



City Manager's Monthly Report: February, 2025

Projects, Updates, Community Information, Staffing, General Operations

MONTHLY ACTIVITIES UPDATE

During February, staff completed the quality-based selection interviews for the City's general engineering firm roster. A team of staff visited seven engineering firms to meet directly with principals and technical staff, review qualifications and fee schedules, and tour facilities. This process, conducted every three to five years, is particularly important at this time given that the City no longer has an engineer on staff and relies heavily on outside professional services for complex capital projects.

The City Hall mechanical update project is nearing completion. Remaining items include restorative spring landscaping and minor punch list work. The final generator test has been postponed twice due to a defective control panel and the shipment of an incorrect replacement panel. We anticipate resolving this issue shortly so the project can be fully closed out.

The Public Safety Building project remains in the planning phase, with staff and engineers meeting with USDA representatives to reach the 60% design benchmark. USDA has raised concerns related to ADA compliance. The City's team is evaluating those requirements carefully, as application of the standards as currently interpreted by USDA may materially affect project feasibility. Discussions are ongoing in an effort to reconcile compliance requirements with financial realities.

The Shiawassee District Library's purchase of the former YWCA building continues to advance following Planning Commission approval of the special use permit. The City Attorney is continuing efforts to contact members of the Woodard family while simultaneously initiating the quiet title process. Concurrently, the Mayor has assembled a stakeholder committee to evaluate future options for the existing library property should the quiet title action be successful. The committee's role will be advisory, with final authority resting with City Council.

Finally, I attended the press event announcing the demolition of the Robbins storage building behind the gym. The Shiawassee Economic Development Partnership indicated that the 117 W Exchange redevelopment project is expected to proceed once the contractor completes work at the Robbins site.

Planning/Zoning/Building		Status
SITE PLANS		
Shiawassee District Library	615 W Oliver – Special Land Use – Approved by the Planning Commission 02/23/2026	
BUILDING PERMITS – COMMERCIAL		
229 S Cedar	Demolition of building along Cass St, repairs to roof the main building, new 6’ fence	
MARIHUANA LICENSES		
GROW		
1. 1370 E South St	Medical/Recreational	Renewed – September 2025
2. 1455 Industrial	Recreational	Renewed – October 2025
3. 1750 E South St	Recreational	Issued - April 2025
PROCESSING		
1. 1750 E South St Ste. 1	Recreational	Renewed – January 2026
RETAIL		
1. 117 E Main St	Medical and Recreational	Renewed - October 2025
2. 200 E Main	Recreational	Renewed – May 2025
3. 116 N Washington	Recreational	Renewed – January 2026

ECONOMIC DEVELOPMENT PROJECTS		
123 N Washington project – estimated \$1.2 million CRP grant - 2022	<p>\$4.7 million redevelopment of downtown building to include 11 new upper story residential units and a restored historic façade. This project includes local tax abatements.</p> <p style="text-align: center;"><u>Funding Breakdown:</u></p> <p>Grants/Abatements</p> <ul style="list-style-type: none"> • \$403k – Brownfield (abatement) • \$85k – OPRA (abatement) • \$1.5 mil – CRP/MSF (Grant) • \$145k – County Land Bank (Grant) <p>Private/Developer</p> <ul style="list-style-type: none"> • \$2.6 mil <p>UPDATE: The City was awarded an additional \$500k through the CDBG program at MSHDA to assist with the project.</p>	<p>MSF Board Approved Grant Funding in Dec 2023. Owners pursuing historic tax credits. HDC approved CofA in November 2024. CofA rescinded by HDC in Jan 2025. HDC issued enforcement against owner for façade. In July, the HDC rescinded the enforcement action and approved a new certificate of appropriateness.</p>
Old Middle School project - 2022	<p>Estimated \$18 million redevelopment to include 50-54 new residential units. This project will most likely include LITEC and historical tax credits. This project was granted a 4% PILOT for the life of the mortgage but only for the previous developer. The new developer will ask for a similar PILOT ordinance to be granted. The tax credit application was approved in April 2024. Construction commencement: TBD. OPS is working with SEDP to apply for land bank grant dollars to repair the roof. OPS is extended the PA.</p>	<p>4% PILOT approved. State tax credits approved. New state budget allegedly includes \$800,000 in a direct appropriation to the project for gap funding.</p>
Washington Park/Woodland Trails Housing Development Project - \$14,000,000 - 2024	<p>This project will build 14 new condo units in the Woodland Trails development and 14-16 multi family units on the Washington Park site. The developer will be requesting a 24 year brownfield to reimburse them for infrastructure and other eligible costs identified in the plan.</p>	<p>Construction on homes started.</p>

