

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, NOVEMBER 17, 2025
6:30 P.M.**

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

AGENDA

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

APPROVAL OF THE AGENDA:

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 3, 2025:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

COUNCIL COMMENTS

CONSENT AGENDA

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

Name	Board/Commission	Term Expires
Deb Adams*	Historical Commission	12-31-2028
Lorraine Weckwert	Historical Commission (effective January 1, 2026)	12-31-2028

* Indicates reappointment

2. Proposed Special Assessment Project – Woodlawn Avenue. Authorize Resolution No. 1 for proposed Special Assessment District No. 2026-01 for Woodlawn Avenue from Monroe Street to Corunna Avenue for street rehabilitation.
3. Traffic Control Order Request – NYE Ball Drop & Block Party. Approve request from the Owosso Masonic Lodge for the closure of S. Washington Street from Comstock Street to Jerome/Water Street on Wednesday, December 31, 2025 at 9:00 p.m. until Thursday, January 1, 2026 at 2:00 a.m. for the New Year's Eve Ball Drop & Block Party and approve Traffic Control Order no. 1551 formalizing the request.
Master Plan Implementation Goals: 4.2, 4.6, 5.9, 5.12
4. Surface Transportation Program Fund Application - Comstock Street. Approve grant application to the Michigan Department of Transportation for Surface Transportation Program funds to assist in the reconstruction of Comstock Street from Park Street to Gould Street, authorize participation in the Small Urban Program, and further authorize commitment of City funds in the amount of \$4,166,000.00 plus the cost of project design engineering and construction administration.
Master Plan Implementation Goals: 3.4, 3.10, 3.22, 6.6
5. MDOT Performance Resolution. Authorize resolution outlining the City's responsibilities in relation to the granting of permits by MDOT to construct, operate, use and/or maintain utility or other facilities, and/or to conduct other activities, on, over, and/or under a state highway right of way.
Master Plan Implementation Goals: 3.22
6. Change Order – WWTP Secondary Clarifier Project. Approve Change Order No. 4 to the WWTP Secondary Clarifier Project contract with RCL Construction Co., Inc., increasing the contract by \$255,078.00 for two new valve actuators and electrical runs, two new slide gates, a yard light, new concrete channel inside the chlorine tank, and curb replacement, and further approve payment to the contractor up to the amount of \$6,377,495.00 upon satisfactory completion of the work or portion thereof.
Master Plan Implementation Goals: 3.4, 3.7
7. Professional Services Agreement – 2026 DWSRF Projects – Engineering Services. Authorize professional services agreement with Fishbeck for engineering services for the Gute Hill Booster Station Improvement Project, Osburn Well Rehabilitation Project, and evaluation of Water Treatment Plant Chemistry in the amount of \$385,360.00, with Tasks 2 & 3 contingent upon receipt of DWSRF funding for the projects, and approve payment to the engineer upon satisfactory completion of the project or portion thereof.
Master Plan Implementation Goals: 3.4, 3.7
8. Professional Services Agreement – 2026 CWSRF Projects – Engineering Services. Authorize professional services agreement with Fishbeck for engineering services for the Nitrification and Roughing Towers project and the Collections System Analysis project at the WWTP in the amount of \$1,299,780.00, with task 4 contingent upon receipt of CWSRF funding for the projects, and approve payment to the engineer upon satisfactory completion of the project or portion thereof.
9. Professional Services Agreement – Corunna WTP Connection Project – Engineering Services. Authorize professional services agreement with Fishbeck for engineering services for the Corunna WTP Connection project and approve payment to the engineer upon satisfactory completion of the project or portion thereof. (Documentation for this item will be provided as soon as it becomes available.)
10. Bid Award – Community Engagement Portal. Approve bid award to Concourse Tech Inc. for the provision of a community engagement portal in the amount of \$7,500.00 per year for a period of three years, and further approve payment to the vendor up to the amount of \$22,500.00.

11. Bid Award – Water Portal. Approve bid award to Concourse Tech Inc. for the provision of a public water portal in the amount of \$8,400.00 per year for a period of three years, and further approve payment to the vendor up to the amount of \$25,200.00.

ITEMS OF BUSINESS

1. NYE Ball Drop & Block Party Fireworks Permit Request. Consider the request of the Owosso Masonic Lodge for permission to hold a public fireworks display operated by Wolverine Fireworks Display, Inc. during the City's New Year's Eve Ball Drop & Block Party event.
Master Plan Implementation Goals: 4.2, 4.5, 4.6, 4.16, 5.9, 5.12

CITIZEN COMMENTS

COUNCIL COMMENTS

COMMUNICATIONS

1. Matthew Van Epps, Downtown Historic District Commission. Letter of resignation.
2. Tanya S. Buckelew, Planning & Building Director. October 2025 Building Department Report.
3. Tanya S. Buckelew, Planning & Building Director. October 2025 Code Violations Report.
4. Tanya S. Buckelew, Planning & Building Director. October 2025 Inspections Report.
5. Tanya S. Buckelew, Planning & Building Director. October 2025 Certificates Issued Report.
6. Kevin D. Lenkart, Public Safety Director. October 2025 Police Report.
7. Kevin D. Lenkart, Public Safety Director. October 2025 Fire Report.
8. DDA/Main Street Board. Minutes of November 5, 2025.

NEXT MEETING

Monday, December 1, 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 x 2 – terms expire June 30, 2028
Zoning Board of Appeals – Alternate – term expires June 30, 2027
Zoning Board of Appeals – Alternate – term expires June 30, 2028

ADJOURNMENT

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

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

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

**OWOSSO CITY COUNCIL
MONDAY, NOVEMBER 17, 2025 AT 6:30 P.M.**

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

- **Join Zoom Meeting:**

<https://us02web.zoom.us/j/83327589549?pwd=3hS6NWaqONwDiKai6U7gjPZt8bliLW.1>

Meeting ID: 833 2758 9549

Passcode: 899788

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 November 17, 2025 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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

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

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR BILL MOULL
OWOSSO FREE METHODIST

PLEDGE OF ALLEGIANCE: OWOSSO FIRE DEPARTMENT CAPTAIN MATTHEW HARVEY

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

ABSENT: Councilmembers Janae L. Fear and Christopher D. Owens.

APPROVE AGENDA

Motion by Councilmember Osmer 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 OCTOBER 20, 2025

Motion by Councilmember Olson to approve the Minutes of the Regular Meeting of October 20, 2025 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Swearing in Ceremony – Fire Department Employees

A ceremony was held to swear in the City's newest firefighters: Joe Pironella and Mike Todd. Firefighter Pironella was joined at the podium by his wife, where his wife pinned his badge. Firefighter Mike Todd was joined at the podium by his wife, daughter and father where his wife pinned his badge.

Fire Promotion Ceremony

A ceremony was held to promote Lt. Matthew Harvey to Captain. Harvey was joined at the podium by his wife and daughter, where his wife pinned his badge.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

Ashley Shortz, 1607 Young Street, asked about the water main replacement on her street and how much longer it would take to complete. Her first round of leaf collection was missed due to the construction and will the city be able to pick up the leaves during the next round.

COUNCIL COMMENTS

Councilmember Osmer discussed food access and how to ease the impact on hunger.

CONSENT AGENDA

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

Contract Amendment – COSSAP Grant Subcontract. Approve the revision of the Agreement Amount for The COSSAP Grant subcontract agreement with Shiawassee Health and Wellness in the amount of \$54,047.73 as follows:

RESOLUTION NO. 153-2025

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

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

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

WHEREAS, the grant contract ended on September 30, 2025.

NOW THEREFORE BE IT RESOLVED, that the city of Owosso, Michigan, approves the grant contract amendment between the City of Owosso and Shiawassee Health and Wellness as detailed:

FIRST: to approve the grant contract amendment in the amount of \$54,047.73.

SECOND: to maintain satisfactory financial accounts, documents, and records, and to make them available to the Department for auditing at reasonable times.

THIRD: to comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

Lunghamer Ford – Payment Authorization. Approve payment to Lunghamer Ford in the amount of \$2,305.36 for the emergency repair of Owosso Fire Department (OFC) EMS Medic 5 as follows:

RESOLUTION NO. 154-2025

AUTHORIZING PAYMENT TO LUNGHAMER FORD INC. FOR EMERGENCY REPAIR OF OWOSSO FIRE DEPARTMENT EMS MEDIC 5

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a fire department vehicle Medic 5 that required an emergency repair of the vehicle, and

WHEREAS, the city directed Lunghamer Ford Inc. to proceed and make the emergency repair, which subsequently totaled \$2,305.36, and

WHEREAS, the Public Safety Chief has reviewed the detailed billing from Lunghamer Ford Inc. for the cost of the repair and recommends payment in the amount of \$2,305.36 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: the City of Owosso has heretofore determined that it was necessary and in public interest to contract with Lunghamer Ford, Inc. for emergency repairs to Owosso Fire Department Medic 5.

SECOND: the accounts payable department is authorized to submit payment to Lunghamer Ford Inc. in the amount up to \$2,305.36 as authorized by Council this 3rd day of November 2025.

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

Front Line Services – Payment Authorization. Approve payment to Front Line Services Inc. in the amount of \$8,615.08 for the emergency repair of Owosso aerial Tower 1 (T-1) as follows:

RESOLUTION NO. 155-2025

**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 one 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 \$8,615.08, 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 \$8,615.08 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: the City of Owosso has heretofore determined that it was necessary and in the public interest to contract with Front Line Services, Inc. for the emergency repairs to Owosso Fire Department vehicle Tower one.

SECOND: the accounts payable department is authorized to submit payment to Front Line Services Inc. in the amount up to \$8,615.08 as authorized by Council this 3rd day of November 2025.

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

Curwood Castle – Architectural Services. Approve payment to H2A Architects for work on Curwood Castle as follows:

RESOLUTION NO. 156-2025

**AUTHORIZING A CONTRACT WITH H2A ARCHITECTS FOR SERVICES AT THE
CURWOOD CASTLE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, owns Curwood Castle, a historic building; and

WHEREAS, Curwood Castle needs repairs and restoration work; and

WHEREAS, contracting with a licensed architect will be necessary to begin the project; and

WHEREAS, the Assistant City Manager recommends authorizing a contract with H2A Architects for this project.

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

FIRST: the City of Owosso has theretofore determined that it is advisable, necessary, and in the public interest to authorize a contract with H2A Architects for the Curwood Castle project.

SECOND: the accounts payable department is authorized to submit payment to H2A Architects in an amount not to exceed \$20,600.

THIRD: the above expenses shall be paid for from the Historical Fund Account 297-798-930.000.

Owosso Historical Commission – Books and Records. Authorize the donation of books and records to Owosso High School, Shiawassee District Library and Archives of Michigan as follows:

Master Plan Goal 7.1

RESOLUTION NO. 157-2025

**AUTHORIZING
THE OWOSSO HISTORICAL COMMISSION
TO DONATE PROPERTY**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Owosso Historical Commission, has collections of books and historical documents; and

WHEREAS, the Owosso Historical Commission has determined that donating some of their collection to other government entities would allow the collection to be made available to the public; and

WHEREAS, the donation of property over seventy years of age requires city council approval in accordance with section 2-347 of the city ordinance; and

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

FIRST: the City of Owosso has theretofore determined that it is advisable, necessary, and in the public interest to donate all of the Owosso Public Schools yearbooks currently in the possession of the Owosso Historical Commission to the Owosso Public School System

and Shiawassee District Library.

SECOND: the City of Owosso has theretofore determined that it is advisable, necessary, and in the public interest to donate all of the city directories currently in the possession of the Owosso Historical Commission to the Shiawassee District Library.

THIRD: the City of Owosso has theretofore determined that it is advisable, necessary, and in the public interest to donate assessment rolls from 1883 - 1901 currently in the possession of the Owosso Historical Commission to the Archives of Michigan.

FOURTH: the Assistant City Manager is authorized to conduct the transfer of these books to Owosso Public Schools, the Shiawassee District Library, and the Archives of Michigan.

Owosso Time Traveler Project. Approve the contract with Michigan Technological University in the amount of \$5,200 for the Owosso Time Traveler Project as follows:

Master Plan Goals 7.1, 6.5, 5.1

RESOLUTION NO. 158-2025

AUTHORIZING A CONTRACT WITH MICHIGAN TECHNOLOGICAL UNIVERSITY FOR THE OWOSSO TIME TRAVELER WEBSITE

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has the Owosso Historical Commission to preserve and share Owosso's history; and

WHEREAS, the Owosso Historical Commission has developed a plan to build a website that will allow them to catalog and share historic documents, places, and photos with the public; and

WHEREAS, Michigan Technological University has already completed a similar project, the Keweenaw Time Traveler, and has offered to help the Owosso Historical Commission with the Owosso Time Traveler Project; and

WHEREAS, the Assistant City Manager recommends authorizing a contract with Michigan Technological University for this project.

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

FIRST: the City of Owosso has theretofore determined that it is advisable, necessary, and in the public interest to authorize contracting with Michigan Technological University for the Owosso Time Traveler project.

SECOND: the accounts payable department is authorized to submit payment to Michigan Technological University in an amount not to exceed \$5,200.

THIRD: the above expenses shall be paid for from the Historical Fund Account 297-799-930.000.

Change Order – City Hall Improvements Project. Authorize Change Order No. 2 to the City Hall Improvements Project contract for the larger pad size to accommodate the new generator in the amount of \$7,129.10 and further authorize payment to the contractor up to the revised contract amount of \$610,873.75 as follows:

RESOLUTION NO. 159-2025

**AUTHORIZING AN EMERGENCY CHANGE ORDER FOR THE CITY HALL HVAC
PROJECT – CONCRETE PAD ENLARGEMENT**

WHEREAS, the City of Owosso is undertaking the City Hall HVAC Improvement Project at 301 West Main Street; and

WHEREAS, Great Lakes Bay Construction determined that the planned concrete pad size for the NW RTUs and new emergency generator is too small and needs to be expanded; and

WHEREAS, Great Lakes Bay Construction submitted Change Order No. 002 in the amount of \$7,129.10 to extend the width of the pad by 3'8"; and

WHEREAS, this is a budgeted item from 101.265.975.000.

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

FIRST: the City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to approve the emergency change order to increase the concrete pad for HVAC units from Great Lakes Bay Construction for a cost to the City of Owosso of \$7,129.10.

SECOND: the total contract amount with Great Lakes Bay Construction shall be increased from \$603,744.65 to \$610,873.75

THIRD: the above expenses shall be paid from the General Fund, 101.265.975.000

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

Name	Board/Commission	Term Expires
Bill Moull	Owosso Historical Commission	12-31-2028
Rachel Osmer	Owosso Historical Commission	11-09-2026

AP Check Register – October 2025. Affirm Accounts Payable check disbursements totaling \$3,063,633.26 for October 2025.

Payroll Check Register – October 2025. Affirm Payroll check disbursements totaling \$851,196.96 for October 2025.

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Fear and Owens.

ITEMS OF BUSINESS

None.

CITIZEN COMMENTS

Tom Manke, 2910 W. M-21, stated he could not get access to zoom and discussed food access for the citizens.

Ashley Shortz, 1607 Young Street, is willing to help support the building of a food pantry.

Pastor Bill Moull asked that the churches be included in the food discussion.

Joe Hammontree, 507 Gilbert, stated there are 7-8 mini pantries around the city. The YMCA gives out about 25-30 lbs. of food per day.

COUNCIL COMMENTS

None.

COMMUNICATIONS

Nathan R. Henne, City Manager. City Manager Report – October 2025.
Brad A. Barrett, Finance Director. Financial Reports – September 2025.
Owosso Historical Commission. Minutes of October 14, 2025.
Park and Recreation Commission. Minutes of September 24, 2025.
Park and Recreation Commission. Minutes of October 22, 2025.
Amy K. Fuller. Tree Canopy Equity Program.

NEXT MEETING

Monday, November 17, 2025

BOARDS AND COMMISSIONS OPENINGS

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

ADJOURNMENT

Motion by Councilmember Osmer for adjournment at 7:15 p.m.

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

Robert J. Teich, Jr., Mayor

Tanya S. Buckelew, Recording Clerk



MEMORANDUM

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

DATE: November 17, 2025

TO: Owosso City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Woodlawn Avenue – Special Assessment Resolution No. 1

Each year the City considers a street program to improve selected City streets. Streets are selected for inclusion in the program either by citizen initiated petition or by selection by the City. Reconstructing and/or resurfacing of these streets is funded in part via special assessment. Special Assessment is the process by which a portion of the cost for making a local improvement is assessed against a property owner based upon the value that the property receives from the improvement. The City assumes the remaining portion of the cost (public benefit portion). In recent years, the City has spread this amount as 60% public benefit and 40% property benefit of the assessable items. The City usually finances special assessments for property owners over a 10, 15, or 20 year period (determined by method of construction) at 3% interest. The property owner can pay an assessment in one lump sum or in installments over the 10, 15, or 20 year period.

The special assessment process has five steps, each having its own purpose and accompanying resolution.

Step One/Resolution No. 1 identifies the proposed special assessment districts, directs the city manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. City Council is scheduled to approve Resolution No.1 for Woodlawn Avenue at its regular meeting on **November 17, 2025**.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment.

Step Three/Resolution No. 3 documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the city council has three options: If they agree that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; if they feel the project should go forward, but with some adjustments they may direct staff to make those adjustments and proceed; if they feel the project is not warranted and should not proceed at all they would simply fail to act on Resolution No. 3, effectively stopping the process.

Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the second public hearing and the amount of the proposed assessment for their property.

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if they feel all the assessments are fair and equitable they may pass the resolution as written.

Tonight the council will be considering Resolution No. 1 for the proposed district(s) as a part of the Consent Agenda. Because this item simply introduces the proposed district and directs staff to develop estimates it is typically handled without discussion of each individual item. This street is proposed for construction in 2026.

Staff recommends authorization of Resolution No. 1 for the following proposed project:

Woodlawn Avenue: from Monroe Street to Corunna Avenue (M-71): Street Rehabilitation

Resolution No. 2 will be introduced at a later time when the plans and estimate for the project are complete.

Attachment(s): Woodlawn Avenue Resolution No. 1

MASTER PLAN IMPLEMENTATION GOALS: 3.4, 3.10

RESOLUTION NO.

**WOODLAWN AVENUE
FROM MONROE STREET TO CORUNNA AVENUE (M-71)
SPECIAL ASSESSMENT RESOLUTION NO. 1**

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

**Woodlawn Avenue from Monroe Street to Corunna Avenue (M-71):
Street Rehabilitation**

NOW, THEREFORE, BE IT RESOLVED THAT:

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

[illegible]



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

MEMORANDUM

DATE: November 11, 2025

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1551

Chris Owens (Owosso Masonic Lodge #81), organizer of the NYE Block Party, has requested the following street closures.

LOCATION:

**S. Washington St. from Comstock St to Jerome/Water St.
Restrict public access to 210 S. Water St. for fireworks display**

DATE:

December 31, 2025 – January 1, 2026

TIME:

9:00 pm – 2:00 am

The Public Safety Department has issued Traffic Control Order #1551 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

1551

11/11/2025

3:00 PM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street closure; Parking lot closure

LOCATION OF CONTROL

Closure of Washington Street between Comstock and Jerome/Water Streets.

Closure of the parking lot at the Fitness Coliseum, 210 S. Water Street, for the fireworks.

EVENT:

NYE Ball Drop

December 31, 2025 – January 1, 2026

9:00 pm – 2:00 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: Owosso NYE Ball Drop

Applicant Name: Owosso Masonic Lodge Date: 11/6/2025
(Individual or Group Name)

Primary Contact: Christopher Owens Title: Junior Warden

Address: 301 N Washington St, Owosso, MI 48867

Phone: 7346744006 Email: owosso81md@gmail.com

Requested Date(s): 12/31/25 - 1/1/26 Requested Hours: 9pm - 2am
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Block Party & NYE Ball Drop

S. Washington St. from Comstock to Jerome/Water intersection from 9:00pm 12/31/25 thru 2:00am 01/01/26;

210 S. Washington St. (Fitness Coliseum) closed to public for fireworks display

Detailed description of the use for which the request is made: _____

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: 11/6/2025

Information Regarding Required Documents

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

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

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

or

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

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

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

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

☒ Additional: \$150 Fire Truck

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

☐ Additional: _____

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

☐ Additional: _____

\$ 195.00 **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



Jade Buffet
Chinese

W Comstock St

E Comstock St

Ashleighs Dance Shack

Maurer Heating
& Cooling

Scratch & Dent/
e Service Center
Appliance store

Bangin' Bowls

E
V
E
N
T

A
R
E
A

D
J

S Washi
n St

FIREWORKS
AREA
CLOSED TO PUBLIC USE

The Sideline
Sports Bar Owosso

Huntington Bank

Jerome Ave

Jerome Ave

Owosso Public School
Bus Maintenance

Google Maps
Shiawassee River

Shiawassee River



CERTIFICATE OF LIABILITY INSURANCE

0 PAGES
DATE (MM/DD/YYYY)
12/12/2024

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

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

PRODUCER Acrisure Great Lakes Partners Insurance Services 223 West Grand River Ave #1 Howell MI 48843		CONTACT NAME: Certificate Department PHONE (A/C, No, Ext): 877-488-5769 FAX (A/C, No): 800-847-3129 E-MAIL ADDRESS: certs@thecampbellgrp.com	
INSURED Grand Lodge of Free & Accepted Masons of the State of MI &/or their Affiliated Temple Associations 1204 Wright Ave Alma MI 48801		INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
GRANLOD-01		NAIC # 10677	

COVERAGES

CERTIFICATE NUMBER: 1040874958

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	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	ETD 0608898	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		ETA 080 88 98	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

RE: Owosso Masonic Lodge #81

City of Owosso is named as additional insured on the General Liability when required by written contract or agreement.

Additional Insured:
OMLSR Downtown Development LLC
520 E Mason St
Owosso, MI 48867

CERTIFICATE HOLDER

CANCELLATION

City of Owosso
301 W Main St
Owosso MI 48867

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



MEMORANDUM

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

DATE: November 17, 2025

TO: Owosso City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Application for Surface Transportation Program for the reconstruction of Comstock Street from Park Street to Gould Street.

