jr., Mayor

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Amy K. Kirkland, City Clerk

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



## Boards and Commissions Application

Please return your completed application to the City Clerk's office at 301 W. Main St, Owosso, MI 48867.

Application for appointment to: park and recreation committee  
Name of board(s) or commission(s)

Aeline Mahoney

Name:

Email:

Phone:

Address:

Owosso

City:

MI

State:

48867

Zip:

Why do you wish to serve on this board or commission?

I care deeply about our town and the impression we make, and I believe our parks are very important. I want to do everything in my power to help our parks be as pleasing as possible and safe and accessible to all.

Briefly describe community activities you have been involved in:

as a member of OHS's National Honors Society, we have done many community services, like sending cards to the hospital and cleaning up the baseball fields. I also used to do food distributions in my spare time.

Briefly describe the skills and experience you would bring to this position?

Not only would I give a voice and opinion for the youth of Owosso, but we've also seen how bad our parks can get. I am very empathetic and care for everyone in Owosso, as well as have intelligent and leadership qualities that would allow me to have respectable opinions on the matter.

What is your education and training background?

I am a junior at Owosso High School and have been a straight A student my whole life. I have no intent to take as many AP classes as this year and next year. I also learn very quickly and retain information well.

What is your job experience?

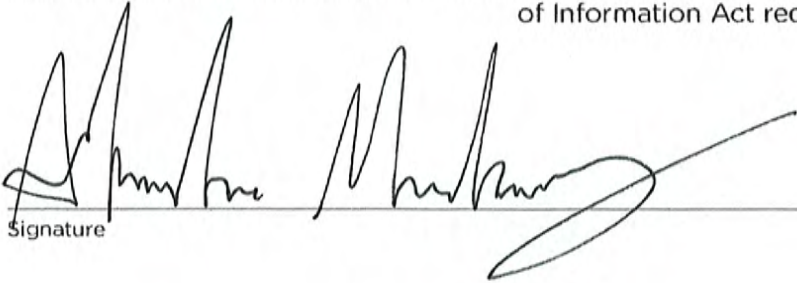
I am still a student and do not have a occupation so I can focus on school, yet I have experience with working with people due to the amount of volunteer work I do in my free time. The volunteering let me gain experience with working with people I don't know yet which is something very useful in a lot of part-time experiences.

## Important Public Records Information

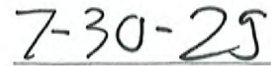
All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at (989) 725-0500 if you have questions or concerns about the disclosure of specific information.

### Truth and Accuracy

I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

A handwritten signature in black ink, appearing to be "M. H. H.", written over a horizontal line.

Signature

A handwritten date "7-30-25" in black ink, written over a horizontal line.

Date



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

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# ***MEMORANDUM***

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DATE: September 15, 2025

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order #1546 – N Cedar Street closure

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On June 26, 2025, the city of Owosso Building Official ordered the closure of N Cedar Street north of W Main St (M-21) due to the structural condition of the building at 800 W Main, per Chapter 1, Section 109.3 of the International Property Maintenance Code 2015 Edition.

Per section R 28.1127 of the Uniform Traffic Code, the Director of Public Safety ordered an emergency traffic control order to close N Cedar Street from W Main St (M-21) north to the alley (also known as Eleanor Dr), effective at 10:30am on June 26, 2025. This emergency traffic control order was in effect for a period of 90 days.

Since the structure at 800 W Main has yet to be demolished or deemed structurally stable, the street closure must be extended until such time that the building no longer represents a threat to the public.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

| ORDER NO. | DATE     | TIME    |
|-----------|----------|---------|
| 1546      | 9/5/2025 | 9:30 am |

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closure

LOCATION OF CONTROL

N Cedar Street from W Main St (M-21) north to alley (Eleanor Dr).

DATE:  
Effective September 24, 2025 after the 90 day emergency order issued on June 26, 2025 has expired. To be in effect until the structure at 800 W Main has been demolished or deemed structurally stable.

TRAFFIC CONTROL:  
Closure of N Cedar Street from W Main St (M-21) to the alley (also known as Eleanor Dr).

APPROVED BY COUNCIL

REMARKS

On June 26, 2025, City of Owosso Building Official ordered the closure due to the structural condition of the building at 800 W Main per Chapter 1, Section 109.3 of the International Property Maintenance Code 2015 Edition. The structure has still not been demolished or deemed structurally stable, so a TCO is necessary to extend the street closure.



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

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# ***MEMORANDUM***

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DATE: August 22, 2025

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order #1541

---

Walk to End Alzheimer's event is requesting the closure of Ada Street for their walk. Event is to help bring awareness to the community for both respite support and clinical support.

**LOCATION:**

Closing Ada St from the Memorial Healthcare parking lot, walking to the dead end and back.

**DATE:**

September 27th, 2025

**TIME:**

8:30 am – 10:30 am

The Public Safety Department has issued Traffic Control Order# 1541 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of the traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.

DATE

TIME

1541

08/22/2025

2:25 PM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closure

LOCATION OF CONTROL

Ada Street, from Jennett Street to the dead end

EVENT:

Walk to End Alzheimer's

September 27, 2025

8:30 am – 10:30 am

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: Walk to End Alzheimer's

Applicant Name: Friends of Pat's Place Date: 8/21/2025  
(Individual or Group Name)

Primary Contact: Stacey Zsigo Title: President

Address: 101 S. Shiawassee

Phone: [REDACTED] Email: [REDACTED]

Requested Date(s): 9/27/2025 Requested Hours: 8:30am - 10:30am  
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): See attached route - leaving Memorial Parking lot head north on Ada until the dead end then return to Memorial.

Detailed description of the use for which the request is made: Walk to End Alzheimer's is to help to bring awareness to the community for both Respite Support & Clinical Support.

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 - in the mail   |

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: Stacy Spig Date: 8/21/2025

**Information Regarding Required Documents**

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

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

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

or

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

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

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> \$30 Application (30-120 days prior to 1 <sup>st</sup> day of event)  | <input checked="" type="checkbox"/> Additional: <u>CHECK # 1181</u> |
| <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 <sup>st</sup> day of event) | <input type="checkbox"/> Additional: _____                          |

\$ 30.00 **Total Due at Time of Application. Please make check payable to: City of Owosso.**

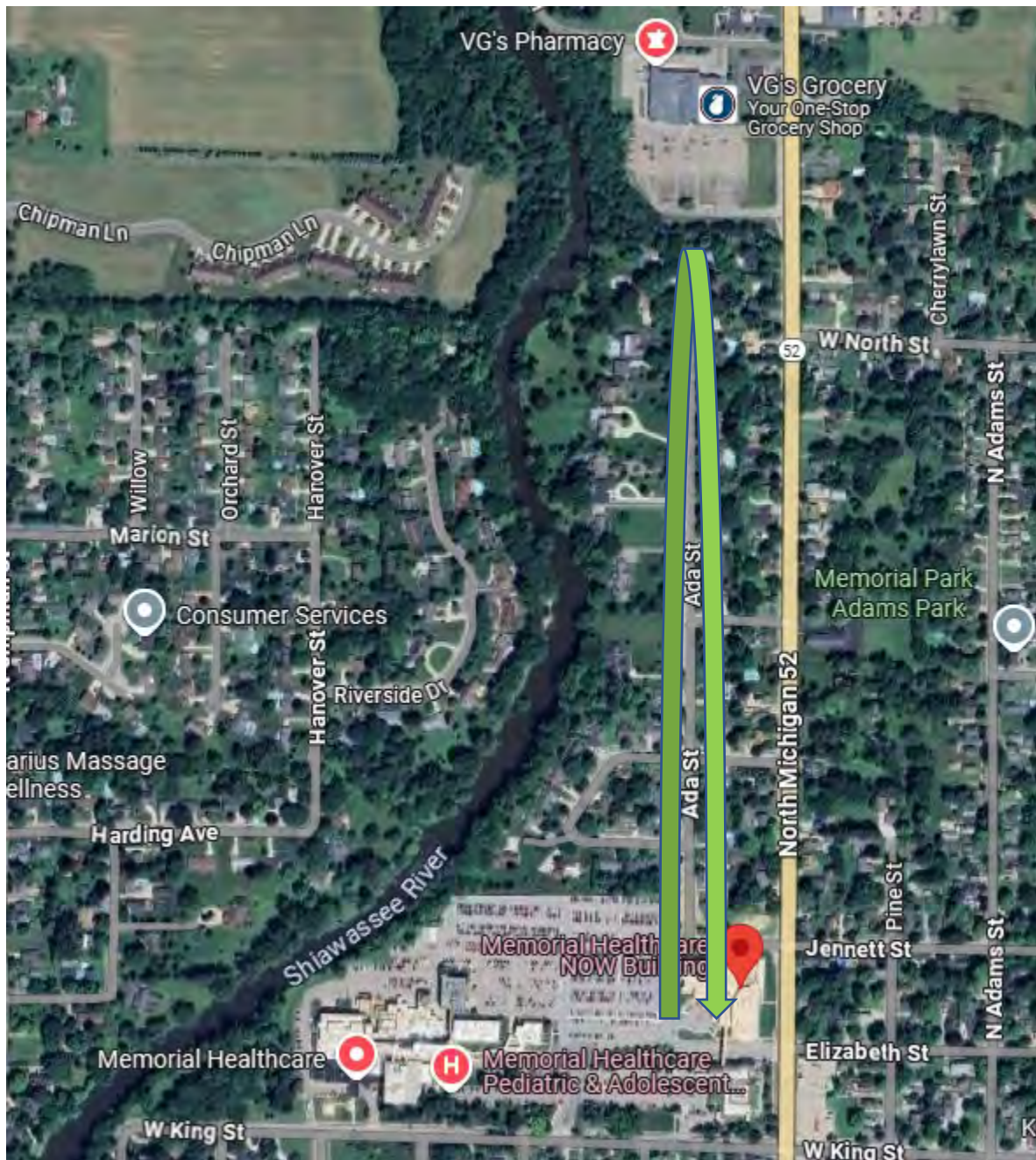
.....  
Do Not Write Below This Line - For Officials Use Only

Approved ☐ Not Approved ☐ Date: \_\_\_\_\_ Traffic Control Order Number \_\_\_\_\_

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson

Wellness Center down Ada St to the dead end and then back is .94 miles. If we loop around the circle drive it might get us to a full mile.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/20/2025

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).

| <b>PRODUCER</b><br>Lighthouse, an Alera Group Company<br>56 Cesar E Chavez Ave SW<br>Ste 300<br>Grand Rapids MI 49503 | <b>CONTACT NAME:</b> Josh Helmstetter<br><b>PHONE (A/C, No, Ext):</b> (800) 344-3531<br><b>FAX (A/C, No):</b> (616) 455-9489<br><b>E-MAIL ADDRESS:</b> jhelmstetter@lighthousegroup.com  |                               |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
|---|--|-------------------------------|--|--------|------------|------------------------------|-------|------------|--|--|------------|--|--|------------|--|--|------------|--|--|------------|--|--|
| <b>INSURED</b><br>Friends of Pat's Place<br>101 So. Shiawnsee st.<br>Corunna MI 48817                                 | <table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>United States Liability Ins.</td><td>25895</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE |  | NAIC # | INSURER A: | United States Liability Ins. | 25895 | INSURER B: |  |  | INSURER C: |  |  | INSURER D: |  |  | INSURER E: |  |  | INSURER F: |  |  |
| INSURER(S) AFFORDING COVERAGE   |  | NAIC #                        |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER A:  | United States Liability Ins.   | 25895                         |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER B:  |  |                               |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER C:  |  |                               |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER D:  |  |                               |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER E:  |  |                               |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |
| INSURER F:  |  |                               |  |        |            |                              |       |            |  |  |            |  |  |            |  |  |            |  |  |            |  |  |

**COVERAGES****CERTIFICATE NUMBER:** special event**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"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                   |          | SE1164738     | 09/27/2025              | 09/29/2026              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 1,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  |                                   |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$   |                                   |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y / N<br><input type="checkbox"/> | N / A    |               |                         |                         | PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |

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

**CERTIFICATE HOLDER****CANCELLATION**

For Information Purposes Only

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

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# ***MEMORANDUM***

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DATE: September 4, 2025

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order #1547

---

OHS is requesting traffic control assistance for their Homecoming Parade route.

**LOCATION:**

Line up on Washington & Goodhue Streets. Start traveling south on Washington, crossing M-21 to Comstock. Turning East on Comstock, turning right (South) onto Dewey St. Dewey Street to Jerome Street and turn West. Jerome St to Willman Field Gate Entrance off Jerome to access the field.

**DATE:**

October 3rd, 2025

**TIME:**

5:00 pm – 7:00 pm

The Public Safety Department has issued Traffic Control Order# 1547 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommendS approval and further authorization of Traffic Control Order No. 1547 formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.

DATE

TIME

1547

09/04/2025

11:00 AM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closures

LOCATION OF CONTROL

Line up: Washington St, from Oliver to Goodhue  
Goodhue St, from Washington to Park.

Parade: Washington St, from Oliver to Comstock  
Comstock St, from Washington to Dewey  
Dewey St, from Comstock to Jerome  
Jerome Ave, from Dewey east to Willman Field Gate Entrance off  
Jerome Ave

EVENT:

OHS Homecoming Parade  
October 3, 2025  
5:00 pm – 7:00 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: Owosso HS/Homecoming Parade

Applicant Name: Nick VanDuser

(Individual or Group Name)

Date: 8/20/25

Primary Contact: Nick VanDuser

Title: AD / AP

Address: 765 E North St, Owosso, MI 48867

Phone: [REDACTED]

Email: [REDACTED]

Requested Date(s): 10/3/2025

Requested Hours: 5-7pm

(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Line up on Washington & Goodhue Streets. Travel south on Washington, crossing M-21 to Comstock.

Heading East on Comstock, turning right (south) onto Dewey. Dewey St. to Jerome St., turning West on Jerome.

Jerome St. to Willman Field Gate Entrance off Jerome to Access Willman Field

Detailed description of the use for which the request is made: Planning for the OHS Homecoming Parade

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

☐

Executed Hold Harmless Agreement

☒

Map of the Event Area with Event location highlighted

☒

Rules or policies applicable to persons participating in proposed event

☒

Proof of Insurance

or

☐

Request for Insurance Waiver

☐

Application Fee

Continued on back...

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

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

Applicant Signature: \_\_\_\_\_

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

8/20/25

**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.

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

☐ Additional: \_\_\_\_\_

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

☐ Additional: \_\_\_\_\_

☐ \$15 Additional-Expedited Fee (14-29 days prior to 1<sup>st</sup> 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

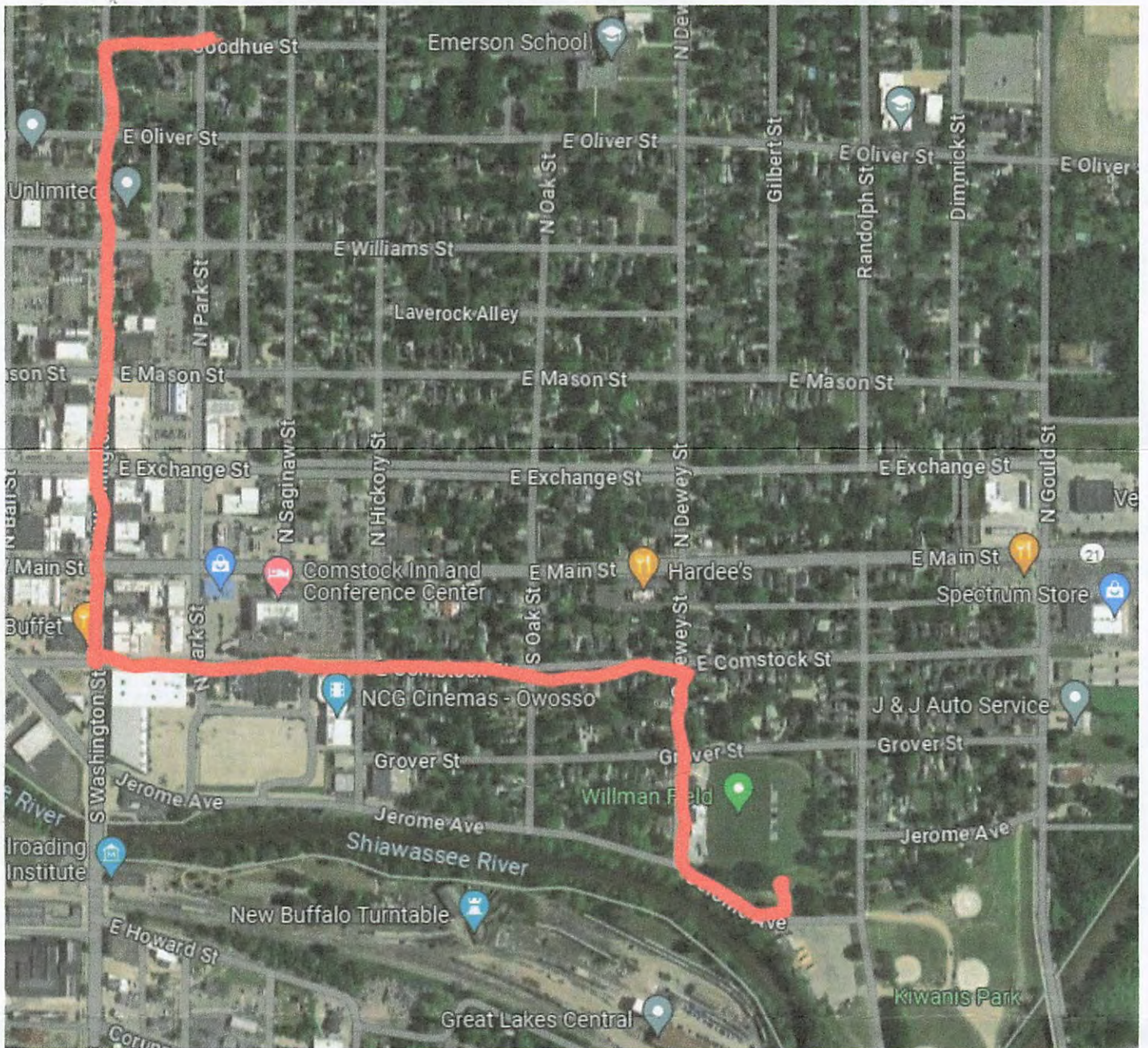
Approved ☐ Not Approved ☐ Date: \_\_\_\_\_

Traffic Control Order Number \_\_\_\_\_

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson

03-06-2023



# CERTIFICATE OF COVERAGE

**PRODUCER**

**SET SEG**  
1520 Earl Avenue  
East Lansing, MI 48823

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER BELOW.

**COMPANIES AFFORDING COVERAGE**

**MEMBER**

**Owosso Public Schools**  
645 Alger |  
Owosso, MI 48867

**A** MASB-SEG Property/Casualty Pool, Inc.

THIS IS TO CERTIFY THAT THE COVERAGE REFERENCE NUMBER OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE COVERAGE REFERENCE NUMBER 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 COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE REFERENCE NUMBERS.

| CO LTR | TYPE OF COVERAGE  | COVERAGE REFERENCE NUMBER | EFFECTIVE DATE | EXPIRATION DATE | LIMITS                      |             |
|--------|---|---------------------------|----------------|-----------------|-----------------------------|-------------|
| A      | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> Comprehensive Form<br><input checked="" type="checkbox"/> Premises/Operations<br><input checked="" type="checkbox"/> Products/Completed Operations<br><input checked="" type="checkbox"/> Broad Form Property Damage<br><input checked="" type="checkbox"/> Personal Injury | PC-78110-2026-1           | 7/1/2025       | 7/1/2026        | BI & PD COMBINED OCCURRENCE | \$1,000,000 |
|        |   |                           |                |                 | BI & PD COMBINED AGGREGATE  | \$3,000,000 |
|        |   |                           |                |                 | PERSONAL INJURY OCCURRENCE  | \$1,000,000 |
|        |   |                           |                |                 | PERSONAL INJURY AGGREGATE   | \$3,000,000 |
| A      | <b>EXCESS LIABILITY</b><br><input checked="" type="checkbox"/> General Liability<br><input checked="" type="checkbox"/> Automobile Liability<br><input checked="" type="checkbox"/> Garage Liability  | PC-78110-2026-1           | 7/1/2025       | 7/1/2026        | OCCURRENCE                  | \$9,000,000 |
|        |   |                           |                |                 | ANNUAL AGGREGATE            | \$9,000,000 |

General Certificate of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE REFERENCE NUMBERS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

**AUTHORIZED REPRESENTATIVE**

*Katie Lehman*

Katie Lehman  
PROPERTY/CASUALTY DEPARTMENT

{6/11/2025}



# WILLMAN FIELD RULES & SAFETY REGULATIONS



*Welcome to the home of the Owosso Trojans!*

All students in 8th grade or younger **MUST** be accompanied by an adult to enter the stadium for any activity (ex: football games, soccer games, etc.). Owosso students will be granted free admission with a paid adult.

High school students must bring current Owosso student IDs to gain entrance for free. If students have lost or are unable to locate ID, a printed schedule from PowerSchool with a picture ID will be accepted. Students without proper ID must purchase a ticket to enter the event.

We kindly request all guests use the front gate or tunnel entrance when walking in. Handicap parking is available at the east gate, off Oakwood Street. Foot traffic will not be allowed at the east gate.

Student re-entry will not be permitted once you leave the stadium.

**Items not permitted into Willman Field or when approaching the stadium are strictly enforced. Owosso Public Schools is not responsible for items left at the gates or in the trash. Staff may also confiscate prohibited items. Please follow all signage and directions from district and law enforcement personnel. Owosso Public Schools reserves the right to expand or modify the prohibited items at any time.**

## **MAY BE PERMITTED:**

- Bags that are clear plastic, vinyl or PVC and do not exceed 12" x 6" x 12"
- One-gallon clear plastic freezer bag (Ziploc bag or similar)
- Small bags, purses, and fanny packs
- Diaper bags & infant items, including bottles & formula (only if accompanied by a child)
- Medically necessary items including insulin, medication, portable oxygen, small soft pack coolers & breast pumps
- Binoculars & binocular cases
- Cameras & small camera cases
- Small radios (must be used with an earpiece or headphones)
- Umbrellas (compact size recommended)
- Handheld posters & signs without poles or sticks (must not block another guest's view)
- Battery-operated clothing or signs if approved after thorough inspection. Loose batteries & wires are not allowed.
- Tablets (iPads, Kindles, etc.). Inappropriate subject matter should not be displayed and must not block another guest's view.
- Handouts, items or goods intended for authorized sale, promotion, exchange or giveaway, with express permission from the district
- Seat cushions and folding chairs
- Blankets



## **WILL NOT BE PERMITTED (INCLUDING BUT NOT LIMITED TO):**

- **No weapons are allowed on school grounds, inclusive of the stadium, per school policy.**
- Backpacks, book bags, luggage, grocery & paper bags, duffle bags, or briefcases
- Tobacco products (cigarettes, vapes, nicotine pouches, etc.) are not allowed on school grounds, inclusive of the stadium, per school policy.
- Illegal substances
- Marijuana, including medically prescribed, electronic accessories or paraphernalia associated with marijuana or illegal narcotics use.
- Knives, pocket knives, box cutters, scissors, etc.
- Food, beverages or liquids (cans, bottles, water bottles, flasks, cups, boxes, popcorn buckets, etc.)
- Aerosol cans (hairspray, mace, pepper spray, etc.)
- Animals (except certified service animals to aid guests with disabilities)
- Decals, stickers, confetti or glitter
- Drones and/or remote controlled aircraft
- Fireworks
- Laser pointers
- Objects that can be used as missiles or projectiles (sticks, poles, bats, clubs, Frisbees, etc.)
- Offensive or profane messages or images on signs & clothing that are distasteful or indecent
- Wrapped gifts





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

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# ***MEMORANDUM***

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DATE: September 10, 2025

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order #1548

---

OPS is requesting assistance for the MSBOA District 5 Marching Band Festival in the Willman Field area, ball fields areas and Kiwanis Park for this event.

