

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JUNE 16, 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 JUNE 2, 2025:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

1. Monthly Utility Billing Presentation. Information regarding the possibility of returning to monthly utility billing.

PUBLIC HEARINGS

1. Ordinance Amendment – Fighting on School Property. Conduct a public hearing to receive citizen comment regarding the proposed addition of Secs. 19-150 through 19-152 to Chapter 19, Offenses, Article VIII, *Offenses on School Grounds*, of the Code of Ordinances to prohibit fighting on school property.
2. Ordinance Amendment – Unpaid Parking Violations. Conduct a public hearing to receive citizen comment regarding the proposed addition of Sec. 33-54, Removal of Vehicle for Unpaid Parking Violations, to Chapter 33, Traffic and Motor Vehicles, Article III, *Parking, stopping and standing*, Division 2, *Parking violations bureau*, of the Code of Ordinances to allow the City to tow the vehicle of repeat offenders with unpaid tickets.

CITIZEN COMMENTS

COUNCIL COMMENTS

CONSENT AGENDA

1. Set Public Hearing – CDBG Grant Acceptance. Set a public hearing for Monday, July 7, 2025 at 6:30 p.m. to receive citizen comment regarding the proposal to accept CDBG grant funding for the infrastructure of the Washington Park Housing Development.

Master Plan Implementation Goals: 1.1, 1.9

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

Name	Board/Commission	Term Expires
Nathan Henne*	Building Authority	06-30-2028
Jason Harris*	Building Board of Appeals	06-30-2027
Sam McLaren*	Building Board of Appeals	06-30-2027
Sean Harrington	Historic District Commission filling unexpired term of L. Gallinger	06-30-2028
Kevin Maginity*	Parks & Recreation Commission	06-30-2027
Ellen Rodman*	Parks & Recreation Commission	06-30-2027
Linda Robertson*	Planning Commission	06-30-2028
Stephen Schlaack*	Planning Commission	06-30-2028
Robert J. Teich, Jr.*	Zoning Board of Appeals	06-30-2028

* Indicates reappointment

3. Traffic Control Order – Rustic Revival Craft Fair & Market. Approve the request from Christy Klenk for the closure of the west portion of the movie theater parking lot (Lot #10) on Saturday, August 23, 2025 from 7:00am – 5:00pm for the Rustic Revival Craft Fair & Market and approve Traffic Control Order No. 1535 formalizing the action.
4. Change Order - MI-HOPE Grant Project. Approve Change Order No. 6 to the contract with Merkel & Kenney, Inc. for the MI-HOPE Grant Project, adding \$3,873.00 for additional work and materials required for 4 of the remaining homes to be completed and further approve payment to the contractor up to the adjusted contract amount of \$357,999.00 upon satisfactory completion of the work or portion thereof.
5. Change Order – WTP Filters Improvements Project. Approve Change Order No. 2 to the contract with Sorensen Gross Company for the WTP Filters Improvements Project, adding \$32,759.00 for the installation of 4 additional valves on Filter #4, and further approve payment to the contractor up to the adjusted contract amount of \$1,909,848.00 upon satisfactory completion of the work or portion thereof and contingent on EGLE approval.
6. Contract Renewal - General Engineering Services. Approve the required annual renewal of the General Engineering Services contracts with Eng., Inc., Fleis & Vandenbrink, Inc., Orchard, Hiltz & McClimint, Inc., and Spicer Group, Inc. to provide engineering services through June 30, 2026.
Master Plan Implementation Goals: 3.8
7. Contract Approval – City Hall Improvements Project. Approve contract with Great Lakes Bay Construction, Inc., for the City Hall Improvements Project in the amount of \$601,059.00 and authorize payment to the contractor upon satisfactory completion of the work or portion thereof.
8. Contract Authorization – Public Safety Building Project Owner's Representative. Waive competitive bidding requirements, authorize a contract with Veridus Michigan, LLC dba Veridus Advisors for the provision of owner's representative services for the Public Safety Building Project in an amount not to exceed \$75,000, plus allowance of \$8,000 for reimbursable expenses, and further authorize payment to the contractor upon satisfactory completion of the work or portion thereof.

9. Purchase Authorization - MMRMA Insurance. Waive competitive bidding requirements, authorize the purchase of general liability, property and auto insurance policies from the Michigan Municipal Risk Management Authority (MMRMA) for the coverage period from July 1, 2025 to July 1, 2026 in the amount of \$321,014.00, and further authorize payment up to the total premium amount for the coverage period.
10. Bid Award - Sand & Gravel, Selection #1. Accept the low bid of S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel for Class II Sand in the amount of \$6.00 per ton and authorize payment in accordance with unit prices estimated at \$18,000.00 for the fiscal year ending June 30, 2026.
11. Bid Award - Sand & Gravel, Selection #2. Accept the low bid of Jackson Trucking, LLC for 22A Gravel in the amount of \$13.35 per ton, \$55.25 per ton for Field Stone Riprap, and \$21.85 per ton for 6A Gravel and authorize payment in accordance with unit prices estimated at \$20,967.50 for the fiscal year ending June 30, 2026.
12. Bid Award - Sand & Gravel, Selection #3. Accept the low bid of SP Powells Sand and Soil, LLC for 21AA limestone in the amount of \$27.00 per ton, \$30.75 per ton for 6AA Limestone, and \$32.00 per ton for H1 Limestone Chip, and authorize payment in accordance with the unit prices estimated at \$20,967.50 for the fiscal year ending June 30, 2026.
13. Bid Award – Traffic & Construction Barricades. Accept the low bid of All in Safety Corp. for traffic and construction barricades in the amount of \$14,877.58 and authorize payment to the vendor upon satisfactory receipt of the items.
14. Bid Award – Curwood Castle Air Conditioning. Accept the low bid of Victory World Wide LLC dba Victory Heating and Cooling for the installation of air conditioning units at Curwood Castle in the amount of \$13,458.72 and approve payment to the contractor upon satisfactory installation of said units.
15. Warrant No. 657. Authorize Warrant No. 657 as follows:

Vendor	Description	Fund	Amount
Gould Law PC	Services May 13 – June 9 2025	Varies	\$11,590.28

ITEMS OF BUSINESS

1. Contract Approvals – Ludington Electric, Inc. Reiterate acknowledgement of the pecuniary interest of Councilmember in the contract(s) in question and consider approval of \$120.00 in contracts with Ludington Electric, Inc. for the period of April 2025.
2. Demolition Authorization – 117 W. Exchange Street. Consider approval of the HDC's revised recommendation regarding the façade at 117 W. Exchange Street and authorize demolition and full site clearance at the location.
3. Downtown Revolving Loan & Grant Program Revisions. Consider revisions to the Downtown Revolving Loan & Grant Program making changes to the loan and grant processing fees and adding grant claw-back provisions.
4. City Budget Amendment. Adopt the 12-month budget amendments to the 2024-2025 Budget.
5. Elimination of Water Shut-Offs. Consider implementation of the elimination of water shut-offs and the placing of outstanding water bills on the taxes.
6. Closed Session. Consider holding closed session at the conclusion of the second session of Council Comments for the purpose of consulting with an attorney regarding trial or settlement strategy in connection with specific pending litigation.

CITIZEN COMMENTS

COUNCIL COMMENTS

CLOSED SESSION (if approved)

COMMUNICATIONS

1. Tanya S. Buckelew, Planning & Building Director. May 2025 Building Department Report.
2. Tanya S. Buckelew, Planning & Building Director. May 2025 Code Violations Report.
3. Tanya S. Buckelew, Planning & Building Director. May 2025 Inspections Report.
4. Tanya S. Buckelew, Planning & Building Director. May 2025 Certificates Issued Report.
5. Kevin D. Lenkart, Public Safety Director. May 2025 Police Report.
6. Kevin D. Lenkart, Public Safety Director. May 2025 Fire Report.
7. Downtown Development Authority/Main Street. Minutes of May 7, 2025.
8. Parks & Recreation Commission. Minutes of May 28, 2025.
9. Downtown Development Authority/Main Street. Minutes of June 4, 2025.
10. Owosso Historical Commission. Minutes of June 9, 2025.

NEXT MEETING

Monday, July 7, 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 June 16, 2025. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL
MONDAY, JUNE 16, 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/81398258433?pwd=ArjuigBsn28XwnVjXxUW414DkUMnwp.1>

Meeting ID: 813 9825 8433

Passcode: 259125

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 June 16, 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 JUNE 2, 2025
6:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR GARY BEAL
CHURCH OF JUBILEE

PLEDGE OF ALLEGIANCE: PASTOR BILL MOULL

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

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Owens to approve the agenda with the following items added to Communications:

COMMUNICATIONS

5. Scott J. Gould, City Attorney. Memorandum regarding Water Bill Assistance Programs.
6. Nathan R. Henne, City Manager. Memorandum regarding monthly water billing and shut-off elimination guidance.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MAY 19, 2025

Motion by Councilmember Olson to approve the Minutes of the Regular Meeting of May 19, 2025 as presented.

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

APPROVAL OF THE MINUTES OF SPECIAL MEETING OF MAY 21, 2025

Motion by Councilmember Ludington to approve the Minutes of the Special Meeting of May 21, 2025 as presented.

Motion supported by Mayor Pro-Tem Haber and concurred in by unanimous vote.

PROCLAMATIONS / SPECIAL PRESENTATIONS

Curwood Festival Royalty Introduction

Mayor Teich introduced Ella Osantoski, Miss Curwood Festival Princess; Sloan Hotchkiss, Miss Curwood Festival Teen; and Mackenzie Strauss, Miss Curwood Festival and Councilmember Osmer placed a City of Owosso commemorative pin on each young lady's sash.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

Jael Harrington, 515 N. Washington Street, asked who she should contact about commissioning a mural to spruce up the skate park.

COUNCIL COMMENTS

Mayor Teich invited everyone to attend the Open Streets event sponsored by the YMCA Saturday, June 21, 2025 from 10:00am until 1:00pm and encouraged people to donate bike helmets for local youth.