RECOMMENDATION:

Approval of application to MDOT for proposed road improvements along Comstock Street from Park Street easterly to Gould Street as the first step in seeking federal Small Urban Program funds for the project for fiscal year 2028.

BACKGROUND:

The Michigan Department of Transportation has announced a call for projects for its FY2027-29 Small Urban Program. MDOT reports that sufficient federal funds should be available for street projects on the Federal-Aid road system. The City proposes to enter an application, specifically to reconstruct Comstock Street from Park Street easterly to Gould Street. Work scope includes pavement replacement, curb and gutter repairs, ADA sidewalk ramps at intersections, sidewalk repair, storm sewer repairs, permanent pavement markings and signing; water main and water service line replacements; altogether with related work. This work will improve traffic flow and safety for both vehicular and pedestrian traffic.

FISCAL IMPACTS:

The total estimated cost for this project is \$4,350,000.00; of which Small Urban funds, if approved by MDOT, will pay \$184,000.00. The City's share would be \$2,066,000.00 funded from its Major Streets Fund and \$2,100,000.00 funded through its Water Fund through EGLE's DWSRF program. The City will be responsible for providing full design engineering and construction administration services for the project. Approval of the attached resolution will indicate Council's support for the project and the funding required of the City. MDOT requires the submission of such a resolution prior to consideration of any application for funds.

MDOT appropriates \$420,000.00 every other year of the pass through federal funds to this Regional Planning District area, which must be shared with SATA, city of Corunna, and the Shiawassee County Road Commission. For fiscal year 2028, SATA and the Shiawassee County Road Commission will be getting a share of the \$236,000.00 of funds. If MDOT does not approve the project and/or the necessary Small Urban Program funds, then it will be delayed until sufficient funds are made available.

Attachments: (1) Resolution
(2) MDOT Application
(3) Map

MASTER PLAN IMPLEMENTATION GOALS: 3.4, 3.10, 3.22, 6.6

RESOLUTION NO.

**AUTHORIZING APPLICATION FOR MDOT SMALL URBAN FUNDS
FOR COMSTOCK STREET FROM PARK STREET TO GOULD STREET**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Engineering Department recommends the reconstruction of Comstock Street from Park Street easterly to Gould Street; and

WHEREAS, the Michigan Department of Transportation offers a portion of federal funds known as Small Urban Program funds for this type of work; and

WHEREAS, roadway improvements that are eligible for these funds must be located on the federal-aid highway system and within the federal urban area boundary, such as Comstock Street in the City of Owosso; and

WHEREAS, the City of Owosso proposes to procure Small Urban Program funds for the purpose of providing a federal match to the City's Major Street Funds or other funds as obligated; as outlined in its application.

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

- FIRST: the City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to proceed with the proposed roadway improvements.
- SECOND: the City of Owosso is actively seeking Small Urban Program funds to partially fund the reconstruction of Comstock Street from Park Street easterly to Gould Street and is willing to participate in the Small Urban program.
- THIRD: the proper city officials are authorized to sign the application documents and are further authorized to obligate city funds for the required match of the project cost.
- FOURTH: the city's portion of costs shall be paid from the City's Public Act 51 Major Streets Fund, Water Funds, or other funds as obligated.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
2606 (06/2025)

**MDOT SMALL URBAN PROGRAM
ROAD PROJECT APPLICATION**

Page 1 of 2

ALL FIELDS MUST BE COMPLETED

JOB REQUEST

New Job or Job Change	Job Number	Change Type FY Cost Scope Delete Move Illustrative
-----------------------	------------	--

REQUESTING AGENCY INFORMATION

Agency Name	Contact Person	Telephone Number
Street Address	City/Zip Code	E-Mail Address

PROJECT INFORMATION

Small Urban Area	Small Urban Area Priority	Year of Improvement	Length (Miles)
Road Name	Work Type Code		
Project Limits/Location			
Description			

Is The Road Segment/Project Federal-Aid Eligible?	Yes	No
Is Sidewalk Work to Be Included in the Participating Costs?	Yes	No
Is Right-Of-Way/Land Acquisition Required? If Yes, Please Explain:	Yes	No
Does The Road Have Truck Restrictions? If Yes, Please Explain:	Yes	No

COST INFORMATION

Include participating in construction costs and non-participating costs, such as charges related to feasibility studies, design, testing, preliminary engineering, construction engineering, or right-of-way acquisition.

STP-Urban Requested (Federal Participating)

Local Match (Local Participating)

Non-Participating Costs

Other (Describe:)

PARTICIPATING CONSTRUCTION CAPITAL TOTAL

Advance Construct (AC)

Year:

Amount:

Advance Construct Conversion (ACC)

Year:

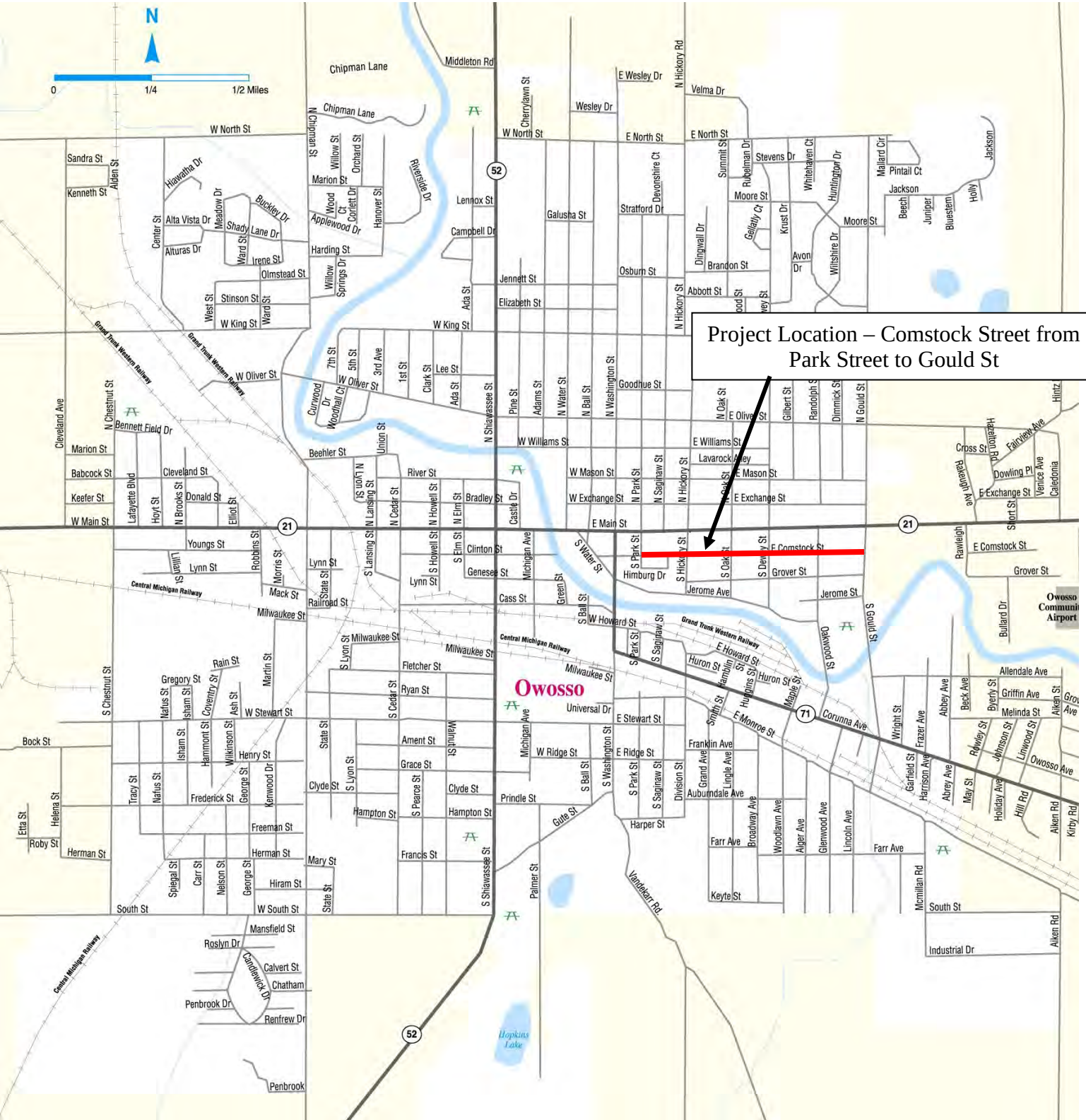
Amount:

Local Financial Assurance - this indicates the local government has sufficient funds the local match amounts listed here.

OTHER COMMENTS

SUBMITTED BY	TITLE	DATE

SMALL URBAN PROJECT MAP





MEMORANDUM

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

DATE: November 17, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: MDOT Performance Resolution

RECOMMENDATION:

Approval of the MDOT Performance Resolution for Municipalities, authorizing the City of Owosso to perform work within highways under MDOT jurisdiction.

BACKGROUND:

The Performance Resolution for Municipalities for conducting work activities within MDOT's highway system must be renewed annually. The purpose of the resolution is to fix the rights and responsibilities of both parties entering this agreement, further it authorizes certain city employees to make application for other MDOT work permits during the calendar year. Attached for your consideration is the updated resolution.

FISCAL IMPACTS:

There are no direct fiscal impacts to approving the Performance Resolution. This document simply formalizes the rights and responsibilities of the City.

Attachments: MDOT Performance Resolution for Municipalities

RESOLUTION NO.

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the City of Owosso hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this Resolution shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Resolution, as provided by law. This Resolution is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this Resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This Resolution shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

Ryan Suchanek, Director of Public Services & Utilities
Terri Sinn, Executive Secretary
City Engineer
Thomas Wheeler, DPW Superintendent



MEMORANDUM

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

DATE: November 17, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: WWTP Secondary Clarifier Project Change Order #4

RECOMMENDATION:

Approval of increased payment for construction work by RCL Construction Co., Inc. (Sanford, MI) for the WWTP Secondary Clarifier project in the amount of \$255,078.00.

BACKGROUND:

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

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

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

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

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

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

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

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

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

On January 21, 2024, City Council approved Change Order #2, which included the addition of:

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

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

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

The net change from modifications of Change Order #2:

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

On August 18, 2025, City Council approved Change Order #3, which included three items that were identified:

- Painting of Pump Room Ceiling – This task was not included in the original Phase I project scope but is recommended at this time while painters are mobilized for the clarifier work. Painting the 45 year old concrete planks that form the tertiary pump room ceiling/roof will help extend their lifespan by binding together deteriorating areas.
- Installation of Gate in Primary Wet Well – Adding this gate will create a new process design feature, allowing the plant to operate in multiple configurations, particularly benefiting operation of the Nitrification Towers during summer months when permit limits are most stringent. This work will involve coring a hole in the wall between the primary and secondary wells and installing a gate to allow the water to be separated or mixed as needed.
- Increase Size of SG-1 to fit over 36" Pipe – A gate is needed to prevent water from entering a dead-end pipe installed from the new secondary clarifier toward the location of a future clarifier. The original gate was sized for 30" pipe, but due to the actual configuration and installation, a larger gate is required to properly fit over a 36" pipe.

Change Order #3 Costs:

\$12,070.00 – Pump Room Ceiling

\$ 2,355.00 – Slide Gate Size Change

\$59,154.00 – Wet Well Slide Gate

\$73,579.00 – Grand Total

Change Order #3 Schedule Change:

- Increase of 210 Days – Specific to Slide Gate Size Change

Recently, as part of the Secondary Clarifier Rehabilitation Project, six items have been identified that require a change order to the original contract with RCL Construction:

Change Order #4 Costs:

\$ 41,004.00 – Electric actuator and 480V electrical homerun on valve 322

\$ 41,839.00 – Electric actuator and 480V electrical homerun on valve 500

\$ 79,877.00 – 2-slide gates downstream of UV process

\$ 13,395.00 – Yard light by drying beds

\$ 73,813.00 – Concrete channel and gate inside chlorine contact tank

\$ 5,150.00 – 65 lineal feet of curb replacement

\$255,078.00 – Grand Total

Change Order #4 Schedule Change:

- Increase of 210 Days – Specific to Slide Gates

FISCAL IMPACTS:

The project is funded by the CWSRF, with the additional costs of \$255,078.00.

Final expenses in the amount of \$6,377,495.00 shall be paid from wastewater operating fund and 2024 SRF Bond funds.

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

ATTACHMENTS: (1) Resolution
 (2) Change Order

Master Plan Implementation Goals: 3.4, 3.7

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 4
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
RCL CONSTRUCTION., INC.
FOR THE WWTP SECONDARY CLARIFIER PROJECT**

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

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

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to amend the Wastewater Treatment Plant (WWTP) Secondary Clarifier Project contract with RCL Construction Co., Inc. to increase the contract amount for two new valve actuators and electrical runs, two new slide gates, a yard light, new concrete channel inside the chlorine tank, and curb replacement.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 4 in the amount of \$255,078.00; an increase to the Contract for Services between the City of Owosso and RCL Construction Co., Inc., revising the total current contract amount from \$6,122,417.00 to \$6,377,495.00.
- THIRD: the Accounts Payable department is authorized to pay RCL Construction Co., Inc. for work satisfactorily completed up to the revised contract amount of \$6,377,495.00.
- FOURTH: the above expenses shall be paid from the Wastewater Fund, and SRF Bond Funds

CHANGE ORDER
PAGE 1 OF 2

CONTRACT FOR:	Secondary Clarifier Project
OWNER:	City of Owosso 301 West Main Street Owosso, MI 48867
CONTRACTOR:	RCL Construction Co., Inc. 777 W. Maynard Road Sanford, MI 48657
ENGINEER:	Fishbeck 1515 Arboretum Drive, SE Grand Rapids, MI 49546
ATTACHMENTS:	Change order requests dated 9/25/2025, 10/15/2025, 10/27/2025
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: Electric actuators on valves 322 and 500, 2-slide gate downstream of UV process, yard light by drying beds, channel, and gate inside contact tank, 65 lineal feet of curb replacement.	

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$5,773,100

Previous Change Order Nos.: 01, 02, 03

\$349,317

Contract Price prior to this Change Order:

\$6,122,417

Net increase of this Change Order:

\$255,078

Contract Price with all approved Change Orders:

\$6,377,495

CHANGE IN CONTRACT TIMES:

Original Contract time:

September 5, 2024

Substantial Completion:

December 1, 2025

Ready for final payment:

January 16, 2026

Net change from previous Change Orders:

0 Days

Contract Time prior to this Change Order:

Substantial Completion:

December 1, 2025

Ready for final payment:

January 16, 2026

Net increase/decrease of this Change Order:

210 Days

Contract Time with all approved Change Orders:

Substantial Completion:

June 29, 2026

Ready for final payment:

August 14, 2026

CHANGE ORDER
PAGE 2 OF 2

RECOMMENDED

By: Brian Van Zee
Engineer

Brian Van Zee,
Sr. Water and Wastewater
Engineer

Name and Title of Signatory

APPROVED

By: _____
Contractor

Nick Coon,
Project Manager

Name and Title of Signatory

APPROVED

By: _____
Owner

Ryan Suchanek,
Director of Public Services &
Utilities

Name and Title of Signatory

Date: November 7, 2025

Date: 11/7/2025

Date: _____

END OF CHANGE ORDER



777 W. MAYNARD RD.
SANFORD, MI 48657-9439
989.687.7319
fax: 989.687.5378
RCLConstruct.com

Change Request

TO: Fishbeck

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

09/25/2025

Valve 322 Add \$37,444
Homerun valve 322 Add \$3,560
Valve 500 Add \$37,701
Homerun valve 500 add \$4,138
Total = \$82,843

Regarding the email provided for the following valves, we are proposing the following changes.

- We are proposing the following scope:
 - o Furnish and install electric valve actuators for the following valves with a push button operator and local disconnects using existing breakers from DP-T1 and DP-T2.
 - Valve 322: **ADD: \$37,444.00**
 - ~~Valve 327: **ADD: \$37,444.00**~~
 - 480V electrical homerun from DP-T1 for 322 and 327 **ADD: \$3,560.00** (this must be added to one of these valves)
 - Valve 500: **ADD: \$37,701.00**
 - ~~Valve 504: **ADD: \$37,701.00**~~
 - ~~Valve 505: **ADD: \$37,701.00**~~
 - ~~Valve 506: **ADD: \$39,464.00**~~
 - 480V electrical homerun from DP-T2 for 500, 504, 505, and 506 **ADD: \$4,138.00** (this must be added to one of these valves)
 - ~~Valve 513: **ADD: \$23,782.00**~~
 - ~~Valve 514: **ADD: \$23,782.00**~~
 - 120V electrical homerun from LP-T for 513 and 514 **ADD: \$5,056.00** (this must be added to one of these valves)

*Contract duration extension for proposed work scope. **0 days**

Please sign this request and issue a change order for additional work.

Thank you,
Nicholas Coon

Authorization to proceed

Date: _____

BUILT-IN SATISFACTION
Since 1982



777 W. MAYNARD RD.
SANFORD, MI 48657-9439
989.687.7319
fax: 989.687.5378
RCLConstruct.com

Change Request

TO: Fishbeck

10/15/2025

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

Spec Section #

Sheet#

Regarding the attached drawings, we are proposing the following changes.

- We are proposing the following scope/attached drawing: Chlorine Contact Chamber Concrete Channel
 - o Shutdown process to the Chlorine Contact Chamber for:
 - 2 weeks to install concrete walls
 - 1 week to install new slide gate
 - o Drain water, clean up sludge, power wash as needed to install concrete
 - o Cut a square hole in two walls aprox 8" 48" tall x 48 wide
 - o Prepare floor and walls where concrete will be poured against
 - o Install retro-waterstop, reinforcing steel/dowels
 - o Form and pour an 8" wall approx. 48" tall and 76' long
 - o Cut existing 24" pipe flush with existing wall
 - o Furnish and install new slide gate with handwheel for a 24" pipe and grout
 - o Winter Conditions are excluded
 - o If the scope above is approved a **add** of \$73,813.00 would be issued.
- We are proposing the following scope/attached drawing: Drying Bed Light Location Change
 - o Trench electrical with additional wire approx. 75' more than original bid
 - o Furnish and install S1 fixture with steel pole
 - o Furnish and install concrete base for steel pole
 - o Furnish and install electrical grounding
 - o If the scope above is approved a **add** of \$13,395.00 would be issued.
 - o Deduct \$150.00 if wooden pole is selected vs steel pole

*Contract duration extension for proposed work scope. **0 days**

Please sign this request and issue a change order for additional work.