	<p>Work scope includes sanitary sewer with lift station, water main installation, and street resurfacing on Wesley Dr from Water to Washington and water main installation on Washington St from North to Wesley. Water main and sanitary sewer permits have been issued by EGLE. Water main installation is complete with water service line installation in progress. Sanitary and storm sewer installation in progress.</p>	
<p>MEDC RAP Grant – Curwood Place – 344 W Main St - 2024</p>	<p>\$1,358,000 to rehabilitate upper story apartments. The owner has also shown interest in having a mural painted on the side of the building – possibly in partnership with SAC.</p>	<p>Awarded. OPRA approved by city April, 2024. Construction started.</p>

PROJECTS/ISSUES OF PUBLIC INTEREST

<p>City Club Building (Exchange Street)</p>	<p>After an interior collapse occurred in June, 2023 a natural gas line was severed and repaired. The building official red-tagged the building and required owner to submit stamped engineering report detailing the building’s structural integrity. Stabilization of front and rear walls complete. Owner and Engineer to present plan to Building department to clear debris and secure site. Historic District Commission issued demolition by neglect notice. Notice has since been lifted. Owner says he plans to apply for land bank grant to clean debris. Land bank did not receive completed application and funding was denied. Court order issued allowing city to remediate property since the owner did not and entered a default judgement in the case. Land Bank have released the bid. Staff will be participating in the process and working with the county and their hired contractor for the demolition.</p>	<p>County land bank to bid the project. Total funding available \$178,000 through state land bank blight elimination. The city will have to contribute some of the cost as the low bid from the county has exceeded the land bank grant amount. Demolition starting Spring 2026 once Robbins demo is completed.</p>
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MSHDA/Housing Grants				
GRANT	YEAR	GRANT AMOUNT	ADMINISTRATIVE REIMBURSEMENT FUNDS	PROJECT SCOPE
NEP ROUND 8	2023	\$70,000	\$5,000	Renovations to 5 homes-completed
NEP ROUND 9	2024	\$70,000	\$2,500	Renovations to 3 homes-completed
NEP ROUND 9 PUBLIC AMENITY	2024	\$15,000	\$0	Grand Ave Park Play Equipment-completed
MI-HOPE	2024-2025	\$250,000	\$15,000	Energy efficient renovations to 11 homes-completed
MI-HOPE Hi-Performer	2024-2025	\$100,000	\$0	Energy efficient renovations to 5 homes-completed
MIN 1.0 and 2.0 (CDBG)	2025-2026	\$785,000	\$141,300	Interior/exterior renovations to 20 homes to be completed by November of 2026
CDBG Round 2	2026-2027	\$400,000	\$72,000	Interior/exterior renovations to 10 homes to be completed in 2027.
CDBG Round 3	2027-2028	\$760,000	\$136,800	Interior/exterior renovations to 19 homes to be completed in 2027/2028.
CDBG Round 3	2026-2027	\$500,000	\$90,000	Citizens Loft - Unoccupied Rental Rehabilitation for 5 rental units downtown to be completed in 2026/2027.
CDBG Round 4	2028-2029	\$1,250,000	\$225,000	Interior/exterior renovations to 31 homes to be completed in 2028-2029
TOTALS		\$4,200,000	\$687,600	Grand Total \$4,887,600