CONSENT AGENDA

Motion by Mayor Pro-Tem Haber to approve the Consent Agenda as follows:

First Reading & Set Public Hearing – Fighting on School Property. Conduct first reading and set a public hearing for June 16, 2025 to receive citizen comment regarding the proposed addition of Secs. 19-150 through 19-152 to Chapter 19, Offenses, Article VIII, *Offenses on School Grounds*, of the Code of Ordinances to prohibit fighting on school property as follows:

RESOLUTION NO. 59-2025

SETTING A PUBLIC HEARING TO AMEND CHAPTER 19, OFFENSES, ARTICLE VIII, OFFENSES ON SCHOOL GROUNDS TO PROHIBIT FIGHTING ON SCHOOL PROPERTY

WHEREAS, the Owosso Public Schools has requested the City of Owosso establish an ordinance prohibiting fighting on school grounds to assist them in keeping the schools a safe space for students; and

WHEREAS, the City of Owosso endorses the establishment of an ordinance to prohibit and deter fighting on school property.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1: ADDITION. That Sec. 19-150, Fighting, definitions, be added to Chapter 19, Offenses, Article VIII, *Offenses on school grounds*, as follows:

Sec. 19-150. – Fighting, definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Fighting means personal violence between two or more individuals, including but not limited to punching, grabbing, wrestling, pulling, shoving, slapping, or any other unconsented physical contact or threat of physical contact.

School fighting means personal violence which occurs during school hours, at any event held before or after school, or at any social or sporting event hosted by the school.

School Property means real property owned or leased by a school, including but not limited to:

- a. Property used for school-sponsored events
- b. School buses or other school-provided transportation
- c. Any location during transit to or from school or any school-sponsored or school-related event

School property also includes locations not owned by the school where a school-sponsored event is occurring, including adjacent parking areas or other travel areas used to access the event.

SECTION 2: ADDITION. That Sec. 19-151, Prohibited conduct, be added to Chapter 19, Offenses, Article VIII, *Offenses on school grounds*, as follows:

Sec. 19-151. – Prohibited conduct.

No person shall engage in, participate in, or otherwise be involved in any school fighting or fighting on school property.

SECTION 3: ADDITION. That Sec. 19-152, Penalties, be added to Chapter 19, Offenses, Article VIII, *Offenses on school grounds*, as follows:

Sec. 19-152. – Penalties.

Any person who violates the above section is responsible for a civil infraction and may be fined up to fifty dollars (\$50.00), plus court costs and any court-ordered remedial measures.

A second violation may result in a fine of up to one hundred dollars (\$100.00), any subsequent violation(s) may result in a fine up to two hundred fifty dollars (\$250.00), plus court costs and any court-ordered remedial measures.

If the Court orders remedial measures, including but not limited to community service and/or anger management classes, the person(s) ordered to complete such measures shall bear all associated costs.

SECTION 4. PUBLIC HEARING. A public hearing is set for Monday, June 16, 2025 at 6:30 p.m. for the purpose of hearing citizen comment regarding the proposed additions to Chapter 19, Offenses, of the Code of the City of Owosso.

SECTION 5. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 6. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

First Reading & Set Public Hearing – Unpaid Parking Violations. Conduct first reading and set a public hearing for June 16, 2025 to receive citizen comment regarding the proposed addition of Sec. 33-54, Removal of Vehicle for Unpaid Parking Violations, to Chapter 33, Traffic and Motor Vehicles, Article III, *Parking, stopping and standing*, Division 2, *Parking violations bureau*, of the Code of Ordinances to allow the City to tow the vehicle of repeat offenders with unpaid tickets as follows:

RESOLUTION NO. 60-2025

**SETTING A PUBLIC HEARING
TO AMEND CHAPTER 33, TRAFFIC AND MOTOR VEHICLES, ARTICLE III,
PARKING, STOPPING AND STANDING,
TO ALLOW THE REMOVAL OF VEHICLES
WITH MULTIPLE UNPAID PARKING TICKETS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, does not have an ordinance for the removal of vehicles after four (4) unpaid parking citations.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Owosso ordains that:

SECTION 1. ADDITION. That Sec. 33-54, *Removal of vehicle for unpaid parking violations*, shall be added to Chapter 33, Traffic and Motor Vehicles, Article III, *Parking, stopping and standing*, Division 2, Parking violations bureau, as follows:

Sec. 33-54. – Removal of vehicle for unpaid parking violations.

In any case where more than four (4) parking violations issued under any section of this chapter shall have been given to a vehicle bearing the same registration plate and remaining unpaid in excess of thirty (30) calendar days, the vehicle may be removed from any public place in the city at the direction of any police officer. Such vehicle shall not be released to its owner until all outstanding violations, storage and towing charges have been paid.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, June 16, 2025 at 6:30 p.m. for the purpose of hearing citizen comment regarding the proposed additions to Chapter 19, Offenses, of the Code of the City of Owosso.

SECTION 3. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 4. EFFECTIVE DATE. This amendment shall become effective 20 days after approval.