Thank you,
Nicholas Coon

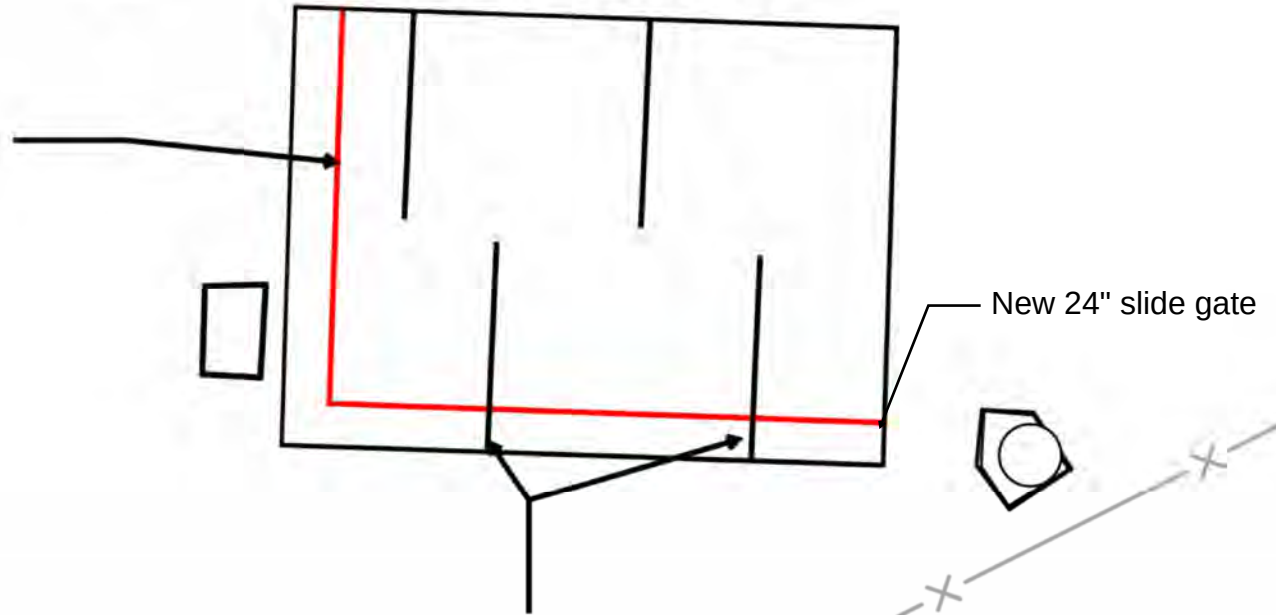
Authorization to proceed

Date: _____

BUILT-IN SATISFACTION
Since 1982

CHLORINE CONTACT CHAMBER

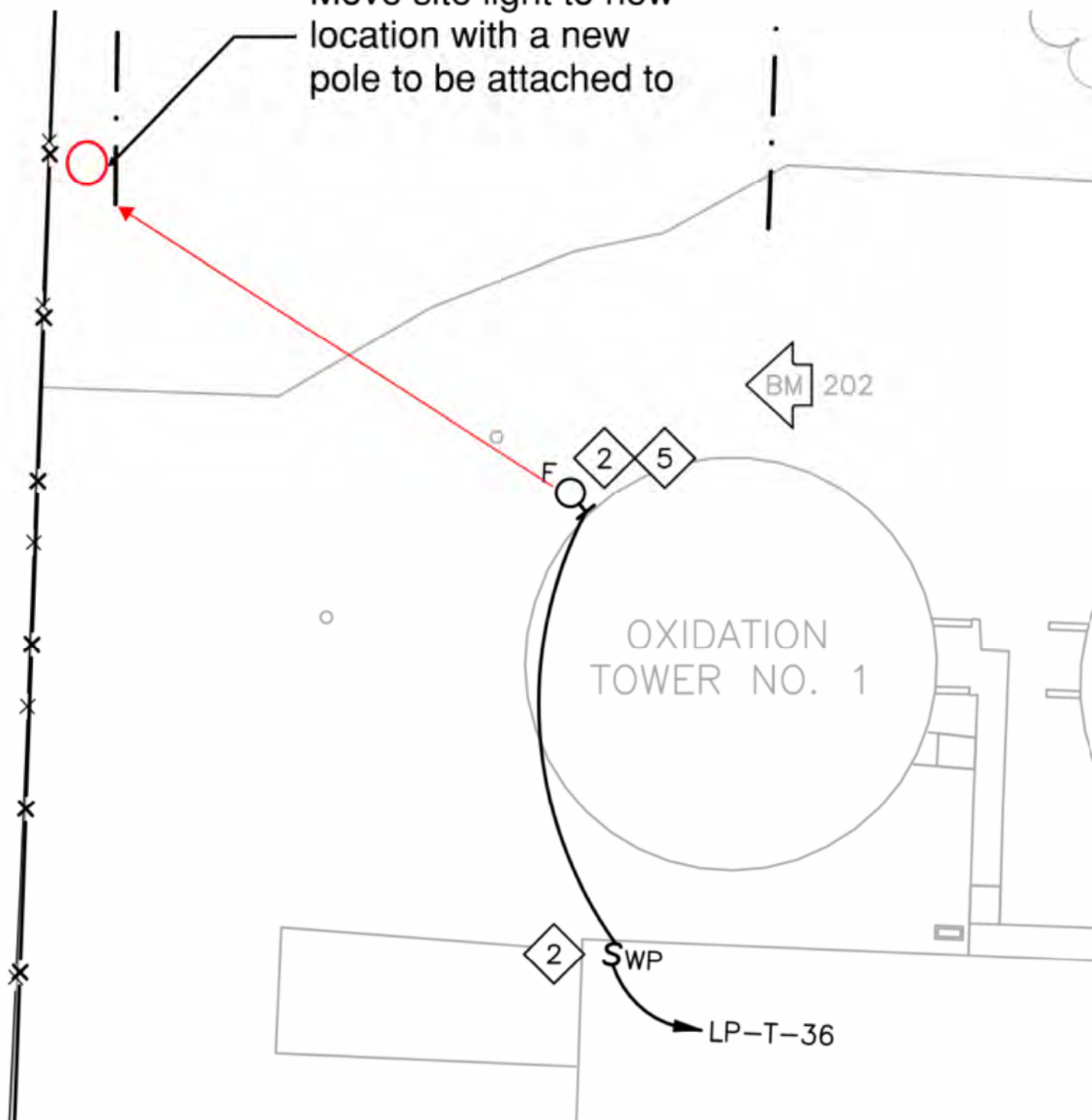
New concrete wall 8"
thick x 48" tall



Existing Walls to be
cut with a 48"x48"
hole

ASPHALT

Move site light to new
location with a new
pole to be attached to





777 W. MAYNARD RD.
SANFORD, MI 48657-9439
989.687.7319
fax: 989.687.5378
RCLConstruct.com

Change Request

TO: Fishbeck

10/27/2025

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

Regarding the email provided for the following slide gates at the existing UV channels (for both channels), we are proposing the following changes.

- Furnish and install two surface mounted slide gates with hand crank actuators (please see use the existing slide gates for reference except they are surface mounted to the channel walls) for both UV channels in place of the two existing stop plates. The existing two stop plates to remain and not demo'd. No grating or embedded angle to be modified and the two new slide gates are to fit in the place of one grating width in both channels. This will take 1 week of shutdown to the entire UV system for each slide gate to be installed.
ADD: \$79,877.00

***Contract duration extension for proposed work scope. TBD days, depending on when this is approved and change order is issued. It is going to take 6 weeks to receive shop drawings and 23 weeks to receive the slide gates once the shop drawings are approved.**

Please sign this request and issue a change order for additional work.

Thank you,
Nicholas Coon

Authorization to proceed

Date: _____

BUILT-IN SATISFACTION
Since 1982

Nick Coon

From: Nick Coon <nick@RCLconstruct.com>
Sent: Tuesday, October 28, 2025 9:40 AM
To: Libka, Jody
Cc: Van Zee, Brian
Subject: Re: Owosso Secondary Clarifier (231949) - CO04

Brian, Can you add the existing curb that needed to be demo'd and reinstalled at the main entrance for **\$5,150.00**

Thank you,

Nick Coon

Project Manager

RCL Construction Co., Inc.

777 W. Maynard Rd, Sanford, MI 48657

Cell: 989-513-6081 / Office: 989-687-7319 / Fax: 989-687-5378

Email: nick@rclconstruct.com



From: Libka, Jody <jlibka@fishbeck.com>
Sent: Tuesday, October 28, 2025 8:30 AM
To: Nick Coon <nick@RCLconstruct.com>
Cc: Van Zee, Brian <bvanzee@fishbeck.com>
Subject: Owosso Secondary Clarifier (231949) - CO04

Hi Nick,

The Change Order is attached for your signature.

Jody Libka | Administrative Assistant

Fishbeck | w: 616.464.3963 | Fishbeck.com



MEMORANDUM

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

DATE: November 17, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: DWSRF 2026 – Fishbeck Engineering Services

RECOMMENDATION:

Authorization to amend the Agreement between the City of Owosso and Fishbeck of Lansing, Michigan dated September 7, 2021 in the amount of \$385,360.00 as addendum No.11, for providing engineering design, bidding services, and construction administration services for the 2026 DWSRF projects.

BACKGROUND:

The City of Owosso has been awarded \$12,000,000.00 in Drinking Water State Revolving Fund (DWSRF) funding, including \$2,160,000.00 in principal forgiveness, for system improvements including the Gute Hill Booster Station, water main replacement, and lead service line replacement.

Of this total, \$3,000,000.00 is allocated for improvements to the Gute Hill Booster Station. The existing station is equipped with aging components that are in poor condition and operates at reduced efficiency as standpipe water levels drop, significantly limiting the City's ability to maintain reliable pressure and flow throughout the water distribution system.

This proposed scope includes:

- Comprehensive evaluation and rehabilitation design for the Gute Hill Booster Station, including pumps, valves, electrical, HVAC, controls, natural gas service, and a permanent standby generator.
- Review and evaluation of hydraulic performance issues and system upgrades to restore full operational capacity.
- Rehabilitation of the City's Osburn Well, which suffered structural screen failure in 2025.
- Evaluation of Water Treatment Plant chemistry and lime scaling issues affecting capacity and equipment performance.
- Completion of required federal equivalency and environmental review (SHPO, THPO, USFWS, MNFI) for DWSRF compliance.

Fishbeck has extensive experience with municipal water infrastructure design, and the City has maintained a long standing positive working relationship with the firm on prior projects. Their familiarity with the City's systems will ensure efficient project delivery within the DWSRF program schedule.

This work will provide critical infrastructure improvements to support reliability, redundancy, and operational safety for the City's water supply system.

2026 DWSRF Engineering Tasks:

- Task 1 – Design
- Task 2 – Bidding
- Task 3 – Construction

Estimated cost breakdown of each category:

• Design (Task 1)	\$238,250.00
• Bidding Services (Task 2)	\$ 15,460.00
• <u>Construction Services (Task 3)</u>	<u>\$131,650.00</u>
TOTAL	\$385,360.00

***Tasks 2 & 3 – Bidding Services & Construction Services are contingent upon the City securing loan funding through the State's DWSRF program.

FISCAL IMPACTS:

Capital replacement engineering services will be funded from and chargeable to account 591-901-972.200-DWRF792001.

Document originated by: Ryan E. Suchanek

Attachments: (1) Resolution
(2) Proposal

Master Plan Implementation Goals: 3.4, 3.7

RESOLUTION NO.

**APPROVAL OF ADDENDUM NO. 11 TO THE AGREEMENT
BETWEEN THE CITY OF OWOSSO AND FISHBECK FOR
ENGINEERING DESIGN AND CONSTRUCTION SERVICES
FOR DWSRF 2026 PROJECTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, intends to seek fund from the State of Michigan's Drinking Water State Revolving Fund (DWSRF) for drinking water system improvements, and

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

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the engineering services as necessary for the design, bid specification development, and construction administration services to replace the aged equipment, and hereby recommends authorizing Fishbeck to provide these engineering services in the amount of \$385,360.00.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Fishbeck for design, bid specification development, and construction administration services for the 2026 DWSRF Projects.
- SECOND: the accounts payable department is authorized to submit payment to Fishbeck in the amount of \$385,360.00 for these services.
- THIRD: Task 2 – Bidding Phase Services, and Task 3 – Construction Administration are contingent upon the City securing loan funding through the State's DWSRF program.
- FOURTH: the above expenses shall be paid from the fund 591-901-972.200-DWRF792001.

**ADDENDUM NO. 11 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES WITH
FISHBECK, THOMPSON, CARR & HUBER, INC. DBA FISHBECK**

This addendum is attached and made part of the agreement for professional engineering services dated September 7, 2021 between the city of Owosso, Michigan (owner) and Fishbeck, Thompson, Carr & Huber, Inc. dba Fishbeck (Engineer) providing for professional services.

ADDENDUM NO. 11

2026 DWSRF PROJECTS - ENGINEERING SERVICES

PROJECT SCOPE OF WORK

The project scope of work is attached as Proposal for Professional Services: Rehabilitation of the Gute Hill Booster Station – Design, Bidding, and Construction Phases.

SCHEDULE

The schedule for the project is attached as Addenda: Schedule - shown with a bid advertisement no later than May 22, 2026.

COMPENSATION

The cost proposal of the engineer for the project is attached as Addenda: Professional Service Fees. Design Engineering which totals \$238,250.00, Bidding Administration in the amount of \$15,460.00, and Construction Administration in the amount of \$131,650.00. The engineer shall submit for payment based on monthly progress of the work.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the date indicated below.

Approved November 17, 2025.

For the engineer:

Fishbeck, Thompson, Carr & Huber, Inc.
d/b/a Fishbeck

By: _____

By: _____

Executed: _____, 2025

For the owner:

City of Owosso, Michigan

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

By: _____
Amy K. Kohagen, City Clerk

Executed: _____, 2025

November 7, 2025

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

Proposal for Professional Services
Rehabilitation of the Gute Hill Booster Station – Design, Bidding, and Construction Phases

Fishbeck is pleased to offer our proposal to the City of Owosso (City) to provide professional design engineering, bidding, and construction administration services for Equivalency Services related to Drinking Water State Revolving Fund (DWSRF) Funding, relining of a well, and improvements to the City's Gute Hill Booster Station (Station).

Statement of Understanding

Fishbeck submitted an ITA on the City's behalf for the project in November 2024 for the Booster Station upgrades, watermain replacement and LSLR. The City has been awarded DWSRF funds in the amount of \$12,000,000 with \$9,840,000 as BIL loan, \$2,160,000 as principal forgiveness. \$3,000,000 of the total DWSRF funds are for improvements to the Gute Hill Booster Station.

The Gute Hill Booster Station is connected to a standpipe located off Krouse Road between South Pearce Street and Walnut Street. The flow capacity of the Station is limited hydraulically by the level in the standpipe. The existing booster pump is rated for 1,000 gpm; however, the pumping capacity of the Station decreases significantly as levels in the standpipe drop. Identification and resolution of these hydraulic issues are needed.

The Station has equipment which is aging and in poor condition. The City would like to replace the majority of the equipment within the Station as well as complete many improvements to the site, building, electrical, and controls in the Station. It is our understanding that the City would like to address the below items at the Station:

Booster Station

- Review of the existing Station and system hydraulics to determine issues with pumping at low standpipe levels. Correct hydraulic at the Station site within scope and project budget where possible.
- Evaluate cost, construction sequence, feasibility of rehab versus complete replacement of the Station.
- Review basis of design on pump(s) to achieve design pump capacity at the Station.
- Review the functionality and design of the altitude valve in the Station.
- Installation of a new altitude valve with flow throttling capability.
- Evaluation of the potential addition of a connection for temporary chlorine storage and feed system. This includes determining the location in Station for a portable chlorine drum.
- Review the condition of site assets such as catch basins, site concrete, and fire hydrants. Provide recommendations and design replacement.
- Evaluate the refurbishment of the drainage system from the Station to restore functionality, including the replacement of basement sump pump system.

- Replacement of the existing shingled roof with metal roofing.
- Sealing of penetrations in walls and floors that are no longer in use.
- Replacement of the existing pump and installation of an additional pump to improve Station performance. Installation of new VFDs with the new pumps.
- Installation of a separate metered tank fill line and metered pump discharge line.
- Installation of all new electric actuators, valves and piping.
- Replacement of any lead and oakum connections within the existing building with non-lead fittings.
- Replacement of all HVAC equipment. Design replacement equipment and systems to properly heat, ventilate, and dehumidify both levels of the Station.
- Coordination with natural gas utility for the installation of a new natural gas service.
- Evaluate and replace the aged existing electrical service and distribution equipment in coordination with electrical utility.
- Coordinate with the electrical utility.
- Installation of a permanent standby power generator system with automatic transfer capabilities using natural gas as the fuel source.
- Installation of security system (camera) and infrastructure (conduit, backbox, and cabling), two external power over ethernet cameras and one internal to the Station.
- Demolition of existing cathodic protection system.

WTR Plant Chemistry

The Water Treatment Plant (WTP) has experienced lime build up in piping and valves over the years causing a reduction in plant capacity, equipment failures, and extensive maintenance to remove lime buildup. The City would like an evaluation of water chemistry to troubleshoot the cause of the problem.

- Compile and review WTP data provided by the City for each process.
- Evaluate data for abnormalities and identify possible causes for lime buildup.
- Provide recommendations to correct the issues identified.
- Design of WTP changes to correct the scaling issues is not included in the scope of this project, as the extent of changes needed are unknown at this time.
- Coordination with EGLE and City.

Osburn Well Rehabilitation

The City's Osburn Well failed in the spring of 2025. Investigations found the presence of gravel in the motor and a hole in the well screen. The City would like to rehabilitate the well with a partial or full liner.

- Review existing video and inspection reports of the well.
- Coordinate with EGLE on well liner type and obtain approvals.
- Work with vendors on possible liner types. Design and specify the changes needed at the well.

As a condition of the DWSRF funding obtained for the Gute Hill Booster Station project, federal crosscutter requirements must be met for the project. This Work is already underway and will be completed by Fishbeck as part of the design effort.

Scope of Services

Fishbeck will provide the services outlined below.

Equivalency Services for DWSRF

The federal crosscutter requirements include the Society of Historic Preservation Office (SHPO), Tribal Historic Preservation Office (THPO), EGLE land-water interface, and United States Fish and Wildlife Service (USFWS) evaluation. Fishbeck will complete the following:

- SHPO Section 106 Application and Submission.
 - Engage the services of a qualified and experienced historian to conduct a cultural resource review on behalf of the City for the LSLR proposed areas.
 - Discuss the scope of the project, provide pertinent information about the project areas, and receive a cost proposal for the cultural resources review.
 - Review cost proposal and coordinate with City on retainage of historian services.
 - Review the letter report summarizing the results of the literature review provided by the historian.
 - Compile information for inclusion within the SHPO Section 106 Application.
 - Prepare and submit the SHPO Section 106 Application on behalf of the City.
- THPO Application.
 - Contact and coordinate with THPO relevant to project areas.
 - Provide Section 106 review results to THPO.
 - Review THPO comments about projects and mitigate impact to any identified Tribal historic sites.
- USFWS and MNFI Review (Protected Plants and Animals).
 - The USFWS ensures that federally funded projects do not jeopardize any federally listed species through the implementation of Section 7 of the federal Endangered Species Act. Information for Planning and Consultation (IPaC) is a digital project planning tool that will be utilized to determine whether the projects will have effects on the sensitive species or designated critical habitat.
 - The Michigan Natural Features Inventory (MNFI) will be contacted to ascertain whether any species of fauna or flora listed as endangered, threatened, or special concern, or the critical habitat of such species, is found in the vicinity of the proposed projects.
 - Mitigation strategies to avoid excess impacts to any identified flora or fauna in the area of the projects.
 - Tasks include:
 - USFWS consists of utilizing the IPaC Tool to review species and potential impacts.
 - Contacting MNFI and complete the Rare Species Review process.
 - Memo deliverable to wrap all the reviews completed to submit to EGLE.

Deliverables: Section 106 Application, THPO Application response and mitigation, Endangered Species review documentation, Environmental Report from DWSRF indicating compliance with Federal Requirements.

Preliminary Design

Preliminary design will include the following tasks:

- Attend a project kickoff meeting with the City to identify key project goals and objectives, establish communication protocols, and review project approval procedures.
- Conduct a topographic survey of the project site. The survey will include an area sufficient to cover anticipated improvements.
- Verify plan review requirements of the authority having jurisdiction (AHJ).

- Retain the services of a qualified archaeologist to complete a review of the project for impacts to historical resources through a State Historic Preservation Office (SHPO) Section 106 submittal as required by the State Revolving Fund Program.
- Verify the sizing, layout, and piping requirements to incorporate the proposed improvements.
- Discuss security provisions, such as security cameras, card readers, access control, fencing, etc., with the client and verify what provisions are to be included in the final design or provided by the client under separate contract.
- Develop a basis of design for proposed improvements for use in the permitting process.
- Determine electrical load requirements for the new equipment and evaluate the suitability of the existing service. Identify necessary electrical improvements to accommodate project improvements. Verify modifications needed to the existing electrical distribution equipment and determine how/where new equipment will be connected. Identify new distribution equipment (e.g., motor control centers, panelboards, motor starters, variable frequency drives, etc.) that will need to be added to the existing system.
- Evaluate supervisory control and data acquisition (SCADA) system needs. Identify improvements needed to existing equipment. Summarize new instrumentation and control equipment to incorporate controls and monitoring for new processes and equipment. New equipment will be compatible with the existing SCADA system at the WTP, including networking and communications (i.e., radio).
- Develop preliminary drawings.
 - Site plan with utilities.
 - Preliminary floor plan.
 - Process flow schematic.
 - Process and instrumentation diagrams (P&IDs).
 - Preliminary piping plan.
 - Electrical one-line diagram.
 - Control system configuration diagram.
- Prepare a preliminary list of specifications to be included in the bidding documents.
- Prepare a preliminary list of drawings to be included in the bidding documents.
- Prepare an updated opinion of probable construction cost based on the preliminary design documents.
- Summarize the preliminary design in a technical memo to represent the 30% design completion milestone and submit in electronic format for project stakeholder review.
- Meet with the client to review comments on the draft preliminary design technical memo.
- Incorporate applicable comments and issue three final copies and an electronic copy of the preliminary design technical memo and preliminary drawings.

Deliverables: preliminary design technical memo, preliminary drawings, preliminary drawings list preliminary specification list, opinion of probable construction cost, etc.

Final Design

Final design will include the following tasks:

- Coordinate contractual requirements with the City specifically relating to bonding, insurance, liquidated damages, and dispute resolution.
- Prepare Divisions 00 and 01 front-end specifications to include the Standard General Conditions of the Construction Contract by the Engineers Joint Contract Documents Committee (EJCDC). These documents will identify contractual and administrative requirements.
- Prepare technical specifications following the current Construction Specification Institute (50 Division) numbering format.

- Prepare final drawings in major subdivisions to include Civil, Demolition, Architectural, Structural, Process, Mechanical, Electrical, and Instrumentation, as applicable to the project. Drawings will indicate the general scope, extent, and character of the work to be furnished and performed by the Contractor.
- Complete internal quality assurance/quality control (QA/QC) procedures. Incorporate applicable review comments into the documents.
- Submit 60% and 90% design documents for review by the City. Coordinate review comments and incorporate applicable comments into the bidding documents.
- Update the opinion of probable construction cost reflecting 90% design documents.
- Assist the City in obtaining any regulatory permits from EGLE necessary to bid and construct the project. Permit applications will be submitted following completion of the design. Fishbeck will prepare the permit applications, coordinate review with the regulatory agency, and respond to their comments. The time to review and approve the permit is dependent on regulatory agency responsiveness, although keeping them informed regarding the design progress can facilitate a faster review of the final design submittal. The permitting process may need to be conducted concurrently with bidding, depending on the schedule.
- Finalize design documents (specification and drawings) for bidding.

Deliverables: drawings, specifications, opinion of probable construction cost, etc.

Bidding

Bidding phase services will include the following tasks:

- Assist the City with preparation of an advertisement for bids.
- Coordinate distribution of drawings and specifications to prospective bidders.
- Conduct a prebid meeting at the WWTP.
- Respond to bidders' questions and issue addenda as applicable.
- Participate in interviews with the City for up to three responsive bidders to assess bidders' understanding of the project, project approach, schedule, and other factors as applicable to aid the City in awarding the Contract.
- Assist the City with evaluating the bids and identify qualified bids for the City to select a Contractor to award the Construction Contract.
- Assist the City with awarding the Construction Contract by providing the necessary forms and documents.

Construction Administration

Construction administration services will include the following tasks:

- Review the Contractor's bond and insurance information and assist the City with execution of the Contract Documents by providing the necessary forms and documents.
- Conduct a preconstruction meeting onsite with the Contractor, Subcontractors, and City representatives and issue meeting minutes.
- Review schedule information, and other data which the Contractor is required to submit for compliance with design concepts.
- Consult with and advise the City as to the acceptability of substitute materials and equipment that may be proposed by the Contractor.
- Review Contractor's shop drawing, sample, testing, and other submittals.
- Receive submittals required by the Contract Documents for Contractor delegated design for informational purposes to determine that the Contractor has understood these responsibilities and obtained the required professional design assistance.