**LOCATION:**

Oakwood Ave, from Grover St to the foot bridge, Jerome Avenue and Oakwood Avenue intersection, Jerome Ave from Dewey Street to Oakwood Ave.

**DATE:**

October 13, 2025 (Rain date of October 20<sup>th</sup>)

**TIME:**

2:30 pm – 10:00 pm

The Public Safety Department has issued Traffic Control Order# 1548 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of said traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

ORDER NO.

DATE

TIME

1548

09/10/2025

10:00 AM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closures

LOCATION OF CONTROL

Oakwood Ave, from Grover St to the foot bridge  
Jerome Avenue and Oakwood Avenue intersection  
Jerome Ave from Dewey Street to Oakwood Ave

EVENT:

MSBOA District 5 Marching Band Festival  
October 13, 2025 (Rain Date October 20<sup>th</sup>)  
2:30 pm – 10:00 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: MSBOA District 5 MArching Band Festival

Applicant Name: Owosso Public Schools / Band Date: 8/27/25  
(Individual or Group Name)

Primary Contact: Jillian Kowalczyk Title: Band Director

Address: 765 E North Street, Owosso

Phone: [REDACTED] Email: [REDACTED]

Requested Date(s): 10/13/2025 (10/20/2025 Rain Date) Requested Hours: 2:30PM - 10:00 PM  
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Willman Field Area and Ball Field Area @ Kiwanis Park - See attached Maps

Detailed description of the use for which the request is made: Marching Band Festival

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

- |                                     |   |
|-------------------------------------|---|
| <input 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 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: \_\_\_\_\_

9/10/25

**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.

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

☐ Additional: \_\_\_\_\_

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

☐ Additional: \_\_\_\_\_

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

☐ Additional: \_\_\_\_\_

\$ 30.00 **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: \_\_\_\_\_

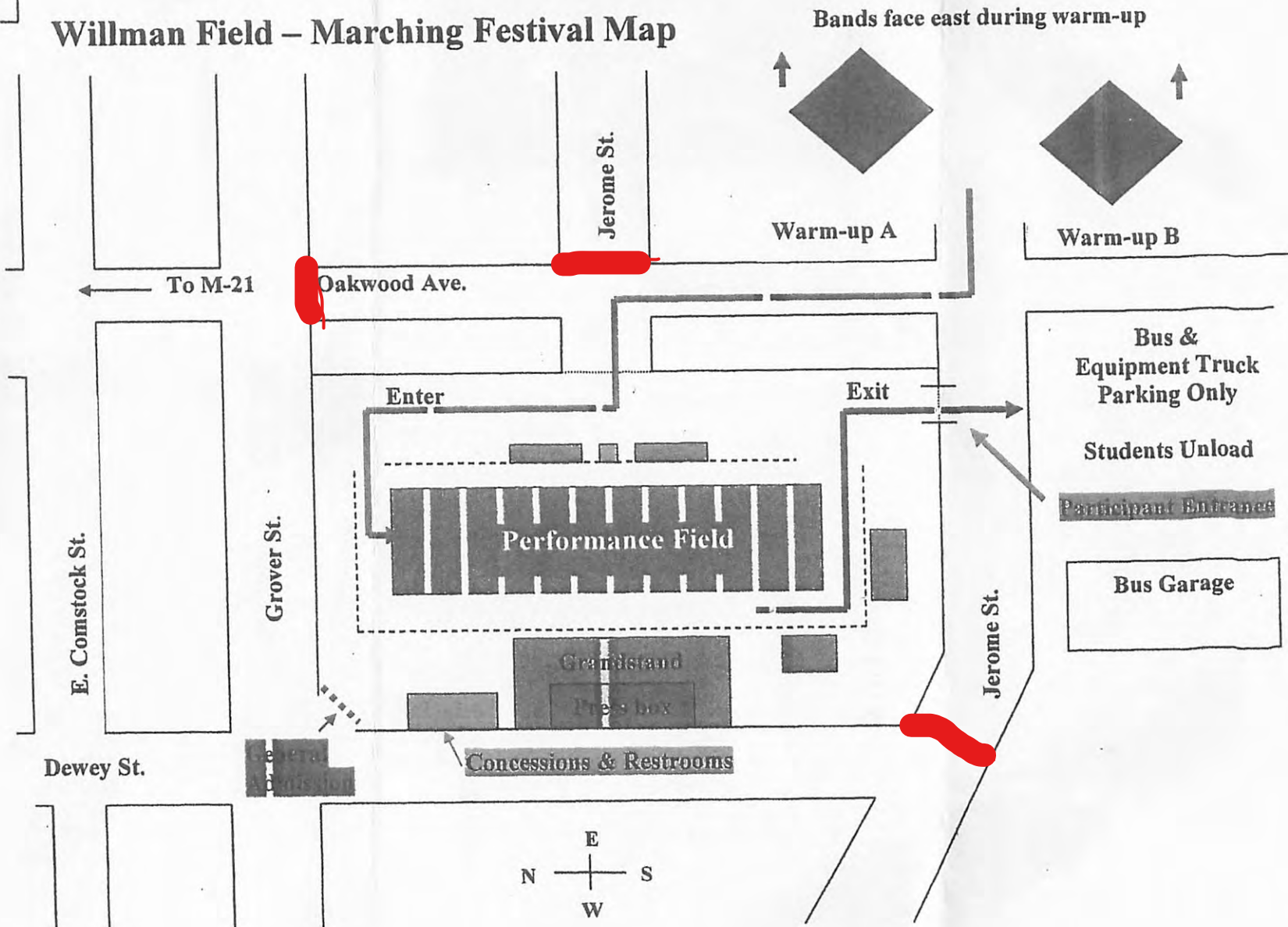
Traffic Control Order Number \_\_\_\_\_

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson

03-06-2023

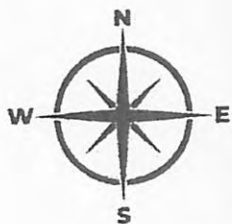
**Willman Field – Marching Festival Map**



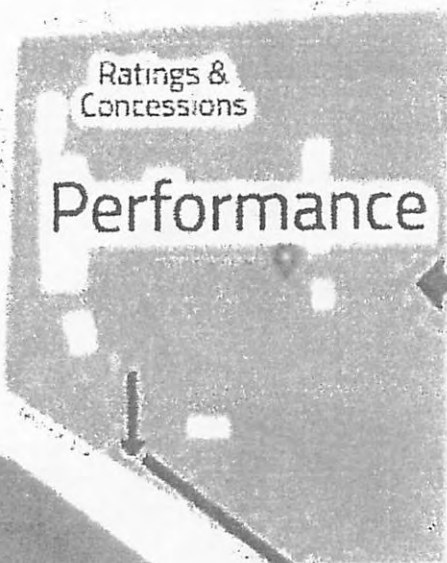
# District V Marching Festival Map

## Owosso – Willman Field

*[Handwritten mark]*



M-52



Ratings & Concessions

Performance



Bus  
Parking

Warm Up A

(Face away  
from Stadium)

Warm Up B

(Face away  
from Stadium)

Google

# CERTIFICATE OF COVERAGE

| <b>PRODUCER</b><br><b>SET SEG</b><br>1520 Earl Avenue<br>East Lansing, MI 48823  |   |                           | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER BELOW.   |                 |  |  |
|--|---|---------------------------|--|-----------------|--|--|
| <b>MEMBER</b><br><b>Owosso Public Schools</b><br>645 Alger  <br>Owosso, MI 48867   |   |                           | <b>COMPANIES AFFORDING COVERAGE</b>  |                 |  |  |
|  |   |                           | <b>A</b> MASB-SEG Property/Casualty Pool, Inc.   |                 |  |  |
| THIS IS TO CERTIFY THAT THE COVERAGE REFERENCE NUMBER OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE COVERAGE REFERENCE NUMBER 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 COVERAGE AFFORDED BY THE COVERAGE REFERENCE NUMBER DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE REFERENCE NUMBERS. |   |                           |  |                 |  |  |
| CO LTR   | TYPE OF COVERAGE  | COVERAGE REFERENCE NUMBER | EFFECTIVE DATE   | EXPIRATION DATE | LIMITS   |  |
| <b>A</b>   | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> Comprehensive Form<br><input checked="" type="checkbox"/> Premises/Operations<br><input checked="" type="checkbox"/> Products/Completed Operations<br><input checked="" type="checkbox"/> Broad Form Property Damage<br><input checked="" type="checkbox"/> Personal Injury | PC-78110-2026-1           | 7/1/2025   | 7/1/2026        | BI & PD COMBINED OCCURRENCE<br><br>BI & PD COMBINED AGGREGATE<br><br>PERSONAL INJURY OCCURRENCE<br><br>PERSONAL INJURY AGGREGATE | \$1,000,000<br><br>\$3,000,000<br><br>\$1,000,000<br><br>\$3,000,000 |
| <b>A</b>   | <b>EXCESS LIABILITY</b><br><input checked="" type="checkbox"/> General Liability<br><input checked="" type="checkbox"/> Automobile Liability<br><input checked="" type="checkbox"/> Garage Liability  | PC-78110-2026-1           | 7/1/2025   | 7/1/2026        | OCCURRENCE<br><br>ANNUAL AGGREGATE   | \$9,000,000<br><br>\$9,000,000                                       |
| General Certificate of Coverage  |   |                           | SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE REFERENCE NUMBERS BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. |                 |  |  |
| AUTHORIZED REPRESENTATIVE<br><div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;"> <br/>           Katie Lehman<br/>           PROPERTY/CASUALTY DEPARTMENT         </div> <div style="width: 35%; text-align: right;">           {6/11/2025}         </div> </div>  |   |                           |  |                 |  |  |



# MSBOA District Marching Band Rules

*(There is not a State Marching Band Festival)*

## A. CLASSIFICATION & ELIGIBILITY

1. The marching band festival will use the same classification system as the MSBOA concert festivals.
2. This will be a festival for high school bands only.
  - a. If an all 9th grade band enters the festival, it may enter any classification.
  - b. Middle School/junior high students who are **permanent** members of a high school group may participate with that group.
3. Participating schools must be members of the MSBOA and entries must be postmarked or delivered to the District Representative no later than the deadline set by the District. Applications should be signed by the school principal and the band director. All performers must be students at the member school.
4. Students who have received their high school diploma, or are no longer enrolled in the school district, may not participate in Marching Band Festival.
5. In the event a member school is found to have violated any of the the previously listed eligibility requirements, the member school may be prohibited from entering the Marching Band Festival for the following academic year.

New  
2023

## B. ADJUDICATION

1. Adjudicators must be selected from the official MSBOA Marching Band Adjudicators List, one of which must be on the permanent list. It is suggested that adjudicators be hired with advance notice of caption assignment.
2. Director, parents and students are not to take adjudicators to task for any reason.
3. There will be three adjudicators in the press box. Adjudicators will adjudicate one of three captions: Music, Marching, or General Effect Showmanship. A recording device as well as an adjudication form will be used by each adjudicator.
4. Districts may hire additional qualified individuals to provide commentary on other aspects of a band's show, such as color guard, percussion, on-field commentary, etc. However, those individuals and their comments may not affect or influence the rating of the three adjudicators in any way.

New  
2021

## C. RATINGS

1. Each participating school will be awarded a divisional rating. It is suggested that following the festival the chairperson send each director a computation of the division ratings for each band entered in the festival.
2. A band may choose to perform for Comments Only. It is the director's responsibility to directly communicate this choice to the Site Chair and/or Host before the band begins their performance.
3. The ratings awarded by the individual adjudicators will be determined by the following formula:

| I   | II  | III | IV  | V   |
|-----|-----|-----|-----|-----|
| AAA | ABB | ACC | ADD | AEE |
| AAB | ABC | ACD | ADE | BEE |
| AAC | ABD | ACE | BDD | CEE |
| AAD | ABE | BCC | BDE | DEE |
| AAE | BBB | BCD | CDD | EEE |
|     | BBC | BCE | CDE |     |
|     | BBD | CCC | DDD |     |
|     | BBE | CCD | DDE |     |
|     |     | CCE |     |     |

4. The final rating will determined by the following formula:

| I   | II  | III | IV  | V   |
|-----|-----|-----|-----|-----|
| 111 | 122 | 133 | 144 | 155 |
| 112 | 123 | 134 | 145 | 255 |
| 113 | 124 | 135 | 244 | 355 |
| 114 | 125 | 233 | 245 | 455 |
| 115 | 222 | 234 | 344 | 555 |
|     | 223 | 235 | 345 |     |
|     | 224 | 333 | 444 |     |
|     | 225 | 334 | 445 |     |
|     |     | 335 |     |     |



## D. FESTIVAL OFFICIALS

1. Officials must be approved by the District Executive Board or their designee. Officials should be MSBOA school directors/workers whenever possible.
2. The Official Tabulator/Timer will time the length of the show proper and record the results on the Final Rating Sheet. They are responsible for checking the rating sheets and recording all ratings on the Final Rating Sheet and Master Tally Sheet.
3. There will be an Official Announcer in the Press Box. The duties will be:
  - a. Keep the festival on schedule.
  - b. Announce each event number, class, band and director as the band enters the field.
  - c. Make any other important announcements deemed necessary by the Site Chairperson.
4. A Field Coordinator will supervise each band's entrance and exit. This person will also assist bands with any on-field procedures.
5. The site Chairperson is responsible for all decisions pertaining to the administration and rule enforcement of the festival.

## E. TIMING AND PENALTIES

1. Each participating band will receive a festival time schedule. Bands must adhere to the scheduled times for smooth festival operation.
2. Each event will be scheduled in a 15 minute segment.
  - a. Each band should report to the field 5 minutes before their scheduled performance time.
  - b. The band may enter the field when the preceding band has begun their exit.
  - c. The band may begin any on-field/backfield warm-up after the preceding band has fully exited the performing area.
3. Each participating band must adhere to the following timing rules:
  - a. Six (6) minute show length minimum  
Thirteen (13) minute show length maximum.
  - b. Adjudication and show timing length will begin with the first note played or movement taken after the drum major(s) are announced and salute the press box.
  - c. Any band show below the six (6) minute minimum or over the thirteen (13) minute maximum will have their final rating lowered one division.
  - d. After the band has completed its show, please have the drum major(s) salute the press box to indicate the completion of the show.
  - e. The following recommendations should be followed to keep the festival on schedule and to be in the "safe zone" in regards to show length:  
Eight (8) minute show length minimum  
Eleven (11) minute show length maximum  
Fifteen (15) minute maximum time for show entrance, warm-up, show proper, and exit.
  - f. A four (4) minute minimum "time in motion" is recommended so the marching adjudicator and the general effect showmanship adjudicator can fairly evaluate the band. Time in motion is defined in the following manner: At least 50% of the band proper (marching wind and percussion players) must be moving for the band to be considered in motion.

New  
2022

## F. THE FIELD

1. Boundaries: The host must provide a performance area with the following:
  - a. A regulation high school football field will be used, as defined by MHSAA. The boundaries of the performing area will be both goal lines, both sidelines, and an area on the press box side of the field from the 35 yard line to the 35 yard line, five yards deep, i.e., off the sideline, toward the press box.
  - b. There will be yard lines every five yards.
  - c. There will be official inserts marked upon every yard line as used in high school football games.
  - d. Yard markers should be placed on the press box side of the field.
  - e. A portion of the performance may take place outside of these boundaries without penalty. However, directors are encouraged to consult with the host school to ensure there will be no issues with the provided facilities.
2. Entrance and Exit
  - a. Bands may enter and exit the performing area from any point, and may begin and end the show from any point on or off the performing area.
  - b. An on-field/backfield warmup may be done prior to the start of the show. It should be kept in mind that the on-field warmup cannot begin until the preceding band has fully exited the performing area, and must fit into the fifteen minute time limit.

New  
2021

- c. No member of the band may be positioned inside the boundary of the performing area until the preceding band has begun to exit the performing area.
- d. Upon completion of the show, a band may "pass in review." "Pass in review" should be considered as an orderly procession, playing on drums or playing instruments past the audience. It should be noted that all audible sound must cease as the band passes the goal line.

## G. CODE OF CONDUCT

1. Each festival participant is expected to conform to rules of conduct, observe care of property, use proper behavior patterns, and adherence to all rules.
2. Excessive noise during performance from your band while sitting in the bleachers could be a Code of Conduct violation. Individual bands and their members should strive to promote good sportsmanship. Directors should instruct their boosters and bands to maintain good sportsmanship in the stands and festival areas at all times. Please remember the performance is on the field only and not in the stands.
3. Playing or amplified sound, e.g., metronome, in the aural range of the performance field during the festival may be considered a Code of Conduct violation, e.g., parking lots, loading/unloading areas, staging areas, or other places not explicitly designated as music warmup locations.
4. Groups who violate this conduct code at any time during the festival may be reprimanded by the festival host or chairperson through the director in question. Additional actions may be taken by the district executive board and may include:
  - a. No penalty, but a written report sent to the administration of the offending school with a copy to the director.
  - b. In extreme cases, no rating will be given, along with a written report sent to the administration, with a copy to the director.

New  
2021

## H. PROCEDURE IN CASE OF RAIN OR IMPOSSIBLE FIELD CONDITIONS

1. Schedule a rain date. (Decided by each district)
2. If no rain date is used, the Site Chairperson and District Officials will communicate one hour before the start of the festival to determine if conditions such as rain, snow or impossible field conditions dictate the necessity for using one of the following options. Each district should predetermine which option or options will be used.
  - a. Hold a standstill festival using the gym or auditorium
  - b. Hold a standstill festival using the track or small area on the field
  - c. Cancel the festival (decided by each district)
3. Adjudication for a standstill performance will have all three adjudicators using the music sheet.

## I. OTHER

1. Local arrangements (entry fees, admission fees, division of proceeds, adjudicator fees, etc.) will be left up to the discretion of the district.
2. Mechanized vehicles may be used to assist a band's entry and exit, however, during that band's performance, the use of mechanized vehicles, lights out routines, animals and pyrotechnics of any type, including fireworks and discharge of firearms, shall not be permitted. Electronic or electronically assisted equipment must use its own power source when one is unavailable from the host site.
3. American Flag Guidelines: If the American Flag is used, it must be afforded the proper respect. (See American Legion Flag Code or D.C.I. Code of U.S. Marine Corps "How to Respect and Display Our Flag" - U.S. Government Printing Office, 1965 0-772-143). A few basic rules are:
  - a. Must be guarded at all times. Mock weapons may be used, e.g., wood rifles.
  - b. Must not be used as a working flag (formations, dance routine, flag routine)
  - c. All other flags must be subservient to it.
  - d. No side stepping or marching backward is allowed.
  - e. It must never be dipped or lower than working flags.
4. Plaques, trophies and medals will be awarded at the discretion of the district.
5. For clarification of rules, contact the district Vice President of Marching Band, or appropriate district official. If no official is designated, contact your district's president.



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

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## ***MEMORANDUM***

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DATE: September 8, 2025

TO: Owosso City Council

FROM: Kevin Lenkart, Public Safety Chief

RE: All Star Towing & Repair LLC– Payment Authorization

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Public Safety staff requests City Council approve payment to All Star Towing & Repair LLC, in the amount of \$2,054.50 for the emergency repair of Owosso Police vehicle # 2. Payment will be from the Police Department vehicle repair fund.

In August 2025, Owosso Police Department (OPD) staff noticed that the brakes needed to be serviced. Staff from All Star Towing inspected the vehicle and found that it needed immediate emergency repair.

The staff at All Star Towing 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  
ALL STAR TOWING & REPAIR LLC  
FOR EMERGENCY REPAIR OF OWOSSO POLICE DEPARTMENT VEHICLE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a police department vehicle that required emergency repairs; and

WHEREAS, the city directed All Star Towing & Repair LLC to proceed and make the emergency repairs, which subsequently totaled \$2,054.50; and

WHEREAS, the Public Safety Chief has reviewed the detailed billing from All Star Towing & Repair LLC for the cost of the repairs and recommends payment in the amount of \$2,054.50 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 All Star Towing & Repair LLC for the emergency repairs to Owosso Police Department Vehicle #2.
- SECOND: the accounts payable department is authorized to submit payment to All Star Towing & Repair LLC in the amount up to \$2,054.50 as authorized by Council this 15th day of September, 2025.
- THIRD: the above expenses shall be paid from the Police Department vehicle repair fund.

**Allstar Towing & Repair LLC**

720 N Delaney Rd

Owosso, MI 48867

Phone: (989) 666-1511

Email: gokees123@gmail.com

Repair Facility - F169517

Mechanic-M280476

|           |              |
|-----------|--------------|
| Invoice # | 1543         |
| P.O.      |              |
| Date      | Aug 25, 2025 |
| Time      | 1:17 PM      |

**I N V O I C E**

Page 1 of 1

**Owosso Police Department**  
100 S. Water St.  
Owosso, MI 48867

|            |                              |             |      |              |                   |
|------------|------------------------------|-------------|------|--------------|-------------------|
| Year       | 2022                         | Make        | FORD | Labor        | \$351.50          |
| Model      | * POLICE INTERCEPTOR UTILITY |             |      | Parts        | \$1,663.00        |
| Engine     | 3.0L V6 ECOBOOST DI          |             |      | Misc         | \$40.00           |
| VIN        | 1FM5K8AB8NGA08193            |             |      | Subtotal     | \$2,054.50        |
| Tag        | 007X267                      | Vehicle #   | 07   | Tax          | \$0.00            |
| Mileage In |                              | Mileage Out |      | <b>Total</b> | <b>\$2,054.50</b> |

| Part No         | Description                                       | Qty/Hrs | Unit Cost | Price      |
|-----------------|---|---------|-----------|------------|
|                 | REMOVE & REPLACE FRONT DISC PADS & REPLACE ROTORS | 2.30    | \$95.00   | \$218.50   |
|                 | REMOVE & REPLACE REAR DISC PADS & REPLACE ROTORS  | 1.40    | \$95.00   | \$133.00   |
| Eu77889-0       | Front rotors                                      | 2.00    | \$105.00  | \$210.00   |
| Dg2231          | Extreme oem pads                                  | 1.00    | \$84.00   | \$84.00    |
| 4678-009ih      | Rear rotors                                       | 2.00    | \$110.00  | \$220.00   |
| Eru7890-09      | Rear pads   | 1.00    | \$89.00   | \$89.00    |
| Tires 255/60/18 |   | 4.00    | \$265.00  | \$1,060.00 |
|                 | Shop Supplies                                     | 1.00    | \$40.00   | \$40.00    |

**Notes:**

CERTIFICATION - ALL REPAIRS AND PARTS LISTED WERE FURNISHED IN COMPLIANCE WITH MICHIGAN AUTO REPAIR ACT ( P.A.3000).