Non-Housing Grants FY 25-26			
Grant	Amount	Status	Description
SHPO Grant for Congregational Church	\$28,480	Denied	Repair interior plaster around stained glass windows. HDC Grant. Denied when city discovered that the work was completed while SHPO was still considering grant award.
Congressional Appropriation for water and sewer plant project assistance.	\$111,000,000 (denied) \$5 million (Denied)	Denied	Applied for this coming US budget fiscal year to assist with improvements at the water and sewer plant. Had a discussion with Rep Barrett's staff advising that the request needed to be less than \$5 million. Revised request to include around \$4.7 million in water main replacements that fit in the congressional budget schedule and city's fiscal year.
State Appropriation request for sewer plant improvements	\$7.5 million	Denied	Replacement of nitrification towers at sewer treatment plant. Unclear if staff will be asked to testify during the state's ongoing budget process.
Match on Main-2025	\$25,000	Amy's Place	DDA facilitates Match on Main Grants and were awarded \$25,000 for Amy's Place Diner.
Consumers Tree Grant-2025	\$3,000	Awarded	Planting trees in the public right-of-way
Recycling Public Input Grant - 2025	\$8,150	Awarded	50% grant from the Cook Foundation to assist with the city's public input process for Part 115 curbside recycling mandate.

STREETS AND SIDEWALKS			
2023-25 Street Patching		Work scope includes patches on various streets within the city of Owosso needed for water main breaks, sewer repairs, etc. The contract was extended to November 30, 2026. Patching will resume in Spring 2026 when asphalt plants open for the season.	Ongoing

Woodlawn ST Rehab		Scope of work is street rehabilitation on Woodlawn Avenue from Monroe St to Corunna Ave (M-71) included pavement section replacement, select curb and gutter replacement, select sidewalk replacement, and sanitary sewer replacement. Design is in process by city staff. EGLE permit application for sanitary sewer construction has been submitted. Bid advertisement is planned for February 2026 with a March bid opening. Construction is planned for May – June 2026.	2026: Council approved resolutions 1-2. 3-5 progressing
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UTILITIES (Water and Sewer)			
Project	Project Name/Description	Status	Completed
Lead Service Line Identification Project	Funded by TMF Grant. Will ID 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter.	There is still around \$120,000 of grant funding available. The contractor has agreed to come back in Spring 2026 to pothole more addresses. Over the winter, a list of addresses must be assembled for potholing. City is responsible for reviewing payroll certifications. The project was awarded to M.L. Chartier Excavating. Investigations at the curb stop are about 95% complete.	Ongoing
S Chestnut St Rail Crossing and Westtown Drainage	S Chestnut Street H&E Railroad Crossing – south of M-21	A property owner near the RR crossing is concerned with their property being partially flooded during very heavy rain events. The ditch in the RR right of way overflows and it is suspected that debris in the ditch clogs the culvert. City engineer and city manager met with RR personnel in Sept 2023 where we were informed the RR will not clean/clear the ditch but would allow us access to the ditch to create a debris catch for the culvert. If that does not work, we will have to approach the township and drain commission for a study to assess required improvements to the drainage system in the area. This project is not on the city’s latest approved Capital Improvement Project. Meeting with Drain Commissioner and PEA Engineering Group set for mid-March to discuss next steps now that the reports are completed.	Ongoing.

Future Water Main Projects		Scope of work includes the following: <ol style="list-style-type: none">1. Clinton Street from Cedar St to Shiawassee St (M-52)<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacement2. Gilbert Street from Mason St to Oliver St<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacementb. Sanitary sewer replacementc. Street reconstruction with select sidewalk replacement3. Dewey Street from Main St (M-21) to Oliver St<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacementb. Sanitary sewer replacement from Exchange St to Mason St4. Mason Street from Dewey St to Gilbert St<ol style="list-style-type: none">a. Sanitary sewer replacement5. Williams Street from Shiawassee St (M-52) to Washington St<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacement6. Genesee St from Michigan Ave to Green St & Green St from Genesee St to Cass St<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacementb. Storm sewer improvements in the Genesee & Green intersection7. Adams St from Oliver St to King St<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacement8. Brandon St from Dingwall Dr to Summit St<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacement9. Dingwall Dr from Brandon St to the north end<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacement10. Nafus St from Stewart St to the north end<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacement11. Woodlawn Ave from Farr St to Auburndale Ave<ol style="list-style-type: none">a. Water main replacement including non-compliant water service line replacement	2026
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		The project was approved as part of the State of Michigan Department of EGLE 2026 Drinking Water State Revolving Fund project. Requests for proposals for engineering services have been issued. Design work will continue into 2026 with construction planned for early 2027.	
2025 Sewer Televising Project		<p>The following sewers are planned for televising:</p> <ol style="list-style-type: none"> 1. Ament St between Lyon and Shiawassee (M-52) – storm sewer 2. Bennett Field Dr between Lafayette and Hoyt – storm sewer 3. Oliver St and Chipman St intersection – storm sewer 4. Hickory St between King and Osburn – storm sewer 5. Park Street between Osburn and Stratford – storm sewer 6. King St and Dewey St intersection – storm and sanitary sewer 7. Sanitary Sewer Interceptor from Robbins and Main (M-21) to Hathaway – sanitary sewer <p>The project has been awarded to MEC Underground Solutions. The first round of televising and sewer patching are complete. Project is complete with close out procedures underway.</p>	2026
2025-27 Water Service Line Replacement Project		<p>Contractor plans to continue replacing water service lines into February 2026. A third list of addresses was sent to them in December 2025. This list should get them close to the \$4M total contract amount. City is responsible for reviewing certified payroll and has contracted with MFCC to review payrolls in January and February. A total of 246 water service lines have been replaced to date.</p> <p>UPDATE: The company took a break for the month of January due to the extreme cold, thus these services were changed on an emergency needed basis. They are back at it now in February working full time doing LSLRs.</p>	2025-2027
2026 Sanitary Sewer Manhole Lining Project		<p>Scope of work is sanitary sewer manhole lining on various manholes within the city. Project has been awarded to Advanced Rehabilitation Technology (ART). The project is planned to begin in Spring 2026.</p>	Spring 2026