- Respond in writing to the Contractor's requests for information (RFIs) and issue clarifications and interpretations to the Contract Documents, including recommending bulletins, change orders, and work change directives to the City as applicable, and preparing the documents.
- Review Contractor applications for payment and provide recommendations to the City regarding payment based on understanding of the work completed.
- Assist the City with compliance related to funding agency requirements, including conducting certified payroll tracking, wage rate interviews, and verifying submittal of material certifications.
- Attend eight monthly progress meetings, with the Contractor, Subcontractors, and City's representatives. It is assumed the Contractor will conduct these meetings, including producing agendas, taking notes, and issuing meeting minutes.
- Attend preinstallation meetings with the Contractor and Subcontractors as noted in the project specifications.
- Visit the site at intervals appropriate to the various stages of construction. Make recommendations for the replacement or correction of defective work, as necessary. Site visits will be conducted by the project manager, lead engineer or specific discipline engineers, or other qualified personnel dependent on progress of the work.
- Keep the City informed of the progress of the work.
- Provide start-up assistance in conjunction with the start-up and training specified to be provided by equipment suppliers. This generally includes attendance during equipment start-up, coordination with suppliers to resolve operational or controls-related problems, and confirmation of control system operation.
- Upon notification from the Contractor that the project is substantially complete, review the completed work to verify Substantial Completion. Develop a project closeout punch list. Prepare a certificate of Substantial Completion and submit to the parties for execution.
- Review Contractor project closeout documents, including waivers of lien, consent of surety, and warranties.
- Conduct a final inspection to verify project completion.
- Provide project record drawings to the City based on the Contractor's as-built documentation and red-line markups. Issue two full size copies, two reduced size copies, and an electronic copy of the record drawings to the City.
- Obtain and review Operation and Maintenance (O&M) Manuals for equipment.
- Provide part time observation of the Work. The proposal assumes generally onsite one day per week when the Contractor is performing major Work onsite, up to the Substantial Completion date. After Substantial Completion, periodic visits to verify completion of punch list items. The fee is based on a total of 160 hours for onsite construction observation.

Assumptions

- Booster Station: A single set of bidding documents (bid package) will be prepared for the purpose of obtaining Contractor pricing (bids).
- Osburn Well is not DWSRF funded and will be a separate bidding package.
- Bidding will be conducted at the conclusion of design.
- Our proposal assumes three meetings during design for discussion of items related to the design, funding, and applicable reviews by project stakeholders.
- The design schedule may be impacted by regulatory and funding agency reviews.
- The Contractor will be responsible for submitting evidence that materials comply with funding agency requirements.
- Local construction permits will be the Contractor's responsibility.
- Construction materials testing and special inspections will be conducted by a third-party independent testing agency, with these services being paid for out of a cash allowance.

- The SCADA system at the Station was/is being replaced under a different project. It is assumed provisions exist for connecting new instruments and equipment to the new panel at the Station.
- Camera models/requirements will be determined by the City. Our design will include the required conduit, conductors, and hardware required for mounting the cameras and connecting them to the existing panel at the Station. The City verified that the existing radio system is setup to manage camera communication between the Station and a central site/server.
- Existing radio communication at the Station for SCADA monitoring and control will be reused.
- We will coordinate with the local utility on their equipment and determine if they will replace it as a part of construction for this project. Utility charges will be covered via a cash allowance.
- The Contractor will be responsible for operating new equipment and valves during construction. Client operations staff will be responsible for operating existing equipment and valves during construction and new equipment and valves during start-up.
- Osburn Well: Fishbeck will be onsite during lining operation, assume two days.
- Osburn Well does not require electrical, structural, architectural, mechanical, civil design services.
- WTP chemical analysis does not include design services.

Schedule

The project is currently approved as a Quarter 4 project through the DWSRF program with bid advertisement no later than May 22, 2026.

Professional Services Fees

We propose to complete the scope of services described herein for a lump sum of Three Hundred Eighty-Five Thousand Three Hundred Sixty Dollars (\$385,360).

Task	Fee
Booster Station Design	\$238,250
Bidding	\$15,460
Construction	\$131,650

Authorization

This proposal is made subject to the Terms and Conditions of the standing Professional Services Agreement between the City of Owosso and Fishbeck, dated October 24, 2025.

If you have any questions or require additional information, please contact me at 517.887.4099 or bvanzee@fishbeck.com.

Sincerely,



Brian Van Zee

Senior Water and Wastewater Engineer

By email



MEMORANDUM

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

DATE: November 17, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: WWTP Towers – Fishbeck Engineering Services (2026 CWSRF Projects)

RECOMMENDATION:

Authorization to amend the Agreement between the City of Owosso and Fishbeck of Lansing, Michigan dated September 7, 2021 in the amount of \$1,299,780.00 as addendum No.12, for providing: planning, engineering design, bidding services, and construction administration services for the Nitrification and Roughing Towers and Collections System Analysis project at the Wastewater Treatment Plant (WWTP).

BACKGROUND:

The City of Owosso has been awarded \$20,000,000.00 in funding through the Clean Water State Revolving Fund (CWSRF), consisting of \$16,870,000.00 in CWSRF loan, \$530,000.00 in Bipartisan Infrastructure Law (BIL) loan, and \$2,600,000.00 in principal forgiveness.

The project addresses multiple critical needs at the WWTP and within the sanitary collection system:

- WWTP Towers Replacement:
 - The plant's three circular nitrification and roughing towers, originally installed in the 1980s, are showing significant structural deterioration, with failing concrete sidewalls and aging biological media. The project will replace these units with three new steel treatment towers, aluminum covers, stairways, and walkways. New piping, valves, and controls will be integrated into the existing SCADA system to improve operational reliability and efficiency.
- Collection System Analysis:
 - Significant inflow and infiltration (I/I) has been identified in areas tributary to the WWTP, leading to capacity exceedances during wet weather events. The project includes smoke testing, flow metering, and sediment analysis to identify and quantify inflow sources, evaluate interceptor capacity reductions due to sediment, and develop strategies to mitigate sanitary sewer overflows (SSOs).
- Future Capacity and Flow Management:

- o Based on the findings, Fishbeck will provide design level recommendations for a wet weather pumping station and equalization (EQ) basin to manage excess flow volumes and ensure compliance with EGLE design storm requirements.

This effort continues the City's long term capital improvement and compliance planning to ensure reliable wastewater treatment and system resilience during extreme wet weather events.

Fishbeck has extensive experience with the City's wastewater system and has served as the primary engineering consultant on multiple major infrastructure projects. Their understanding of the City's collection system and regulatory requirements will support an efficient design and construction process within the CWSRF framework.

WWTP Towers Engineering Tasks:

- Task 1 – Planning
- Task 2 – Design
- Task 3 – Bidding
- Task 4 – Construction Administration

Estimated cost breakdown of each category:

• Planning (Task 1)	\$275,300.00
• Design (Task 2)	\$540,995.00
• Bidding Services (Task 3)	\$ 15,645.00
• Construction Services (Task 4)	\$467,840.00
TOTAL	\$1,299,780.00

***Task 4 – Construction Services are contingent upon the City securing loan funding through the State's CWSRF program.

FISCAL IMPACTS:

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

Document originated by: Ryan E. Suchanek

Attachments: (1) Resolution
(2) Proposal

Master Plan Implementation Goals: 3.4, 3.7

RESOLUTION NO.

**APPROVAL OF ADDENDUM NO. 12 TO THE AGREEMENT BETWEEN
THE CITY OF OWOSSO AND FISHBECK FOR
ENGINEERING DESIGN AND CONSTRUCTION SERVICES
FOR CWSRF 2026 PROJECTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, intends to seek funding from the State of Michigan's Clean Water State Revolving Fund (CWSRF) for WWTP Nitrification Towers, and

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

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the engineering services as necessary for planning, design, bid specification development, and construction administration services to replace the aged equipment, and hereby recommends authorizing Fishbeck to provide these engineering services in the amount of \$1,299,780.00.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Fishbeck for planning, design, bid specification development, and construction administration services for 2026 CWSRF projects.
- SECOND: the accounts payable department is authorized to submit payment to Fishbeck in the amount of \$1,299,780.00 for these services.
- THIRD: Task 4 – Construction Services are contingent upon the City securing loan funding through the State's CWSRF program.
- FOURTH: the above expenses shall be paid from the fund 599-901-977.000.

November 10, 2025

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

**Proposal for Professional Services
Rehabilitation of the Nitrification and Roughing Towers and Collection System Analysis**

Fishbeck is pleased to offer our proposal to the City of Owosso (City) to provide professional engineering design, bidding, and construction administration services for Service to the City's Wastewater Treatment Plant (WWTP) and collection system analysis.

Statement of Understanding

Fishbeck submitted an ITA on the City's behalf for the project in November 2024. The City has been awarded CWSRF funds in the amount of \$20,000,000 with \$16,870,000 as CWSRF loan, \$530,000 as BIL loan, and \$2,600,000 as principal forgiveness.

The WWTP currently has three circular towers (roughing and nitrification), originally installed in the 1980s for secondary biological treatment. These towers were designed for ammonia and phosphorus removal but were only sized for average day loading. The concrete tank structures are deteriorating and no longer able to be repaired. The media is original and showing signs of failure. To address these conditions, three new circular towers will be designed and constructed to accommodate maximum day loading. All media will be removed, and the tank sidewalls will be removed down to floor elevation. The concrete walls will be replaced back to the bottom of media to construct the underdrain system. Steel tanks will be built on top of the concrete sidewalls with new media, aluminum covers, aluminum stairways to the top, and aluminum walkways between tanks.

The sanitary sewer system capacity evaluation performed by Fishbeck in 2025 revealed the presence of significant inflow and infiltration (I/I) in the system tributary to the City's WWTP. Wet weather flows generated by the remedial design storm event (RDS) as defined by Michigan Department of Environment, Great Lakes, and Energy (EGLE) exceed the capacity at the WWTP and in the main interceptor sewer that flows adjacent to the Shiawassee River. Capacity in the interceptor sewer is further limited by the presence of significant sediment in the system.

The City is considering alternatives to handle excess peak flow and volume in its system to reduce the risk of sanitary sewer overflows (SSOs) within the collection system and at the WWTP. Among these alternatives includes construction of a wet weather pumping station to divert excess flows from the interceptor sewer, downstream to a future equalization (EQ) basin, to be constructed at the WWTP. To provide the City with design-level recommendations for the pumping station and EQ basin, further metering and study within the upstream collection system is required.

Fishbeck completed the CWSRF Project Plan for the City in 2022, but it is assumed that an amendment will need to be completed to update costs and project details.

Scope of Services

Fishbeck will provide the services outlined below.

Roughing and Nitrification Tower

The existing three towers will be replaced to include the following:

- Demolition of the existing towers including the media and side wall structures, center column and piping, underdrain system to grade; footings and floors assumed to remain.
- Install three new steel tanks with covers and stairways.
- Remove the bottom of the stem walls supporting the stair structures at eight locations.
- Install new media, electric distributor arms, piping, supports, and cables.
- Remove and replace piping between the building and towers.
- Add two manual stop gates on the effluent lauder of the secondary clarifier.
- Install actuators on six existing valves with local open/close controls.
- Install actuators on four existing slide gates in the UV process channel and connect to the existing plant SCADA.
- Install piping and valves with local open/close control, to bypass the towers.
- Replace an existing blower on one tower.
- Integrate monitoring and control of the tower distributor arms into the plant SCADA system.
- Install level instruments and pump controls for primary scum wells and add to the SCADA system.
- Replace site lighting around towers and on the north side of the main building.
- Site improvements to include driveway asphalt, leach basins and storm piping, excavation, demolition of existing structure, service drive, soil erosion, grading.

Smoke Testing

Fishbeck proposes smoke testing in the areas upstream of meter districts M-6 and M-7, which together account for over half the direct inflow observed in the City's collection system. These two-meter districts are located upstream of SSO Manhole A and SSO Manhole D, where frequent collection system overflows occur. Smoke testing will aid in identifying sources of direct inflow. Subsequently removing the identified sources has the potential to significantly reduce the peak flow in the sewer at relatively low cost and effort. Peak flow reduction achieved through inflow removal is likely to reduce the required size, and thus operational costs, of the wet weather pumping station, which will pump flows downstream to a future EQ basin. To complete smoke testing, Fishbeck will:

- Develop a schedule, smoke testing layout, and maps of the area prior to testing. Residents of the designated area will be informed by written notices mailed by the City approximately two weeks prior to the tests. Fishbeck will attach the second notice to affected residents' doors two to three days prior to the tests. In addition to City personnel, Fire Department officials will be notified of the test locations daily.
- Provide a three-person crew to perform smoke testing for the sewers located upstream of meter districts M-6 and M-7. These areas are tributary to the 27-inch sewer flowing west, south of the Shiawassee River, just west of the M-52 street bridge. Testing will be performed on approximately 130,000 LF of sewer (approximately 465 manholes). Smoke will be introduced into the system with a blower at manholes in the study area and the field crew will observe and document locations where the smoke exits. Locations where smoke appears from a potential cross-connection with the storm sewer system or private drainage structures will be documented and photographed. Fishbeck has included up to 80 hours of field investigation to verify any potential cross-connections with dye testing.

- Once field work is complete, the data will be analyzed in the office to determine if any sources of inflow are present. An estimate of the inflow contribution will be determined and recommendations for removal will be developed, as well as a priority list for any needed repair work.
- Perform an evaluation to determine the cost effectiveness of pursuing inflow removal to reduce the size of the required future wet weather pump station. An estimate of the cost to construct and operate a pump station to handle existing flows will be compared to the estimated cost to construct a smaller pump station to handle the reduced peak flow achieved after inflow removal. Note that if inflow removal is pursued, flow metering at two or three locations will be required once all removal work is completed. Quantifying the peak flow reduction achieved is essential to informing a design recommendation for the reduced size wet weather pump station.

Flow Metering and Sediment Analysis

The City of Owosso's collection system was last metered during a relatively dry period from June-September in 2015. Because meters were installed in the system during summer conditions, the behavior in the upstream collection system under springtime high antecedent moisture conditions is generally unknown. Furthermore, the system-wide impact of sediment is known to be a factor in reducing the effective capacity of the sewer system, but the extent of this impact is unknown. Understanding the sediment profile along the interceptor and how the system responds to high antecedent soil moisture conditions in the springtime is crucial to understanding the effective capacity in the 30-inch interceptor and ultimately selecting the appropriate peak flow and volume conditions to guide the pump station and EQ basin design.

Fishbeck proposes conducting a flow metering program beginning in the Spring of 2026. Fishbeck also proposes to conduct a sediment analysis along the main interceptor prior to, or in conjunction with, the flow metering program. Fishbeck proposes the following:

- Install seven temporary flow meters to gather level, velocity and calculate flow in five-minute intervals for a period of six months beginning March 1, 2026. Install one local rain gauge to collect rain data around the City in five-minute intervals.
- Maintain and regularly download the meter data and remove the meters at the conclusion of the six-month period. Perform regular QAQC of the data in the office and evaluate dry weather and wet weather flows at each meter location.
- Complete a sediment analysis along the main interceptor sewer by evaluating the sediment depth in pre-selected manholes. Measurements will be taken roughly every 500 feet along approximately 15,000 linear feet of sewer, starting from the upstream end of the 24-inch sewer at E. Monroe Street and Division Street, downstream to the WWTP.

The City of Owosso's collection system model will be updated to include the results of the sediment analysis and will be re-calibrated with the rainfall and flow monitoring data collected in the Spring of 2026. The updated model will be used to evaluate the collection system response under design storm conditions and evaluate alternatives to mitigate the risk of SSO at the WWTP and within the collection system. Fishbeck proposes to:

- Calibrate the model to flow meter and rainfall data collected in 2026.
- Utilize information from the sediment analysis to determine the effective capacity of the 30-inch interceptor sewer and the impact of sediment removal on capacity.
- Run the calibrated model under spring and summer design storm conditions and evaluate alternatives.
- Develop a recommendation for future equalization basin size. Determine preliminary design estimates for the wet weather pumping station. Note that the final design determination for the wet weather pumping station will be contingent on post-removal flow monitoring data conducted at locations M-7 and M-6. The scope for re-metering these locations is not included in the current scope as defined above.

- Document all relevant assumptions, findings, and recommendations in report form.

Preliminary Design

Preliminary design will include the following tasks.

- Attend a project kickoff meeting with the City to identify key project goals and objectives, establish communication protocols, and review project approval procedures.
- Utilize site surveys completed on previous project(s), and update with installed proposed features.
- Retain the services of a qualified archaeologist to complete a review of the project for impacts to historical resources as required by the State Historic Preservation Office (SHPO) Section 106 submittal.
- Verify the sizing, layout, and piping requirements to incorporate the proposed improvements.
- Discuss security provisions for security cameras with the City and verify what provisions for up to two cameras, if desired.
- Develop a basis of design for proposed improvements for use in the permitting process.
- Develop preliminary drawings:
 - Site plan with utilities.
 - Preliminary floor plan.
 - Process flow schematic.
 - Process and instrumentation diagrams (P&IDs).
 - Preliminary piping plan.
 - Partial one-line diagram.
- Prepare a preliminary list of specifications to include with the Bidding Documents.
- Prepare an updated opinion of probable construction cost based on the preliminary design documents.
- Complete internal quality assurance/quality control (QA/QC) procedures. Incorporate applicable review comments into the documents.
- Meet with the City to review comments on the draft preliminary design.
- Incorporate applicable comments and issue an electronic copy of the preliminary drawings.

Deliverables: preliminary drawings, preliminary specification list, opinion of probable construction cost.

Final Design

Final design will include the following tasks.

- Coordinate contractual requirements with the City specifically relating to bonds, insurance, liquidated damages, and dispute resolution.
- Prepare Divisions 00 and 01 front-end specifications to include the Standard General Conditions of the Construction Contract by the Engineers Joint Contract Documents Committee (EJCDC). These documents will identify contractual and administrative requirements.
- Prepare technical specifications following the current Construction Specification Institute format and numbering system.
- Prepare final drawings in major subdivisions to include Civil, Demolition, Architectural, Structural, Process, Mechanical, Electrical, and Instrumentation, as applicable to the project. Drawings will indicate the general scope, extent, and character of the work to be performed and provided by the Contractor.
- Complete internal quality assurance/quality control (QA/QC) procedures. Incorporate applicable review comments into the documents.
- Submit 60% and 90% design documents for review by the City. Coordinate review comments and incorporate applicable comments into the Bidding Documents.
- Update the opinion of probable construction cost for the work reflecting 90% design documents.

- Assist the City in obtaining any regulatory permits from EGLE necessary to bid and construct the project. Permit applications will be submitted following completion of the design. Fishbeck will prepare the permit applications, coordinate review with the regulatory agency, and respond to their comments. The time to review and approve the permit is dependent on regulatory agency responsiveness, although keeping them informed regarding the design progress can facilitate a faster review of the final design submittal. The permitting process may need to be conducted concurrently with bidding, depending on the schedule.
- Finalize design documents (specification and drawings) for bidding.

Deliverables: drawings, specifications, opinion of probable construction cost

Bidding

Bidding phase services will include the following tasks.

- Assist the City with preparation of an advertisement for bids.
- Coordinate distribution of drawings and specifications to potential bidders.
- Conduct a prebid meeting at the WWTP.
- Respond to bidders' questions and issue addenda as applicable.
- Participate in interviews with the City and up to three responsive bidders to assess bidders' understanding of the project, project approach, schedule, and other factors as applicable to aid the City in awarding the Contract.
- Assist the City with evaluating the bids and identify qualified bids for the City to select a Contractor to award the Construction Contract.
- Assist the City with awarding the Construction Contract by providing the necessary forms and documents.

Construction Administration

Construction administration services will include the following tasks.

- Review the Contractor's bond and insurance information and assist the City with execution of the Contract Documents by providing the necessary forms and documents.
- Conduct a preconstruction meeting onsite with the Contractor, Subcontractors, and City representatives and issue meeting minutes.
- Review schedule information, and other data which the Contractor is required to submit for compliance with Contract Documents.
- Consult with and advise the City as to the acceptability of substitute materials and equipment that may be proposed by the Contractor.
- Review Contractor's shop drawing, sample, testing, and other submittals.
- Receive submittals required by the Contract Documents for Contractor delegated design for informational purposes to determine that the Contractor has understood these responsibilities and obtained the required professional design assistance.
- Respond in writing to the Contractor's requests for information (RFIs) and issue clarifications and interpretations to the Contract Documents, including recommending bulletins, change orders, and work change directives to the City as applicable, and preparing applicable documents.
- Review Contractor's applications for payment and provide recommendations to the City regarding payment based on our understanding of the work completed.
- Assist the City with compliance related to funding agency requirements, including conducting certified payroll tracking, wage rate interviews, and verifying submittal of material certifications.

- Attend up to 18 monthly progress meetings, with the Contractor, Subcontractors, and City's representatives. It is assumed the Contractor will conduct these meetings, including producing agendas, taking notes, and issuing meeting minutes.
- Attend preinstallation meetings with the Contractor and Subcontractors as noted in the project specifications.
- Visit the site at intervals appropriate to the various stages of construction. Make recommendations for the replacement or correction of defective work, as necessary. Site visits will be conducted by the project manager, lead engineer or specific discipline engineer(s), or other qualified personnel dependent on progress of the work.
- Keep the City informed of the progress of the work.
- Provide start-up assistance in conjunction with the start-up and training specified to be provided by equipment suppliers. This generally includes attendance during equipment start-up, coordination with suppliers to resolve operational or controls-related problems, and confirmation of control system operation.
- Upon notification from the Contractor that the project is substantially complete, review the completed work to verify substantial completion. Develop a project closeout punch list. Prepare a certificate of substantial completion and submit to the applicable parties for execution.
- Review Contractor's project closeout documents, including waivers of lien, consent of surety, and warranties.
- Conduct a final inspection to verify project completion.
- Provide project record drawings to the City based on the Contractor's as-built documentation. Issue one full size copy, and an electronic copy of the record drawings to the City.
- Obtain and review Operation and Maintenance (O&M) Manuals for equipment.
- Provide part time observation construction. The proposal assumes being on site one day per week when the Contractor is performing major work onsite, up to the substantial completion date. After substantial completion, periodic visits to verify completion of punch list items. The fee is based on a total of 1,100 hours for onsite construction observation.