X

PLEASE READ CAREFULLY, CHECK ONE OF THE CHOICES AND SIGN. \_\_\_\_\_ REQUEST A WRITTEN ESTIMATE. \_\_\_\_\_ I DO NOT REQUEST A WRITTEN ESTIMATE AS LONG AS THE PRICE DOESN'T EXCEED \$ \_\_\_\_\_. THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY APPROVAL  
SIGNED \_\_\_\_\_ ALL PARTS ARE NEW UNLESS NOTED OTHERWISE.

With my signature below, an express mechanics lien is acknowledged on the above vehicle to secure the amount of repairs thereto, until such time as payment has been received by the repair facility in full. I affirm that the facility is not responsible and shall be held harmless for any and all loss or damage to my vehicle caused by fire, theft, or acts of nature. I accept this invoice as a complete and comprehensive description of the repair work done on this vehicle.

SIGNED

DATE

|            |            |
|------------|------------|
| Payment    | \$0.00     |
| Amount Due | \$2,054.50 |



## MEMORANDUM

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

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**DATE:** September 15, 2025

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

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

**SUBJECT:** 2025 Well Improvements Project Change Order #1

### RECOMMENDATION:

Approval of increased payment for construction work by Sorenson Gross Company (Flint, MI) for the 2025 Well Improvements project in the amount of \$480,653.00.

### BACKGROUND:

The City of Owosso has two wells that are due for rehabilitation in order to maintain them as reliable municipal wells producing quality drinking water. As well as to protect the sites, and the source water as the drinking water for the residents of the City of Owosso and the surrounding communities also being served by the City's Water Treatment Plant. Specifically Palmer 2 well, and Local Well 1, are the two wells due and in need of rehabilitation and upgrades. This work includes:

- Building
- Electrical
- Mechanical
- Security

Additionally, the abandonment of Palmer 1 well is needed. This work includes:

- Permanent electrical disconnect
- Isolation of the raw water main
- Demolition of all piping and the well building
- Demolition of the concrete foundation
- Contracted legal abandonment of the well by a qualified contractor
- Site cleanup and restoration

This project is essential to ensuring a safe and resilient water supply for the City of Owosso's residents, and our surrounding communities which also rely on our quality drinking water supply, by maintaining and upgrading critical infrastructure and modernizing systems to meet current and future demands.

City Council previously approved the start to this project at its regular scheduled meeting held on November 18, 2024.

On May 20, 2025, the City received bids for the WTP Filters Improvements Project.

On June 2, 2025, City Council approved the low responsive bid from Sorenson Gross Company. (Flint, MI) for the WTP Filter Improvements in the amount of \$1,347,000.00.

An unforeseen issue arose with seventeen (17) valves not working. A proposal was received from Sorenson Gross Company in the amount of \$480,653.00 and adding zero (0) days to the contract time, which includes:

- Time and materials to remove remaining valves, and install seventeen (17) new valves and actuators, so work can continue.

This change order is contingent upon EGLE approval, which has been requested but we are still waiting on a response.

#### **FISCAL IMPACTS:**

The project is funded by the DWSRF, with the additional costs of \$480,653.00.

Final expenses in the amount of \$1,827,653.00 shall be paid from Water Fund and 2025 SRF Bond funds. This change order is contingent upon EGLE approval.

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

ATTACHMENTS:      (1)      Resolution  
                              (2)      Change Order

**MASTER PLAN GOALS: 3.4, 3.7, 3.8, 6.6**

**RESOLUTION NO.**

**AUTHORIZING CHANGE ORDER NO. 1  
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND  
SORENSEN GROSS COMPANY OF FLINT, MICHIGAN  
FOR 2025 WELL IMPROVEMENTS PROJECT  
FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Sorenson Gross Company, on June 2, 2025 for improvements to its existing water distribution system, known as the 2025 Well Improvements Project, which is a planned and approved 2025 SRF project; and

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

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to amend the 2025 Wells Improvements Project contract with Sorenson Gross Company to increase the contract amount for the replacement of 17 non-working valves and actuators.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 1 in the amount of \$480,653.00; an increase to the Contract for Services between the City of Owosso and Sorenson Gross Company revising the total current contract amount from \$1,347,000.00 to \$1,827,653.00.
- THIRD: the Accounts Payable department is authorized to pay Sorenson Gross Company for work satisfactorily completed up to the revised contract amount of \$1,827,653.00.
- FOURTH: the above additional expenses of \$480,653.00, are contingent upon EGLE's approval.
- FIFTH: the above expenses shall be paid from the Water Fund, and SRF Bond Funds

CHANGE ORDER  
PAGE 1 OF 2

CONTRACT FOR: City of Owosso Well Improvements

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

CONTRACTOR: Sorensen Gross Company  
111 East Court Street, Suite 1-S  
Flint, MI 48502

ENGINEER: Fishbeck  
5913 Executive Drive, Suite 100  
Lansing, MI 48911

ATTACHMENTS: CE#01 re: Replace 17 valves and actuators. Wire electric actuators and program into SCADA.

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

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

ITEM NO. 1:  
Valve and actuator replacement.

ADD: \$480,653 and 0 Days

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$1,347,000

Previous Change Order No.: N/A

\$0.00

Contract Price prior to this Change Order:

\$1,347,000

Net increase (~~decrease~~) of this Change Order:

\$480,653

Contract Price with all approved Change Orders:

\$1,827,653

CHANGE IN CONTRACT TIMES:

Original Contract time:

Substantial Completion: September 1, 2026

Ready for final payment: October 1, 2026

Net change from previous Change Orders:

Days

Contract Time prior to this Change Order:

Substantial Completion: September 1, 2026

Ready for final payment: October 1, 2026

Net ~~increase or decrease~~ of this Change Order:

0 Days

Contract Time with all approved Change Orders:

Substantial Completion: September 1, 2026

Ready for final payment: October 1, 2026

CHANGE ORDER  
PAGE 2 OF 2

RECOMMENDED

By: Brian VanZee  
Engineer

Brian VanZee  
Sr. Water/Wastewater Engineer  
Name and Title of Signatory

Date: July 30, 2025

APPROVED

By: Roland Abi Younes  
Contractor

Roland Abi Younes  
Project Manager

Date  
: August 26, 2025

APPROVED

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

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

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

END OF CHANGE ORDER



**SORENSEN GROSS**  
EST. 1925

July 24, 2025

Fishbeck  
Brian Van Zee  
5913 Executive Drive, Suite 100  
Lansing, MI 48911

City of Owosso – Well Improvement  
SGC Job# 825007-001  
CE#01

Dear Brian,

We are pleased to quote the following work associated with SGC CE#01, dated July 24, 2025, for costs to complete CE#01 alternate option One Valve /actuator replacement, alternate option Three Backwash valve connection and extra media material removal.

Total Amount of: \$480,653.00

Please see the attached back-up documentation for reference.  
Attached are the letters from the manufacture stating that these valves are not BABAA compliant. Sorensen Gross has not added a mark-up fee for the extra media material removal.  
Extension of time due to the delay caused by the valve issue will be accessed and added.

Please contact our office with any questions or if you need any additional information.

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Sincerely,  
*Bruce Hemingway*  
Sorensen Gross Company

Bruce Hemingway  
Project Manager

CC: SG File

SORENSEN GROSS CONSTRUCTION

**JOB NAME:** City of Owosso Well improvement  
**JOB NUMBER:** 825007-001  
**DESCRIPTION:** CE#01 Valve/ accuator replacement and extra media material removal.

|             |         |           |
|-------------|---------|-----------|
|             | DATE:   | 7/24/2025 |
| Supervision | \$75.00 | per hr    |
| Laborer     | \$52.00 | per hr    |
| Carpenter   | \$57.00 | per hr    |

| DESCRIPTION                  | QUANTITY | UNIT | UNIT COST | MATERIAL   | UNIT COST | LABOR    | TOTAL    |
|------------------------------|----------|------|-----------|------------|-----------|----------|----------|
| Sorensen Gross (Badger)      | 4        |      |           | \$0        |           | \$0      | \$0      |
|                              |          |      | \$0       | \$8,750.00 |           | \$35,000 | \$35,000 |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
|                              |          |      | \$0       |            |           | \$0      | \$0      |
| SUBTOTAL                     |          |      |           | \$0        |           | \$35,000 | \$35,000 |
| SALES TAX                    |          |      |           |            |           | 6%       | \$0      |
| S/G FEE                      |          |      |           |            |           |          | \$0      |
| SUBTOTAL SORENSEN GROSS WORK |          |      |           |            |           | ADD      | \$35,000 |

### SUBCONTRACT WORK

|                     |  |           |
|---------------------|--|-----------|
| Subcontractor       |  |           |
| Superior Electric   | Isolation valve disconnect & reconnect (16)              | \$27,002  |
| Alternate option #1 | Base bid adder including CCI rev 1                       | \$75,662  |
| Alternate #3        | Backwash valve connection                                | \$4,067   |
| Platinum Mechanical | including extra for T&M for isolation and actuator valve | \$292,607 |
| Murry Painting      |  | \$1,475   |

|                           |     |           |
|---------------------------|-----|-----------|
| SUBTOTAL SUBCONTRACT WORK | ADD | \$400,813 |
|---------------------------|-----|-----------|

|                 |        |          |
|-----------------|--------|----------|
| SUBCONTRACT FEE | 10.00% | \$40,081 |
|-----------------|--------|----------|

|  |           |
|--|-----------|
|  | \$475,894 |
|--|-----------|

|                         |    |  |           |
|-------------------------|----|--|-----------|
| SUBTOTAL                |    |  | \$113,884 |
| Add bonds and insurance | 1% |  | \$4,759   |

|                     |           |
|---------------------|-----------|
| Total Lump Sum Cost | \$480,653 |
|---------------------|-----------|

# Platinum Mechanical, Inc.

July 17, 2025

Attention: Sorensen Gross - Bruce Hemingway  
Reference: City of Owosso Filter Improvements  
(16) Butterfly Valves Installation/Replacements  
Platinum Mechanical, Inc. Quote 2406 x 2 Rev 3

We are pleased to submit our pricing and scope of work for the above-mentioned project. Our proposal is as follows.

## **Work Included:**

- Union labor to perform all work. Demo and install.
- Demo (7) existing 14" valves.
- Demo (3) existing 12" valves.
- Demo (3) existing 10" valves.
- Change out all associated nuts, bolts, and hardware before plant shutdowns to speed up new valve installation. All temporary nuts, bolts, and hardware to be zinc plated. All final nuts, bolts, and hardware will be stainless steel.
- Furnish and install (8) 14" Bray Series 31 lug butterfly valves, bare stem.
- Furnish and install (4) 12" Bray Series 31 lug butterfly valves, bare stem.
- Furnish and install (4) 10" AWWA flanged butterfly valves, bare stem.
- Furnish and install (9) KT-40 OC Rotork K-Tork pneumatic valve actuators, open/close service, 120 volt fail in place (14" valves) with manual hand wheel override.
- Furnish and install (4) KT-40 OC Rotork K-Tork pneumatic valve actuators, open/close service, 120 volt fail in place (12" valves) with manual hand wheel override.
- Furnish and install (4) KT-30 MOD Rotork K-Tork pneumatic valve actuators, modulating service, 120 volt fail in place (10" valves) with manual hand wheel override.
- Furnish and install new stainless-steel nuts, bolts, and gaskets for associated piping and fittings.
- Furnish and install new 10", 12", and 14" ductile iron spool as needed to accommodate new valve take offs.
- Furnish and install new D. I. EBBA flange adapters as needed 10" and 12".
- Furnish and install all rigging, chain falls, lifting plates, and PPE for associated work.
- Demo existing compressed air to existing pneumatic valves and install new pneumatic compressed air pipe and fittings as needed to all (16) valves.
- Quote based on 2 water shutdowns per cell. Demo and install 2 valves per shut down. 8 shutdowns total unless it can be done in fewer.
- Reuse all existing D.I. fittings for reinstallation
- Sales tax

## **Work Not Included:**

- Overtime/ Premium time.
- Electrical work of any kind, including demo and controls.
- Isolation or operation of any owner valves or piping systems.
- Dewatering of any kind. Need positive shutoffs to perform work.

# Platinum Mechanical, Inc.

- Painting of any kind.
- Concrete work of any kind.
- Any materials outside of scope listed above.
- BABA or AIS compliant (valves and actuators) will provide documentation.

Materials \$197,782.02

Labor \$68,640.00

Trucks/Drivers \$600.00

Rigging/Equipment \$600.00

Freight \$450.00

Valve "17" w/actuator:  
\$18,842.70

Change order #1 Extras:  
\$5,692.41

**Total Quote: \$ \$292,607.13**

## **Lead times**

- Valves: 7-8 weeks after approval
- Actuators: 8-9 weeks after approval
- Ductile iron spools: 3-4 weeks after approval
- Ductile iron adapter flanges: 3-4 weeks after approval

Due to cost increases and escalation, this quote is good for 30 days. Thank you for the opportunity to quote this project. Should you require additional information please do not hesitate to contact me at your convenience.

Respectfully submitted,

Jeremy Cook

President



An Employee-Owned Company

6/12/2025

7/23/2025

Sorenson Gross Company  
111 E Court St  
Suite 1-S  
Flint, MI 48502

Attention: Bruce Hemingway

Reference: Owosso Filter Improvement  
Additional Rotork Valve Reconnects  
SEGLCs 11984-99-003 Rev 3

Mr. Hemingway,

Superior Electric is pleased to provide pricing for labor, material, and supervision based on the following breakdowns:

Isolation Valve Disconnect & Reconnects (16) (Base bid) ..... \$27,002.00

Alternate Option #1 HMI (Base bid adder including CCI rev 1) ..... \$75,662.00

Alternate Option #2 (2) HMI (Base bid adder including CCI) ..... \$60,703.00

Alternate #3 Backwash Valve Connections (Base bid Adder if approved) ..... \$ 4,067.00

❖ **Basis of Proposal:**

- RE: Owosso Isolation Valve Controls Design Discussion from Brian VanZee
- 6/17/2025 Sorenson Gross Teams Coordination meeting at 2:30 p.m.

❖ **Base Bid Clarifications:**

- This proposal is based upon the following information provided by Superior Electric Great Lakes:
  - The supply and installation of 120V power from the nearest panelboard to the new valves. We have made some assumptions on termination locations.
  - The supply and installation of control conduit raceways and wiring will utilize both EMT, RMC, and LFMC conduit raceways originating from existing CP-HSCP panel. Superior Electric will not be responsible for termination locations. However, if drawings are provided with clear installation specifications, we will coordinate accordingly and complete the associated conduit and wiring installation. *The Engineer of Record (EOR) will need to provide updated drawings for these additional controls.*
- Superior Electric will self-perform, and test power and controls being provided.
- Includes SEGLCs proposal to disconnect valves dated 3.31.2025 (also attached at the bottom of this proposal.)

❖ **Exclusions:**

- Superior Electric will **NOT** be responsible for the following:
  - This proposal does not include any electrical panelboard upgrades.

ISO 9001 Certified



1740 E Maple Rd., Troy, MI 48083



P 248-585-3400



F 248-585-8349



SEGLC.COM

- This proposal does not include any pneumatic controls.

❖ **Alternate #1 HMI**

- The supply and installation of (1) HMI integrated into the existing CP-HSCP panel utilizing CCI Controls to provide control panel design & fabrication, PLC/HMI/SCADA programming including the following:
  - Control Panel hardware & schematics
  - Software Design including submittal information for PLC programming, operator Touchscreen programming and modifications to existing SCADA system. CCI will develop PLC code, HMI graphics, and SCADA graphics enabling the operator to control the filter valves from the SCADA system or HMI.
  - This existing panel was built by CCI in the last 24 months (CCI panel #7768-02), so CCI is familiar with it. After reviewing the CCI drawing set, they have noticed that this panel is short the required analog I/O to control the valves position and monitor position feedback.
  - Adding (2) additional 4-channel analog input cards, (4) 4-channel analog output cards, additional terminals, and a CCI field engineer labor to install and wire the new cards.
  - CCI scope of work starts on page 3 of this proposal.

❖ **Alternate #1 Clarifications:**

- (See the attached CCI scope of work)
- Superior Electric is **NOT** responsible for any existing panel warranties for modifying an existing enclosure.
- The Engineer of Record (EOR) will need to provide updated drawings showing the proper termination locations, as well as the proper sequencing for CCI to program.

~~❖ **Alternate #2 (2) HMIs**~~

- ~~○ The supply and installation of (2) Loose HMI's and Equipment Mounted near or on the existing blue controllers.~~

~~❖ **Alternate #2 Clarifications:**~~

- ~~○ (See the attached CCI scope of work)~~

❖ **Alternate #3 Backwash Valve Connections**

- The supply and installation of power and controls for (1) backwash valve being tied into the existing SCADA system.

❖ **Alternate #3 Clarifications:**

- We have made no provisions for supplying any mechanical equipment regarding the backwash valve.

If you have any questions, please feel free to contact us.

Respectfully,



Michael Aguirre | Project Manager-Estimator  
**SUPERIOR ELECTRIC GREAT LAKES COMPANY**  
[maquirre@segcl.com](mailto:maquirre@segcl.com)  
Mobile 248 653-2712  
Office 248 585-3400



 41069 Vincenti Court  
Novi, MI 48375-1923

 248.476.1442

 FAX: 248.476.6122

 [commercecontrols.com](http://commercecontrols.com)

July 23, 2025

To: SEGLC

Attn: Mike Aquirre

Ref: City of Owosso  
WTP Filter Controls Improvements  
Commerce Controls, Inc. Proposal #25-335.rev.1

Commerce Controls, Inc. (CCI) is pleased to submit our proposal for the controls improvements to the City of Owosso water system.

#### **GENERAL PROJECT DESCRIPTION**

Improvements to the water system's filter valves control system.

#### **SUMMARY CCI SCOPE OF WORK**

CCI will provide control panel design & fabrication, PLC/HMI /SCADA programming, un-witnessed on-site testing & commissioning, witnessed on-site testing.

**NOTE:** Labor and hardware in this proposal are limited to the manual control of (17) filter valves at the water plant. If additional control functions or equipment are added to the scope, the proposal price is subject to change.



## **ENGINEERING SERVICES**

CCI's Project Manager/Engineer will be the primary point of contact and will direct internal resources to meet schedule & contract requirements.

- **Hardware Design:** We will develop detailed submittal information, including:
  - Control Panel hardware & schematics (limited to panel modifications for option 2)
- **Software Design:** All programming activities will commence following approval of the hardware design. We will develop detailed submittal information, including:
  - PLC Programming
  - Operator Touchscreen Programming
  - Modifications to existing SCADA system.
    - ❖ CCI will develop PLC code, HMI Graphics, and SCADA graphics enabling the operator to control the filter valves from the SCADA system or HMI.

**NOTE: Without a control narrative or sequence of operation, PLC/SCADA programming is limited to manual control of the valves.**

- **Unwitnessed Factory Testing (UFT):** All testing will be performed at CCI facilities in Novi, Michigan and will include all CCI supplied control panels, PLCs, network equipment, workstation computers, and servers (field instruments will NOT be a part of this test). Upon satisfactory completion, CCI will then schedule the Witnessed Factory Test (if specified).



#### **MANUFACTURING & PROCUREMENT SERVICES** (please refer to Equipment Deliverables section of this proposal)

CCI's Team will work closely with all key stakeholders and specifically including the installation contractors (mechanical and electrical) in assisting in the development of and adhering to project delivery schedule requirements.

- **Equipment:** Following drawing and equipment submittal approval, we will proceed to first order any long lead equipment with any remaining equipment scheduled for delivery to meet either field installation requirements or control panel construction schedules.
- **Control Panel Construction:** For quality and schedule control the enclosures will be manufactured by Thermal Designs and Manufacturing (TDM). TDM is a UL certified panel fabricator building to NEMA standards and is a wholly owned subsidiary of CCI. The panel assembly and wiring will be performed at CCI's Novi, MI facility; CCI is UL 508A / UL 698A certified. All control panels will be subjected to a quality check (non-powered visual and mechanical inspection followed by a powered test). Any non-compliance issues or damaged components will be replaced / corrected.

#### **FIELD SERVICES**

- **Device Checkout and Un-witnessed Loop Checkout:** CCI Engineer(s) will perform two (2) separate tests, including:
  - **Loop/Component Inspections and Tests:** We will verify the instrument(s) installation to ensure it maintains the manufacturer's requirements and will provide a "Certificate of Proper Installation – COPI" for each new device provided by CCI. Each device will then be field calibrated or verified through its range of operation and a "Calibration Report" will be completed and submitted as part of our project closeout documentation.
  - **Loop Checkout:** We will perform a wiring point-to-point check. Once completed, CCI will submit signed loop sheets (supplied or self-generated).

Note: While it is not necessary for a complete installation in order to commence Un-witnessed loop checkout, any given work area should be completed to the point where work can be performed efficiently and without interruption and where re-testing is not required.

- **Witnessed Testing:** CCI will conduct and lead all witnessed loop testing alongside key stakeholders. This testing will follow the same procedures followed during the un-witnessed loop checkout. Once completed, CCI will submit signed witnessed loop checkout sheets (supplied or self-generated).



### **BASIS OF PROPOSAL CLARIFICATIONS**

1. Definition of Programming Revision Levels:
  - Minor revisions may include such items as minor color changes or minor graphics revisions to a few screens (1-2 screens for example), which will be incorporated at no additional cost and negligible delay in schedule.
  - Major revisions may include such items as major tag redefinition, graphics redesign of an already agreed upon design prior to the 50% point or any other unforeseen change that has an overall impact on the design and creates significant rework of the previously accepted design. The cost and time impact of this would have to be evaluated on an instance-by-instance basis.
2. We have not included any climate-controlled storage container within our proposal.
3. We have NOT included any videotaping training sessions within our proposal.
4. We have not included any programming of automatic control of the valves. Without a sequence of operation we have only quoted manual control of the valves.



### STANDARD PROPOSAL ASSUMPTIONS

The following clarifications are included to assist in the validation of our proposal and are not intended to be considered as “Exceptions”.