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

Name	Board/Commission	Term Expires
Lance Omer*	Historic District Commission	06-30-2028
Emily Olson	Parks & Recreation Commission	06-30-2027
Jamie Semans	Shiawassee District Library Board	06-30-2029

* indicates reappointment

***Change Order – Public Safety Vehicle Equipment Changeover.** Approve Change Order No. 1 to the contract with Mid Michigan Emergency Equipment Sales and Service L.L.C. adding \$25.00 in fuel charges and further approving payment to the vendor up to the amount of \$27,451.12 as follows:

RESOLUTION NO. 61-2025

**AUTHORIZING CHANGE ORDER NO. 1
TO THE CONTRACT WITH MID MICHIGAN EQUIPMENT SALES AND SERVICE L.L.C.
FOR THE INSTALLATION OF PUBLIC SAFETY EQUIPMENT**

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

Emergency Equipment Sales and Service L.L.C. to remove, purchase and install public safety equipment in two Police Vehicles for \$ 27, 426.12.

WHEREAS, Mid Michigan Emergency Equipment Sales and Service L.L.C. had to pick up one of the vehicles in Owosso, resulting in an additional fuel charge of \$25.00.

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 and in the public interest to approve Change Order No. 1 to the contract with Mid Michigan Emergency Equipment Sales and Service L.L.C. for additional fuel charges in the amount of \$25.00.
- SECOND: the accounts payable department is authorized to pay Mid Michigan Emergency Equipment Sales and Service L.L.C. up to \$27,451.12 upon satisfactory receipt of the vehicle.
- THIRD: the above expenses shall be paid from Police General Fund Equipment 101-301-978.000.

***Purchase Authorization – ClearGov Capital Budgeting Platform.** Waive competitive bidding requirements, approve a 3-year software as a service (SAAS) subscription with ClearGov for their online capital budgeting platform in the amount of \$40,412.64, and further approve payment to the vendor up to the contract amount as follows:

RESOLUTION NO. 62-2025

AUTHORIZING THREE-YEAR SUBSCRIPTION AGREEMENT WITH CLEARGOV FOR ITS CAPITAL BUDGETING PLATFORM

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to complete a six-year Capital Improvement Plan per the Michigan Planning Enabling Act, PA 33 of 2008; and

WHEREAS, ClearGov provides a web-based product that makes it easy to build a budget/capital improvement plan, assist in telling a financial story and spend time on initiatives that will help the community thrive by tracking future expenditures; and

WHEREAS, ClearGov is offering a guaranteed three-year subscription price to the City of Owosso; and

WHEREAS, the subscription agreement is an exception to competitive bidding per Section 2-345 of the City of Owosso Code of Ordinances because the purchase will be made via BuyBoard Purchasing Cooperative Proposal No 692-23.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to approve a three-year subscription agreement with ClearGov via BuyBoard Purchasing Cooperative Proposal No. 692-23.
- SECOND: the mayor and city clerk are instructed and authorized to sign the service order between the City of Owosso and ClearGov estimated at \$40,414 for a term beginning November 1, 2025 and ending on October 31, 2028.
- THIRD: the accounts payable department is authorized to pay ClearGov a subscription fee on an

annual basis broken down at \$11,241, \$13,471, and \$15,702 as estimated.

FOURTH: the above expense shall be paid from the General Fund, Local Street Fund, Major Street Fund, Sewer Fund, Water Fund, Wastewater Fund and Fleet Fund at a ratio determined by the Finance Department.

Tentative Bid Award – 2025 Water Main Replacement – Contract 1. Approve tentative bid award to Crawford Contracting, Inc. for the 2025 Water Main Replacement Project – Contract 1 in the amount of \$846,851.50, contingent upon the receipt of DWSRF bond proceeds, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 63-2025

AUTHORIZING TENTATIVE AWARD FOR THE 2025 WATER MAIN REPLACEMENT PROJECT – CONTRACT 1 FOR WATER SYSTEM IMPROVEMENTS

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to construct improvements to its existing water distribution system; and

WHEREAS, the water system improvements project formally adopted on May 20, 2024 will be funded through the State of Michigan's Drinking Water State Revolving Fund (DWSRF) program; and

WHEREAS, the City of Owosso has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$846,851.50 from Crawford Contracting, Inc.; and

WHEREAS, the City of Owosso's Director of Public Services & Utilities, Ryan E. Suchanek, has recommended awarding the contract to the low responsive bidder.

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

FIRST: the City of Owosso tentatively awards the contract for the proposed Water Main Replacement Project – Contract 1 to Crawford Contracting, Inc. contingent upon successful financial arrangements with the State Revolving Fund Program.

SECOND: upon receipt of the DWSRF Bond Proceeds, the Mayor and City Clerk are instructed and authorized to sign, without further Council action, Exhibit A substantially as attached, as 2025 Water Main Replacement Project – Contract 1 in the amount of \$846,851.50.

THIRD: the accounts payable department is authorized to submit payment to Crawford Contracting, Inc. for work satisfactorily completed in an amount not to exceed \$846,851.50.

FOURTH: the above expenses shall be paid from the Water Fund Account 591-901-972.000-DWSRF and 2025 DWSRF Bond funds.

Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6

Tentative Bid Award – 2025 Water Main Replacement – Contract 2. Approve tentative bid award to L.A. Construction, Corp. for the 2025 Water Main Replacement Project – Contract 2 in the amount of \$1,621,103.13, contingent upon the receipt of DWSRF bond proceeds, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 64-2025

**AUTHORIZING TENTATIVE AWARD FOR THE
2025 WATER MAIN REPLACEMENT PROJECT – CONTRACT 2
FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to construct improvements to its existing water distribution system; and

WHEREAS, the water system improvements project formally adopted on May 20, 2024 will be funded through the State of Michigan's Drinking Water State Revolving Fund (DWSRF) program; and

WHEREAS, the City of Owosso has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$1,621,103.13 from L.A. Construction, Corp. with \$1,603,803.43 being drinking water related and \$17,299.70 being sanitary sewer related; and

WHEREAS, the City of Owosso's Director of Public Services & Utilities, Ryan E. Suchanek, has recommended awarding the contract to the low responsive bidder.

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

- FIRST: the City of Owosso tentatively awards the contract for the proposed Water Main Replacement Project – Contract 2 to L.A. Construction, Corp. contingent upon successful financial arrangements with the State Revolving Fund Program.
- SECOND: upon receipt of the DWSRF Bond Proceeds, the Mayor and City Clerk are instructed and authorized to sign, without further Council action, Exhibit A substantially as attached, as 2025 Water Main Replacement Project – Contract 2 in the amount of \$1,621,103.13.
- THIRD: the accounts payable department is authorized to submit payment to the contractor for work satisfactorily completed in an amount not to exceed \$1,621,103.13.
- FOURTH: the above expenses shall be paid from the Water Fund Account 591-901-972.000-DWSRF88001 and the Sewer Fund Account 590-901-973.000-SEWERREHAB.

Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6

Tentative Bid Award – 2025-2027 Water Service Line Replacement. Approve tentative bid award to All Seasons Underground Construction Inc for the 2025-2027 Water Service Line Replacement Project in the amount of \$3,978,656.00, contingent upon the receipt of DWSRF bond proceeds, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 65-2025

**AUTHORIZING TENTATIVE AWARD FOR THE
2025-2027 WATER SERVICE LINE REPLACEMENT PROJECT
FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to construct improvements to its existing water distribution system; and

WHEREAS, the water system improvements project formally adopted on May 20, 2024 will be funded through the State of Michigan's Drinking Water State Revolving Fund (DWSRF) program; and

WHEREAS, the City of Owosso has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$3,978,656.00 from All Seasons Underground Construction Inc, after withdrawal of the bid by Five Star Energy Services; and

WHEREAS, the City of Owosso's Director of Public Services & Utilities, Ryan E. Suchanek, has recommended awarding the contract to the low responsive bidder.

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

- FIRST: the City of Owosso tentatively awards the contract for the proposed 2025-2027 Water Service Line Replacement Project to All Seasons Underground Construction Inc contingent upon successful financial arrangements with the State Revolving Fund Program.
- SECOND: upon receipt of the DWSRF Bond Proceeds, the Mayor and City Clerk are instructed and authorized to sign, without further Council action, Exhibit A substantially as attached, as 2025-2027 Water Service Line Replacement Project contract in the amount of \$3,978,656.00.
- THIRD: the accounts payable department is authorized to submit payment to the contractor for work satisfactorily completed in an amount not to exceed \$3,978,656.00.
- FOURTH: the above expenses shall be paid from Water Fund Account 591-901-972.000-DWSRF788001.

Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6

Tentative Bid Award – Well Improvements. Approve tentative bid award to Sorensen Gross Construction Company for the 2025 Well Improvements Project in the amount of \$1,347,000.00, contingent upon the receipt of DWSRF bond proceeds, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 66-2025

AUTHORIZING TENTATIVE AWARD FOR THE 2025 WELL IMPROVEMENTS PROJECT FOR WATER SYSTEM IMPROVEMENTS

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to construct improvements to its existing water distribution system; and

WHEREAS, the water system improvements project formally adopted on May 20, 2024 will be funded through the State of Michigan's Drinking Water State Revolving Fund (DWSRF) program; and

WHEREAS, the City of Owosso has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$1,347,000.00 from Sorensen Gross Construction Company; and

WHEREAS, the City of Owosso's Director of Public Services & Utilities, Ryan E. Suchanek, has recommended awarding the contract to the low responsive bidder.

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

- FIRST: the City of Owosso tentatively awards the contract for the proposed Water Main Replacement Project – Contract 1 to Sorensen Gross Construction Company contingent upon successful financial arrangements with the State Revolving Fund Program.
- SECOND: upon receipt of the DWSRF Bond Proceeds, the Mayor and City Clerk are instructed and authorized to sign, without further Council action, Exhibit A substantially as attached, as 2025 Well Improvements Project in the amount of \$1,347,000.00.
- THIRD: the accounts payable department is authorized to submit payment to Sorensen Gross Construction Company for work satisfactorily completed in an amount not to exceed \$1,347,000.00.
- FOURTH: the above expenses shall be paid from Water Fund Account 591-901-972.000-DWSRF88001.

Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6

Tentative Bid Award – WTP Electrical Improvements. Approve tentative bid award to Countyline Utilities LLC for the 2025 WTP Electrical Improvements Project in the amount of \$1,152,677.00, contingent upon the receipt of DWSRF bond proceeds, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof as follows:

RESOLUTION NO. 67-2025

AUTHORIZING TENTATIVE AWARD FOR THE 2025 WTP ELECTRICAL IMPROVEMENTS PROJECT FOR WATER SYSTEM IMPROVEMENTS

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to construct improvements to its existing water distribution system; and

WHEREAS, the water system improvements project formally adopted on May 20, 2024 will be funded through the State of Michigan's Drinking Water State Revolving Fund (DWSRF) program; and

WHEREAS, the City of Owosso has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$1,278,037.00 from CountyLine Utilities LLC; and

WHEREAS, the City of Owosso's Director of Public Services & Utilities, Ryan E. Suchanek, has recommended awarding the contract to the low responsive bidder.

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

- FIRST: the City of Owosso tentatively awards the contract for the proposed 2025 WTP Electrical Improvements Project to CountyLine Utilities LLC contingent upon successful financial arrangements with the State Revolving Fund Program.
- SECOND: upon receipt of the DWSRF Bond Proceeds, the Mayor and City Clerk are instructed and authorized to sign, without further Council action, Exhibit A substantially as attached, as 2025 WTP Electrical Improvements Project in the amount of \$1,278,037.00.
- THIRD: the accounts payable department is authorized to submit payment to CountyLine Utilities LLC for work satisfactorily completed in an amount not to exceed \$1,278,037.00.

FOURTH: the above expenses shall be paid from the Water Fund Account 591-901-972.000-DWSRF and 2025 DWSRF Bond funds.

Master Plan Implementation Goals: 3.4, 3.7, 3.8, 6.6

***Check Register – April 2025.** Affirm check disbursements totaling \$4,502,531.38 for April 2025.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

ITEMS OF BUSINESS

Notice of Pecuniary Interest

Motion by Councilmember Olson to enter the following notice of pecuniary interest on the record for Councilmember Carl Ludington as it relates to proposed contracts with Ludington Electric, Inc. in the amount of \$589.60 for the month of May 2025:

STATEMENT REGARDING BUSINESS DEALINGS WITH THE CITY

Per Owosso City Charter Section 14.4 and Michigan Public Act 317 of 1968, as amended

I, Carl Ludington, being an officer of the City of Owosso, do hereby declare a pecuniary interest in the foregoing proposed contract(s) with the City of Owosso as described as:

PO NUMBER	DEPT.	VENDOR	DESCRIPTION	AMOUNT
000046664	862	LUDINGTON ELECTRIC, INC.	WATER STREET LIGHT HOOK UP	589.60
				\$ 589.60

For the Period of: May 2025

Vendor: Ludington Electric, Inc

Total Amount: \$589.60

I am making this declaration because I am the owner/operator of Ludington Electric, Inc. I confirm that I will not vote on the matter(s) in question, I will not take part in discussion on any question in respect to the matter(s), and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question at a public meeting of the Owosso City Council.

Said items will be considered for approval at the June 16, 2025 meeting of the Owosso City Council.

Declared this 2nd day of June, 2025.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

Historical Commission Bylaws

Motion by Councilmember Owens to approve the proposed bylaws for the Owosso Historical Commission as follows:

RESOLUTION NO. 68-2025

TO ADOPT THE OWOSSO HISTORICAL COMMISSION BYLAWS

WHEREAS, the City of Owosso Historical Commission is a public commission which is responsible for holding its own meetings in accordance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended; and

WHEREAS, the commissioners of the Owosso Historical Commission of the City of Owosso have drafted and approved amendments to the existing bylaws of the Owosso Historical Commission; and

WHEREAS, the Owosso Historical Commission is submitting the amended bylaws to the City Council for approval.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Owosso, Shiawassee County, Michigan hereby approves the bylaws of the City of Owosso Historical Commission as follows, such bylaws to be effective immediately:

BYLAWS OF CITY OF OWOSSO HISTORICAL COMMISSION

ARTICLE 1. PURPOSE

The purpose of the Historical Commission (hereinafter referred to as "the Commission") shall be to preserve, educate and promote the historical treasures of the City of Owosso.

We exist to:

Preserve select historic buildings and artifacts by maintaining their authentic look and feel, ensuring their history is safe, preventing decline, and acting as caretaker stewards to pass on their stories, history, and value to future generations.

We actively and knowledgeably bring attention to our collective history, encourage excitement, and engage others to identify and prioritize the inherent value of our historical treasures, reflecting thoughtfully and reevaluating its importance with a fresh perspective.

Historical treasures are unique and valuable symbols of our past, encompassing stories, traditions, architecture, and artifacts that honor the heritage of Owosso. They connect us to significant leaders, people, businesses, and events, embodying how we got here and influencing beyond the community. From buildings like Curwood Castle, Comstock Cabin, and the Paymaster Building to things made in Owosso,

each treasure carries deeper meaning, celebrating community pride and reframing relevance for future generations. Whether tangible or intangible, these items and stories keep writing our collective story, ensuring history remains alive and honored.

The Commission commits to being dedicated caretakers through active engagement, strategic foresight, and transparent decision-making. With time, resources, and diverse viewpoints, we facilitate the mission, leveraging money, connections, assets, and knowledge to build consensus and retain talent. We prioritize teamwork, respect, and the infrastructure to act swiftly and effectively.

We will direct our energy and efforts towards:

- 1) Protecting historical buildings owned by the city
- 2) Celebrating Owosso's Heritage
- 3) Educating our youth to understand our rich history

ARTICLE 2. ORGANIZATION

Section 1. Members.