Assumptions

- A single set of Bidding Documents (bid package) will be prepared for the purpose of obtaining Contractor pricing (bids).
- Bidding will be conducted at the conclusion of design.
- Hazardous material inspection and wetlands delineation services are not included.
- Our proposal assumes three meetings during design at the WWTP for discussion of items related to the design, funding, and applicable reviews by project stakeholders.
- The design schedule may be impacted by regulatory and funding agency reviews.
- The Contractor will be responsible for submitting evidence that materials comply with funding agency requirements.
- Local construction permits will be the Contractor's responsibility.
- Construction materials testing and special inspections will be conducted by a third-party independent testing agency, with these services being paid for out of a cash allowance in the construction contract.
- The Contractor will be responsible for operating new equipment and valves during construction. Owner operations staff will be responsible for operating existing equipment and valves during construction, and new equipment and valves during start-up.
- The existing power distribution system (including standby power) has the capacity to serve proposed loads.
- The existing SCADA system has spares to accommodate proposed I/O, or new cards can be added.

Schedule

The project is currently approved as a Quarter 4 project through the CWSRF program with bid advertisement no later than May, 2026.

Task	Begin Date	End Date
Start Design	October 2025	
Crosscutter Agencies	October 2025	April 2026
Smoke Testing	December 2025	March 2026
Flow Metering & Sediment Analysis	March 2026	September 2026
Hydraulic Modeling Analysis & Report	September 2026	December 2026
EGLE Draft Submittal		February 2026
EGLE Final Submittal/Permit		April 2026
Bid Advertisement		May 2026

Professional Services Fees

We propose to complete the scope of services described herein for a lump sum fee of One Million Two Hundred Ninety-Nine Thousand Seven Hundred Eighty Dollars (\$1,299,780).

Task	Fee
Planning	\$275,300
Design	\$540,995
Bidding	\$15,645
Construction	\$467,840

Authorization

This proposal is made subject to the Terms and Conditions of the standing Professional Services Agreement between the City of Owosso and Fishbeck, dated October 24, 2025.

If you have any questions or require additional information, please contact me at 517.887.4099 or bvanzee@fishbeck.com.

Sincerely,



Brian Van Zee

Senior Water and Wastewater Engineer

By email
Attachments



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

DATE: November 11, 2025

TO: City Council

FROM: City Manager

SUBJECT: Community Engagement Portal – Concourse Tech

Background

The City of Owosso solicited proposals for a cloud-based Community Engagement Platform to improve transparency, expand resident participation, and create data-driven insight into community sentiment. The proposed system will allow residents to provide feedback, respond to surveys and polls, and view public dashboards summarizing participation results.

Following review of submitted proposals, Concourse Tech Inc. was determined to be the most responsive, responsible, and cost effective - meeting all functional, accessibility, and technical requirements outlined in the RFP. Concourse's solution includes built-in AI-powered sentiment analysis, WCAG 2.1 AA accessibility compliance, multilingual capability, and interactive mapping tools that enable residents to report issues geographically, such as potholes, damaged signage, or other localized concerns.

The proposed contract totals \$22,500 over three years (\$7,500 per year) and includes all licensing, hosting, maintenance, and support. An additional implementation fee may apply only if the City Council does not approve the related Concourse Water Portal proposal. Implementation will occur over a 16-week period with staff training and full operational launch thereafter.

Recommendation

It is recommended that City Council approve a service agreement with Concourse Tech Inc. for implementation and operation of the Community Engagement Portal at a total cost of \$22,500 over three years, payable in annual installments of \$7,500.

Because the platform's geo-mapping features will be used to report and track street-related issues, staff recommends that the contract cost be shared between the General

Fund, Major Streets Fund, and Local Streets Fund. This approach reflects the system's multi-departmental benefit, supporting general government communication while enhancing the City's ability to gather and manage public input on infrastructure maintenance.

RESOLUTION NO.

**AUTHORIZING A SERVICE AGREEMENT WITH
CONCOURSE TECH INC. D/B/A CONCOURSE
FOR A COMMUNITY ENGAGEMENT PORTAL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that the implementation of a digital community engagement platform is necessary and in the public interest to enhance communication, broaden opportunities for resident participation, and improve transparency in municipal operations; and

WHEREAS, the City of Owosso solicited proposals through a formal Request for Proposals process for a Community Engagement Platform, and responses were publicly received, reviewed, and evaluated; and

WHEREAS, after review of the submitted proposals, Concourse Tech Inc. d/b/a Concourse, of New York, New York, was determined to be the most responsive and responsible candidate, offering a comprehensive, cloud-based engagement solution with full accessibility and multilingual features at a total three-year cost of \$22,500.00 (\$7,500.00 per year), exclusive of an optional implementation fee discount contingent upon council approval of the related water portal project; and

WHEREAS, city staff recommends awarding the Community Engagement Portal contract to Concourse Tech Inc. d/b/a Concourse in the amount of \$22,500.00 over three years, as outlined in their proposal and service agreement.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary, and in the public interest to award the Community Engagement Portal contract to Concourse Tech Inc. d/b/a Concourse.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the contract documents for services between the City of Owosso, Michigan, and Concourse Tech Inc. d/b/a Concourse, in the total amount of \$22,500.00 over three years.
- THIRD: the Accounts Payable Department is authorized to make annual payments to Concourse Tech Inc. d/b/a Concourse for work satisfactorily completed in the amount of \$7,500.00 per year, as set forth in the contract.
- FOURTH: the expenses shall be paid from accounts in General Fund: 101.228.818.000, Major Street Fund: 202.482.818.000, and Local Street Fund: 203.482.818.000

CONTRACT

Between
The City of Owosso
and
Concourse Tech Inc.

City of Owosso Community Engagement Portal November 2025

THIS AGREEMENT is made on November 17, 2025, between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 (“city”), and CONCOURSE TECH INC. d/b/a CONCOURSE (“contractor”), whose address is 169 Madison Avenue, Suite 15520, New York, NY 10016.

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

ARTICLE I – Scope of Work

The contractor agrees to provide software and professional services for the implementation, hosting, maintenance, and support of the City of Owosso Community Engagement Portal in accordance with the proposal titled “*City of Owosso Community Engagement Platform Proposal – Concourse*,” dated October 3, 2025, including all specifications, service level commitments, and deliverables described therein, which are incorporated as part of this contract by reference.

The work shall include:

- Cloud-based community engagement portal with survey, polling, analytics, and reporting functionality.
- WCAG 2.1 AA accessibility compliance, and SMS participation tools.
- Integration with the City’s website, social media platforms, and Laserfiche document management system.
- Implementation, training, and ongoing support

No additional work shall be performed unless authorized in writing by the city through a change order.

ARTICLE II – The Contract Sum

(A) The city shall pay to the contractor for the performance of this contract a total not to exceed **twenty-two thousand five hundred dollars (\$22,500.00)** over a period of **three (3) years**, payable at **\$7,500.00 per year** for annual platform licensing, hosting, maintenance, and support.

(B) The contract amount does not include the implementation fee, which may be discounted if the City Council also approves the Concourse Water Portal project.

(C) Payment shall be made in accordance with the following schedule:

- **Year 1:** \$7,500 due within 30 days after go-live
- **Year 2:** \$7,500 due on the anniversary of the go-live date
- **Year 3:** \$7,500 due on the anniversary of the go-live date

ARTICLE III – Assignment

This contract may not be assigned or subcontracted without the written consent of the city. Concourse shall perform all contractual obligations directly, without subcontractors, except for use of approved third-party technology partners as identified in its proposal.

ARTICLE IV – Choice of Law

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

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

ARTICLE V – Relationship of the Parties

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

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

ARTICLE VI – Notice

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

ARTICLE VII – Indemnification

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

ARTICLE VIII – Insurance

Contractor shall maintain during the term of this contract, at its own expense:

- General Liability Insurance: \$2,000,000 aggregate
- Professional Liability Insurance: \$1,000,000 per occurrence
- Cyber Liability Insurance: \$1,000,000 per occurrence
- Workers' Compensation: As required by law

Proof of insurance shall be provided to the city upon request.

ARTICLE IX – Entire Agreement

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

FOR CONTRACTOR

By: _____

Kelsey Shaner

Its: **Operations Manager**

Date: _____

CONCOURSE TECH INC. d/b/a CONCOURSE

169 Madison Ave, Suite 15520

New York, NY 10016

THE CITY OF OWOSSO

By: _____

By: _____

Its: **Mayor - Robert J. Teich, Jr.**

Its: **Clerk - Amy K. Kohagen**

Date: _____

Date: _____

CITY OF OWOSSO BID TABULATION SHEET

DATE 10/7/2025DEPT. City MgmtSUBJECT: Owosso Community Engagement Platform RFP

		Aquatrax 2372 Morse Ave. Ste 647 Irvine, CA 92614 949-929-2607		CITYDATA Inc 548 Market St San Francisco, CA 94104 650-204-0028		Concourse Tech Inc. 169 Madison Ave. Ste 15520 New York, NY 10016 646-305-9964	
ITEM #	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Cloud based Community Engagement Platform	\$ 34,433.33	\$ 103,299.99	12,986.67	\$ 38,960.01	\$ 8,333.33	\$ 25,000.00
			\$ 103,299.99		\$ 38,960.01		\$ 25,000.00

If approved with
water portal,
implentation fee of
\$2500 is waived

\$ 22,500

		Denovo Studios 32729 Grand River Ave Ste K Farmington, MI 48336 248-658-8323		FHS Technologies, Inc 1010 Cherry St 2FL Philadelphia, PA 19107 267-439-5175		Precision Consulting Firm, LLC 1980 Festival Plaza Drive, Ste 300 Las Vegas, NV 89135 646-553-4730	
ITEM #	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Cloud based Community Engagement Platform	\$ 35,500.00	\$ 106,500.00	28,333.33	\$ 85,000.00	\$ 95,000.00	\$ 285,000.00
			\$ 106,500.00		\$ 85,000.00		\$ 285,000.00

		Mapita North America, Inc (Maptionaire) 1015 Fillmore St San Francisco, CA 94115		Motivus, LLC 222 W Las Colinas Blvd STE 1650E Irvine, TX 75039 813-514-9180		Zencity Technologies US Inc. 1313 N Market St STE 5100 Wilmington, DE 19801 314-207-9106	
ITEM #	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Cloud based Community Engagement Platform	\$ 9,860.00	\$ 29,580.00	21,180.00	\$ 63,540.00	\$ 18,000.00	\$ 54,000.00
			\$ 29,580.00		\$ 63,540.00		\$ 54,000.00

		Concourse Tech		Citizen Solutions			
ITEM #	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Cloud based Community Engagement Platform	\$ 25,000.00	\$ 75,000.00	13,497.80	\$ 40,493.40		\$ -
			\$ 75,000.00		\$ 40,493.40		\$ -

City Manager 

General Liability Expiration Date

9.3.26

Workers Compensation Expiration Date

1.13.2026



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

DATE: November 11, 2025

TO: City Council

FROM: City Manager

SUBJECT: Water Portal – Concourse Tech

Background

The City of Owosso issued a Request for Proposals to develop a Water Account Monitoring Portal to improve customer transparency and empower residents with real-time access to water usage, billing, and leak notifications. Currently, residents must contact City Hall in person or by phone to obtain their account information, which limits access.

The proposed portal will integrate directly with the City's Customer Information System (BS&A), and Itron AMI/MDM infrastructure, providing residents with secure, 24/7 access to usage history, and high-usage or leak alerts. The system also includes an administrative dashboard for City staff with user management, reporting, and customer service tools.

Following review of submitted proposals, Concourse Tech Inc. was determined to be the most cost effective and responsible proposer, offering a comprehensive and purpose-built solution. The platform meets all accessibility requirements (ADA/WCAG 2.1 Level AA), and is designed to offer residents self-service capabilities.

The total three-year contract cost is \$25,200.00 (\$8,400.00 annually), with an additional one-time implementation fee of \$18,500.00. However, Concourse has agreed to waive the implementation fee if the City Council also approves the Concourse Community Engagement Portal, recognizing the shared integration, branding, and launch efficiencies between the two systems.

Implementation of the portal will occur over a 10-week period, including configuration, integration testing, staff training, and public rollout. The system will be fully hosted by Concourse.

Recommendation

It is recommended that City Council approve a service agreement with Concourse Tech Inc. for implementation and operation of the Community Engagement Portal at a total cost of \$25,200 over three years, payable in annual installments of \$8,400.

RESOLUTION NO.

**AUTHORIZING SERVICE AGREEMENT WITH CONCOURSE TECH FOR A WATER
ACCOUNT MONITORING PORTAL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, seeks to improve customer service and transparency by providing residents with online access to their water consumption data, billing history, and leak notifications through a modern digital portal; and

WHEREAS, the City issued a Request for Proposals for a Water Account Monitoring Portal, and responses were publicly received, reviewed, and evaluated by staff; and

WHEREAS, after review of the submitted proposals, Concourse Tech Inc., of New York, New York, was determined to be the most responsive and responsible bidder, offering a secure, cloud-based solution with full accessibility compliance and integration with the City's Customer Information System, Itron AMI/MDM infrastructure, and electronic billing/payment systems; and

WHEREAS, Concourse Tech Inc. has proposed a total three-year cost of \$25,200.00, consisting of annual subscription fees of \$8,400.00 per year, with a one-time implementation fee of \$18,500.00 waived if the City Council also approves the Concourse Community Engagement Portal; and

WHEREAS, city staff recommends award of the Water Account Monitoring Portal contract to Concourse Tech Inc. in the amount of \$25,200.00 over three years, consistent with the terms of the proposal and contract.

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

FIRST: the City of Owosso has heretofore determined that it is advisable, necessary, and in the public interest to award the Water Account Monitoring Portal contract to Concourse Tech Inc.

SECOND: the Mayor and City Clerk are instructed and authorized to sign the contract documents for services between the City of Owosso, Michigan, and Concourse Tech Inc., in the total amount of \$25,200.00 over three years, with the implementation fee waived contingent upon concurrent approval of the Concourse Community Engagement Portal.

THIRD: the Accounts Payable Department is authorized to make annual payments to Concourse Tech Inc. for work satisfactorily completed in the amount of \$8,400.00 per year, as set forth in the contract.

FOURTH: the expenses shall be paid from accounts in Water Fund: 591.200.818.000, Sewer Fund: 590.200.818.000, and the Wastewater Fund: 599.200.818.000

CONTRACT

**Between
The City of Owosso
and
Concourse Tech Inc.**

City of Owosso Water Account Monitoring Portal November 2025

THIS AGREEMENT is made on November 17, 2025, between the CITY OF OWOSSO, a Michigan municipal corporation, 301 W. Main Street, Owosso, Michigan 48867 (“city”), and CONCOURSE TECH INC. d/b/a CONCOURSE (“contractor”), whose address is 169 Madison Avenue, Suite 15520, New York, NY 10016.

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

ARTICLE I – Scope of Work

The contractor agrees to provide software and professional services for the development, implementation, hosting, and ongoing support of the City of Owosso Water Account Monitoring Portal, in accordance with the proposal titled “*Water Account Monitoring Portal – City of Owosso*” dated October 21, 2025, which is incorporated into this contract by reference.

The work shall include:

- Development and deployment of a cloud-based resident water account portal integrating with the City’s Customer Information System (CIS), Itron AMI/MDM infrastructure, and online billing/payment systems (EBPP).
- Features for real-time water usage monitoring, bill presentment and payment, transaction history, leak alerts, and high-usage notifications.
- Administrative tools for City staff including user management, reporting dashboards, and system configuration.
- Compliance with ADA/WCAG 2.1 AA accessibility standards
- Secure hosting, ongoing maintenance, and technical support
- Implementation and training services following a 10-week project schedule, as detailed in the proposal.

No additional work shall be performed unless authorized in writing by the city through a change order.

ARTICLE II – The Contract Sum

(A) The city shall pay to the contractor for the performance of this contract the following amounts:

- Implementation & Onboarding: \$18,500 (one-time fee) NOTE: waived if Concourse community engagement portal is approved.
- Annual Subscription: \$8,400 per year for hosting, maintenance, support, security updates, and feature enhancements

For a total base three-year cost not to exceed \$25,200 (if implementation fee waived)

(B) The contractor agrees to waive the implementation fee in the amount of \$18,500 if the City Council also approves the contract for the Concourse Community Engagement Portal. In that event, the city shall only be responsible for the recurring subscription fees as outlined below.

(C) Optional modules and enhancements may be added at the city's discretion under separate written authorization, consistent with the pricing identified in the proposal, including but not limited to:

- Service Request Forms – \$2,500
- Water Conservation Content – \$1,500
- SMS Notifications – \$2,000 + carrier fees
- Email Notification Signups – \$800

(D) Payment shall be made as follows:

- \$18,500 due upon contract execution and commencement of implementation (unless waived per paragraph B)
- \$8,400 due upon completion of Year 1 (go-live + 12 months)
- \$8,400 due at the conclusion of Year 2
- \$8,400 due at the conclusion of Year 3

ARTICLE III – Assignment

This contract may not be assigned or subcontracted without the written consent of the city. The contractor shall perform all contractual obligations directly, except for use of pre-approved technology partners.

ARTICLE IV – Choice of Law

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

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

ARTICLE V – Relationship of the Parties

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

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

ARTICLE VI – Notice

All notices under this contract shall be in writing and delivered personally or by certified mail with return receipt requested to the parties at their respective addresses or such other address as either may specify in writing.

ARTICLE VII – Indemnification

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

ARTICLE VIII – Insurance

Contractor shall maintain during the term of this contract, at its own expense:

- General Liability Insurance: \$2,000,000 aggregate
- Professional Liability Insurance: \$1,000,000 per occurrence
- Cyber Liability Insurance: \$1,000,000 per occurrence
- Workers' Compensation: As required by law

Proof of insurance shall be provided to the city upon request.

ARTICLE IX – Entire Agreement

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

FOR CONTRACTOR

By: _____

Kelsey Shaner

Its: **Operations Manager**

Date: _____

CONCOURSE TECH INC.

169 Madison Ave, Suite 15520

New York, NY 10016

THE CITY OF OWOSSO

By: _____

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

By: _____

Its: **City Clerk, Amy K. Kohagen**

Date: _____

Date: _____

CITY OF OWOSSO BID TABULATION SHEET

DATE 10/21/2025DEPT. City MgmtSUBJECT: Water Account Monitoring Portal RFP

		360S2G 1968 S Coast Hwy #4491 Laguna Beach, CA 92651		Abjayon 42808 Christy St #228 Fremont, CA 94538 510-824-3255		Aquatrax 2372 Morse Ave. Ste 647 Irvine, CA 92614 949-929-2607	
ITEM #	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Cloud based water account monitoring portal		\$ -	Various		Various	
		See Proposal		\$ 624,751.00		\$ 113,020.00	

		Concourse Tech Inc. 169 Madison Ave. Ste 15520 New York, NY 10016 646-305-9964		LHP Analytics & IoT 305 Franklin St Ste DAS Columbus, IN 47201 317-417-3557		Williams Defense & Arospace LLC 47560 Brennan Dr Macomb, MI 48044 315-777-3468	
ITEM #	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Cloud based water account monitoring portal	Various				Various	
		\$ 43,700.00		\$ 1,440,000.00		\$ 95,600.00	

NOTE:
Implementation
fee waived if
community
engagement
portal also
approved with
Concourse.

\$ 25,200

City
Manager




MEMORANDUM

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

DATE: November 13, 2025

TO: Mayor Teich and the Owosso City Council

FROM: Kevin Lenkart, Public Safety Director

SUBJECT: Fireworks permit request

RECOMMENDATION:

Recommend approval of the request to permit a public fireworks display at the New Year's Eve Ball Drop & Block Party event, performed by Wolverine Fireworks Display, Inc. at 210 S. Water Street, sponsored by the Owosso Masonic Lodge.

BACKGROUND:

Wolverine has safely provided numerous fireworks displays for events within the City in years past. The launch site in the Fitness Coliseum parking lot was selected to provide maximum public safety while maintaining good visibility of the display. Written permission to use the parking lot has been granted by the property owner.

FISCAL IMPACTS:

This event brings quite a few people to the downtown during a time when the streets would otherwise be empty benefitting downtown businesses.

Document originated by: akk

2025 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, nationality, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	---

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks ☐ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)	
NAME OF PERSON PERMIT ISSUED TO Wolverine Fireworks Display, Inc.		AGE (18 YEARS OR OLDER) ☒ YES ☐ NO	
ADDRESS OF PERSON PERMIT ISSUED TO 205 W. Seidlers Rd., Kawkawlin, MI 48631			
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION Owosso Main St.			
ADDRESS 301 W. Main St., Owosso, MI 48867			
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) See Proposal			
EXACT LOCATION OF DISPLAY OR USE 210 S. Water Street, Owosso, MI			
CITY, VILLAGE, TOWNSHIP Owosso		DATE 12/31/25- 1/1/26	TIME Midnight
BOND OR INSURANCE FILED ☒ YES ☐ NO			AMOUNT \$10,000,000.00

Issued by action of the Legislative Body of a	
☐ City ☐ Village ☐ Township of _____	on the _____ day of _____
(Signature and Title of Legislative Body Representative)	

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



Wolverine FIREWORKS

205 West Seidlers Rd. • Kawkawlin, MI 48631
Phone: 989.662.0121 • Fax: 989.662.0122

Display, Inc.