#### General Limitations:

1. CCI services and deliverables are limited to those specifically described in this proposal and the included deliverables list. Any discrepancies in our understanding of the scope of work or responsibilities must be addressed prior to final pricing or issuance of a Subcontract or Purchase Order.
2. CCI reserves the right to update (amend, alter, withdraw, or otherwise modify) this proposal in relation to price, delivery or both without penalty, to the extent such update is due to circumstances beyond our control, including supply chain disruptions, shortages of materials or supplies, or the acts of third-party suppliers, distributors, or manufacturers.
3. It is our understanding that all existing equipment (*if applicable*) are operational and in working order. We have NOT included any costs associated with existing field equipment found to be faulty. If required, we will provide pricing to replace existing defective equipment on an as-needed basis.
4. CCI will provide mounting hardware that is supplied as part the instrument procurement. We have not included any additional hardware including but not limited to flanges, brackets, stanchions, fittings etc.
5. Submittals will be produced and delivered in accordance with engineering lead time and project progression. Typical lead time is 8-12 weeks after contract execution (actual lead time may vary depending on scope magnitude, and project requirements). Equipment Submittals for long-term projects will be provided no sooner than 1-year prior to delivery.
6. Equipment delivery will be provided after receipt of approval submittals and/or authorization to proceed from our customer (*additional costs may apply should changes be made to the design after release*).
  - a. Lead times after receiving approval drawings is 10-14 weeks – subject to material availability.
7. It is our understanding that CCI’s field personnel will participate in the onsite safety program administered by the general contractor. We have NOT included the cost for CCI to provide any dedicated staff towards this effort.
8. It is our understanding that any “Meggering” is the responsibility of others; therefore, we have NOT included this as part of our proposal (*unless clarified otherwise under our Basis of Proposal Clarifications*).
9. A one (1) year warranty is included for services and equipment provided by CCI from the date of substantial completion. This warranty does not include removal or reinstallation of faulty devices.

#### Equipment and services to be provided others including but not limited to:

1. Electrical (not including new PLC equipment) and mechanical Installation services including all materials required.
2. On-site receipt (unloading) and storage of CCI equipment deliverables.
3. Equipment and/or services associated with integrating any vendor packaged systems to be supplied for this project other than what is specifically noted in this proposal.
4. Demolition services and/or disposal/salvage of any obsolete devices or equipment.



Warrant 659  
August 29, 2025

| Date       | Vendor                                      | Description                          | Fund    | Amount          |
|------------|---|--------------------------------------|---------|-----------------|
| 08/29/2025 | Shiawassee Economic Development Partnership | Annual Investment Pledge (2025-2026) | General | \$40,000        |
|            |   |                                      | TOTAL   | <b>\$40,000</b> |



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

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# ***MEMORANDUM***

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DATE: August 29, 2025

TO: Owosso City Council

FROM: Brad Barrett, Finance Director

SUBJECT: SATA Annual Commitment – October 1, 2025-September 30, 2026

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## **RECOMMENDATION:**

Authorize the commitment in an amount not to exceed \$117,682.97 to SATA for transportation services from October 1, 2025 to September 30, 2026.

## **BACKGROUND:**

The City of Owosso is a participating community with Shiawassee Area Transportation Agency (SATA). Each year the agency requests a commitment of funds from participating communities.

The City of Owosso levies a voter approved millage for transportation services. The current millage expires in December 2028 and is affected by millage reduction fractions (rollbacks) and captures by the Downtown Development Authority and Brownfield Redevelopment Authority. The approved millage rate after rollbacks and tax captures does not generate enough revenue to cover the financial commitment requested by SATA.

It is estimated the city will be short at least \$8,036.97 in 2026-2027. City administration has worked with SATA to find eligible services that qualify for funding under Opioid Settlement agreements to close this year's funding gap and future shortfalls. If these funds are not available and/or services no longer qualify under a settlement agreement, the General Fund will need to cover the estimated shortfall in the Transportation Fund.

Breakdown of estimated Revenue/Expenditure for the Transportation Fund in 2026-2027:

|   |              |
|---|--------------|
| Net Taxable Value 2025*                 | 330,305,037  |
| Estimated consumer price index for 2026 | 2.9%         |
| Net Taxable Value 2026                  | 339,883,883  |
|   |              |
| Transportation Millage rate 2025        | .3262        |
| Estimated millage reduction fraction    | .9892        |
| Transportation Millage rate 2026        | .3226        |
| Revenue estimate from 2026 millage rate | \$109,646    |
| SATA Commitment Request                 | \$117,682.97 |
| Net Revenue/Expenditures                | -\$8,036.97  |

\*net taxable value is after DDA TIF capture, OBRA TIF captures and Landbank 5/50 special act rolls

**FISCAL IMPACTS:**

The financial commitment from SATA and the estimated revenue generated from the voter approved millage is estimated at a loss. Funds will either need to come from the General Fund and or the Opioid Settlement Fund to cover the loss, at an amount starting at \$8,037.

**RESOLUTION NO.**

**APPROVING THE SHIAWASSEE AREA TRANSPORTATION AGENCY (SATA)  
COMMITMENT FOR 2026**

WHEREAS, the City of Owosso is a member of the Shiawassee Area Transportation Agency (SATA), a public transportation service committed to providing safe, reliable, and affordable transportation to the citizens of Shiawassee County; and

WHEREAS, the SATA Board of Directors has approved the budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026; and

WHEREAS, the City of Owosso's share of the total local funding request for the fiscal year is \$117,682.97, which reflects the City's proportional share based on the established funding model; and

WHEREAS, this commitment from the City of Owosso is necessary to ensure the continued provision of essential transportation services to the community; and

WHEREAS, SATA has requested that the City of Owosso forward their commitment regarding this funding request by August 26, 2025.

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

- FIRST: it hereby approves the commitment of \$117,682.97 to the Shiawassee Area Transportation Agency (SATA) for their fiscal year October 1, 2025, through September 30, 2026.
- SECOND: the City Manager is authorized to sign and submit any necessary documentation to confirm the City's commitment to SATA.
- THIRD: the funds for this commitment shall be allocated from the Transportation Fund – Contractual Services: 588-200-818.000 and any other funds approved by Council.



180 N. Delaney Rd. Owosso, MI 48867  
(989) 729-2687 or 1-877-667-7100 toll free  
Fax: (989) 729-8207

June 17, 2025

Mr. Nathan Henne, Manager  
City of Owosso  
301 W. Main St.  
Owosso, MI 48867

Dear Mr. Henne:

The SATA Board of Directors has approved the SATA budget for the fiscal year beginning October 1, 2025 (FY2026). The formula for determining the share for each of the participating municipalities was followed and the pertinent figures are attached.

The SATA Board has adopted a budget which is as lean as possible but still enables us to serve the citizens of the eleven participating municipalities. As has been our previous practice, the following requested amount will not increase but could decrease. Any such action would occur in May 2025.


The City of Owosso's share of the total local funding request for the fiscal year October 1, 2025-September 30, 2026 is not to exceed **\$117,682.97**. The data used to determine the requested amount is shown on the attached Funding Model.

We are asking that each participating municipality forward to us their **commitment** regarding this request (\$117,682.97) **no later than August 26, 2025**. If approved by your Council, I would anticipate that you would receive a billing on or about June 2, 2026 with a requested payment by August 11, 2026.

We wish to thank you and your Council for your past support and ask for your continued support as stated above.

Please feel free to contact me with any questions or concerns.

Sincerely,

  
Mary S. Rice  
Executive Director

Cc: Ms. Amy Kirkland



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

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DATE: Sept 10, 2025  
TO: City Council  
FROM: City Manager  
SUBJECT: Water Portal Proposal

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### **Background**

The attached resolution proposes reactivating the Silverblaze (formerly ACE) Customer Engagement Portal, which previously provided residents with online access to water usage data, billing history, leak alerts, and payment options. The City discontinued the service in late 2024 after fewer than four percent of residents enrolled in the portal over its three years of availability.

Under the July 17, 2025 proposal, Silverblaze is requesting an annual subscription (SaaS) fee of \$25,000.00 for hosting, maintenance, and support. This is the same rate as before.

Implementation and ongoing management would require significant coordination with the City's IT department. Based on current staffing levels, the workload might require moving the City's IT professional from part-time to full-time, increasing recurring personnel costs.

### **Recommendation**

I recommend that Council not approve the resolution to reactivate the Silverblaze Water Customer Portal.

**MASTER PLAN GOALS: 3.3, 3.4**

**RESOLUTION NO.**

**AUTHORIZING EXECUTION OF PRICING PROPOSAL  
FROM SILVERBLAZE SOLUTIONS INC.  
FOR ITS CUSTOMER ENGAGEMENT PORTAL**

WHEREAS, the City of Owosso previously offered residents the ACE (now Silverblaze) Customer Engagement Portal, providing online access to water usage data and leak alerts; and

WHEREAS, the service was discontinued in late 2024 due to low utilization, with less than four percent of residents enrolled; and

WHEREAS, Silverblaze Solutions Inc. has proposed reactivating the same portal configuration, which includes:

- An annual subscription (SaaS) fee of Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) for ongoing hosting, maintenance, and support, with a 5% annual increase; and

WHEREAS, Silverblaze Solutions Inc. has agreed to waive all reconnection fees for the City of Owosso; and

WHEREAS, restoring the portal will improve customer service, transparency, and self-service options for utility customers.

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

FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to execute an agreement with Silverblaze Solutions Inc. to reactivate the Customer Engagement Portal for a cost to the City of Owosso of:

1. \$25,000 for Core Portal functions for a one-year period.

SECOND: the City Manager is instructed and authorized to sign the document, substantially in the form attached, Silverblaze Customer Engagement Proposal: Re-Launch, in the amount of \$25,000.

THIRD: the accounts payable department is hereby authorized to pay the vendor up to the contract amount upon successful implementation of the software.

FOURTH: the above expenses shall be paid from the following funds:

1. Water Fund
2. Sewer Fund

July 17<sup>th</sup> 2025

**City of Owosso**

**301 W. Main Street**

**Owosso, MI 48867**

Attn: Mr. Ryan E. Suchanek

Dir., Public Services & Utilities

**Re; Silverblaze Customer Engagement Proposal: Re-Launch**

Dear Mr. Suchanek,

On behalf of the Silverblaze Team, I would like to extend our thanks and appreciation, to provide you a pricing proposal for re-instating a Customer Engagement Portal for the City of Owosso.

We understand the challenge the City of Owosso experienced with lack of enrollment/engagement and perceived value of the solution/investment. As a result, we are offering a more defined portal solution with a refreshed engagement campaign. The new portal will offer what we feel are solutions that will appeal to the residents of the City of Owosso, and the engagement campaign will work to help foster both awareness and drive engagement with the re-launch.

The following table outlines specific services, modules and features offered in the new portal. We have provided two tables; the first table is our Standard Core Portal, which includes the same modules you previously had prior to termination. The second table, outlines additional solutions and modules which may be added at any time.

This pricing proposal outlines the commitment of the undersigned to engage project planning efforts and project management resources from Silverblaze and the City of Owosso's intention to proceed forward with a project kick-off call to build and develop a detailed statement of work (SOW). Once the SOW is complete, both the City of Owosso and Silverblaze will execute a signed agreement for both parties, which will include payment milestones, prior to project kick-off.

Once the pricing & project proposal is agreed upon, Silverblaze will issue a new Maintenance & Services Agreement, which will govern the terms of the relationship.

**Servcies Quoted/Proposed:**

The table below, outlines services, solutions, modules and features available to the City of Owosso. The pricing proposal for activating the Silverblaze Core PortalThe core poral includes the following modules with seamless integration to the City of Owosso's Customer Information System (CIS) Billing solution, MDM Integration with your current vendor (ITRON), Integration with your EBPP

| Module/Feature Proposed   | Pricing Proposal Overview  | Proposed Pricing<br>Year 1<br><i>(Incl. Services &amp; SaaS)</i> |
|---|--|--|
| Silverblaze ACE Core Portal w B2C User Management, Notifications, and Leak Alerts | Re-establish a previous version of the City of Owosso Customer Engagement Portal solution. The Silverblaze ACE Portal will include B2C User Mamangement, Notifications & Leak Alerts | <b>\$25,000</b>  |

| Product / Module   | Product Description  | Services                            | Annual Subscription (SaaS)* |
|--|--|-------------------------------------|-----------------------------|
| <b>Silverblaze ACE Portal Solution</b>                       | Fully developed and hosted Customer Engagement Solution, designed to model the City of Owosso City URL (colour, branding, City contact details, links and other configurable options). | <del>X</del><br><del>\$50,410</del> | <b>\$25,000</b>             |
| <b>Silverblaze Customer Engagement Portal - Reconnection</b> | <b>Loyalty Pricing Adjustment – 100% Credit Adjustment (Prev. Silverblaze Customer)</b>  | \$0                                 | \$ N/A                      |
| <b>TOTAL</b>   |  | \$0                                 | <b>\$25,000*</b>            |
|  |  |                                     |                             |

**Description of Proposed Solution & Modules**

|                    |  |
|--------------------|--|
| <b>Core Portal</b> | <p><b>Modules Include;</b></p> <ol style="list-style-type: none"> <li><b>Utility Specific Portal Branding</b> on header &amp; footer (Logo, colour, fonts, contact details), Utility Messaging Banner, Feedback Widget</li> <li><b>Usage Presentment &amp; Bill Analytics</b> <ul style="list-style-type: none"> <li>- Bill Presentment (PDF)</li> <li>- Billed Usage/AMI Smart Meter Core Usage</li> <li>- Smart Meter Core Analytics</li> <li>- Usage Notifications/Leak Alerts</li> <li>- Prior Month/Month and Year/Year view</li> </ul> </li> <li><b>Bill Module</b> <ul style="list-style-type: none"> <li>- Current Bill Details</li> <li>- Bill Summary</li> <li>- Bill History (Download/Export Ready)</li> <li>- Bill Comparison</li> </ul> </li> <li><b>Transactions</b> <ul style="list-style-type: none"> <li>- Account Transaction Summary (Bills, Payments, Re-Reads, Adjustments etc.)</li> </ul> </li> <li><b>Sways To Save service Request/Smart Forms</b> <ul style="list-style-type: none"> <li>- Short &amp; Long (C&amp;I) Form for Assessment</li> <li>- Ways To Save Inegration with tips and tricks</li> </ul> </li> <li><b>Payment Integration &amp; One-Time Payment Option<sup>1</sup></b> <ul style="list-style-type: none"> <li>- Pay My Bill</li> </ul> </li> <li><b>Languages</b> <ul style="list-style-type: none"> <li>- English &amp; Spanish Incl.</li> </ul> </li> <li><b>CSR Admin Portal</b> <ul style="list-style-type: none"> <li>- User Configuration</li> <li>- Portal Management &amp; Reporting</li> <li>- CSR Login &amp; Tools (Customer Support Access “shadowing”)</li> </ul> </li> </ol> |
|--------------------|--|

*\*Annual SaaS subject to a 5% Increase on a a secured 3Yr renewal, and 3% Annual Increase on a 5Yr renewal*

*<sup>1</sup> Additional scoping costs may be applicable, and will be discussed during the project discovery & kick-off*

**SilverBlaze Terms & Conditions:**

1. Services will be scheduled, and a detailed Statement of Work (SOW) will be issued, once a signed quote is received and at the conclusion of a scheduled discovery meeting with both SilverBlaze and the City of Owosso
2. This pricing proposal and contained terms and conditions are valid for a period of no greater than **30 Days** from the above-mentioned date.
3. This quote is valid for all current services as of January 1<sup>st</sup> 2025, through to December 31<sup>st</sup> 2025, and subject to change based on future services or change orders offered after the effective date
4. Except as otherwise set forth herein, this quote will be subject to the terms and conditions of the **Services, Support & Maintenance Agreement** or any existing Services, Support & Maintenance Agreement, Service Level Agreement, Services & License Agreement between SilverBlaze Solutions Inc. and the City of Owosso.
5. Authorization will be noted by a signed party on this pricing proposal and listed below, authorizing intent to proceed.
6. Any changes to a signed and executed proposal, shall be governed using a Silverblaze Change Request Order, and subject to additional services or changes, and not related to the pricing proposal set forth herein.
7. Should you agree with the above-listed solutions, services, features and modules listed above, as well as the outlined Terms & Conditions, please provide an authorized signature of acceptance for services on the final page of this quote package.

SilverBlaze Solutions Inc. appreciates the opportunity to be of continued service and values your business. If there are any questions about this pricing proposal, the existing Terms & Conditions which govern this quote, the planned Statement of Work (SOW) or services quoted, please do not hesitate to reach out to your Customer Account Executive below.

Sincerely;



**Greg McCarthy**

Director, Sales & Marketing

Silverblaze Solutions Inc.

Signature page follows

**IN WITNESS WHEREOF**, the undersigned have executed this AGREEMENT on the dates listed below

Customer/Organization: **City of Owosso**

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

\_\_\_\_\_  
**City of Owosso (name)**

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

\_\_\_\_\_  
**City of Owosso (signature)**

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

\_\_\_\_\_  
Witness

**SilverBlaze Solutions Inc.**

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

\_\_\_\_\_  
**Silverblaze Solutions Inc. (name)**

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

\_\_\_\_\_  
**Silverblaze Solutions Inc. (signature)**

***Each individual** signing this Agreement directly and expressly warrants that they have been given and has received and accepted authority to sign and execute the Agreement on behalf of the party for whom it is indicated. They have further been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party concerning the matters contained herein and as stated herein.*

|                      |                            |
|----------------------|----------------------------|
| <b>From:</b>         | <b>Building Department</b> |
| <b>To:</b>           | <b>Owosso City Council</b> |
| <b>Report Month:</b> | <b>AUGUST 2025</b>         |

| <b>Category</b>          | <b>Estimated Cost</b> | <b>Permit Fee</b> | <b>Number of Permits</b> |
|--------------------------|-----------------------|-------------------|--------------------------|
| ACCESSORY STRUCTURES     | \$0                   | \$150             | 2                        |
| DEMOLITION               | \$24,000              | \$560             | 3                        |
| Electrical               | \$0                   | \$4,235           | 23                       |
| FENCE PERMIT             | \$0                   | \$85              | 3                        |
| FOUNDATION - RESIDENTIAL | \$23,236              | \$405             | 1                        |
| Mechanical               | \$0                   | \$5,875           | 25                       |
| NEW BUSINESS             | \$0                   | \$0               | 1                        |
| Plumbing                 | \$0                   | \$1,370           | 8                        |
| RAMP                     | \$0                   | \$0               | 1                        |
| RES. ADD/ALTER/REPAIR    | \$8,845               | \$165             | 2                        |
| RES. MOBILE NEW          | \$150,000             | \$1,450           | 5                        |
| ROOF                     | \$215,016             | \$2,880           | 12                       |
| ROW-ENG                  | \$0                   | \$100             | 2                        |
| ROW-OTHER                | \$0                   | \$0               | 1                        |
| ROW-UTILITY              | \$0                   | \$250             | 5                        |
| SIDING                   | \$12,000              | \$90              | 1                        |
| SOLAR PANELS             | \$11,086              | \$205             | 1                        |
| UTILITIES                | \$0                   | \$50              | 1                        |
| WINDOWS                  | \$2,800               | \$180             | 2                        |
| <b>Totals</b>            | <b>\$446,983</b>      | <b>\$18,050</b>   | <b>99</b>                |

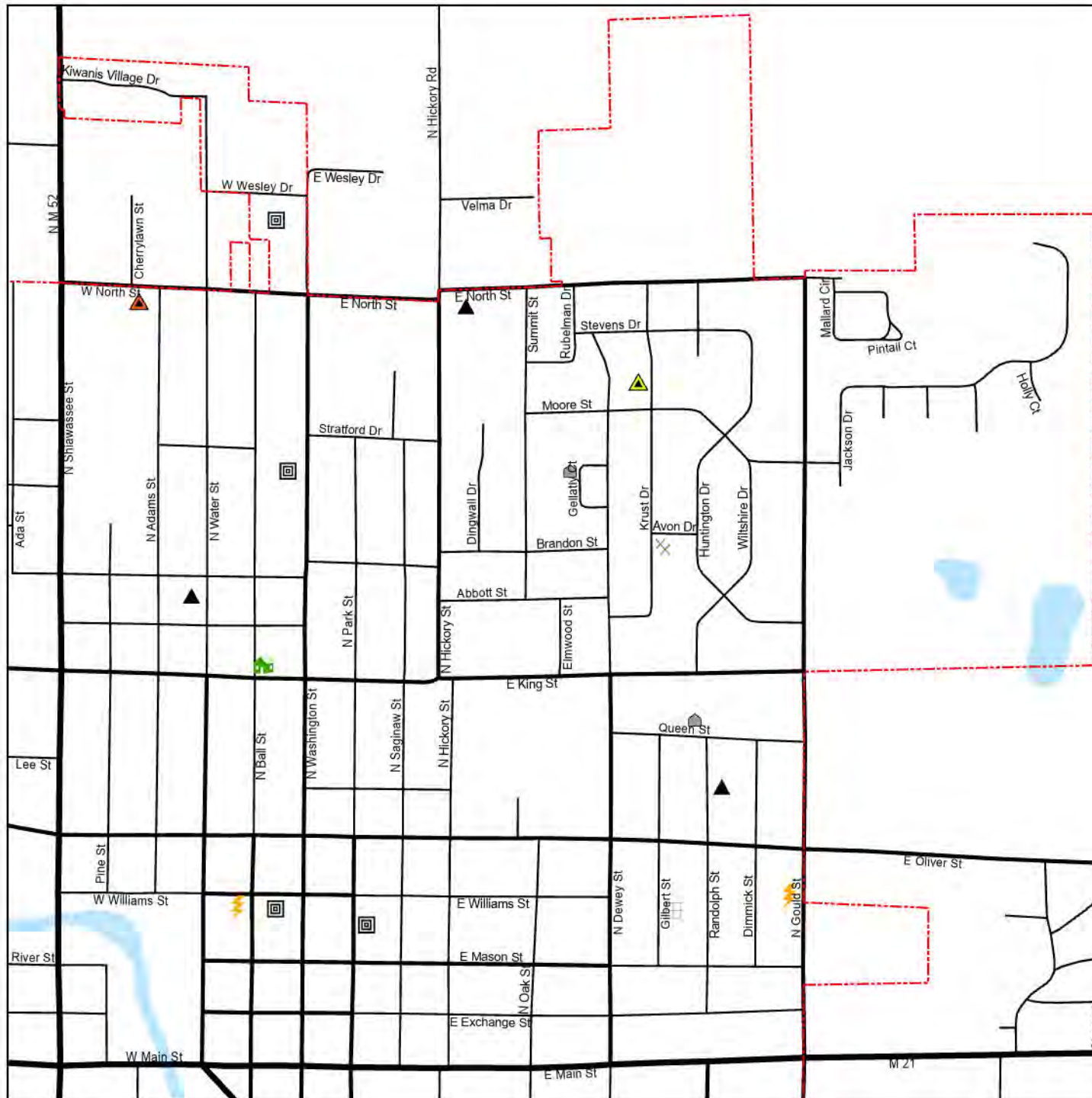
2024 COMPARISON TOTALS

|                     |                  |                 |            |
|---------------------|------------------|-----------------|------------|
| <b>AUGUSST 2024</b> | <b>\$685,305</b> | <b>\$28,975</b> | <b>208</b> |
|---------------------|------------------|-----------------|------------|