The members of the Historical Commission shall be appointed by the city council. Membership shall consist of one (1) member from the council and six (6) members at large appointed for three-year terms. No member at large shall be appointed to the historical commission for more than two (2) successive terms unless one (1) year has elapsed after his or her second term expires. In addition, there may be appointed ex-officio members of the commission who may attend all meetings of the commission, participate in discussion of matters before the commission, and serve on committees of the commission.

Section 2. Officers.

- (a) The officers of the commission shall be a chairperson and a vice-chairperson, who shall be members of the commission and a secretary-treasurer, who shall be an officer or employee of the City of Owosso.
- (b) The officers shall be selected by the voting members of the commission annually during the first regular meeting of the commission in October of each year.
- (c) The terms of office for the officers shall be one year or such longer period as is necessary until a successor is appointed and assumes the office.
- (d) If an office shall become vacant before the officer has served his complete term, the commission shall appoint another officer to serve for the remainder of the term of office.

Section 3. Duties of officers.

- (a) The chairperson shall be the presiding officer at all regular and special meetings of the commission, shall be an ex-officio member of all standing and ad hoc committees of the commission, and shall be the spokesperson for the commission in all contacts with the city administration, city council, and the news media.
- (b) The secretary-treasurer shall have custody of the records of the commission, shall take minutes of all meetings of the commission, shall receive monetary donations in the name of the commission and shall keep a record thereof, shall authorize disbursement of funds of the commission within limits established by the commission, and shall maintain an inventory of the assets of the commission.

- (c) The secretary-treasurer may designate another officer or employee of the City of Owosso to act as secretary-treasurer during a time of absence or disability until he or she is able to resume the duties of the office.

Section 4. Meetings.

- (a) The commission shall schedule regular meetings and shall approve the date, time, and place of such meetings. Special meetings may be called by one of the officers or by a majority of the voting members of the commission. All meetings of the commission shall be held in accordance with the Open Meetings Act (P.A. 267 of 1976, as amended).
- (b) A majority of the voting members of the commission shall constitute a quorum.
- (c) The chairperson shall be the presiding officer at all meetings of the commission. In the absence of the chairperson, the vice-chairperson shall serve as chairperson for that meeting.

Section 5. Committees.

- (a) The work of the commission shall be accomplished through a structure of standing committees. The following shall be considered standing committees of the commission:
 - (1) Building and Grounds Committee. This committee shall be responsible for the restoration, preservation and maintenance of Curwood Castle, buildings located in Curwood Castle Park, and for coordinating maintenance and development activities with appropriate City departments.
 - (2) Historic Appreciation Committee. This committee will actively protect and share Owosso's stories, traditions, culture, and celebrations by displaying historical artifacts in public spaces, facilitating cultural events, and creating opportunities for community engagement. It shall be responsible for maintaining a record of historic articles acquired by the commission, for preserving those articles, for arranging for their storage and display, for loaning historic articles to other organizations, for acquiring historic articles through loan from other organizations and for identifying articles in the collection which should be considered for sale or disposal.
 - (3) Educating our Youth Committee. This committee will work to develop programs that provide the children in Owosso schools an opportunity to experience our history.
- (b) The commission may establish such additional standing committees as it deems necessary to carry out the work of the commission. The commission may dissolve any standing committees established by it but, with regard to the standing committees described in Section 5(a), such dissolution shall become effective only with the approval of the City Council.
- (c) The chairperson of the commission shall appoint a voting member of the commission as chairperson of each standing committee. Each committee chairperson shall be responsible for appointing individuals who need not be members of the commission to serve on the committee and to assist the committee chairperson in carrying out the work of the committee.
- (d) The chairperson of the commission may, from time to time, establish ad hoc committees and may appoint individuals to serve on such committees. At least one member of each ad hoc committee shall be a voting member of the commission. Ad hoc committees shall be established for a specific purpose related to the activities of the commission and shall complete their work, report to the commission and shall be considered dissolved within two years after their establishment.

ARTICLE 3. CONTROL OF ASSETS

Section 1. Authority of the Commission.

The commission shall have the sole responsibility and authority, subject to the direction of the city council, to manage and control the real and personal property over which it has jurisdiction. Such responsibility and authority shall not be delegated to an officer, committee or chairperson of a committee, unless specifically directed and authorized by a vote of the commission.

Section 2. Donations.

- (a) The secretary-treasurer shall accept on behalf of the commission any donations or contributions of cash or other financial instruments easily converted into cash, subject to the following provisions:
 - (1) Donations or contributions which are given without restrictions or which are restricted only to the extent that they are to be dedicated to a specific project, property, or activity of the commission may be accepted without the specific approval of the commission.
 - (2) Donations or contributions other than those described in Section 2(a) (1) above, particularly when those donations or contributions might require that the commission take a specific action related to such donation or contribution at some future time, or when such donation or contribution is, in the secretary-treasurer's opinion, so restricted as to prevent its use for the general purposes of the commission, shall only be accepted following approval by the commission.
- (b) The chairperson, secretary-treasurer, or the chairperson of the Historic Appreciation Committee may accept donations of articles of personal property, without prior approval of the commission, subject to the following provisions:
 - (1) The article or group of articles to be donated shall not have an estimated value in excess of five hundred dollars;
 - (2) The donation shall be unrestricted with regard to the use which the commission may make of the articles, including the right of the commission to sell or otherwise dispose of the articles at its sole discretion;
 - (3) Articles which are to be loaned to the commission, whether for a definite or indefinite period of time, may only be accepted following a vote of the commission.
- (c) Real property may be accepted by the commission only upon the approval of the city council.