— Visit us at www.wolverinefireworks.com —

Contract Agreement

This Contract will engage the services of Wolverine Fireworks Display Inc. as vendor and display operator. This agreement, between **Owosso Masonic Lodge #81**, herein after called "Sponsor" and Wolverine Fireworks Display Inc., 205 W Seidlers Rd., Kawkawlin, MI., Hereinafter called "Professional", is as follows.

The Sponsor and Professional, for mutual consideration hereinafter set forth, agree as follows:

- A: Professional agrees to provide Sponsor with correct amount, size and description of Fireworks as specified in proposal submitted to Sponsor 11/10/25.
- B: Professional will provide Sponsor with Labor for the January 1, 2026 (Midnight) Fireworks Display at 210 S. Water St. Owosso, MI.
- C: Rain Date N/A.
- D: Professional agrees to provide Sponsor with Liability Insurance in the amount of \$10,000,000.00. All individuals/entities listed on the certificate of insurance will be deemed an additional insured per this contract.
- E: Sponsor agrees that in case of inclement weather or any other circumstances not caused solely by Professional, Sponsor will be charged maximum fixed costs in the amount of \$750.00 per day and not for the unused Fireworks Package if display is cancelled *after* 5:00 p.m. the day before the display whether display *is* or *is not* rescheduled. If display is cancelled *prior* to 5:00 p.m. the day before the display and *is* rescheduled, Sponsor will be charged a minimum administration fee of \$100.00.
- F: Sponsor agrees to pay Professional a deposit of \$750.00 upon signing of contract, no later than 20 days prior to display date. If display is cancelled and not rescheduled by sponsor after deposit is paid but prior to 30 days before the display, Sponsor will forfeit 25% of deposit. If less than 30 days prior to display, Sponsor will forfeit 100% of deposit.
- G: Sponsor agrees to pay balance of \$2,250.00 (including applicable sales tax) within 10 days after show date of January 1, 2026.
- H: Sponsor agrees to indemnify, hold harmless, and defend Professional from and against any and all suits, claims, damages, liabilities, losses, expenses, and costs, including attorney fees (collectively "loss"), except to the extent such loss was caused by Professional's sole negligence.
- I: Sponsor agrees to procure and furnish a suitable place to display the fireworks in accordance with the NFPA 1123, and to secure all police, fire, and local and state permits, to arrange for any security bonds as required by law and to furnish all necessary and proper police and fire protection for the protection of Sponsor, the public, individuals who work in or around the display, for proper crowd control, vehicle parking and proper supervision. Sponsor further agrees to provide all necessary and proper discharge site security.
- J: If Professional, in its sole determination, is unable to supply the size and type of fireworks proposed due to supply chain issues, Professional will substitute with fireworks of equal monetary value, in its sole discretion, if possible. If no such supply is available, Professional will refund Sponsor any deposit paid and this agreement will be cancelled without penalty to Professional or Sponsor.



Christopher Owens (Nov 30, 2025 17:01) (WEST)

Sponsor



Professional



**Owosso
New Years Eve
\$3,000 Proposal**

Finale

- 1 49 Shot Chrys. to White Strobe Willow
- 1 156 Shot Tropical Paradise
- 2 25 Shot Assorted Color & Strobel
- 1 104 Shot Color Spider RGBP 2"
- 1 180 Shot Hyper Beast
- 1 100 Shot Bless
- 2 49 Shot Crackling Tail to Time Rain w/Coconut Pistil
- 2 25 Shot Red Dalia to Silver Coco
- 2 50 Shot Brocade Crown w/Crackling Tail
- 2 50 Shot Golden Coconut Tree
- 2 100 Shot Dahlia to Brocade Crown
- 1 300 Shot Colorful World

PERMISSION SLIP FOR USE OF PROPERTY FOR FIREWORKS DISPLAY

This Agreement is made on this 10th day of November, 2025, by and between:

Property Owner(s):

Name(s): Brianna Marrah

Address: 210 S. WATER ST, Owosso, MI 48867

Phone Number: 989-413-3994

Owosso Masonic Lodge #81 (referred to as "Lodge")

and

Wolverine Fireworks (referred to as "Fireworks Vendor")

1. Purpose of Agreement:

The Property Owner(s) hereby grant permission to the Owosso Masonic Lodge #81 and Wolverine Fireworks to use the property located at:

Address of Property: 210 S Water ST, Owosso, MI 48867 for the purpose of holding a fireworks display on 12/31/2025-01/01/2026 at approximately midnight.

2. Terms and Conditions:

- The fireworks display will be conducted by Wolverine Fireworks under the supervision of licensed professionals.
- The Property Owner(s) agree to ensure that the area is clear of obstacles and suitable for the safe launch and display of fireworks, and that the building will be clear of any persons for the duration of the event.
- The Property Owner(s) agree to follow all applicable laws, ordinances, and regulations regarding the use of fireworks in their area, including any local restrictions or permits required.

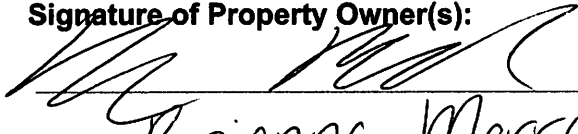
4. Insurance and Liability:

The Property Owner(s) acknowledge that Wolverine Fireworks will provide the appropriate insurance coverage for the fireworks display.

5. Signatures:

By signing below, the Property Owner(s) authorize the Owosso Masonic Lodge #81 and Wolverine Fireworks to use the property for the stated fireworks display and agree to all terms and conditions outlined in this permission slip.

Signature of Property Owner(s):



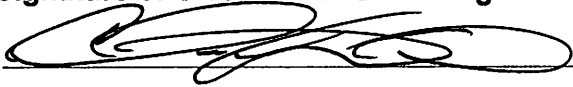
Name:

Brianna Marrah

Date:

11/11/25

Signature of Owosso Masonic Lodge #81 Representative:



Name:

CHRISTOPHER OWENS

Title:

Junior WARDEN

Date:

11/6/25



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/10/2025

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

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

PRODUCER The Partners Group Ltd 1111 Lake Washington Blvd N. Suite 400 Renton WA 98056	CONTACT NAME: Janet Nau	FAX (A/C, No): 425-455-6727	
	PHONE (A/C, No, Ext): 425-455-5640	E-MAIL ADDRESS: jnau@tpgrp.com	
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Indemnity Insurance Co		10851
	INSURER B : Everest Denali Insurance Company		16044
	INSURER C : Arch Specialty Insurance Company		21199
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** 1111083758 **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC	Y		GC10010148251	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐			GCD0010062251	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			UXP104806303	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Excess Liability - Occurrence			GC10010148251	2/1/2025	2/1/2026	Each Occurrence \$5,000,000 Aggregate \$5,000,000

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

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured per form ECG 20592 0509 attached:
Owosso Masonic Lodge #81, City of Owosso
Event Location: 210 S. Water Street, Owosso, MI
Event Date: 12/31/25 into 1/1/26

CERTIFICATE HOLDER**CANCELLATION**

Owosso Masonic Lodge #81
P.O. Box 245
Owosso MI 48867

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Matthew J. Van Epps

618 Ada Street
Owosso, Michigan 48867

WEDNESDAY
November Fifth
Two Thousand Twenty-Five

Mr. Steven L. Teich
1508 Alta Vista Drive
Owosso, Michigan 48867

Dear Steve,

As you may or may not know, I recently accepted a position as Shiawassee County Friend of the Court Referee. As part of my work, I am required to fulfill certain continuing legal education requirements. Part of that involves education aimed at ethical considerations that are applicable only to judicial officers.

I recently came across a section of Canon 4 of the Judicial Canons, which states:

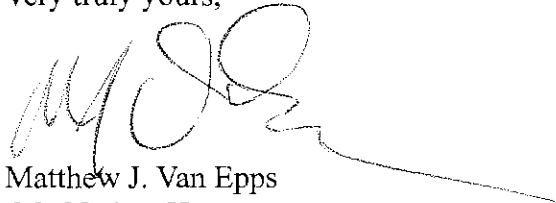
(I) Extra-judicial Appointments. A judge should not accept appointment to a governmental committee, commission, or other position that is concerned with issues of fact or policy on matters other than the improvement of the law, the legal system, or the administration of justice. Michigan Code of Judicial Conduct, Canon 4.

Even though I am not a judge, my research has revealed that this Canon would apply to me as well.

After reviewing various ethics opinions, I am unable to draw any conclusion other than my continued appointment to the Owosso Downtown Historic District Commission is a violation of this Judicial Canon. Accordingly, I must resign my position on the Commission effective immediately.

It has been a pleasure and an honor to serve on the Owosso Downtown Historic Commission, balancing the goal of historic preservation with the needs and concerns of the building owners. I wish you and the Commission nothing but success in the future.

Very truly yours,



Matthew J. Van Epps
CC: Nathan Henne

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

Category	Estimated Cost	Permit Fee	Number of Permits
ACCESSORY STRUCTURES	\$0	\$75	2
APARTMENTS - ADD & ALT	\$10,467	\$120	1
DECK	\$5,000	\$150	1
Electrical	\$0	\$1,980	12
FENCE PERMIT	\$0	\$170	3
Mechanical	\$0	\$1,985	12
Plumbing	\$0	\$2,270	27
RAMP	\$500	\$0	1
ROOF	\$126,964	\$1,375	9
ROW-ENG	\$0	\$50	1
ROW-OTHER	\$0	\$0	1
ROW-SIDEWALK OCCUPANCY	\$0	\$0	1
ROW-UTILITY	\$0	\$300	5
SIDING	\$2,000	\$90	1
SIGN PERMIT	\$0	\$199	3
SOLAR PANELS	\$51,953	\$835	3
UTILITIES	\$0	\$300	6
VACANT PROPERTY REGISTRATION	\$0	\$100	1
WINDOWS	\$14,150	\$270	3
Totals	\$211,034	\$10,269	93

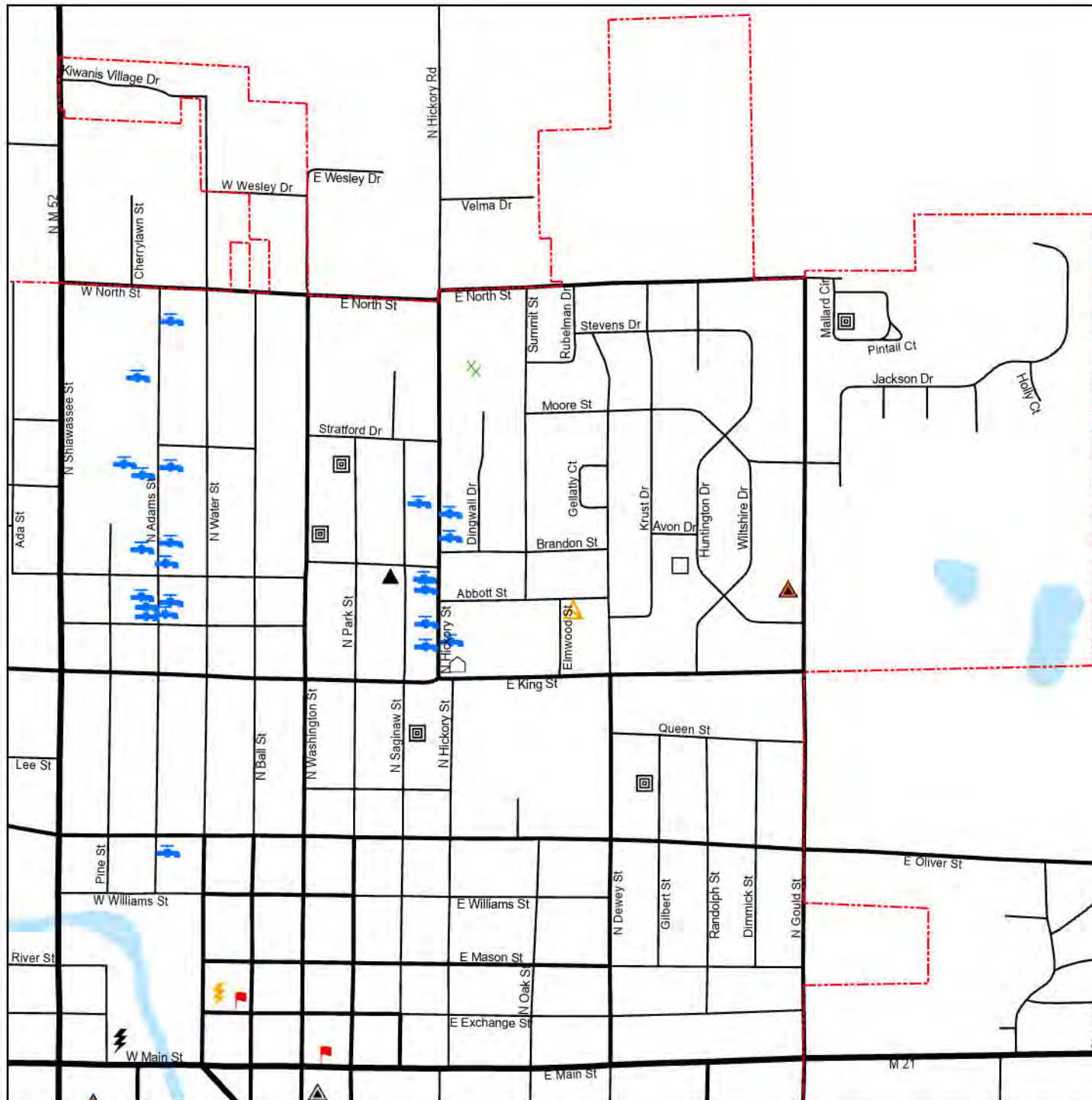
2024 COMPARISON TOTALS

OCTOBER 2024	\$618,788	\$17,901	96
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City of Owosso

Permit Activity
October 2025

NE Quadrant



Category

- Electrical
- Electrical & Mechanical
- Fence
- Mechanical
- Plumbing
- Roof
- ROW - Sidewalk Occupancy
- ROW - Utility
- Siding
- Solar Panels
- Sign Permit
- Vacant Property Registration

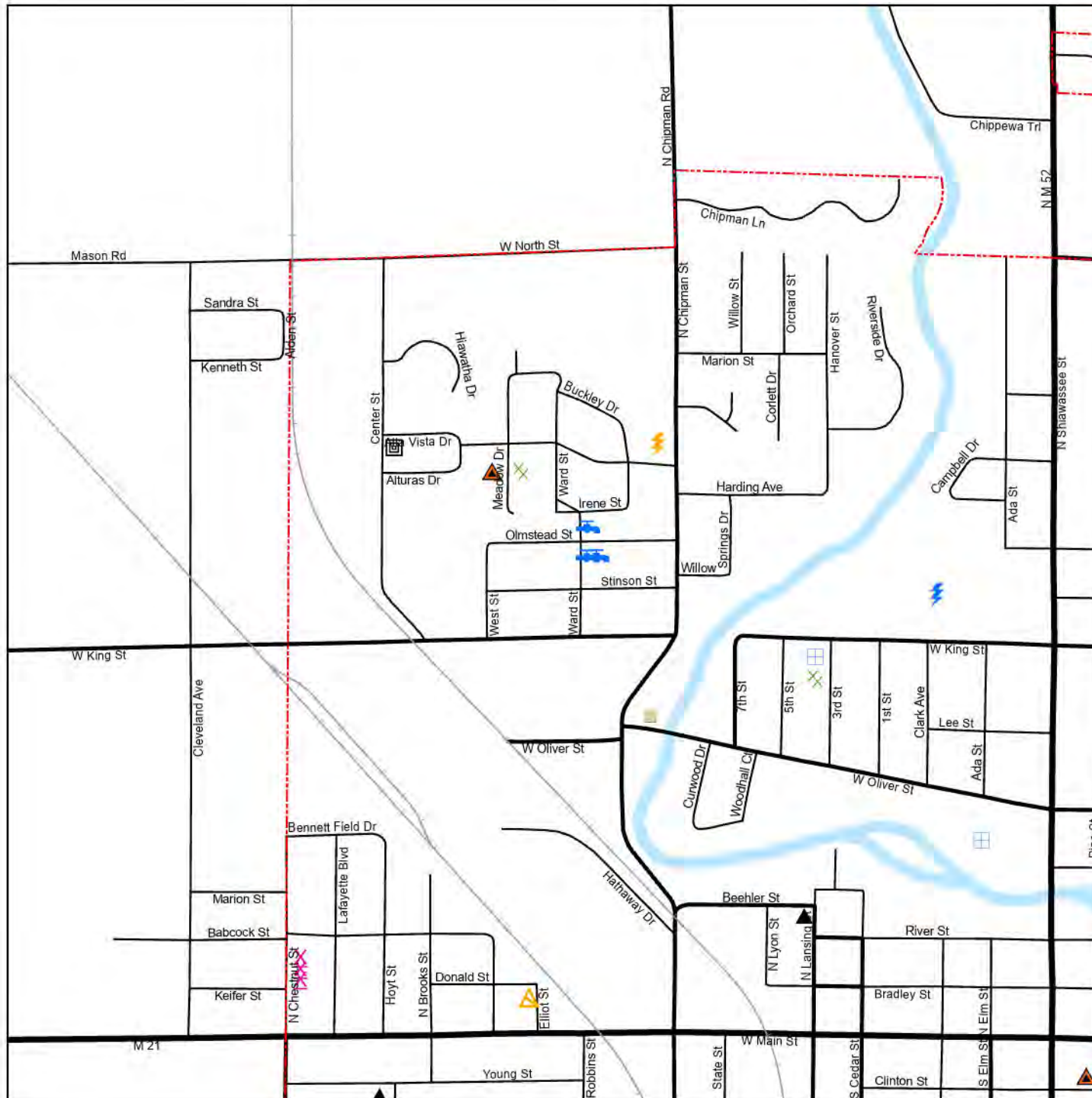
Other Features

- City Limit
- Railroads
- River & Lakes

City of Owosso

Permit Activity
October 2025

NW Quadrant



Category

- Deck
- ⚡ Electrical
- ⚡ Electrical & Plumbing
- X Fence
- Mechanical
- 🚗 Plumbing
- ▲ Roof
- ▲ ROW - Utility
- ▲ Solar Panels
- X Utilities
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

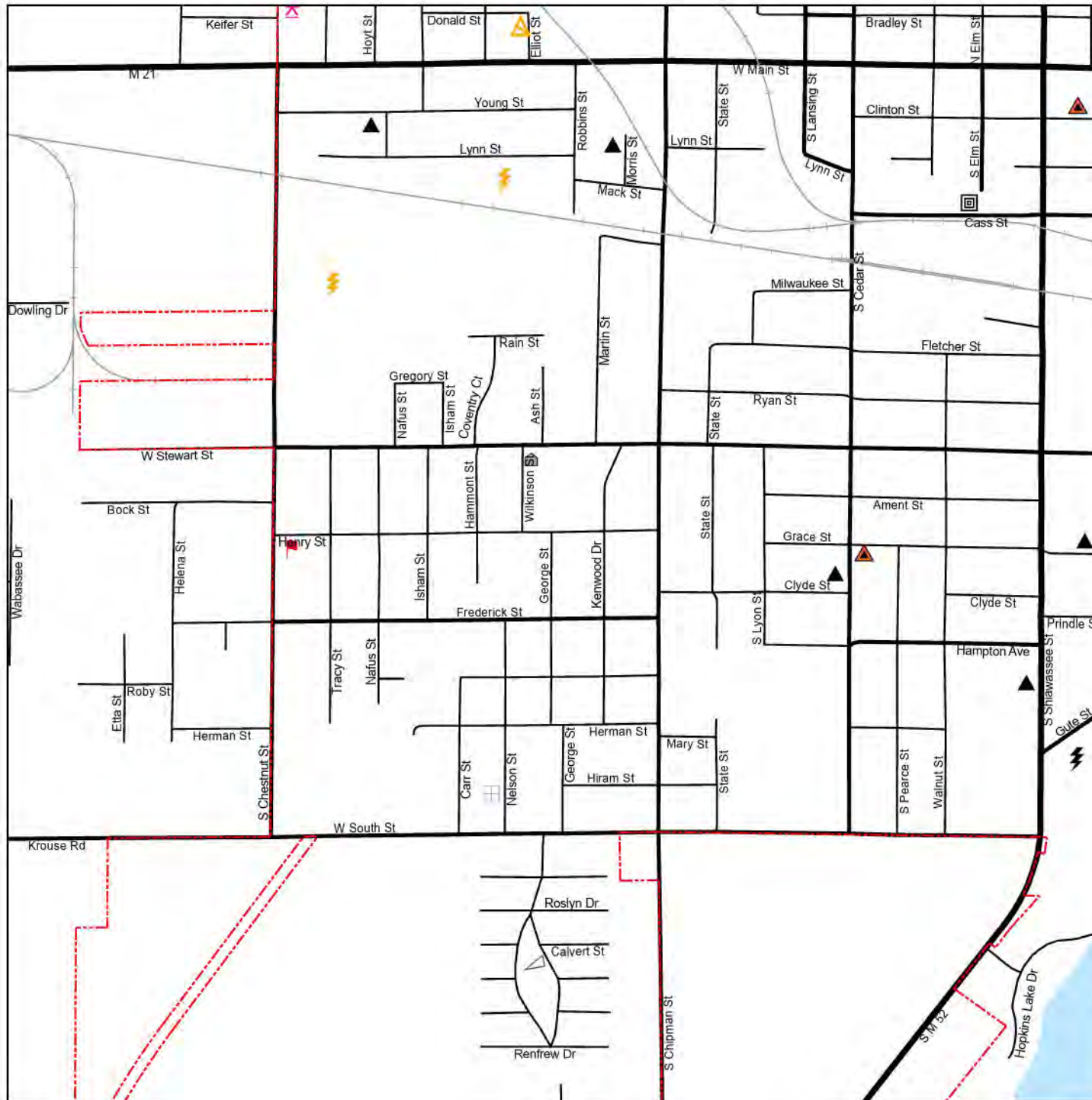
0 300 600 900 1,200
Feet



City of Owosso

Permit Activity
October 2025

SW Quadrant



Category

- Accessory Structures
- Electrical
- Electrical & Mechanical
- Mechanical
- Ramp
- Roof
- ROW - Utility
- Solar Panels
- Sign Permit
- Utilities
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