# City of Owosso

Permit Activity  
August 2025

NE Quadrant



## Category

- Accessory Structures
- Electrical
- Fence
- Mechanical
- Res. Add/Alter/Repair
- Roof
- ROW - Eng
- ROW - Utility
- Windows

## Other Features

- City Limit
- Railroads
- River & Lakes

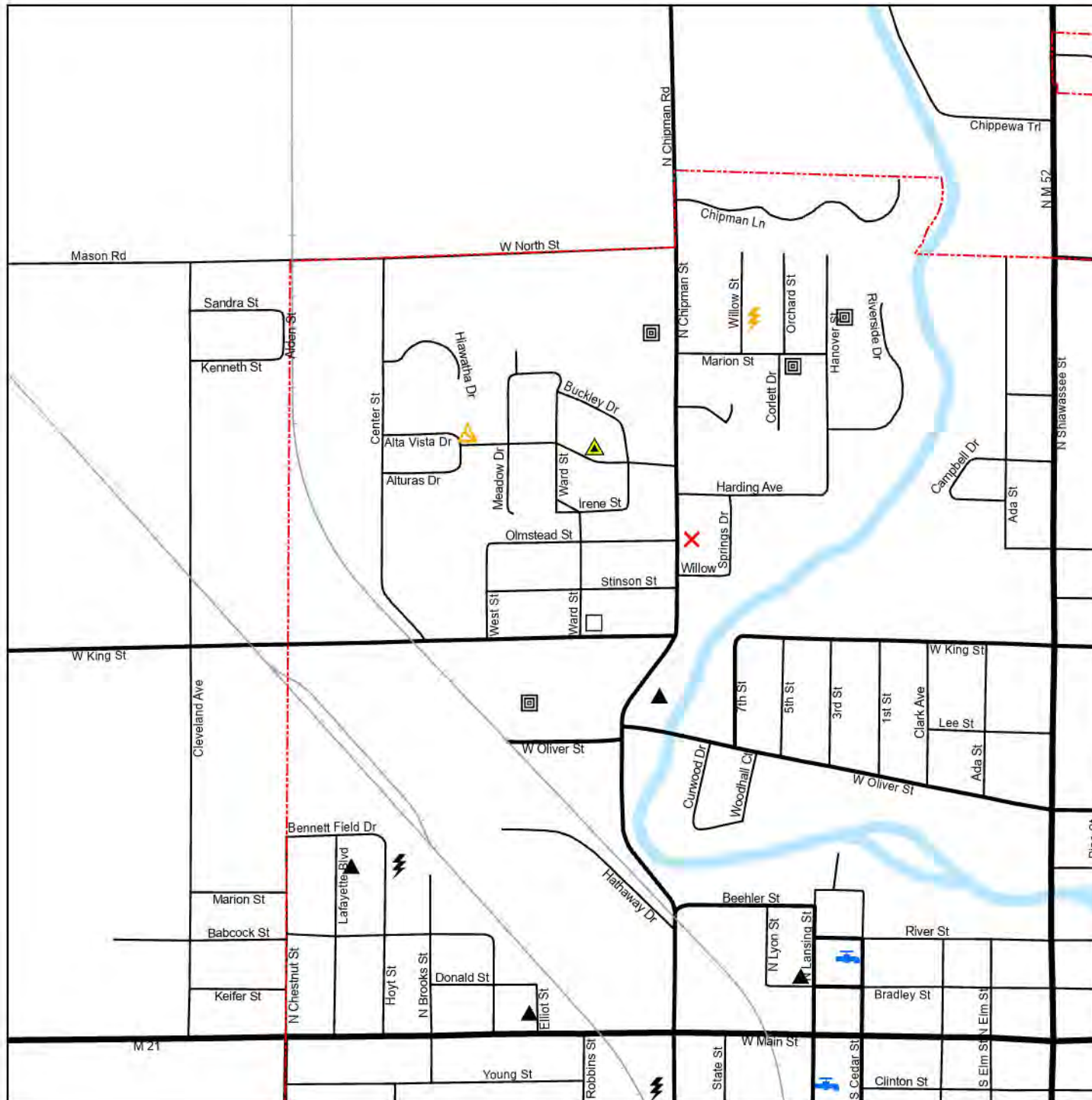
0 300 600 900 1,200 Feet



# City of Owosso

Permit Activity  
August 2025

NW Quadrant



## Category

- ✗ Demolition
- ⚡ Electrical
- ⚡ Electrical & Mechanical
- ⊠ Mechanical
- 🚚 Plumbing
- ▲ Roof
- ▲ ROW - Eng
- Siding
- ▲ Solar Panels

## Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

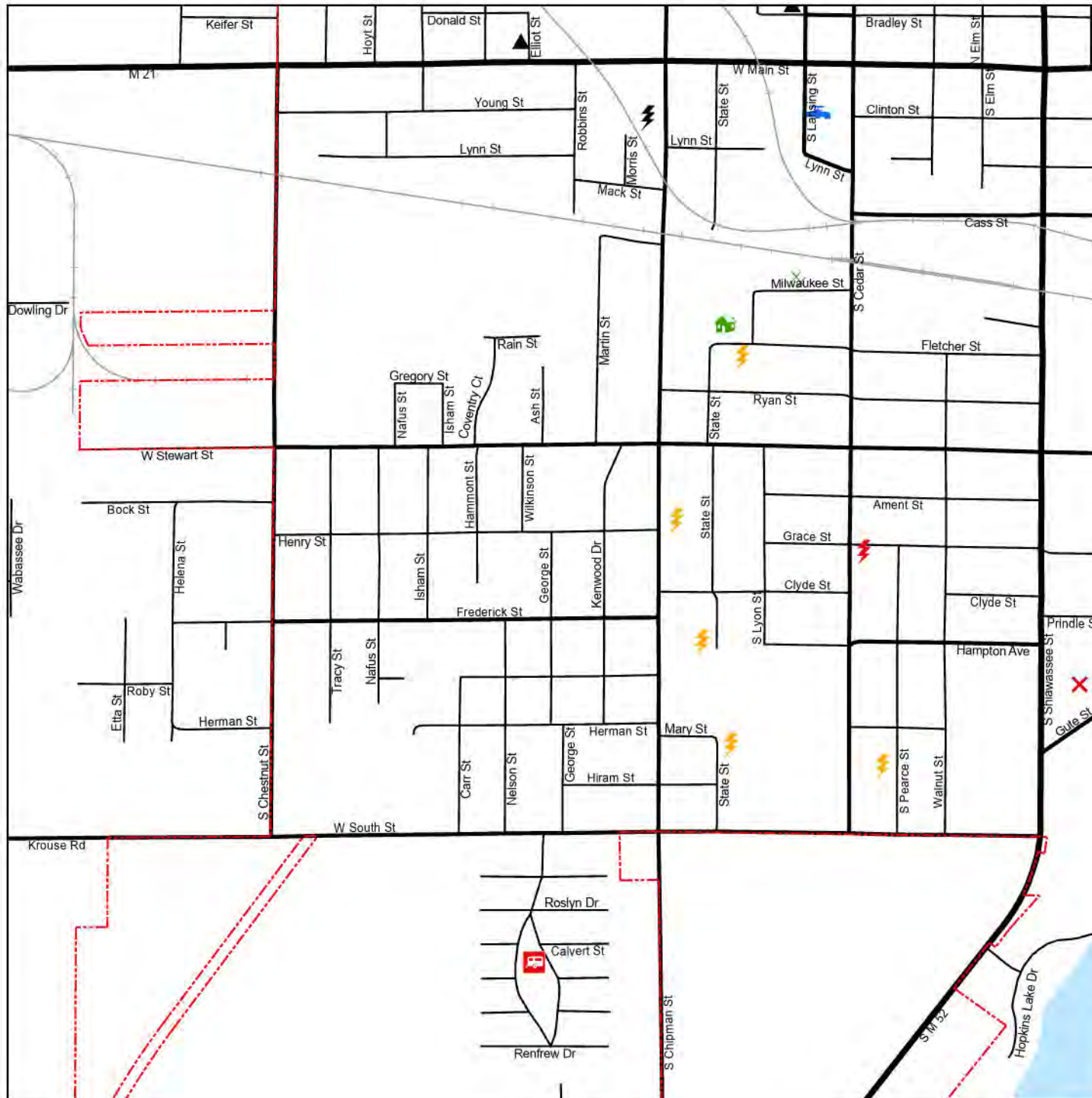




# City of Owosso

Permit Activity  
August 2025

SW Quadrant



## Category

- X Demolition
- ⚡ Electrical
- ⚡ Electrical & Mechanical
- ⚡ Electrical, Mechanical & Plumbing
- X Fence
- T Plumbing
- 🏠 Res. Add/Alter/Repair
- 🏠 Res. Mobile New
- ▲ Roof

## Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



AUGUST 2025

| Enf. Number          | Address     | Previous Status    | Current Status    | Filed      | Last Action Date | Next Action Date | Date Closed | Rental |
|----------------------|-------------|--------------------|-------------------|------------|------------------|------------------|-------------|--------|
| ACCESSORY STRUCTURES |             |                    |                   |            |                  |                  |             |        |
| ENF 24-0655          | DEWEY ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 04/17/2024 | 08/26/2025       | 10/27/2025       |             | N      |
|                      |             |                    | Total Entries     | 1          |                  |                  |             |        |
| APPLIANCES           |             |                    |                   |            |                  |                  |             |        |
| ENF 25-0593          | LYNN ST     | RESOLVED           | CLOSED            | 06/24/2025 | 08/05/2025       |                  | 08/05/2025  | N      |
| ENF 25-0816          | HICKORY ST  | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/21/2025 | 08/21/2025       | 09/04/2025       |             | N      |
|                      |             |                    | Total Entries     | 2          |                  |                  |             |        |
| AUTO REP/JUNK VEH    |             |                    |                   |            |                  |                  |             |        |
| ENF 25-0742          | LANSING ST  | INSPECTED PROPERTY | CLOSED            | 08/04/2025 | 08/04/2025       |                  | 08/04/2025  | N      |
| ENF 25-0727          | ABBOTT ST   | RESOLVED           | CLOSED            | 07/29/2025 | 08/05/2025       |                  | 08/05/2025  | N      |
| ENF 25-0716          | COMSTOCK ST | RESOLVED           | CLOSED            | 07/28/2025 | 08/19/2025       |                  | 08/19/2025  | Y      |
| ENF 25-0835          | HICKORY ST  | LETTER SENT        | RECHECK SCHEDULED | 08/27/2025 | 08/27/2025       | 09/10/2025       |             | Y      |
| ENF 25-0569          | BALL ST     | LETTER SENT        | RECHECK SCHEDULED | 06/17/2025 | 08/28/2025       | 09/11/2025       |             | N      |
| ENF 25-0838          | BALL ST     | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/28/2025 | 08/28/2025       | 09/11/2025       |             | N      |
|                      |             |                    | Total Entries     | 6          |                  |                  |             |        |
| BRUSH PILES          |             |                    |                   |            |                  |                  |             |        |
| ENF 25-0669          | HICKORY ST  | RESOLVED           | CLOSED            | 07/14/2025 | 08/04/2025       |                  | 08/04/2025  | Y      |
| ENF 25-0797          | PEARCE ST   | RESOLVED           | CLOSED            | 08/18/2025 | 08/18/2025       |                  | 08/18/2025  | Y      |
| ENF 25-0756          | CHIPMAN ST  | RESOLVED           | CLOSED            | 08/07/2025 | 08/28/2025       |                  | 08/28/2025  | N      |
| ENF 25-0757          | HARDING AVE | RESOLVED           | CLOSED            | 08/07/2025 | 08/28/2025       |                  | 08/28/2025  | N      |
|                      |             |                    | Total Entries     | 4          |                  |                  |             |        |
| BUILDING VIOL        |             |                    |                   |            |                  |                  |             |        |

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| ENF 21-1484          | SAGINAW ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 09/27/2021 | 08/04/2025       | 09/04/2025       |             | VAC    |
| ENF 23-0673          | SAGINAW ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 07/10/2023 | 08/04/2025       | 09/04/2025       |             | N      |
| ENF 21-1156          | WILLIAMS ST   | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/01/2023 | 08/05/2025       | 09/04/2025       |             | N      |
| ENF 22-0167          | CEDAR ST      | INSPECTED PROPERTY | RECHECK SCHEDULED | 02/15/2022 | 08/25/2025       | 09/25/2025       |             | N      |
| ENF 23-0631          | SAGINAW ST    | INSPECTED PROPERTY | CLOSED            | 06/22/2023 | 08/25/2025       |                  | 08/25/2025  | N      |
| ENF 22-0677          | SHIAWASSEE ST | INSPECTED PROPERTY | CLOSED            | 05/19/2022 | 08/26/2025       |                  | 08/26/2025  | VAC    |
| ENF 21-0307          | WASHINGTON ST | INSPECTED PROPERTY | RECHECK SCHEDULED | 03/03/2021 | 08/28/2025       | 09/29/2025       |             | COMM   |
| <b>Total Entries</b> |               |                    |                   | <b>7</b>   |                  |                  |             |        |

**BUILDING VIOLATIONS**

|                      |            |                    |                   |            |            |            |            |                 |
|----------------------|------------|--------------------|-------------------|------------|------------|------------|------------|-----------------|
| ENF 25-0088          | MAIN ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 02/05/2025 | 08/05/2025 | 10/06/2025 |            | COMM            |
| ENF 24-1236          | GREEN ST   | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/06/2024 | 08/11/2025 | 09/08/2025 |            | VACANT          |
| ENF 25-0221          | GENESEE ST | INSPECTED PROPERTY | RECHECK SCHEDULED | 03/18/2025 | 08/18/2025 | 09/08/2025 |            | VACANT          |
| ENF 25-0346          | CHIPMAN ST | INSPECTED PROPERTY | RECHECK SCHEDULED | 04/29/2025 | 08/18/2025 | 09/04/2025 |            | N               |
| ENF 25-0477          | YOUNG ST   | INSPECTED PROPERTY | RECHECK SCHEDULED | 05/20/2025 | 08/19/2025 | 09/22/2025 |            | VACANT<br>HOUSE |
| ENF 25-0730          | CEDAR ST   | INSPECTED PROPERTY | RECHECK SCHEDULED | 07/31/2025 | 08/19/2025 | 09/04/2025 |            | N               |
| ENF 25-0772          | ADAMS ST   | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/11/2025 | 08/19/2025 | 09/02/2025 |            | Y               |
| ENF 25-0801          | WILLOW ST  | INSPECTED PROPERTY | CLOSED            | 08/19/2025 | 08/26/2025 |            | 08/26/2025 | N               |
| ENF 25-0814          | TRACY ST   | INSPECTED PROPERTY | CLOSED            | 08/21/2025 | 09/02/2025 |            | 09/02/2025 | N               |
| ENF 25-0827          | CHIPMAN ST | INSPECTED PROPERTY | CLOSED            | 08/25/2025 | 09/02/2025 |            | 09/02/2025 | N               |
| <b>Total Entries</b> |            |                    |                   | <b>10</b>  |            |            |            |                 |

**BUSHES-SIDEWALK VISIBILITY**

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| ENF 25-0744           | SHIAWASSEE ST | RESOLVED           | CLOSED            | 08/05/2025 | 08/05/2025       |                  | 08/06/2025  | Y      |
|                       |               |                    | Total Entries     | 1          |                  |                  |             |        |
| CHICKENS/DUCKS        |               |                    |                   |            |                  |                  |             |        |
| ENF 24-1281           | FREDERICK ST  | INSPECTED PROPERTY | CLOSED            | 08/13/2024 | 08/18/2025       |                  | 08/18/2025  | N      |
| ENF 25-0323           | RIDGE ST      | INSPECTED PROPERTY | LEGAL ACTION      | 04/21/2025 | 08/20/2025       | 09/18/2025       |             | N      |
|                       |               |                    | Total Entries     | 2          |                  |                  |             |        |
| EXTERIOR PAINT/SIDING |               |                    |                   |            |                  |                  |             |        |
| ENF 24-0981           | LANSING ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/10/2024 | 08/18/2025       | 09/29/2025       |             | Y      |
|                       |               |                    | Total Entries     | 1          |                  |                  |             |        |
| FENCE VIOLATION       |               |                    |                   |            |                  |                  |             |        |
| ENF 25-0513           | RYAN ST       | RESOLVED           | CLOSED            | 05/29/2025 | 08/04/2025       |                  | 08/04/2025  | N      |
| ENF 25-0811           | ALGER AVE     | OBTAINED PERMIT    | CLOSED            | 08/20/2025 | 08/26/2025       |                  | 08/26/2025  | N      |
|                       |               |                    | Total Entries     | 2          |                  |                  |             |        |
| FIRE DAMAGE           |               |                    |                   |            |                  |                  |             |        |
| ENF 24-1816           | GUTE ST       | INSPECTED PROPERTY | RECHECK SCHEDULED | 11/08/2024 | 08/04/2025       | 09/04/2025       |             | VACANT |
|                       |               |                    | Total Entries     | 1          |                  |                  |             |        |
| FRONT YARD PARKING    |               |                    |                   |            |                  |                  |             |        |
| ENF 25-0676           | GOULD ST      | LETTER SENT        | CLOSED            | 07/15/2025 | 08/05/2025       |                  | 08/05/2025  | N      |
| ENF 25-0699           | SUMMIT ST     | RESOLVED           | CLOSED            | 07/22/2025 | 08/05/2025       |                  | 08/05/2025  | N      |
| ENF 25-0663           | HUNTINGTON DR | RESOLVED           | CLOSED            | 07/14/2025 | 08/11/2025       |                  | 08/11/2025  | N      |
| ENF 25-0724           | CHIPMAN ST    | INSPECTED PROPERTY | CLOSED            | 07/29/2025 | 08/12/2025       |                  | 08/12/2025  | N      |
| ENF 25-0749           | CHIPMAN ST    | RESOLVED           | CLOSED            | 08/06/2025 | 08/12/2025       |                  | 08/12/2025  | N      |

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| ENF 25-0695       | MASON ST      | RESOLVED           | CLOSED            | 07/21/2025 | 08/19/2025       |                  | 08/19/2025  | N      |
| ENF 25-0719       | ADAMS ST      | RESOLVED           | CLOSED            | 07/29/2025 | 08/19/2025       |                  | 08/19/2025  | N      |
| ENF 25-0785       | FREDERICK ST  | RESOLVED           | CLOSED            | 08/12/2025 | 08/19/2025       |                  | 08/19/2025  | Y      |
| ENF 25-0553       | SHIAWASSEE ST | INSPECTED PROPERTY | RE-OPENED         | 06/09/2025 | 08/26/2025       | 09/03/2025       |             | N      |
| ENF 25-0804       | STEWART ST    | LETTER SENT        | RECHECK SCHEDULED | 08/19/2025 | 08/26/2025       | 09/09/2025       |             | Y      |
| ENF 25-0812       | KING ST       | RESOLVED           | CLOSED            | 08/20/2025 | 08/26/2025       |                  | 08/26/2025  | N      |
| Total Entries     |               |                    |                   | 11         |                  |                  |             |        |
| FURNITURE OUTSIDE |               |                    |                   |            |                  |                  |             |        |
| ENF 25-0746       | DEWEY ST      | RESOLVED           | CLOSED            | 08/05/2025 | 08/11/2025       |                  | 08/11/2025  | N      |
| ENF 25-0758       | PINE ST       | RESOLVED           | CLOSED            | 08/07/2025 | 08/12/2025       |                  | 08/12/2025  | Y      |
| ENF 25-0650       | CORUNNA AVE   | RESOLVED           | CLOSED            | 07/09/2025 | 08/19/2025       |                  | 08/19/2025  | N      |
| Total Entries     |               |                    |                   | 3          |                  |                  |             |        |
| GARBAGE & DEBRIS  |               |                    |                   |            |                  |                  |             |        |
| ENF 25-0470       | MACK ST       | RESOLVED           | CLOSED            | 05/19/2025 | 08/04/2025       |                  | 08/04/2025  | N      |
| ENF 23-1355       | WILLIAMS ST   | INSPECTED PROPERTY | RECHECK SCHEDULED | 12/12/2023 | 08/05/2025       | 09/04/2025       |             | N      |
| ENF 25-0604       | COMSTOCK ST   | INSPECTED PROPERTY | CLOSED            | 06/25/2025 | 08/06/2025       |                  | 08/06/2025  | N      |
| ENF 25-0710       | AMENT ST      | RESOLVED           | CLOSED            | 07/23/2025 | 08/06/2025       |                  | 08/06/2025  | Y      |
| ENF 24-0008       | CORUNNA AVE   | INSPECTED PROPERTY | CLOSED            | 01/04/2024 | 08/07/2025       |                  | 08/07/2025  | N      |
| ENF 25-0726       | KENWOOD DR    | RESOLVED           | CLOSED            | 07/29/2025 | 08/19/2025       |                  | 08/19/2025  | N      |
| ENF 25-0759       | OLIVER ST     | INSPECTED PROPERTY | CLOSED            | 08/07/2025 | 08/19/2025       |                  | 08/19/2025  | N      |
| ENF 25-0679       | CHIPMAN ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 07/16/2025 | 08/20/2025       | 09/03/2025       |             | N      |
| ENF 24-1991       | BRANDON ST    | RESOLVED           | CLOSED            | 12/19/2024 | 08/25/2025       |                  | 08/25/2025  | Y      |