<p>Dewey St Water Main and Sanitary Sewer Replacement 2026</p>		<p>Scope of work is water main replacement and one segment of sanitary sewer replacement on Dewey Street from Oliver St to King Street. Storm sewer improvements in the Dewey & King intersection are also planned. Design is in process by city staff. EGLE permits for water main and sanitary sewer construction have been obtained.</p>	<p>FY 25-26</p>
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<p>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED</p>			
<p>Project</p>	<p>Project Name/Description</p>	<p>Status</p>	<p>Completed</p>
	<p>CIS Trail Extension – Extend trail from Priest Rd. to City.</p>	<p>Scope of work includes trail construction from the existing Clinton-Ionia-Shiawassee (CIS) trail termination at Smith Road to Chestnut St, bike lane installation on Chestnut St, Stewart St, and Washington St, James Miner Trail reconstruction from Hickory St to Oakwood St, and paving the Sam & Opal Voight walkway from Washington Street to the boardwalk. The project also includes rehabilitating Jerome St from Hickory St to Oakwood St. Design work is in progress by Fleis & Vandenbrink. Work is scheduled to take place in 2026.</p>	<p>State funding approved for M-21 route. Working with MDOT on ROW permit.</p>

<p>BUILDING AND GROUNDS</p>			
<p>Library</p>	<p>Heating System Replacement</p>	<p>Abandon/dismantle existing steam boiler and distribution lines. Add hydronic boiler system.</p>	<p>On Hold</p>
	<p>Library Building Purchase</p>	<p>The Cook Foundation has awarded the District Library a grant to purchase the old YWCA building to move their operations there. The city attorney is working through any deed restrictions to prepare for the possible transfer of operation.</p>	<p>In Progress</p>
<p>City Hall</p>	<p>City Hall HVAC, electric service, and generator replacement</p>	<p>Replace RTUs, electric service panels, generator and transfer switch, and address structural issues with room below grade on west side of building. Project start in October, 2025 due to extended wait times for new RTUs caused by the federal government’s change in freon regulations. Substantial completion reached January 2026. Punch list items remaining.</p>	<p>Complete. Punchlist items remaining</p>
<p>Public Safety</p>	<p>HVAC replacement/efficiency upgrades</p>	<p>As part of the city hall efficiency project, I’m also planning to propose replacement of the public safety building’s boiler and heating/cooling systems. As part of the project we would like to replace most of the overhead doors, garage bay ceiling panels, foam insulate the ceiling in garage bay, and replace worn entry doors. Walk Thru with Veridus and Spicer Group to draft scope of work complete. Spicer Group is compiling information to draft the bidding documents. 60% design meeting completed. There may be some issues at USDA with ADA requirements. We hope that it does not drive up</p>	<p>60% design completed. ADA requirements being discussed</p>

		costs to the point where the improvements are not possible.	
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