OCTOBER 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	PENDING 1ST TICKET	04/17/2024	10/27/2025	11/10/2025		N
Total Entries				1				
AUTO REP/JUNK VEH								
ENF 25-0919	ROBBINS ST	INSPECTED PROPERTY	CLOSED	10/02/2025	10/15/2025		10/15/2025	Y
ENF 25-0897	PEARCE ST	RESOLVED	CLOSED	09/22/2025	10/20/2025		10/20/2025	N
ENF 25-0905	WRIGHT AVE	RESOLVED	CLOSED	09/29/2025	10/20/2025		10/20/2025	N
ENF 25-0840	MASON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/02/2025	10/28/2025	11/11/2025		Y
ENF 25-0975	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/28/2025	10/28/2025	11/11/2025		N
ENF 25-0952	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/15/2025	10/29/2025	11/12/2025		COMM
ENF 25-0961	FRAZER AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/20/2025	11/03/2025	11/17/2025		N
Total Entries				7				
BUILDING VIOL								
ENF 21-1156	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/01/2023	10/06/2025	11/06/2025		N
ENF 21-1484	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/27/2021	10/06/2025	11/06/2025		VAC
ENF 19-0167	TRACY ST	INSPECTED PROPERTY	CLOSED	03/15/2019	10/20/2025		10/20/2025	N
ENF 22-0167	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/15/2022	10/21/2025	11/04/2025		N
ENF 23-0612	EXCHANGE	INSPECTED PROPERTY	DEMO PENDING	06/20/2023	10/21/2025	11/18/2025		N
ENF 21-0307	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/03/2021	10/29/2025	12/29/2025		COMM
Total Entries				6				
BUILDING VIOLATIONS								
ENF 25-0916	LYNN ST	LETTER SENT	RECHECK SCHEDULED	10/02/2025	10/02/2025	11/06/2025		N

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0088	MAIN ST	INSPECTED PROPERTY	CLOSED	02/05/2025	10/06/2025		10/06/2025	COMM
ENF 25-0346	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/29/2025	10/06/2025	11/06/2025		N
ENF 24-1236	GREEN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/06/2024	10/09/2025	11/13/2025		VACANT
ENF 25-0477	YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/20/2025	10/21/2025	11/18/2025		VACANT HOUSE
ENF 25-0772	ADAMS ST	INSPECTED PROPERTY	CLOSED	08/11/2025	10/29/2025		10/29/2025	Y
ENF 25-0987	STATE ST	LETTER SENT	RECHECK SCHEDULED	10/30/2025	10/30/2025	12/01/2025		N
			Total Entries	7				
CHICKENS/DUCKS								
ENF 25-0323	RIDGE ST	INSPECTED PROPERTY	LEGAL ACTION	04/21/2025	10/20/2025	11/10/2025		N
ENF 25-0321	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/21/2025	10/27/2025	11/10/2025		N
			Total Entries	2				
DOORS IN VIOLATION								
ENF 25-0980	PINE ST	LETTER SENT	RECHECK SCHEDULED	10/29/2025	10/29/2025	11/26/2025		N
			Total Entries	1				
FENCE VIOLATION								
ENF 25-0914	HERMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/01/2025	10/29/2025	11/12/2025		N
			Total Entries	1				
FIRE DAMAGE								
ENF 24-1816	GUTE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/08/2024	10/27/2025	11/10/2025		VACANT
			Total Entries	1				
FRONT YARD PARKING								
ENF 25-0915	MASON ST	RESOLVED	CLOSED	10/01/2025	10/08/2025		10/08/2025	N

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0928	RYAN ST	RESOLVED	CLOSED	10/07/2025	10/14/2025		10/14/2025	N
ENF 25-0931	LAFAYETTE BLVD	RESOLVED	CLOSED	10/07/2025	10/14/2025		10/14/2025	N
ENF 25-0856	MASON ST	INSPECTED PROPERTY	CLOSED	09/04/2025	10/15/2025		10/15/2025	N
ENF 25-0892	BALL ST	RESOLVED	CLOSED	09/17/2025	10/15/2025		10/15/2025	N
ENF 25-0910	AMENT ST	RESOLVED	CLOSED	09/30/2025	10/28/2025		10/28/2025	N
ENF 25-0979	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/29/2025	10/29/2025	11/12/2025		N
ENF 25-0973	SHIAWASSEE ST	LETTER SENT	CLOSED	10/27/2025	11/03/2025		11/03/2025	N
Total Entries				8				
FURNITURE OUTSIDE								
ENF 25-0872	OAKWOOD AVE	RESOLVED	CLOSED	09/09/2025	10/14/2025		10/28/2025	N
Total Entries				1				
GARBAGE & DEBRIS								
ENF 23-1355	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	10/06/2025	11/06/2025		N
ENF 25-0854	WATER ST	INSPECTED PROPERTY	CLOSED	09/04/2025	10/15/2025		10/15/2025	Y
ENF 25-0917	LYNN ST	INSPECTED PROPERTY	CLOSED	10/02/2025	10/15/2025		10/15/2025	N
ENF 24-1508	FLETCHER ST	INSPECTED PROPERTY	CLOSED	09/23/2024	10/20/2025		10/20/2025	N
ENF 25-0930	PEARCE ST	RESOLVED	CLOSED	10/07/2025	10/20/2025		10/20/2025	N
ENF 24-1991	BRANDON ST	LETTER SENT	PARTIALLY RESOLVED	12/19/2024	10/21/2025	11/04/2025		Y
ENF 25-0894	MASON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/17/2025	10/21/2025	11/04/2025		Y
ENF 25-0696	YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/22/2025	10/27/2025	11/10/2025		N
ENF 25-0862	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/08/2025	10/27/2025	11/10/2025		N
ENF 25-0943	MASON ST	RESOLVED	CLOSED	10/13/2025	10/27/2025		10/27/2025	Y

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0970	SAGINAW ST	LETTER SENT	RECHECK SCHEDULED	10/27/2025	10/27/2025	11/10/2025		N
ENF 24-0614	KENWOOD DR	INSPECTED PROPERTY	CLOSED	04/04/2024	10/28/2025		10/28/2025	N
ENF 25-0899	HANOVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/22/2025	10/28/2025	11/11/2025		N
ENF 25-0925	DIVISION ST	RESOLVED	CLOSED	10/06/2025	10/28/2025		10/28/2025	N
ENF 25-0929	HAMPTON AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/07/2025	10/28/2025	11/11/2025		N
ENF 25-0937	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/09/2025	10/28/2025	11/11/2025		N
ENF 25-0976	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/28/2025	10/28/2025	11/04/2025		N
ENF 25-0844	KING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/02/2025	10/29/2025	11/19/2025		Y
ENF 25-0935	MASON ST	RESOLVED	CLOSED	10/08/2025	10/29/2025		10/29/2025	N
ENF 25-0938	STATE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/09/2025	10/29/2025	11/12/2025		N
ENF 25-0981	CLINTON ST	EMAILED OWNER	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/13/2025		VACANT
ENF 25-0982	CLYDE ST	LETTER SENT	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/13/2025		B
ENF 25-0985	STATE ST	LETTER SENT	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/13/2025		VACANT
ENF 25-0986	STATE ST	LETTER SENT	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/13/2025		Y
ENF 25-0988	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/13/2025		N
ENF 25-0926	LINGLE AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/06/2025	11/03/2025	11/24/2025		N
ENF 25-0957	KING ST	RESOLVED	CLOSED	10/20/2025	11/03/2025		11/03/2025	
Total Entries				27				
GARBAGE/JUNK IN ROW								
ENF 25-0810	BROADWAY AVE	RESOLVED	CLOSED	08/20/2025	10/01/2025		10/01/2025	N
ENF 25-0877	HICKORY ST	RESOLVED	CLOSED	09/10/2025	10/01/2025		10/01/2025	N

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0895	BRANDON ST	RESOLVED	CLOSED	09/17/2025	10/01/2025		10/01/2025	N
ENF 25-0896	GENESEE ST	RESOLVED	CLOSED	09/17/2025	10/01/2025		10/01/2025	N
ENF 25-0902	HICKORY ST	RESOLVED	CLOSED	09/29/2025	10/06/2025		10/06/2025	Y
ENF 25-0906	GENESEE ST	RESOLVED	CLOSED	09/29/2025	10/06/2025		10/06/2025	Y
ENF 25-0907	CLINTON ST	RESOLVED	CLOSED	09/29/2025	10/06/2025		10/06/2025	N
ENF 25-0890	HOWELL ST	RESOLVED	CLOSED	09/17/2025	10/07/2025		10/07/2025	N
ENF 25-0887	GILBERT ST	RESOLVED	CLOSED	09/16/2025	10/08/2025		10/08/2025	N
ENF 25-0911	GENESEE ST	RESOLVED	CLOSED	10/01/2025	10/08/2025		10/08/2025	VACANT
ENF 25-0921	DEWEY ST	RESOLVED	CLOSED	10/02/2025	10/09/2025		10/09/2025	N
ENF 25-0867	GOULD ST	RESOLVED	CLOSED	09/09/2025	10/14/2025		10/14/2025	N
ENF 25-0889	WARD ST	INSPECTED PROPERTY	CLOSED	09/17/2025	10/14/2025		10/14/2025	N
ENF 25-0913	SOUTH ST	RESOLVED	CLOSED	10/01/2025	10/15/2025		10/15/2025	Y
ENF 25-0920	RYAN ST	INSPECTED PROPERTY	CLOSED	10/02/2025	10/15/2025		10/15/2025	N
ENF 25-0934	ADAMS ST	RESOLVED	CLOSED	10/08/2025	10/15/2025		10/15/2025	N
ENF 25-0936	SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	10/08/2025	10/15/2025		10/15/2025	N
ENF 25-0939	STATE ST	INSPECTED PROPERTY	CLOSED	10/09/2025	10/15/2025		10/15/2025	Y
ENF 25-0941	ADAMS ST	RESOLVED	CLOSED	10/09/2025	10/15/2025		10/15/2025	N
ENF 25-0632	PINE ST	INSPECTED PROPERTY	CLOSED	07/07/2025	10/20/2025		10/20/2025	N
ENF 25-0942	MASON ST	RESOLVED	CLOSED	10/13/2025	10/20/2025		10/20/2025	N
ENF 25-0949	RANDOLPH ST	RESOLVED	CLOSED	10/14/2025	10/20/2025		10/20/2025	N

Code Enforcement Activity

OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0950	GROVER ST	RESOLVED	CLOSED	10/14/2025	10/20/2025		10/20/2025	N
ENF 25-0912	WOODLAWN AVE	INSPECTED PROPERTY	CLOSED	10/01/2025	10/21/2025		10/21/2025	N
ENF 25-0968	KEYTE ST	LETTER SENT	RECHECK SCHEDULED	10/22/2025	10/22/2025	11/05/2025		N
ENF 25-0933	PINE ST	RESOLVED	CLOSED	10/08/2025	10/29/2025		10/29/2025	Y
ENF 25-0940	LANSING ST	RESOLVED	CLOSED	10/09/2025	10/29/2025		10/29/2025	Y
ENF 25-0953	ADAMS ST	RESOLVED	CLOSED	10/15/2025	10/29/2025		10/29/2025	N
ENF 25-0954	PINE ST	INSPECTED PROPERTY	CLOSED	10/15/2025	10/29/2025		10/29/2025	Y
ENF 25-0955	PINE ST	RESOLVED	CLOSED	10/15/2025	10/29/2025		10/29/2025	N
ENF 25-0983	CLYDE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/06/2025		N
ENF 25-0984	RYAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/06/2025		N
ENF 25-0991	CEDAR ST	RESOLVED	CLOSED	10/30/2025	10/30/2025		10/30/2025	Y
ENF 25-0969	HICKORY ST	LETTER SENT	COMPLAINT LOGGED	10/27/2025	11/03/2025	11/10/2025		N
ENF 25-0972	PRINDLE ST	LETTER SENT	RECHECK SCHEDULED	10/27/2025	11/03/2025	11/10/2025		Y
ENF 25-0974	KING ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/27/2025	11/03/2025	11/10/2025		N

Total Entries	36
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HDC - NOTICE OF VIOLATION

ENF 24-1717	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/24/2024	10/30/2025	11/26/2025		COMM
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Total Entries	1
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HEALTH & SAFETY

ENF 25-0978	PINE ST	DOOR NOTICE	RECHECK SCHEDULED	10/28/2025	10/28/2025	11/06/2025		N
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Total Entries	1
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HOUSE FIRE

OCTOBER 2025

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	10/09/2025	11/11/2025		N
ENF 25-0860	MICHIGAN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	09/05/2025	10/29/2025	11/19/2025		N
Total Entries				2				
HOUSE NUMBERS								
ENF 25-0958	NORTH ST	INSPECTED PROPERTY	CLOSED	10/20/2025	10/20/2025		10/20/2025	COMM
ENF 25-0959	KING ST	LETTER SENT	RECHECK SCHEDULED	10/20/2025	10/20/2025	11/17/2025		COMM
Total Entries				2				
IMMINENT DANGER OF STRUCTURE								
ENF 22-0059	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/21/2022	10/21/2025	11/04/2025		VAC
ENF 25-0609	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/25/2025	10/21/2025	11/18/2025		COMM
Total Entries				2				
LAWN MAINTENANCE								
ENF 25-0424	SHIAWASSEE ST	RESOLVED	CLOSED	05/15/2025	10/08/2025		10/08/2025	IND
ENF 25-0426	DEWEY ST	RESOLVED	CLOSED	05/15/2025	10/08/2025		10/08/2025	VACANT
ENF 25-0427	ELM ST	RESOLVED	CLOSED	05/15/2025	10/08/2025		10/08/2025	VACANT LOT
ENF 25-0433	CEDAR ST	RESOLVED	CLOSED	05/15/2025	10/08/2025		10/08/2025	VACANT LOT
ENF 25-0435	PARK ST	INSPECTED PROPERTY	CLOSED	05/15/2025	10/08/2025		10/08/2025	VACANT LOT
ENF 25-0436	BROADWAY AVE	INSPECTED PROPERTY	CLOSED	05/15/2025	10/08/2025		10/08/2025	N
ENF 25-0437	MCMILLAN AVE	RESOLVED	CLOSED	05/15/2025	10/08/2025		10/08/2025	IND
ENF 25-0440	MAIN ST	RESOLVED	CLOSED	05/15/2025	10/08/2025		10/08/2025	VACANT HOUSE
ENF 25-0442	ADAMS ST	INSPECTED PROPERTY	CLOSED	05/15/2025	10/08/2025		10/08/2025	

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
								HOUSE
ENF 25-0445	PINE ST	RESOLVED	CLOSED	05/19/2025	10/08/2025		10/08/2025	VACANT HOUSE
ENF 25-0456	STATE ST	RESOLVED	CLOSED	05/19/2025	10/08/2025		10/08/2025	N
ENF 25-0484	ALGER AVE	INSPECTED PROPERTY	CLOSED	05/20/2025	10/08/2025		10/08/2025	Y
ENF 25-0494	CEDAR ST	RESOLVED	CLOSED	05/21/2025	10/08/2025		10/08/2025	VACANT LOT
ENF 25-0500	STATE	RESOLVED	CLOSED	05/28/2025	10/08/2025		10/08/2025	VACANT LOT
ENF 25-0511	GENESEE ST	RESOLVED	CLOSED	05/29/2025	10/08/2025		10/08/2025	VACANT HOUSE
ENF 25-0516	CEDAR ST	RESOLVED	CLOSED	05/29/2025	10/08/2025		10/08/2025	VACANT LOT
ENF 25-0517	BROADWAY AVE	RESOLVED	CLOSED	06/02/2025	10/08/2025		10/01/2025	N
ENF 25-0606	CHIPMAN ST	RESOLVED	CLOSED	06/25/2025	10/08/2025		10/08/2025	IND
				Total Entries	18			
<u>LIGHTING VIOLATION</u>								
ENF 25-0977	HIAWATHA DR	CONTACT WITH OWNER	RECHECK SCHEDULED	10/28/2025	11/03/2025	12/02/2025		N
				Total Entries	1			
<u>MISC.</u>								
ENF 25-0960	CORUNNA AVE	INSPECTED PROPERTY	CLOSED	10/20/2025	10/20/2025		10/20/2025	N
ENF 25-0923	GROVER ST	INSPECTED PROPERTY	CLOSED	10/02/2025	10/29/2025		10/29/2025	VACANT LOT
				Total Entries	2			
<u>MULTIPLE VIOLATIONS</u>								
ENF 25-0908	NORTH ST	RESOLVED	CLOSED	09/29/2025	10/06/2025		10/06/2025	N

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0603	KING ST	INSPECTED PROPERTY	CLOSED	06/25/2025	10/07/2025		10/07/2025	N
ENF 25-0778	STEWART ST	RESOLVED	CLOSED	08/12/2025	10/07/2025		10/07/2025	N
ENF 24-0907	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/23/2024	10/08/2025	11/05/2025		VAC
ENF 25-0531	BEEHLER ST	INSPECTED PROPERTY	CLOSED	06/04/2025	10/08/2025		10/08/2025	VACANT
ENF 25-0808	CLYDE ST	RESOLVED	CLOSED	08/20/2025	10/08/2025		10/08/2025	N
ENF 25-0873	GENESEE ST	INSPECTED PROPERTY	CLOSED	09/10/2025	10/13/2025		10/13/2025	Y
ENF 25-0878	WASHINGTON ST	RESOLVED	CLOSED	09/15/2025	10/13/2025		10/13/2025	Y
ENF 25-0901	BALL ST	INSPECTED PROPERTY	CLOSED	09/26/2025	10/13/2025		10/13/2025	N
ENF 25-0082	OLMSTEAD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/04/2025	10/14/2025	11/04/2025		N
ENF 25-0508	BROADWAY AVE	INSPECTED PROPERTY	CLOSED	05/29/2025	10/14/2025		10/14/2025	N
ENF 24-1262	LINGLE AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	08/08/2024	10/15/2025	11/05/2025		N
ENF 25-0628	WRIGHT AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	07/07/2025	10/15/2025	12/15/2025		N
ENF 25-0924	GROVER ST	INSPECTED PROPERTY	CLOSED	10/02/2025	10/15/2025		10/15/2025	Y
ENF 25-0173	BROADWAY AVE	INSPECTED PROPERTY	FINAL NOTICE	03/05/2025	10/20/2025	11/17/2025		N
ENF 25-0868	ABREY AVE	RESOLVED	CLOSED	09/09/2025	10/20/2025		10/20/2025	Y
ENF 25-0946	PALMER AVE	RESOLVED	CLOSED	10/14/2025	10/20/2025		10/20/2025	N
ENF 21-1578	ROBBINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/14/2021	10/21/2025	11/18/2025		COMM
ENF 25-0922	OAK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/02/2025	10/21/2025	11/04/2025		N
ENF 25-0965	JEROME AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/21/2025	10/21/2025	11/04/2025		N
ENF 25-0967	SUMMIT ST	COMPLAINT LOGGED	LETTER SENT	10/22/2025	10/22/2025	11/05/2025		N
ENF 24-0890	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/21/2024	10/27/2025	11/10/2025		N

11/03/25

Code Enforcement Activity
OCTOBER 2025

10/13

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-1789	HARRISON AVE	INSPECTED PROPERTY	1ST TICKET ISSUED	11/05/2024	10/27/2025	11/17/2025		N
ENF 24-1867	LINGLE AVE	INSPECTED PROPERTY	CLOSED	11/19/2024	10/27/2025		10/27/2025	N
ENF 25-0656	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/10/2025	10/27/2025	11/10/2025		N
ENF 25-0704	CORUNNA AVE	INSPECTED PROPERTY	1ST TICKET ISSUED	07/23/2025	10/27/2025	11/17/2025		N
ENF 25-0779	STEWART ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	08/12/2025	10/27/2025	11/10/2025		N
ENF 25-0903	MAIN ST	RESOLVED	CLOSED	09/29/2025	10/27/2025		10/27/2025	N
ENF 25-0944	SAGINAW ST	INSPECTED PROPERTY	CLOSED	10/13/2025	10/27/2025		10/27/2025	N
ENF 25-0962	PRINDLE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/20/2025	10/27/2025	11/10/2025		N
ENF 23-0156	CHIPMAN ST	INSPECTED PROPERTY	CLOSED	02/16/2023	10/28/2025		10/28/2025	N
ENF 25-0383	FLETCHER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/12/2025	10/28/2025	04/01/2026		N
ENF 25-0679	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/16/2025	10/28/2025	11/11/2025		N
ENF 25-0737	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/04/2025	10/28/2025	11/04/2025		VACANT LOT
ENF 25-0738	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/04/2025	10/28/2025	11/11/2025		N
ENF 25-0932	PINE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/07/2025	10/28/2025	11/11/2025		Y
ENF 24-0495	OLIVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/19/2024	10/29/2025	01/29/2026		N
ENF 25-0135	YOUNG ST	INSPECTED PROPERTY	CLOSED	02/25/2025	10/29/2025		10/29/2025	N
ENF 25-0951	MACK ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/15/2025	10/29/2025	11/12/2025		N
ENF 25-0989	HOYT ST	LETTER SENT	RECHECK SCHEDULED	10/30/2025	10/30/2025	11/13/2025		N
ENF 25-0971	HARRISON AVE	CONTACT WITH OWNER	RECHECK SCHEDULED	10/27/2025	10/31/2025	11/10/2025		N