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| ENF 25-0621                | STEWART ST  | INSPECTED PROPERTY | PARTIALLY RESOLVED | 07/07/2025    | 08/25/2025       | 09/08/2025       |             | Y      |
| ENF 25-0634                | CHIPMAN ST  | INSPECTED PROPERTY | PARTIALLY RESOLVED | 07/07/2025    | 08/25/2025       | 09/08/2025       |             | COMM   |
| ENF 25-0771                | SOUTH ST    | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/11/2025    | 08/25/2025       | 09/08/2025       |             | N      |
| ENF 24-0614                | KENWOOD DR  | INSPECTED PROPERTY | PENDING 1ST TICKET | 04/04/2024    | 08/26/2025       | 09/09/2025       |             | N      |
| ENF 25-0670                | LINGLE AVE  | INSPECTED PROPERTY | CLOSED             | 07/15/2025    | 08/26/2025       |                  | 08/26/2025  | N      |
| ENF 25-0696                | YOUNG ST    | INSPECTED PROPERTY | RECHECK SCHEDULED  | 07/22/2025    | 08/26/2025       | 09/09/2025       |             | N      |
| ENF 25-0750                | FLETCHER ST | RESOLVED           | CLOSED             | 08/06/2025    | 08/26/2025       |                  | 08/26/2025  | Y      |
| ENF 25-0777                | ROBBINS ST  | EMAILED OWNER      | RECHECK SCHEDULED  | 08/12/2025    | 08/26/2025       | 09/22/2025       |             | COMM   |
| ENF 25-0834                | OLIVER ST   | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/26/2025    | 08/26/2025       | 09/03/2025       |             | N      |
| ENF 24-0651                | HOWARD ST   | INSPECTED PROPERTY | RECHECK SCHEDULED  | 04/16/2024    | 08/28/2025       | 09/11/2025       |             | N      |
| ENF 24-1508                | FLETCHER ST | INSPECTED PROPERTY | RECHECK SCHEDULED  | 09/23/2024    | 08/28/2025       | 09/11/2025       |             | N      |
| ENF 25-0786                | TRACY ST    | INSPECTED PROPERTY | CLOSED             | 08/12/2025    | 08/28/2025       |                  | 08/28/2025  | N      |
| ENF 25-0809                | STEWART ST  | RESOLVED           | CLOSED             | 08/20/2025    | 09/02/2025       |                  | 09/02/2025  | Y      |
|                            |             |                    |                    | Total Entries | 22               |                  |             |        |
| <u>GARBAGE CANS</u>        |             |                    |                    |               |                  |                  |             |        |
| ENF 25-0740                | ADAMS ST    | RESOLVED           | CLOSED             | 08/04/2025    | 08/11/2025       |                  | 08/11/2025  | N      |
| ENF 25-0823                | ISHAM ST    | RESOLVED           | CLOSED             | 08/25/2025    | 08/25/2025       |                  | 08/25/2025  | N      |
|                            |             |                    |                    | Total Entries | 2                |                  |             |        |
| <u>GARBAGE/JUNK IN ROW</u> |             |                    |                    |               |                  |                  |             |        |
| ENF 25-0714                | PINE ST     | RESOLVED           | CLOSED             | 07/28/2025    | 08/04/2025       |                  | 08/04/2025  | Y      |
| ENF 25-0703                | DEWEY ST    | RESOLVED           | CLOSED             | 07/22/2025    | 08/05/2025       |                  | 08/05/2025  | N      |

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| ENF 25-0709 | GREEN ST      | RESOLVED        | CLOSED         | 07/23/2025 | 08/05/2025       |                  | 08/05/2025  | Y      |
| ENF 25-0720 | SUMMIT ST     | RESOLVED        | CLOSED         | 07/29/2025 | 08/05/2025       |                  | 08/05/2025  | N      |
| ENF 25-0721 | OLIVER ST     | RESOLVED        | CLOSED         | 07/29/2025 | 08/05/2025       |                  | 08/05/2025  | N      |
| ENF 25-0731 | JEROME AVE    | RESOLVED        | CLOSED         | 07/31/2025 | 08/05/2025       |                  | 08/05/2025  | N      |
| ENF 25-0732 | CORUNNA AVE   | RESOLVED        | CLOSED         | 07/31/2025 | 08/05/2025       |                  | 08/05/2025  | Y      |
| ENF 25-0723 | CEDAR ST      | RESOLVED        | CLOSED         | 07/29/2025 | 08/06/2025       |                  | 08/06/2025  | N      |
| ENF 25-0739 | ADAMS ST      | RESOLVED        | CLOSED         | 08/04/2025 | 08/11/2025       |                  | 08/11/2025  | Y      |
| ENF 25-0743 | WASHINGTON ST | RESOLVED        | CLOSED         | 08/04/2025 | 08/11/2025       |                  | 08/11/2025  | N      |
| ENF 25-0753 | MAIN ST       | RESOLVED        | CLOSED         | 08/06/2025 | 08/11/2025       |                  | 08/12/2025  | Y      |
| ENF 25-0675 | CLINTON ST    | RESOLVED        | CLOSED         | 07/15/2025 | 08/12/2025       |                  | 08/12/2025  | Y      |
| ENF 25-0717 | STEWART ST    | RESOLVED        | CLOSED         | 07/28/2025 | 08/12/2025       |                  | 08/12/2025  | Y      |
| ENF 25-0754 | STRATFORD DR  | RESOLVED        | CLOSED         | 08/06/2025 | 08/12/2025       |                  | 08/12/2025  | N      |
| ENF 25-0748 | AMENT ST      | RESOLVED        | CLOSED         | 08/06/2025 | 08/13/2025       |                  | 08/13/2025  | Y      |
| ENF 25-0752 | PINE ST       | RESOLVED        | CLOSED         | 08/06/2025 | 08/13/2025       |                  | 08/13/2025  | Y      |
| ENF 25-0690 | PINE ST       | RESOLVED        | CLOSED         | 07/21/2025 | 08/18/2025       |                  | 08/18/2025  | Y      |
| ENF 25-0761 | SUMMIT ST     | RESOLVED        | CLOSED         | 08/11/2025 | 08/18/2025       |                  | 08/18/2025  | N      |
| ENF 25-0762 | HUNTINGTON DR | RESOLVED        | CLOSED         | 08/11/2025 | 08/18/2025       |                  | 08/18/2025  | N      |
| ENF 25-0765 | STEWART ST    | RESOLVED        | CLOSED         | 08/11/2025 | 08/18/2025       |                  | 08/18/2025  | N      |
| ENF 25-0766 | CASS ST       | RESOLVED        | CLOSED         | 08/11/2025 | 08/18/2025       |                  | 08/18/2025  | Y      |
| ENF 25-0768 | PRINDLE ST    | RESOLVED        | CLOSED         | 08/11/2025 | 08/18/2025       |                  | 08/18/2025  | N      |
| ENF 25-0770 | CEDAR ST      | RESOLVED        | CLOSED         | 08/11/2025 | 08/18/2025       |                  | 08/18/2025  | Y      |

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| ENF 25-0713 | ELIZABETH ST  | RESOLVED           | CLOSED            | 07/28/2025 | 08/19/2025       |                  | 08/19/2025  | Y      |
| ENF 25-0745 | ADAMS ST      | RESOLVED           | CLOSED            | 08/05/2025 | 08/19/2025       |                  | 08/19/2025  | Y      |
| ENF 25-0776 | KING ST       | RESOLVED           | CLOSED            | 08/12/2025 | 08/19/2025       |                  | 08/19/2025  | N      |
| ENF 25-0781 | STEWART ST    | RESOLVED           | CLOSED            | 08/12/2025 | 08/19/2025       |                  | 08/19/2025  | Y      |
| ENF 25-0784 | DEWEY ST      | RESOLVED           | CLOSED            | 08/12/2025 | 08/19/2025       |                  | 08/19/2025  | Y      |
| ENF 25-0734 | STEWART ST    | RESOLVED           | CLOSED            | 08/04/2025 | 08/20/2025       |                  | 08/20/2025  | Y      |
| ENF 25-0788 | WATER ST      | RESOLVED           | CLOSED            | 08/13/2025 | 08/20/2025       |                  | 08/20/2025  | N      |
| ENF 25-0649 | COMSTOCK ST   | RESOLVED           | CLOSED            | 07/09/2025 | 08/21/2025       |                  | 08/21/2025  | N      |
| ENF 25-0741 | HICKORY ST    | RESOLVED           | CLOSED            | 08/04/2025 | 08/21/2025       |                  | 08/21/2025  | N      |
| ENF 25-0747 | HOWELL ST     | RESOLVED           | CLOSED            | 08/05/2025 | 08/21/2025       |                  | 08/21/2025  | N      |
| ENF 25-0632 | PINE ST       | LETTER SENT        | RECHECK SCHEDULED | 07/07/2025 | 08/26/2025       | 09/09/2025       |             | N      |
| ENF 25-0774 | WASHINGTON ST | RESOLVED           | CLOSED            | 08/12/2025 | 08/26/2025       |                  | 08/26/2025  | N      |
| ENF 25-0799 | KING ST       | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/19/2025 | 08/26/2025       | 09/03/2025       |             | Y      |
| ENF 25-0807 | STEWART ST    | RESOLVED           | CLOSED            | 08/20/2025 | 08/26/2025       |                  | 08/26/2025  | N      |
| ENF 25-0815 | SAGINAW ST    | RESOLVED           | CLOSED            | 08/21/2025 | 08/26/2025       |                  | 08/26/2025  | N      |
| ENF 25-0818 | HICKORY ST    | RESOLVED           | CLOSED            | 08/21/2025 | 08/26/2025       |                  | 08/26/2025  | N      |
| ENF 25-0819 | MAIN ST       | RESOLVED           | RECHECK SCHEDULED | 08/21/2025 | 08/26/2025       |                  | 08/26/2025  | N      |
| ENF 25-0832 | CHIPMAN ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/26/2025 | 08/26/2025       | 09/03/2025       |             | N      |
| ENF 25-0833 | WALNUT ST     | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/26/2025 | 08/26/2025       | 09/03/2025       |             | Y      |
| ENF 25-0806 | KING ST       | RESOLVED           | CLOSED            | 08/19/2025 | 08/27/2025       |                  | 08/27/2025  | N      |

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| ENF 25-0810 | BROADWAY AVE | LETTER SENT        | RECHECK SCHEDULED | 08/20/2025 | 08/27/2025       | 09/04/2025       |             | N      |
| ENF 25-0836 | CLYDE ST     | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/27/2025 | 08/27/2025       | 09/03/2025       |             | N      |
| ENF 25-0837 | DEWEY ST     | INSPECTED PROPERTY | RECHECK SCHEDULED | 08/27/2025 | 08/27/2025       | 09/03/2025       |             | N      |
| ENF 25-0790 | OLMSTEAD ST  | RESOLVED           | CLOSED            | 08/13/2025 | 08/28/2025       |                  | 08/28/2025  | N      |
| ENF 25-0813 | FLETCHER ST  | RESOLVED           | CLOSED            | 08/21/2025 | 08/28/2025       |                  | 08/28/2025  |        |
| ENF 25-0783 | ADAMS ST     | INSPECTED PROPERTY | CLOSED            | 08/12/2025 | 09/02/2025       |                  | 09/02/2025  | N      |
| ENF 25-0805 | RANDOLPH ST  | INSPECTED PROPERTY | CLOSED            | 08/19/2025 | 09/02/2025       |                  | 09/02/2025  | N      |
| ENF 25-0826 | WILKINSON ST | RESOLVED           | CLOSED            | 08/25/2025 | 09/02/2025       |                  | 09/02/2025  | N      |
| ENF 25-0829 | DEWEY ST     | EMAILED OWNER      | RECHECK SCHEDULED | 08/25/2025 | 09/02/2025       | 09/09/2025       |             | Y      |
| ENF 25-0830 | PINE ST      | RESOLVED           | CLOSED            | 08/26/2025 | 09/02/2025       |                  | 09/02/2025  | N      |
| ENF 25-0831 | PINE ST      | RESOLVED           | CLOSED            | 08/26/2025 | 09/02/2025       |                  | 09/02/2025  | Y      |

|                      |           |
|----------------------|-----------|
| <b>Total Entries</b> | <b>54</b> |
|----------------------|-----------|

**HDC - NOTICE OF VIOLATION**

|             |             |                    |                   |            |            |            |  |      |
|-------------|-------------|--------------------|-------------------|------------|------------|------------|--|------|
| ENF 24-1717 | EXCHANGE ST | INSPECTED PROPERTY | RECHECK SCHEDULED | 10/24/2024 | 08/28/2025 | 09/29/2025 |  | COMM |
|-------------|-------------|--------------------|-------------------|------------|------------|------------|--|------|

|                      |          |
|----------------------|----------|
| <b>Total Entries</b> | <b>1</b> |
|----------------------|----------|

**HEALTH & SAFETY**

|             |             |                    |                   |            |            |            |            |     |
|-------------|-------------|--------------------|-------------------|------------|------------|------------|------------|-----|
| ENF 25-0701 | MAIN ST     | INSPECTED PROPERTY | CLOSED            | 07/22/2025 | 08/07/2025 |            | 08/29/2025 | N   |
| ENF 25-0702 | MAIN ST     | INSPECTED PROPERTY | CLOSED            | 07/22/2025 | 08/07/2025 |            | 08/29/2025 | N   |
| ENF 21-0921 | CORUNNA AVE | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/23/2021 | 08/11/2025 | 09/11/2025 |            | VAC |

|                      |          |
|----------------------|----------|
| <b>Total Entries</b> | <b>3</b> |
|----------------------|----------|

**HOUSE FIRE**

|             |           |                    |        |            |            |  |            |   |
|-------------|-----------|--------------------|--------|------------|------------|--|------------|---|
| ENF 25-0733 | PEARCE ST | INSPECTED PROPERTY | CLOSED | 08/01/2025 | 07/31/2025 |  | 08/01/2025 | Y |
|-------------|-----------|--------------------|--------|------------|------------|--|------------|---|

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| Enf. Number                  | Address       | Previous Status    | Current Status    | Filed      | Last Action Date | Next Action Date | Date Closed | Rental       |
|------------------------------|---------------|--------------------|-------------------|------------|------------------|------------------|-------------|--------------|
| ENF 24-1057                  | CASS ST       | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/25/2024 | 08/18/2025       | 09/18/2025       |             | N            |
|                              |               |                    | Total Entries     | 2          |                  |                  |             |              |
| IMMINENT DANGER OF STRUCTURE |               |                    |                   |            |                  |                  |             |              |
| ENF 25-0609                  | MAIN ST       | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/25/2025 | 08/11/2025       | 09/11/2025       |             | COMM         |
| ENF 22-0059                  | DEWEY ST      | INSPECTED PROPERTY | RECHECK SCHEDULED | 01/21/2022 | 08/26/2025       | 09/17/2025       |             | VAC          |
|                              |               |                    | Total Entries     | 2          |                  |                  |             |              |
| LAWN MAINTENANCE             |               |                    |                   |            |                  |                  |             |              |
| ENF 25-0421                  | SHIAWASSEE ST | RESOLVED           | CLOSED            | 05/15/2025 | 08/06/2025       |                  | 08/06/2025  | Y            |
| ENF 25-0430                  | FLETCHER ST   | RESOLVED           | CLOSED            | 05/15/2025 | 08/06/2025       |                  | 08/06/2025  | N            |
| ENF 25-0700                  | WOODLAWN AVE  | RESOLVED           | CLOSED            | 07/22/2025 | 08/06/2025       |                  | 08/06/2025  | VACANT       |
| ENF 25-0706                  | CORUNNA AVE   | RESOLVED           | CLOSED            | 07/23/2025 | 08/06/2025       |                  | 08/06/2025  | N            |
| ENF 25-0792                  | BROADWAY AVE  | INSPECTED PROPERTY | CLOSED            | 08/18/2025 | 08/18/2025       |                  | 08/18/2025  | N            |
| ENF 25-0782                  | WASHINGTON ST | RESOLVED           | CLOSED            | 08/12/2025 | 08/19/2025       |                  | 08/19/2025  | VACANT LOT   |
| ENF 25-0440                  | MAIN ST       | INSPECTED PROPERTY | RECHECK SCHEDULED | 05/15/2025 | 08/20/2025       | 09/03/2025       |             | VACANT HOUSE |
| ENF 25-0516                  | CEDAR ST      | INSPECTED PROPERTY | RECHECK SCHEDULED | 05/29/2025 | 08/20/2025       | 09/03/2025       |             | VACANT LOT   |
| ENF 25-0548                  | MASON ST      | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/09/2025 | 08/20/2025       | 09/03/2025       |             | Y            |
| ENF 25-0728                  | BALL ST       | INSPECTED PROPERTY | RECHECK SCHEDULED | 07/30/2025 | 08/20/2025       | 09/03/2025       |             |              |
| ENF 25-0592                  | STEWART ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/24/2025 | 08/25/2025       | 09/03/2025       |             | Y            |
| ENF 25-0824                  | FREDERICK ST  | LETTER SENT        | RECHECK SCHEDULED | 08/25/2025 | 08/25/2025       | 09/03/2025       |             | Y            |
| ENF 25-0424                  | SHIAWASSEE ST | INSPECTED PROPERTY | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | IND          |

09/02/25

**Code Enforcement Activity**  
**AUGUST 2025**

10/16

| Enf. Number | Address      | Previous Status          | Current Status    | Filed      | Last Action Date | Next Action Date | Date Closed | Rental       |
|-------------|--------------|--------------------------|-------------------|------------|------------------|------------------|-------------|--------------|
| ENF 25-0426 | DEWEY ST     | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | VACANT       |
| ENF 25-0427 | ELM ST       | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | VACANT LOT   |
| ENF 25-0433 | CEDAR ST     | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | VACANT LOT   |
| ENF 25-0435 | PARK ST      | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | VACANT LOT   |
| ENF 25-0436 | BROADWAY AVE | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | N            |
| ENF 25-0437 | MCMILLAN AVE | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | IND          |
| ENF 25-0439 | MASON ST     | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | VACANT LOT   |
| ENF 25-0442 | ADAMS ST     | REF TO MOWING CONTRACTOR | RECHECK SCHEDULED | 05/15/2025 | 08/27/2025       | 09/03/2025       |             | VACANT HOUSE |
| ENF 25-0445 | PINE ST      | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/19/2025 | 08/27/2025       | 09/03/2025       |             | VACANT HOUSE |
| ENF 25-0456 | STATE ST     | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/19/2025 | 08/27/2025       | 09/03/2025       |             | N            |
| ENF 25-0473 | DIVISION ST  | INSPECTED PROPERTY       | CLOSED            | 05/20/2025 | 08/27/2025       |                  | 09/02/2025  | N            |
| ENF 25-0484 | ALGER AVE    | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/20/2025 | 08/27/2025       | 09/03/2025       |             | Y            |
| ENF 25-0494 | CEDAR ST     | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/21/2025 | 08/27/2025       | 09/03/2025       |             | VACANT LOT   |
| ENF 25-0500 | STATE        | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/28/2025 | 08/27/2025       | 09/03/2025       |             | VACANT LOT   |
| ENF 25-0511 | GENESEE ST   | INSPECTED PROPERTY       | RECHECK SCHEDULED | 05/29/2025 | 08/27/2025       | 09/03/2025       |             | VACANT HOUSE |
| ENF 25-0517 | BROADWAY AVE | INSPECTED PROPERTY       | RECHECK SCHEDULED | 06/02/2025 | 08/27/2025       | 09/03/2025       |             | N            |
| ENF 25-0535 | PEARCE ST    | INSPECTED PROPERTY       | RECHECK SCHEDULED | 06/04/2025 | 08/27/2025       | 09/10/2025       |             | VACANT HOUSE |
| ENF 25-0606 | CHIPMAN ST   | INSPECTED PROPERTY       | RECHECK SCHEDULED | 06/25/2025 | 08/27/2025       | 09/10/2025       |             | IND          |

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|---------------------|---------------|--------------------|--------------------|------------|------------------|------------------|-------------|--------------|
| ENF 25-0715         | HICKORY ST    | INSPECTED PROPERTY | CLOSED             | 07/28/2025 | 08/27/2025       |                  | 08/27/2025  | Y            |
| ENF 25-0729         | WEST ST       | RESOLVED           | CLOSED             | 07/31/2025 | 08/27/2025       |                  | 08/27/2025  | VACANT LOT   |
| ENF 25-0791         | ISHAM ST      | INSPECTED PROPERTY | CLOSED             | 08/18/2025 | 08/27/2025       |                  | 08/27/2025  | N            |
| ENF 25-0796         | BROADWAY AVE  | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/18/2025 | 08/27/2025       | 09/03/2025       |             | N            |
| ENF 25-0798         | RYAN ST       | RESOLVED           | CLOSED             | 08/18/2025 | 08/27/2025       |                  | 08/27/2025  | N            |
| ENF 25-0802         | STEWART ST    | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/19/2025 | 08/27/2025       | 09/03/2025       |             | N            |
|                     |               |                    | Total Entries      | 37         |                  |                  |             |              |
| LIGHTING VIOLATION  |               |                    |                    |            |                  |                  |             |              |
| ENF 25-0718         | SUMMIT ST     | INSPECTED PROPERTY | CLOSED             | 07/29/2025 | 08/18/2025       |                  | 08/18/2025  | N            |
|                     |               |                    | Total Entries      | 1          |                  |                  |             |              |
| MULTIPLE VIOLATIONS |               |                    |                    |            |                  |                  |             |              |
| ENF 25-0035         | ADAMS ST      | INSPECTED PROPERTY | RECHECK SCHEDULED  | 01/14/2025 | 08/04/2025       | 09/04/2025       |             | N            |
| ENF 25-0162         | FLETCHER ST   | INSPECTED PROPERTY | RECHECK SCHEDULED  | 03/04/2025 | 08/04/2025       | 09/04/2025       |             | N            |
| ENF 25-0471         | SHIAWASSEE ST | INSPECTED PROPERTY | CLOSED             | 05/19/2025 | 08/04/2025       |                  | 08/04/2025  | Y            |
| ENF 25-0687         | PARK ST       | RESOLVED           | CLOSED             | 07/21/2025 | 08/04/2025       |                  | 08/04/2025  | N            |
| ENF 25-0330         | OLIVER ST     | INSPECTED PROPERTY | CLOSED             | 04/23/2025 | 08/05/2025       |                  | 08/05/2025  | VAC          |
| ENF 24-0091         | STATE ST      | INSPECTED PROPERTY | RESOLVED           | 02/06/2024 | 08/06/2025       |                  | 08/06/2025  | N            |
| ENF 25-0678         | GENESEE ST    | INSPECTED PROPERTY | CLOSED             | 07/16/2025 | 08/06/2025       |                  | 08/06/2025  | VACANT HOUSE |
| ENF 25-0063         | GRAND AVE     | INSPECTED PROPERTY | CLOSED             | 02/03/2025 | 08/11/2025       |                  | 08/11/2025  | N            |
| ENF 21-1578         | ROBBINS ST    | INSPECTED PROPERTY | RECHECK SCHEDULED  | 10/14/2021 | 08/12/2025       | 09/22/2025       |             | COMM         |
| ENF 23-1352         | CHIPMAN ST    | OBTAINED PERMIT    | CLOSED             | 12/12/2023 | 08/18/2025       |                  | 08/18/2025  | N            |