11/03/25

Code Enforcement Activity

11/13

OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0945	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/13/2025	11/03/2025	11/10/2025		COMM
			Total Entries	42				
NO BUILDING PERMIT								
ENF 25-0948	SAGINAW ST	INSPECTED PROPERTY	CLOSED	10/14/2025	10/14/2025		10/14/2025	N
ENF 25-0947	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/14/2025	10/28/2025	11/11/2025		N
			Total Entries	2				
NO MECHANICAL PERMIT								
ENF 25-0966	WOODLAWN AVE	LETTER SENT	COMPLAINT LOGGED	10/21/2025	10/21/2025	11/04/2025		Y
			Total Entries	1				
RENTAL REGISTRATION								
ENF 25-0956	KENWOOD DR	COMPLAINT LOGGED	LETTER SENT	10/16/2025	10/16/2025	11/21/2025		Y
ENF 25-0171	OLIVER ST	FINAL NOTICE SENT	RECHECK SCHEDULED	03/04/2025	10/30/2025	12/05/2025		Y
ENF 25-0172	WILLIAMS ST	FINAL NOTICE SENT	RECHECK SCHEDULED	03/04/2025	10/30/2025	12/05/2025		Y
			Total Entries	3				
ROW VIOLATIONS								
ENF 25-0773	EXCHANGE ST	RESOLVED	CLOSED	08/12/2025	10/14/2025		10/14/2025	N
ENF 25-0909	WASHINGTON ST	RESOLVED	CLOSED	09/30/2025	10/14/2025		10/14/2025	N
ENF 25-0698	FIFTH ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/22/2025	10/21/2025	11/20/2025		N
			Total Entries	3				
SIGN VIOLATION								
ENF 25-0586	WATER	RESOLVED	CLOSED	06/23/2025	10/06/2025		10/06/2025	COMM
ENF 25-0927	MAIN ST	INSPECTED PROPERTY	CLOSED	10/06/2025	10/06/2025		10/06/2025	COMM

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0194	MAIN ST	RESOLVED	CLOSED	03/10/2025	10/21/2025		10/21/2025	COMM
ENF 25-0964	CHIPMAN ST	INSPECTED PROPERTY	LETTER SENT	10/21/2025	10/21/2025	11/04/2025		COMM
ENF 25-0963	EXCHANGE ST	LETTER SENT	RECHECK SCHEDULED	10/21/2025	10/29/2025	11/12/2025		COMM
Total Entries				5				

TEMPORARY STRUCTURES

ENF 24-1013	WASHINGTON ST	CONTACT WITH OWNER	RECHECK SCHEDULED	06/17/2024	10/08/2025	12/08/2025		N
ENF 25-0904	FRAZER AVE	CONTACT WITH OWNER	RECHECK SCHEDULED	09/29/2025	10/08/2025	05/06/2026		N
ENF 25-0402	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/14/2025	10/14/2025	11/17/2025		N
ENF 25-0682	LINGLE AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	07/16/2025	10/15/2025	11/17/2025		N
ENF 25-0685	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/21/2025	10/20/2025	01/21/2026		N
ENF 25-0821	COMSTOCK ST	RESOLVED	CLOSED	08/21/2025	10/21/2025		10/21/2025	N
ENF 25-0820	GRAND AVE	CONTACT WITH OWNER	RECHECK SCHEDULED	08/21/2025	10/27/2025	11/10/2025		N
ENF 25-0080	OLMSTEAD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/04/2025	10/28/2025	03/02/2026		N
Total Entries				8				

TRAILER VIOLATIONS

ENF 25-0918	LYNN ST	INSPECTED PROPERTY	CLOSED	10/02/2025	10/15/2025		10/15/2025	N
Total Entries				1				

VACANT STRUCTURES

ENF 24-0728	ADAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/01/2024	10/21/2025	11/18/2025		VAC
Total Entries				1				

VISIBILITY

Code Enforcement Activity
OCTOBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0677	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/16/2025	10/21/2025	11/04/2025		Y
Total Entries				1				
Total Records:		194				Total Pages:	13	

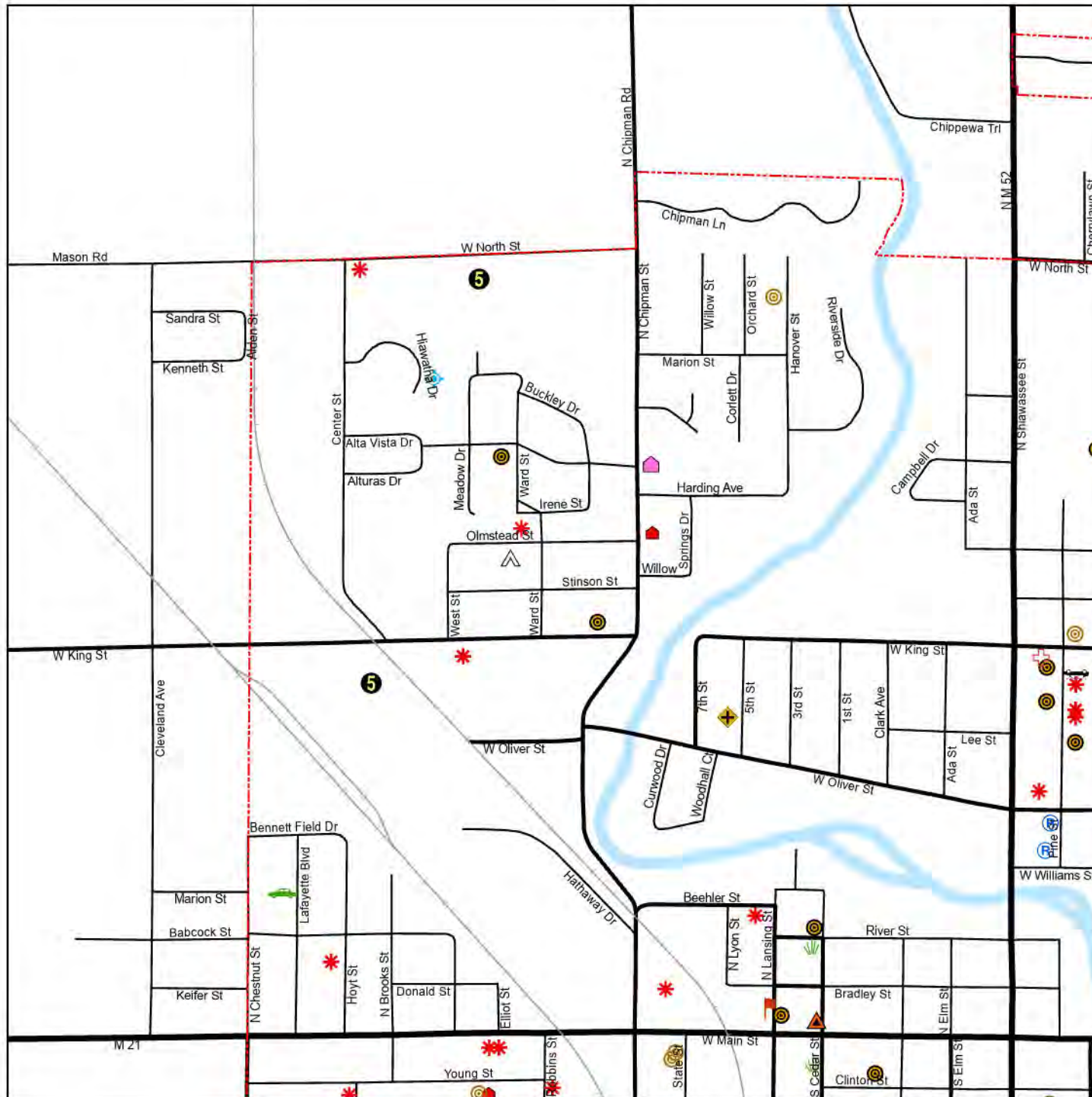
NE Quadrant



City of Owosso

Code Enforcement Activity October 2025

NW Quadrant



Category

- Auto Repair/Junk Vehicle
- Building Violations
- Front Yard Parking
- Garbage & Debris
- Garbage/Junk In ROW
- Health & Safety
- House Numbers
- Imminent Danger Of Structure
- Lawn Maintenance
- Lighting Violation
- Multiple Violations
- No Building Permit
- Rental Registration
- ROW Violations
- Sign Violation
- Temporary Structures

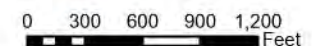
Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



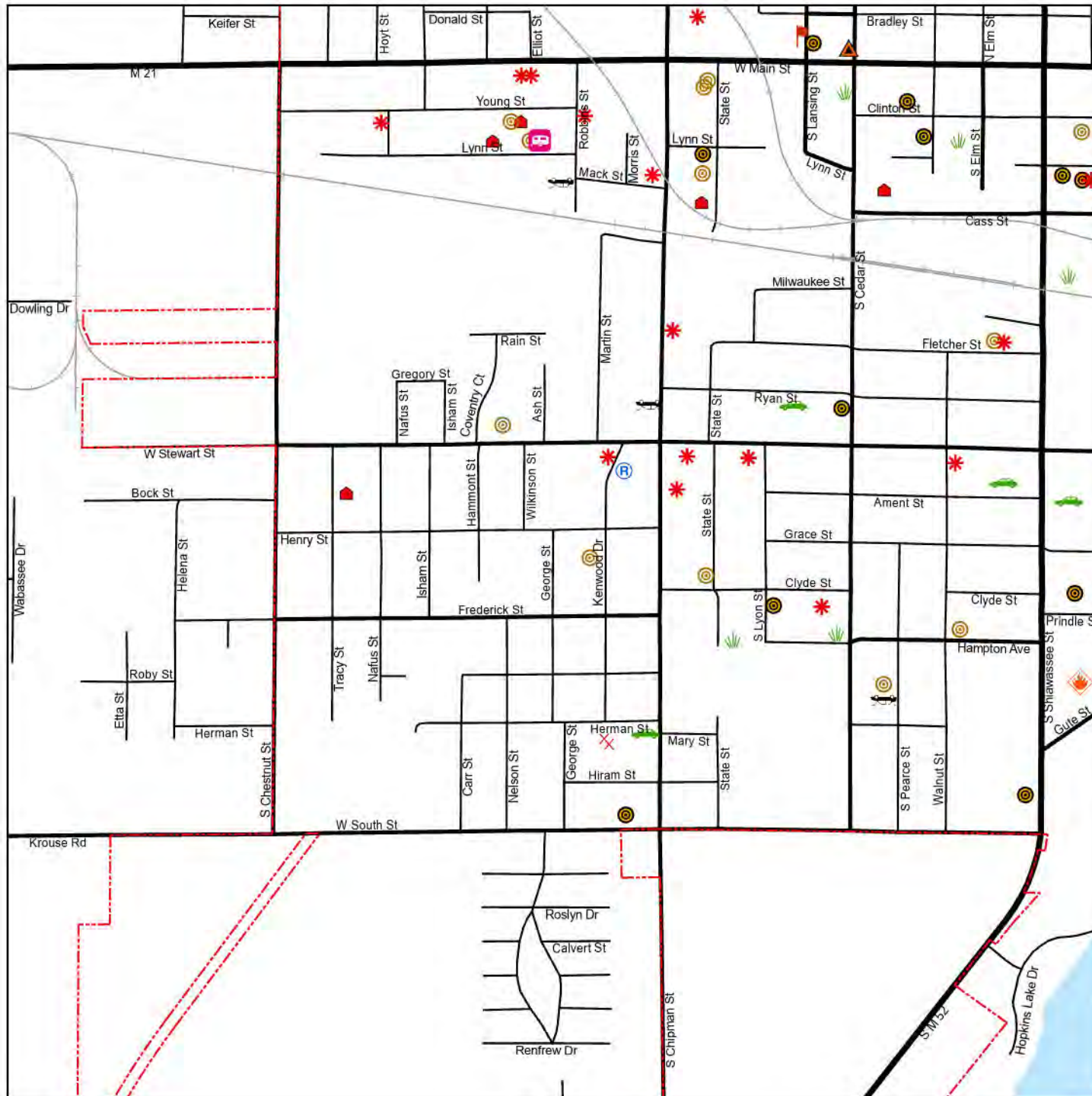
SE Quadrant



City of Owosso

Code Enforcement Activity October 2025

SW Quadrant



Category

- Auto Repair/Junk Vehicle
- Building Violations
- Fence Violation
- Fire Damage
- Front Yard Parking
- Garbage & Debris
- Garbage/Junk In ROW
- Imminent Danger Of Structure
- Lawn Maintenance
- Multiple Violations
- Rental Registration
- Sign Violation
- Trailer Violations
- Visibility

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



Monthly Inspection List
OCTOBER 2025

CHARLES, NATHAN	BUILDING OFFICIAL Total Inspections:	50
BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR Total Inspections:	45
HARRIS, JON	ELECTRICAL INSPECTOR Total Inspections:	23
FREEMAN, GREG	CODE ENFORCEMENT Total Inspections:	202
Grand Total Inspections:		320

CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2025

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
ADULT USE RECREATIONAL RETAIL												
1				1					1			3
\$5,000				\$5,000					\$5,000			\$15,000
AMPHITHEATER												
					2	4	3					9
					\$50	\$50	\$150					\$250
BENTLEY PARK RENTAL												
				6	14	10	11	8	1			50
				\$150	\$400	\$250	\$275	\$150	\$25			\$1,250
GROWER LICENSE (Medical)												
								1				1
								\$5,000				\$5,000
HARMON PATRIDGE PARK RENTAL												
				5	13	11	14	6	1			50
				\$150	\$400	\$325	\$350	\$175	\$25			\$1,425
HISTORIC DISTRICT COMMISSION (C OF A AND NOTICE TO PROCEED)												
		1	1			1			1			4
			\$40			\$40			40			\$120
MOBILE FOOD VENDING (Food Truck License)												
					1							1
					\$150							\$150
PROCESSOR LICENSE												
1												1
\$5,000												\$5,000
PROVISIONING CENTER												
									1			1
									\$5,000			\$5,000
RECREATIONAL GROW												
			2					1	1			4
			\$10,000					\$5,000	\$5,000			\$20,000
RENTAL (Renewals)												
5		3		10								18
\$250		\$150		\$500								\$900
RENTAL REGISTRATIONS (New)												
3	2	1	3	3	6	2		2	2			24
\$150	\$100	\$50	\$150	\$150	\$300	\$100		\$100	\$100			\$1,200
RESIDENTIAL PARKING												
1												1
\$120												\$120
TOTALS:												
11	2	5	6	25	36	28	28	18	8	0	0	167
\$10,520	\$100	\$200	\$10,190	\$5,950	\$1,300	\$765	\$775	\$10,425	\$15,190	\$0	\$0	\$55,415



OWOSSO POLICE DEPARTMENT

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

MEMORANDUM

DATE: 11 November 2025
TO: Owosso City Council
FROM: Eric E. Cherry
Police Department Captain
RE: October 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.

On three nights in October, our range instructors put on our annual night shoot training at the Shiawassee County Sheriff's Office Training Center. All our staff attended the training and multiple other agencies in the county sent officers to participate as well.

The Police Administration attended the board meeting for the Law Enforcement Officers Regional Training Consortium (LEORTC). This organization allows our officers to attend in-service training under both state mandated and elective courses in law enforcement.

The Police Department turned in 260 lbs. of pills to the DEA, as part of their drug take back program.

The Police Administration attended the Mid-Michigan Chief's Meeting, where changes to legislation, training and other current policing topics were discussed.

October - 5 YEAR AVERAGE

	2021- October	2022- October	2023- October	2024- October	2025- October	October 5YR AVG
Part I Crimes	32	26	29	19	32	27.6
Part II Crimes	71	85	80	95	96	85.4
Violent Crimes	10	9	3	9	13	8.8
Total Reports	135	168	176	161	182	164.4
Felony Arrests	11	6	4	14	5	8
Total Arrests	34	35	34	39	26	33.6
Traffic Stops	35	52	80	27	36	46
All Dispatched Events	887	1032	1003	692	764	875.6

LAST 12 MONTHS

	2024- Nov	2024- Dec	2025- Jan	2025- Feb	2025- Mar	2025- Apr	2025- May	2025- Jun	2025- Jul	2025- Aug	2025- Sep	2025- Oct	Last 12 Months	Average
Part I Crimes	19	17	23	18	30	18	25	13	26	23	21	32	265	22.08
Part II Crimes	81	70	65	59	84	87	87	82	79	80	92	96	962	80.17
Violent Crimes	7	4	7	2	10	4	8	4	7	5	6	13	77	6.42
Total Reports	153	139	160	114	157	166	168	157	149	150	182	182	1,877	156.42
Felony Arrests	8	6	5	5	6	8	8	15	12	7	4	5	89	7.42
Total Arrests	40	23	22	20	27	33	35	42	37	28	31	26	364	30.33
Traffic Stops	34	48	105	109	43	87	84	35	118	23	40	36	762	63.5
All Dispatched Events	607	606	835	657	730	820	798	787	907	836	792	764	9,139	761.58



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

MEMORANDUM

DATE: November 11, 2025

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: October 2025 Fire & Ambulance Report

Attached are the statistics for the Owosso Fire Department (OFD) for October 2025. The Owosso Fire Department responded to 305 incidents in the month of October.

OFD responded to 13 fire or rescue calls and EMS responded to 292 EMS calls.

Fire Calls		EMS Calls	
Illegal Burning	1	City of Owosso	206
Wires Down		Corunna EMS	4
Rescue	2	Fairfield Twp.	6
Car Fire	0	Laingsburg	2
False Alarm	4	Middlebury Twp.	9
Building Fire-Owosso	1	Owosso Twp.	51
Building Fire-Mutual Aid		Perry Area EMS	3
Gas Leak	3	Rush Twp.	11
Smoke Investigation	2	Out of County	0
Total	13	Total	292

Filter statement

Filters

Days in Dispatched10/1/25 to 10/31/25 | Is Lockedtrue | Is Activetrue

1 more...

Responses by Scene Zone

Total Records



Responses by Zone

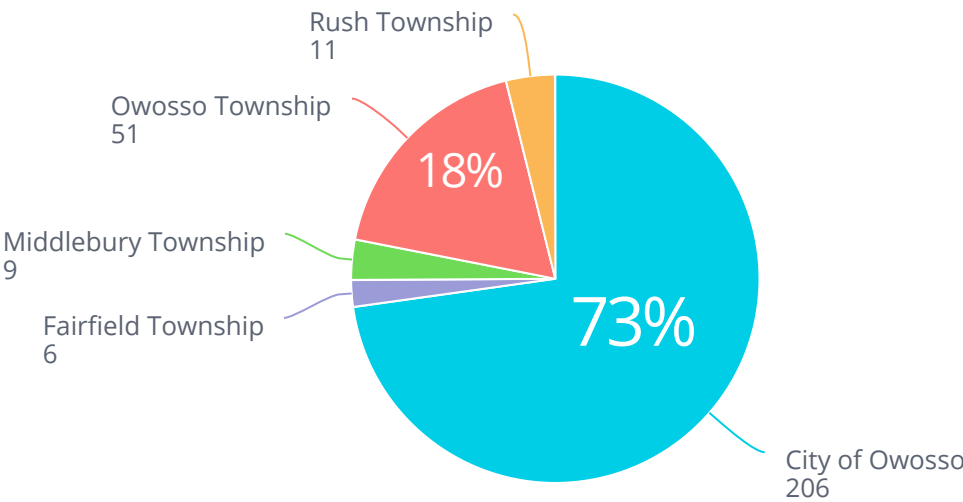
City of Owosso

Fairfield Township

Middlebury Township

Owosso Township

Rush Township



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

November 5, 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 Jon Moore, Karen Parzych, and Colin McCallum. Commissioners Josh Ardelean and Jill Davis arrived at 7:37 A.M.

ABSENT: Commissioner Bill Gilbert

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

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

AYES: ALL

MOTION CARRIED

MINUTES:

MOVED BY TEICH SUPPORTED BY PARZYCH TO APPROVE THE OCTOBER 1, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.

AYE: ALL

MOTION CARRIED

PUBLIC COMMENTS: None

REPORTS: Fredrick reviewed the October Check Disbursement Report, Revenue & Expenditure Report, and Delinquent Loan Report.

Fredrick presented the September and October reports for Electric Vehicle Charging Station Revenue, Unique Drivers, and Session Quantity.

ITEMS OF BUSINESS:

1. **Electric Vehicle Charging Station Warranty:** Fredrick reviewed the Memorandum Background noting the increase in net revenue since the charging price increase and creation of a one-time service fee.

Board discussed renewing the warranty for a year and reassessing its need based on its use or any necessary repairs over the next year.

MOVED BY TEICH, SUPPORTED BY MOORE TO PURCHASE A ONE-YEAR WARRANTY FOR THE ELECTRIC VEHICLE CHARGING STATIONS AND BUDGET \$4,600.00 FOR A FUTURE RENEWAL.

AYE: ALL

MOTION CARRIED

COMMITTEE UPDATES:

1. **Promotion:** Davis and Fredrick provided a recap of the Downtown Owosso Trick or Treat Pumpkin Hunt.
2. **Organization:** Moore shared that the Committee discussed the Board's Bylaws, meeting design, and the Volunteer Appreciation Party.
3. **Design:** Parzych announced that the Steam Railroading Institute Historical Marker was selected as the beneficiary project for the 2025 Chocolate Walk proceeds through a public survey.

Parzych noted that 12 wreaths were not being used for winter decorations and the Design Committee will use them to pilot a wreath decorating challenge for the businesses.

Parzych shared that the March Main Street Meetup will focus on Summer Beautification and the Planter Adoption Program.

Board discussed the need for new Social District Signage.

4. **Economic Vitality:** Howard announced that Great Lakes Apparel Co. was selected as the November Business of the Month and that the next Main Street Meetup will be an info session and Q&A on January 27, 2026.

Howard provided updates on the Committee's discussion of OMS business engagement including business owner meetings, the proposed Block Captain Program, and Board Member business cards.

DIRECTOR UPDATES: Fredrick notified the Board of the Curwood Festival grant application for downtown benches and receptacles.

Fredrick announced that volunteers are needed for the Glow Owosso 5k and parade on November 28th.

BOARD COMMENTS: None

ADJOURNMENT:

MOVED BY TEICH, SUPPORTED BY MCCALLUM TO ADJOURN AT 8:34 A.M.

AYES: ALL

MOTION CARRIED

NEXT MEETING NOVEMBER 18, 2025.