**Code Enforcement Activity**  
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|-------------|---------------|--------------------|--------------------|------------|------------------|------------------|-------------|------------|
| ENF 24-0140 | MELINDA AVE   | RESOLVED           | CLOSED             | 02/21/2024 | 08/18/2025       |                  | 08/18/2025  | Y          |
| ENF 25-0173 | BROADWAY AVE  | INSPECTED PROPERTY | RECHECK SCHEDULED  | 03/05/2025 | 08/18/2025       | 09/04/2025       |             | N          |
| ENF 25-0628 | WRIGHT AVE    | INSPECTED PROPERTY | RECHECK SCHEDULED  | 07/07/2025 | 08/18/2025       | 09/15/2025       |             | N          |
| ENF 25-0666 | MACK ST       | INSPECTED PROPERTY | PARTIALLY RESOLVED | 07/14/2025 | 08/18/2025       | 09/08/2025       |             | N          |
| ENF 25-0508 | BROADWAY AVE  | INSPECTED PROPERTY | RECHECK SCHEDULED  | 05/29/2025 | 08/19/2025       | 10/13/2025       |             | N          |
| ENF 25-0642 | RANDOLPH ST   | RESOLVED           | CLOSED             | 07/09/2025 | 08/19/2025       |                  | 08/19/2025  | Y          |
| ENF 24-0495 | OLIVER ST     | INSPECTED PROPERTY | RECHECK SCHEDULED  | 03/19/2024 | 08/20/2025       | 09/17/2025       |             | N          |
| ENF 24-0907 | PINE ST       | INSPECTED PROPERTY | RECHECK SCHEDULED  | 05/23/2024 | 08/20/2025       | 09/10/2025       |             | VAC        |
| ENF 24-1262 | LINGLE AVE    | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/08/2024 | 08/21/2025       | 09/04/2025       |             | N          |
| ENF 24-1867 | LINGLE AVE    | INSPECTED PROPERTY | PARTIALLY RESOLVED | 11/19/2024 | 08/25/2025       | 09/15/2025       |             | N          |
| ENF 25-0474 | DIMMICK ST    | RESOLVED           | CLOSED             | 05/20/2025 | 08/25/2025       |                  | 08/25/2025  | N          |
| ENF 25-0647 | HOWELL ST     | INSPECTED PROPERTY | RECHECK SCHEDULED  | 07/09/2025 | 08/25/2025       | 09/08/2025       |             | N          |
| ENF 25-0662 | WOODLAWN AVE  | INSPECTED PROPERTY | RECHECK SCHEDULED  | 07/14/2025 | 08/25/2025       | 09/08/2025       |             | N          |
| ENF 25-0735 | MAIN ST       | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/04/2025 | 08/25/2025       | 09/08/2025       |             | N          |
| ENF 25-0737 | STEWART ST    | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/04/2025 | 08/25/2025       | 09/08/2025       |             | VACANT LOT |
| ENF 25-0764 | CORUNNA AVE   | OBTAINED PERMIT    | RECHECK SCHEDULED  | 08/11/2025 | 08/25/2025       | 09/08/2025       |             | COMM       |
| ENF 25-0769 | SHIAWASSEE ST | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/11/2025 | 08/25/2025       | 09/08/2025       |             | Y          |
| ENF 25-0808 | CLYDE ST      | CONTACT WITH OWNER | EXTENSION GRANTED  | 08/20/2025 | 08/25/2025       | 09/25/2025       |             | N          |
| ENF 25-0822 | ISHAM ST      | LETTER SENT        | RECHECK SCHEDULED  | 08/25/2025 | 08/25/2025       | 09/08/2025       |             | N          |
| ENF 25-0825 | HICKORY ST    | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/25/2025 | 08/25/2025       | 09/08/2025       |             | N          |

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|-------------|--------------|--------------------|--------------------|------------|------------------|------------------|-------------|--------|
| ENF 23-0156 | CHIPMAN ST   | INSPECTED PROPERTY | RECHECK SCHEDULED  | 02/16/2023 | 08/26/2025       | 09/10/2025       |             | N      |
| ENF 25-0147 | KRUST DR     | INSPECTED PROPERTY | RECHECK SCHEDULED  | 03/03/2025 | 08/26/2025       | 09/29/2025       |             | N      |
| ENF 25-0164 | CORUNNA AVE  | INSPECTED PROPERTY | RECHECK SCHEDULED  | 03/04/2025 | 08/26/2025       | 09/29/2025       |             | Y      |
| ENF 25-0656 | MAIN ST      | INSPECTED PROPERTY | RECHECK SCHEDULED  | 07/10/2025 | 08/26/2025       | 09/16/2025       |             | N      |
| ENF 25-0697 | CENTER ST    | INSPECTED PROPERTY | PARTIALLY RESOLVED | 07/22/2025 | 08/26/2025       | 09/16/2025       |             | N      |
| ENF 25-0755 | GRAND AVE    | RESOLVED           | CLOSED             | 08/07/2025 | 08/26/2025       |                  | 08/26/2025  | Y      |
| ENF 25-0778 | STEWART ST   | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/12/2025 | 08/26/2025       | 09/09/2025       |             | N      |
| ENF 25-0779 | STEWART ST   | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/12/2025 | 08/26/2025       | 09/09/2025       |             | N      |
| ENF 25-0795 | WOODLAWN AVE | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/18/2025 | 08/26/2025       | 09/09/2025       |             | N      |
| ENF 25-0531 | BEEHLER ST   | INSPECTED PROPERTY | RECHECK SCHEDULED  | 06/04/2025 | 08/27/2025       | 09/03/2025       |             | VACANT |
| ENF 25-0603 | KING ST      | INSPECTED PROPERTY | RECHECK SCHEDULED  | 06/25/2025 | 08/28/2025       | 09/11/2025       |             | N      |
| ENF 25-0738 | MAIN ST      | INSPECTED PROPERTY | PENDING 1ST TICKET | 08/04/2025 | 09/02/2025       | 09/09/2025       |             | N      |
| ENF 25-0751 | PINE ST      | RESOLVED           | CLOSED             | 08/06/2025 | 09/02/2025       |                  | 09/02/2025  | Y      |
| ENF 25-0767 | OLIVER ST    | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/11/2025 | 09/02/2025       | 09/16/2025       |             | N      |
| ENF 25-0828 | MOORE ST     | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/25/2025 | 09/02/2025       | 09/09/2025       |             | N      |

**Total Entries      45**

**NO BUILDING PERMIT**

|             |               |                    |        |            |            |  |            |   |
|-------------|---------------|--------------------|--------|------------|------------|--|------------|---|
| ENF 25-0780 | SHIAWASSEE ST | INSPECTED PROPERTY | CLOSED | 08/12/2025 | 08/12/2025 |  | 08/19/2025 | Y |
| ENF 25-0789 | OLIVER ST     | INSPECTED PROPERTY | CLOSED | 08/13/2025 | 08/20/2025 |  | 09/02/2025 | N |

**Total Entries      2**

**RENTAL REGISTRATION**

09/02/25

Code Enforcement Activity

14/16

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|----------------------|---------------|--------------------|--------------------|------------|------------------|------------------|-------------|------------|
| ENF 25-0839          | CASS ST       | COMPLAINT LOGGED   | LETTER SENT        | 08/29/2025 | 08/29/2025       | 10/03/2025       |             | Y          |
|                      |               |                    | Total Entries      | 1          |                  |                  |             |            |
| ROW VIOLATIONS       |               |                    |                    |            |                  |                  |             |            |
| ENF 25-0760          | DEWEY ST      | RESOLVED           | CLOSED             | 08/07/2025 | 08/12/2025       |                  | 08/12/2025  | N          |
| ENF 25-0698          | FIFTH ST      | INSPECTED PROPERTY | RECHECK SCHEDULED  | 07/22/2025 | 08/19/2025       | 09/04/2025       |             | N          |
| ENF 25-0787          | CHIPMAN ST    | RESOLVED           | CLOSED             | 08/12/2025 | 08/19/2025       |                  | 08/19/2025  | N          |
| ENF 25-0773          | EXCHANGE ST   | RESOLVED           | CLOSED             | 08/12/2025 | 08/27/2025       |                  | 08/27/2025  | N          |
| ENF 25-0763          | HUNTINGTON DR | LETTER SENT        | RECHECK SCHEDULED  | 08/11/2025 | 09/02/2025       | 09/16/2025       |             | N          |
| ENF 25-0800          | WILLOW ST     | INSPECTED PROPERTY | PARTIALLY RESOLVED | 08/19/2025 | 09/02/2025       | 09/16/2025       |             | Y          |
|                      |               |                    | Total Entries      | 6          |                  |                  |             |            |
| RV/CAMPER VIOLATIONS |               |                    |                    |            |                  |                  |             |            |
| ENF 25-0817          | KING ST       | INSPECTED PROPERTY | RECHECK SCHEDULED  | 08/21/2025 | 08/21/2025       | 09/04/2025       |             | Y          |
|                      |               |                    | Total Entries      | 1          |                  |                  |             |            |
| SIGN VIOLATION       |               |                    |                    |            |                  |                  |             |            |
| ENF 25-0586          | WATER         | INSPECTED PROPERTY | RECHECK SCHEDULED  | 06/23/2025 | 08/04/2025       | 09/04/2025       |             | COMM       |
| ENF 25-0707          | MAIN ST       | RESOLVED           | CLOSED             | 07/23/2025 | 08/06/2025       |                  | 08/06/2025  | VACANT LOT |
| ENF 25-0793          | WASHINGTON ST | RESOLVED           | CLOSED             | 08/18/2025 | 09/02/2025       |                  | 09/02/2025  | COMM       |
| ENF 25-0794          | WASHINGTON    | RESOLVED           | CLOSED             | 08/18/2025 | 09/02/2025       |                  | 09/02/2025  | COMM       |
|                      |               |                    | Total Entries      | 4          |                  |                  |             |            |
| TEMPORARY STRUCTURES |               |                    |                    |            |                  |                  |             |            |
| ENF 25-0079          | APPLEWOOD DR  | INSPECTED PROPERTY | CLOSED             | 02/04/2025 | 08/04/2025       |                  | 08/04/2025  | N          |
| ENF 24-1761          | STEWART ST    | RESOLVED           | CLOSED             | 11/04/2024 | 08/07/2025       |                  | 08/07/2025  | Y          |

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| ENF 24-1013            | WASHINGTON ST | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/17/2024 | 08/18/2025       | 09/30/2025       |             | N            |
| ENF 25-0803            | STEWART ST    | LETTER SENT        | RECHECK SCHEDULED | 08/19/2025 | 08/19/2025       | 09/22/2025       |             | N            |
| ENF 25-0821            | COMSTOCK ST   | LETTER SENT        | RECHECK SCHEDULED | 08/21/2025 | 08/21/2025       | 09/22/2025       |             | N            |
| ENF 25-0820            | GRAND AVE     | CONTACT WITH OWNER | RECHECK SCHEDULED | 08/21/2025 | 08/26/2025       | 10/27/2025       |             | N            |
|                        |               |                    | Total Entries     | 6          |                  |                  |             |              |
| TREES HANGING OVER ROW |               |                    |                   |            |                  |                  |             |              |
| ENF 25-0665            | CHIPMAN ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 07/14/2025 | 08/18/2025       | 09/18/2025       |             | COMM         |
| ENF 25-0775            | OLIVER ST     | RESOLVED           | CLOSED            | 08/12/2025 | 08/19/2025       |                  | 08/19/2025  | N            |
|                        |               |                    | Total Entries     | 2          |                  |                  |             |              |
| VACANT STRUCTURES      |               |                    |                   |            |                  |                  |             |              |
| ENF 24-0728            | ADAMS ST      | INSPECTED PROPERTY | RECHECK SCHEDULED | 05/01/2024 | 08/20/2025       | 09/17/2025       |             | VAC          |
|                        |               |                    | Total Entries     | 1          |                  |                  |             |              |
| VACANT/SQUATTERS       |               |                    |                   |            |                  |                  |             |              |
| ENF 25-0565            | GENESEE ST    | INSPECTED PROPERTY | RECHECK SCHEDULED | 06/12/2025 | 08/06/2025       | 09/03/2025       |             | VACANT HOUSE |
|                        |               |                    | Total Entries     | 1          |                  |                  |             |              |
| VISIBILITY             |               |                    |                   |            |                  |                  |             |              |
| ENF 25-0677            | CASS ST       | INSPECTED PROPERTY | RECHECK SCHEDULED | 07/16/2025 | 08/20/2025       | 09/03/2025       |             | Y            |
|                        |               |                    | Total Entries     | 1          |                  |                  |             |              |
| ZONING                 |               |                    |                   |            |                  |                  |             |              |
| ENF 25-0645            | CLYDE ST      | RESOLVED           | CLOSED            | 07/09/2025 | 08/06/2025       |                  | 08/06/2025  | N            |
| ENF 25-0549            | MAIN ST       | INSPECTED PROPERTY | CLOSED            | 06/09/2025 | 08/25/2025       |                  | 08/25/2025  | COMM         |
|                        |               |                    | Total Entries     | 2          |                  |                  |             |              |

Code Enforcement Activity  
AUGUST 2025

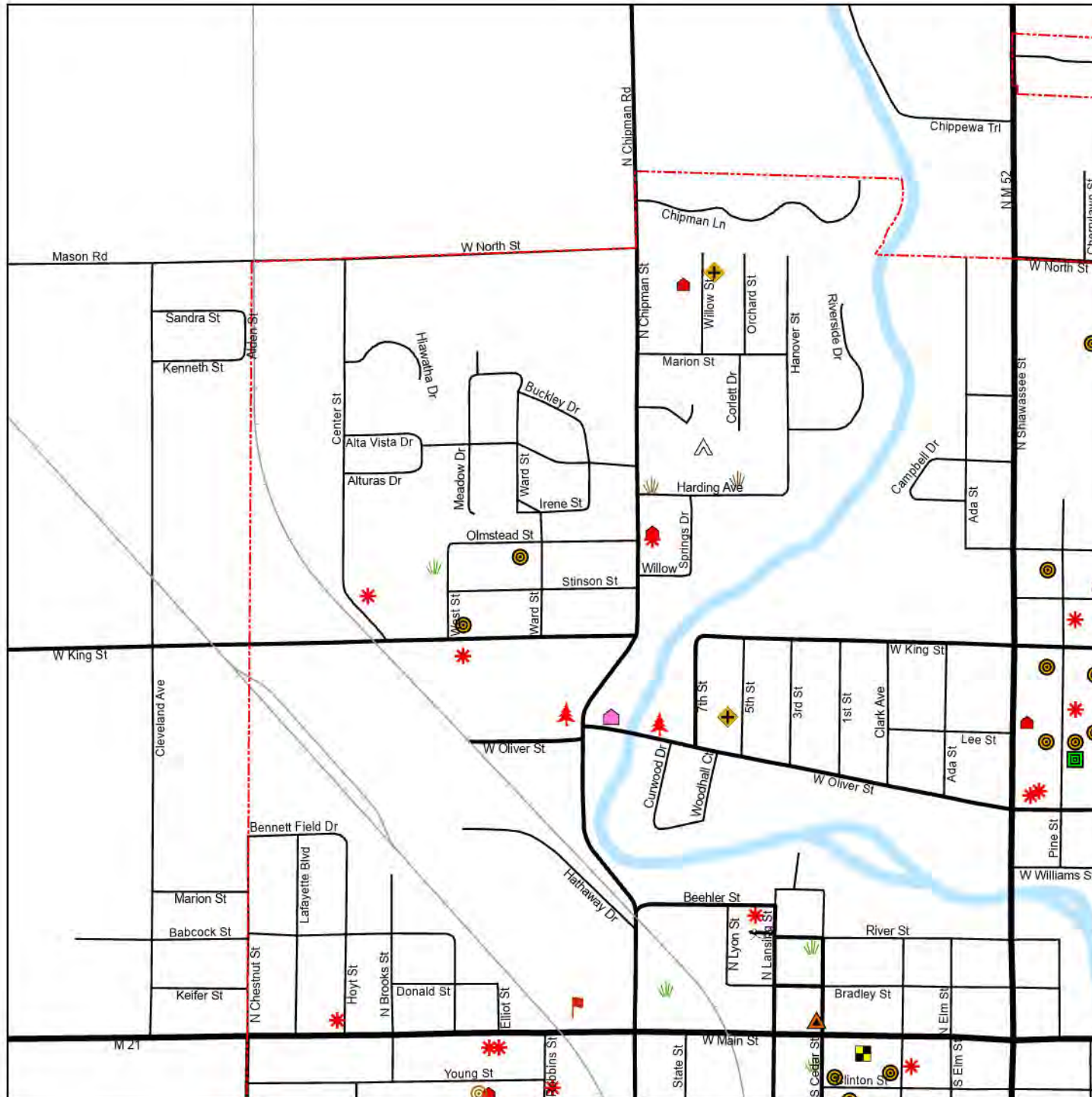
| Enf. Number    | Address | Previous Status | Current Status | Filed | Last Action Date | Next Action Date | Date Closed | Rental |
|----------------|---------|-----------------|----------------|-------|------------------|------------------|-------------|--------|
| Total Records: |         | 247             |                |       | Total Pages:     | 16               |             |        |



# City of Owosso

## Code Enforcement Activity August 2025

### NW Quadrant



#### Category

- Auto Repair/Junk Vehicle
- Brush Piles
- Building Violations
- Furniture Outside
- Garbage & Debris
- Garbage/Junk In ROW
- Imminent Danger Of Structure
- Lawn Maintenance
- Multiple Violations
- No Building Permit
- ROW Violations
- Sign Violation
- Temporary Structures
- Trees Hanging Over ROW
- Zoning

#### Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

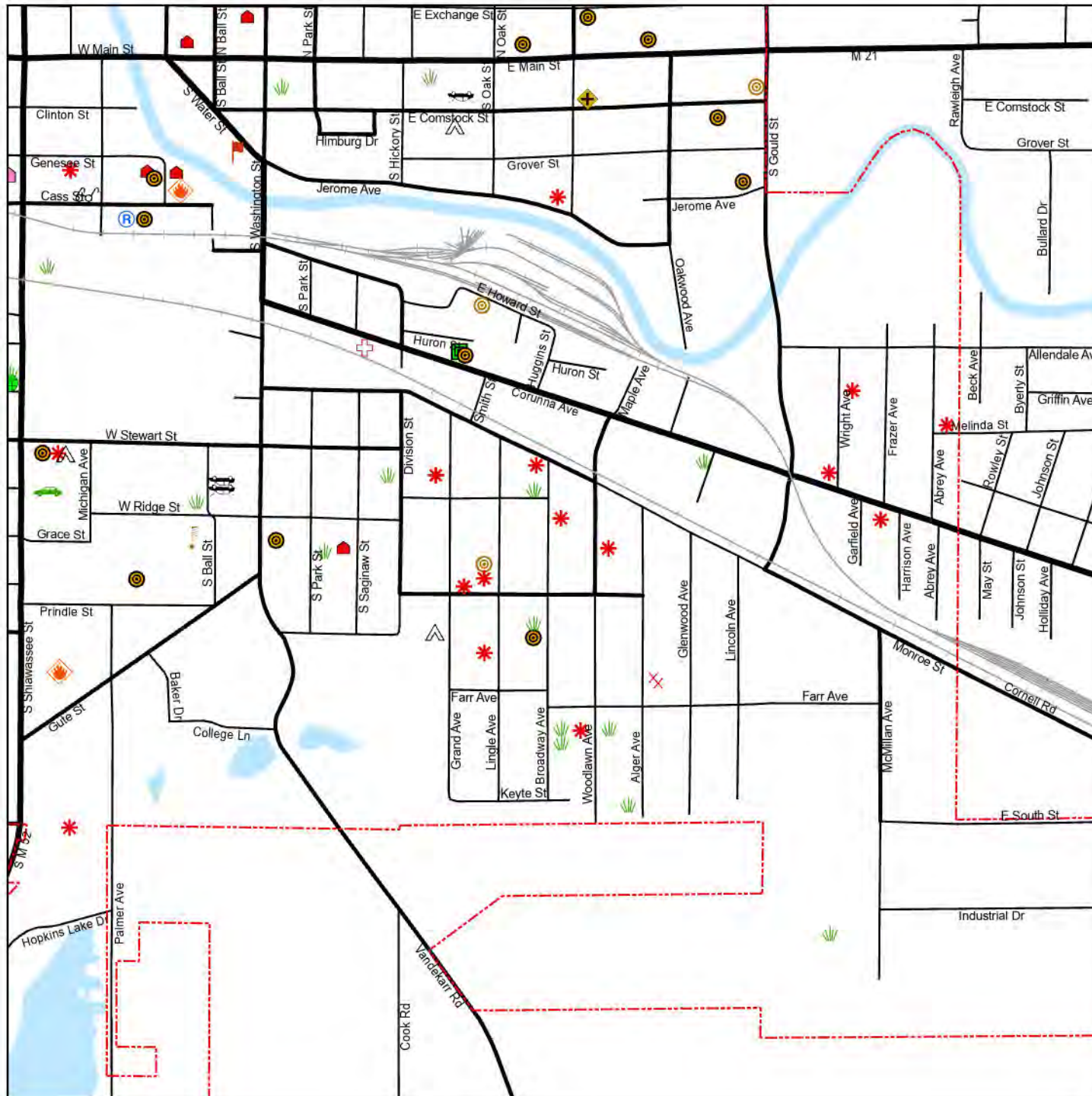


# City of Owosso

## Code Enforcement Activity

### August 2025

### SE Quadrant



#### Category

- Auto Repair/Junk Vehicle
- Building Violations
- Bushes-Sidewalk Visibility
- Chickens/Ducks
- Fence Violation
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garbage & Debris
- Garbage/Junk In ROW
- Health & Safety
- Lawn Maintenance
- Multiple Violations
- No Building Permit
- Rental Registration
- ROW Violations
- Sign Violation
- Temporary Structures
- Visibility

#### Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet

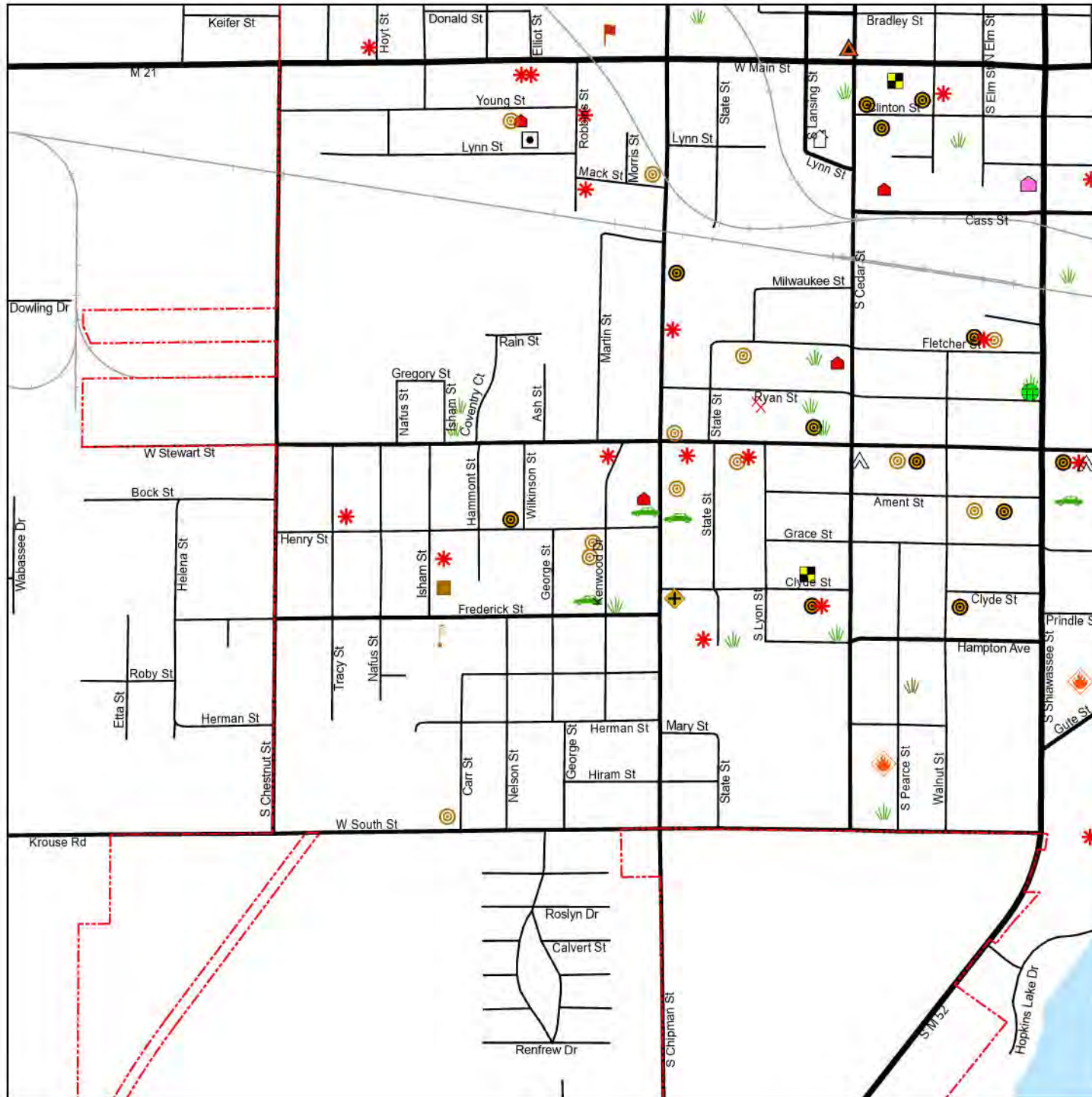


# City of Owosso

## Code Enforcement Activity

### August 2025

### SW Quadrant



#### Category

- Appliances
- Brush Piles
- Building Violations
- Bushes-Sidewalk Visibility
- Chickens/Ducks
- Exterior Paint/Siding
- Fence Violation
- Fire Damage
- Front Yard Parking
- Garbage & Debris
- Garbage Cans
- Garbage/Junk In ROW
- Imminent Danger Of Structure
- Lawn Maintenance
- Multiple Violations
- No Building Permit
- ROW Violations
- Sign Violation
- Temporary Structures
- Visibility
- Zoning

#### Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



**Monthly Inspection List**  
**AUGUST 2025**

|                                 |   |            |
|---------------------------------|---|------------|
| CHARLES, NATHAN                 | BUILDING OFFICIAL<br>Total Inspections:               | <b>59</b>  |
| BOOTH, MARK                     | MECHANICAL & PLUMBING INSPECTOR<br>Total Inspections: | <b>73</b>  |
| HARRIS, JON                     | ELECTRICAL INSPECTOR<br>Total Inspections:            | <b>33</b>  |
| FREEMAN, GREG                   | CODE ENFORCEMENT<br>Total Inspections:                | <b>175</b> |
| MAYBAUGH, BRAD                  | CODE ENFORCEMENT<br>Total Inspections:                | <b>142</b> |
| <b>Grand Total Inspections:</b> |   | <b>482</b> |

**CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2025**

| Jan  | Feb   | Mar   | Apr      | May     | Jun     | Jul   | Aug   | Sep   | Oct  | Nov | Dec | Total    |
|--|-------|-------|----------|---------|---------|-------|-------|-------|------|-----|-----|----------|
| <b>ADULT USE RECREATIONAL RETAIL</b>                               |       |       |          |         |         |       |       |       |      |     |     |          |
| 1  |       |       |          | 1       |         |       |       |       |      |     |     | 2        |
| \$5,000  |       |       |          | \$5,000 |         |       |       |       |      |     |     | \$10,000 |
| <b>AMPHITHEATER</b>  |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       |       |          |         | 2       | 4     | 3     |       |      |     |     | 9        |
|  |       |       |          |         | \$50    | \$50  | \$150 |       |      |     |     | \$250    |
| <b>BENTLEY PARK RENTAL</b>   |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       |       |          | 6       | 14      | 10    | 11    | 6     | 1    |     |     | 48       |
|  |       |       |          | \$150   | \$400   | \$250 | \$275 | \$150 | \$25 |     |     | \$1,250  |
| <b>GROWER LICENSE (Medical)</b>                                    |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       |       |          |         |         |       |       |       |      |     |     | 0        |
|  |       |       |          |         |         |       |       |       |      |     |     | \$0      |
| <b>HARMON PATRIDGE PARK RENTAL</b>                                 |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       |       |          | 5       | 13      | 11    | 14    | 6     | 1    |     |     | 50       |
|  |       |       |          | \$150   | \$400   | \$325 | \$350 | \$200 | \$25 |     |     | \$1,450  |
| <b>HISTORIC DISTRICT COMMISSION (C OF A AND NOTICE TO PROCEED)</b> |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       | 1     | 1        |         |         | 1     |       |       |      |     |     | 3        |
|  |       |       | \$40     |         |         | \$40  |       |       |      |     |     | \$80     |
| <b>MOBILE FOOD VENDING (Food Truck License)</b>                    |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       |       |          |         | 1       |       |       |       |      |     |     | 1        |
|  |       |       |          |         | \$150   |       |       |       |      |     |     | \$150    |
| <b>PROCESSOR LICENSE</b>   |       |       |          |         |         |       |       |       |      |     |     |          |
| 1  |       |       |          |         |         |       |       |       |      |     |     | 1        |
| \$5,000  |       |       |          |         |         |       |       |       |      |     |     | \$5,000  |
| <b>PROVISIONING CENTER</b>   |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       |       |          |         |         |       |       |       |      |     |     | 0        |
|  |       |       |          |         |         |       |       |       |      |     |     | \$0      |
| <b>RECREATIONAL GROW</b>   |       |       |          |         |         |       |       |       |      |     |     |          |
|  |       |       | 2        |         |         |       |       |       |      |     |     | 2        |
|  |       |       | \$10,000 |         |         |       |       |       |      |     |     | \$10,000 |
| <b>RENTAL (Renewals)</b>   |       |       |          |         |         |       |       |       |      |     |     |          |
| 5  |       | 3     |          | 10      |         |       |       |       |      |     |     | 18       |
| \$250  |       | \$150 |          | \$500   |         |       |       |       |      |     |     | \$900    |
| <b>RENTAL REGISTRATIONS (New)</b>                                  |       |       |          |         |         |       |       |       |      |     |     |          |
| 3  | 2     | 1     | 3        | 3       | 6       | 2     |       |       |      |     |     | 20       |
| \$150  | \$100 | \$50  | \$150    | \$150   | \$300   | \$100 |       |       |      |     |     | \$1,000  |
| <b>RESIDENTIAL PARKING</b>   |       |       |          |         |         |       |       |       |      |     |     |          |
| 1  |       |       |          |         |         |       |       |       |      |     |     | 1        |
| \$120  |       |       |          |         |         |       |       |       |      |     |     | \$120    |
| <b>TOTALS:</b>   |       |       |          |         |         |       |       |       |      |     |     |          |
| 11   | 2     | 5     | 6        | 25      | 36      | 28    | 28    | 12    | 2    | 0   | 0   | 155      |
| \$10,520   | \$100 | \$200 | \$10,190 | \$5,950 | \$1,300 | \$765 | \$775 | \$350 | \$50 | \$0 | \$0 | \$30,200 |



# OWOSSO POLICE DEPARTMENT

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

## MEMORANDUM

DATE: 11 September 2025  
TO: Owosso City Council  
FROM: Eric E. Cherry  
Police Department Captain  
RE: August 2025 Police Activity Report

### ***Master Plan Goal 3.1, 3.2***

*The Investigative Services Bureau attended the monthly multidisciplinary meeting for all forensic interviews conducted. This is where investigators, CPS, Voices for Children and Shiawassee County Prosecutors discuss where each case is at of the reported sexual assault investigations.*

*Our Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP) team met on multiple occasions and also completed some field work with persons that were effected by overdose.*

*The department administration held a walk through for vendors bidding on access and security upgrades to the Public Safety building.*

*The department administration met with Superintendents from the county school districts, local law enforcement and members of probate court to discuss security and a new juvenile diversion program through probate court.*

### **August - 5 YEAR AVERAGE**

|                       | 2021-<br>August | 2022-<br>August | 2023-<br>August | 2024-<br>August | 2025-<br>August | August 5YR<br>AVG |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| Part I Crimes         | 40              | 33              | 26              | 19              | 23              | 28.2              |
| Part II Crimes        | 92              | 103             | 99              | 75              | 80              | 89.8              |
| Violent Crimes        | 10              | 11              | 7               | 10              | 5               | 8.6               |
| Total Reports         | 190             | 186             | 178             | 140             | 150             | 168.8             |
| Felony Arrests        | 7               | 9               | 7               | 7               | 7               | 7.4               |
| Total Arrests         | 36              | 46              | 31              | 29              | 28              | 34                |
| Traffic Stops         | 28              | 49              | 100             | 54              | 23              | 50.8              |
| All Dispatched Events | 1004            | 943             | 915             | 874             | 836             | 914.4             |

**LAST 12 MONTHS**

|                       | 2024-Sep | 2024-Oct | 2024-Nov | 2024-Dec | 2025-Jan | 2025-Feb | 2025-Mar | 2025-Apr | 2025-May | 2025-Jun | 2025-Jul | 2025-Aug | Last 12 Months | Average |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|---------|
| Part I Crimes         | 25       | 29       | 19       | 17       | 23       | 18       | 30       | 18       | 25       | 13       | 26       | 23       | 266            | 22.17   |
| Part II Crimes        | 80       | 95       | 81       | 70       | 65       | 59       | 84       | 87       | 87       | 82       | 79       | 80       | 949            | 79.08   |
| Violent Crimes        | 3        | 9        | 7        | 4        | 7        | 2        | 10       | 4        | 8        | 4        | 7        | 5        | 70             | 5.83    |
| Total Reports         | 176      | 161      | 153      | 139      | 160      | 114      | 157      | 166      | 168      | 157      | 149      | 150      | 1850           | 154.17  |
| Felony Arrests        | 4        | 14       | 8        | 6        | 5        | 5        | 6        | 8        | 8        | 15       | 12       | 7        | 98             | 8.17    |
| Total Arrests         | 34       | 39       | 40       | 23       | 22       | 20       | 27       | 33       | 35       | 42       | 37       | 28       | 380            | 31.67   |
| Traffic Stops         | 80       | 27       | 34       | 48       | 105      | 109      | 43       | 87       | 84       | 35       | 118      | 23       | 793            | 66.08   |
| All Dispatched Events | 1003     | 692      | 607      | 606      | 835      | 657      | 730      | 820      | 798      | 787      | 907      | 836      | 9278           | 773.17  |



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

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# MEMORANDUM

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DATE: September 10, 2025

TO: Owosso City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: August 2025 Fire & Ambulance Report

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Attached are the statistics for the Owosso Fire Department (OFD) for August 2025. The Owosso Fire Department responded to 263 incidents in the month of August.

OFD responded to 10 fire or rescue calls and EMS responded to 253 EMS calls.

| Fire Calls               |    | EMS Calls       |     |
|--------------------------|----|-----------------|-----|
| Illegal Burning          | 1  | City of Owosso  | 155 |
| Wires Down               | 0  | Corunna EMS     | 0   |
| Rescue                   | 2  | Fairfield Twp.  | 5   |
| Car Fire                 | 0  | Laingsburg      | 0   |
| False Alarm              | 2  | Middlebury Twp. | 21  |
| Building Fire-Owosso     | 2  | Owosso Twp.     | 66  |
| Building Fire-Mutual Aid | 0  | Perry Area EMS  | 0   |
| Gas Leak                 | 2  | Rush Twp.       | 6   |
| Smoke Investigation      | 1  | Out of County   | 0   |
| Total                    | 10 | Total           | 253 |

Filter statement

Filters

Days in Dispatched8/1/25 to 8/31/25 | Is Lockedtrue | Is Activetrue

1 more...

# Responses by Scene Zone

Total Records



Responses by Zone

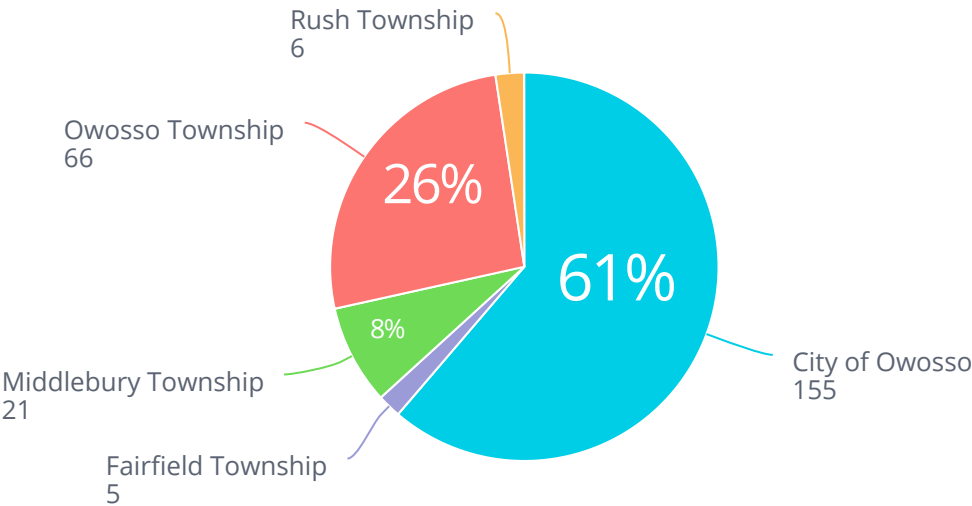
City of Owosso

Fairfield Township

Middlebury Township

Owosso Township

Rush Township



## **PARKS AND RECREATION COMMISSION**

### **REGULAR MEETING**

Draft Minutes of Wednesday, August 27, 2025

7:00 p.m. at Bentley Park Pavilion

**CALL TO ORDER:** Chairman Mahoney called the meeting to order at 7:00 p.m.

#### **ROLL CALL:**

**MEMBERS PRESENT:** Chairman Dennis Mahoney, Vice-Chair Jeff Selbig, Commissioners Ellen Rodman, Kollin Lienau, Emily Olson, and Carol Anne Smith

**MEMBERS ABSENT:** Commissioner Kevin Maginity

**APPROVAL OF AGENDA:** Commissioner Smith made a motion to approve the agenda for August 27, 2025. The motion was supported by Commissioner Olson. Ayes all, motion carried.

**APPROVAL OF MINUTES:** Commissioner Rodman made a motion to approve the minutes for June 25, 2025. The motion was supported by Commissioner Smith. Ayes all, motion carried.

**PUBLIC COMMENTS:** Steven McMurry talked to the Commission about his concerns with Curwood Castle Park. Mr. McMurry suggested a guardrail along the wall in the park and suggested eliminating the stairs near Curwood Castle. He said he had talked to local businesses that were willing to help.

Chairman Mahoney stated that the commission strives for safety and asked Amy Fuller to look into Mr. McMurry's proposal.

**OLD BUSINESS REPORT:** Amy Fuller shared that new scoreboards will arrive for the softball fields in September or October. She said the new signs for Grove Holman and Grand Ave Park have been installed and that the new mural at the skatepark was progressing nicely. Commissioner Rodman offered a power source to help the Harringtons with the mural, and Commissioner Smith offered to spend time planning the fitness course.

#### **ITEMS OF BUSINESS:**

**Splash Pad:** Amy Fuller shared that the First Church of the Nazarene had made a donation to the splash pad project in the amount of \$886.17. There was discussion on forming a committee to work on planning the splash pad improvements.

**Pickleball Tournament:** No report.

**Eagle Scout Project:** Amy Fuller shared that a Boy Scout was planning on building two new garden beds at Hopkins Lake as part of an Eagle Scout Project. There was a discussion on additional locations to put garden beds. Amy Fuller was asked to get pricing for adding water at Adams Park and Fayette Square.

**Student Position on Board:** Chairman Mahoney requested that Vice Chair Selbig run the meeting since he had a conflict of interest. There was discussion on the appointment process. Amy Fuller was asked to add creating a more detailed process to the next meeting agenda. Commissioner Olson made a motion to recommend that the Mayor appoint Adeline Mahoney to the Commission. Motion supported by Commissioner Rodman. Motion passed.

**PUBLIC/COMMISSIONER COMMENTS:**

**NEXT MEETING:** September 24, 2025

**ADJOURNMENT:** Commissioner Smith made a motion to adjourn at 7:58 p.m. The motion was supported by Commissioner Olson. Ayes all, motion carried.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

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

**September 3, 2025, AT 7:30 A.M.**

**CALL TO ORDER:** The meeting was called to order by Chair Daylen Howard at 7:32 A.M.

**ROLL CALL:** Taken by Lizzie Fredrick

**PRESENT:** Chair Daylen Howard, Vice-Chair Lance Omer, Mayor Robert J. Teich, Jr. and Commissioners Jill Davis, Bill Gilbert, Karen Parzych, and Jon Moore. Commissioner Josh Ardelean arrived at 7:34 a.m.

**ABSENT:** None

**STAFF PRESENT:** Lizzie Fredrick, OMS & DDA Director

**AGENDA:**

**MOVED BY MOORE SUPPORTED BY OMER TO APPROVE THE SEPTEMBER 3, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.**

**AYES: ALL**

**MOTION CARRIED**

**MINUTES:**

**MOVED BY PARZYCH, SUPPORTED BY DAVIS TO APPROVE THE AUGUST 6, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES.**

**AYE: ALL**

**MOTION CARRIED**

**PUBLIC COMMENTS:** None

**REPORTS:** Fredrick reviewed the August Check Disbursement Report and Revenue & Expenditure Report.

Fredrick presented August 2025 reports for Electric Vehicle Charging Station Revenue, Unique Drivers, and Session Quantity.

**ITEMS OF BUSINESS:**

- 1. Electric Vehicle Charging Station Services:** Howard reviewed the Memorandum Background noting June 2025 Electric Vehicle charging revenue and expenditures, fiscal year 2024-2025 Electric Vehicle charging revenue and energy bills, cost estimates for the Electric Vehicle Charging Station Services, current Electric Vehicle charging rates, and October 23, 2025, expiration of the three-year ChargePoint cloud plan and three-year warranty.

Howard reminded the Board that the cloud plan is required for revenue collection, software updates, and listings on charger location apps.

Fredrick introduced Levi Perry, an Owosso resident and Owosso Main Street volunteer, who owns an electric vehicle and uses the two charging stations in Main Street Plaza.

Fredrick noted that Perry is available to answer the Board's questions regarding Electric Vehicles and provide a user perspective and feedback.

Fredrick notified the Board that a decision is not required at this time and can be made during the October 1<sup>st</sup> meeting regarding the Electric Vehicle Charging Station Services.

Board questioned Perry about the different types of charging ports and electric vehicle usage.

Perry said the NACS port that charges Tesla vehicles will be the new standard, and that the two Main Street Plaza charging stations have CCS1 and CHAdeMO ports.

Fredrick confirmed that five out of 288 charging sessions within the last 90 days had utilized the CHAdeMO port, generating \$32.68 in revenue out of \$3,259.20.

Omer noted past repairs to the charging stations.

Board asked Fredrick about warranty utilization, warranty coverage, and repair costs.

Fredrick shared that the warranty covered past repairs besides a broken clip, which was due to user error, but had not received the data from ChargePoint upon request.

Howard and Ardelean asked if the warranty can be purchased after the current warranty expires.

Fredrick confirmed she will follow up with ChargePoint to clarify the warranty coverage and past usage, repair costs, and whether there is a renewal deadline for the Board's consideration of the warranty renewal at the October 1<sup>st</sup> meeting.

Moore asked Perry about his experience and perspective on different pricing for charging.

Perry shared that a \$.05 to \$.10 increase or \$.50 one-time session fee would not be a drastic change deterring usage of the two charging stations.

Board discussed whether the 30-minute grace period should be adjusted for completely charged vehicles and the intention behind time length.

Perry said higher traffic areas typically have a shorter grace period to accommodate more users and supported the longer grace period to allow for more downtown commerce.

Gilbert noted that 103 sessions in August doesn't make the Main Street Plaza chargers a high usage location and suggested creating a budget plan for future maintenance and repairs.

**MOVED BY MOORE, SUPPORTED BY HOWARD TO UPGRADE THE ELECTRIC VEHICLE CHARGING STATION CHADEMO PORTS TO NACS PORTS.**

**AYE: ALL**

**MOTION CARRIED**

**MOVED BY ARDELEAN, SUPPORTED BY HOWARD TO INCREASE THE ELECTRIC VEHICLE CHARGING RATE TO \$.45 PER KWH, MAINTAIN THE 30 MINUTE GRACE PERIOD, AND ADD A ONE-TIME \$.50 SESSION FEE.**

**AYE: ALL**

**MOTION CARRIED**

**MOVED BY HOWARD, SUPPORTED BY MOORE TO APPROVE A THREE-YEAR CLOUD PLAN RENEWAL WITH CHARGEPOINT FOR THE ELECTRIC VEHICLE CHARGING STATIONS.**

**AYE: ALL**

**MOTION CARRIED**

### **COMMITTEE UPDATES:**

1. **Organization:** Moore shared that he and Fredrick subscribed emails, collected during National Night Out, to the monthly Community Newsletter during the meeting.

Moore reminded the Board that the fall volunteer recruitment event will be on September 6<sup>th</sup> from 9:00 a.m. to 12:00 p.m. at Foster Coffee Company.

2. **Promotion:** Davis provided updates on the Downtown Owosso Tick or Treat activity that was created during the August Main Street Meetup with downtown business owners.
3. **Economic Vitality:** Omer noted that the Committee worked on the Business of the Month Program, Main Street Meetups, and Building & Business Inventory during the meeting.

Fredrick announced the Block Captain Program, which will be finalized over the winter for a spring or summer launch.

Fredrick reminded the Board that the Main Street Meetup for the Revolving Loan & Grant Program is for current and prospective Owosso business and commercial property owners on October 7<sup>th</sup> at 6:00 p.m. in City Hall.

4. **Design:** Parzych said the Committee primarily worked on the transition from summer to fall beautification projects.

Fredrick provided updates on the Design Committee's selection of a public art piece, a historical marker in front of the Steam Railroading Institute, and additional downtown seating as three options for community members to vote on and select as the project for the 2025 Chocolate Walk proceeds.

**DIRECTOR UPDATES:** Fredrick shared that Parzych and Howard will be joining her at the September 30<sup>th</sup> Michigan Main Street Workshop for Board Engagement and Management.

**BOARD COMMENTS:** More announced that it's time to start working on the fiscal year 2024-2025 Impact Report.

### **ADJOURNMENT:**

**MOVED BY GILBERT, SUPPORTED BY OMER TO ADJOURN AT 8:30 A.M.**  
**AYES: ALL**  
**MOTION CARRIED**

**NEXT MEETING OCTOBER 1, 2025.**