Section 3. Loans of commission assets.

The commission shall approve each request for a loan of historic articles from the commission's collection. In considering a request for such a loan, the commission shall consider the purpose of the institution making the request, the value of the articles which are the subject of the request, and the safeguards to be taken against theft or damage. The commission shall ascertain that the requesting institution possesses adequate insurance against loss.

Section 4. Disposition of assets.

The commission shall adopt detailed rules and procedures governing the disposition of commission assets. Such rules and procedures shall provide, at a minimum, that no assets of the commission may be disposed of without the express authorization of the commission and that disposition of any article valued in excess of one thousand dollars shall be approved in advance by the city council.

Section 5. Use of buildings.

The commission shall adopt detailed rules and procedures governing the use of the historic buildings under its control. Such rules and procedures shall establish the fees to be charged for the use of the buildings.

ARTICLE 4. FINANCE

Section 1. Budget.

- (a) The commission shall annually prepare and recommend to the council a budget for the fiscal year commencing July 1, which budget will show the anticipated revenues and expenditures for the commission's activities and operations.
- (b) The secretary-treasurer shall present a proposed budget for consideration by the commission at its first regular meeting during the month of February.
- (c) The commission shall approve a budget for the ensuing fiscal year not later than the first meeting of March.

Section 2. Purchases.

The secretary-treasurer shall have the authority to make purchases of such supplies and services as are necessary to carry out the activities of the commission. Purchases shall be made in accordance with Article VI, Division 3 of the City of Owosso Code of Ordinances governing Purchases, Contracts and Sales.

Section 3. Endowment fund.

The commission shall maintain an endowment fund into which shall be placed monetary gifts and bequests which are directed to said fund. The interest and/or dividends which are earned by the endowment fund may be used for the expenses associated with the activities of the commission but no portion of the principal shall be expended.

ARTICLE 5. APPROVAL AND AMENDMENTS

Section 1. Approval.

These by-laws shall become effective following their approval by the commission and by the city council.

Section 2. Amendments.

The commission shall annually during its first regular meeting in January review these by-laws and determine the need to make any changes, additions, or deletions. These by-laws may be amended as deemed necessary by the commission. Such amendments shall be approved as provided in Section 1.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

Historical Commission Funds Transfer

Motion by Councilmember Owens to approve the transfer of \$125,000 from the Historical Commission fund to the Shiawassee Community Foundation for investment purposes as follows:

RESOLUTION NO. 69-2025

AUTHORIZING FUND TRANSFER TO THE THE OWOSSO HISTORICAL COMMISSION CHARITABLE AGENCY FUND WITH THE SHIAWASSEE COMMUNITY FOUNDATION

WHEREAS, the city of Owosso, Shiawassee County, Michigan, Owosso Historical Commission has a charitable agency fund with the Shiawassee Community Foundation; and

WHEREAS, the Owosso Historical Commission has decided to transfer a total of \$125,000 to the endowment funds with the Shiawassee Community Foundation; and

WHEREAS, the Owosso Historical Commission has decided to invest \$25,000 of these funds in the endowment with the Shiawassee Community Foundation, which could not be withdrawn, but the interest could be used specifically for the Commission; and

WHEREAS, the Owosso Historical Commission has decided to invest \$100,000 to be deposited into the spendable portion of the charitable agency fund for a future 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 heretofore determined that it is advisable, necessary and in the public interest to invest \$25,000 in the Owosso Historical Commission Endowment at the Shiawassee Community Foundation, which cannot be withdrawn, and invest an additional \$100,000 into the fund's spendable account for a total investment of \$125,000.

SECOND: the accounts payable department is authorized to submit payment to the Shiawassee Community Foundation in the amount of \$125,000.

THIRD: the amount of \$125,000 shall be paid from the Historic Sites Account 297.797.961.000

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

Military Service Contribution Requirements

Motion by Councilmember Olson to authorize a resolution establishing military service contribution requirements for defined benefit retirement plan participants as follows:

RESOLUTION NO. 70-2025

ESTABLISHING MILITARY SERVICE CONTRIBUTION REQUIREMENTS

FOR DEFINED BENEFIT EMPLOYEES

WHEREAS, the City of Owosso is a participating municipality in the Municipal Employees' Retirement System of Michigan ("MERS"); and

WHEREAS, under Section 8 of the MERS Plan Document, all missed Defined Benefit mandatory employee contributions due to intervening Military service leaves shall be reflected in the participating employer's overall liability in the next annual actuarial valuation unless an alternative method is elected (default); no employee contributions will be required from the participant;

NOW THEREFORE BE IT RESOLVED, that effective June 2, 2025, the Governing Body adopts this Resolution for all present and future employee divisions requiring that all missed employee contributions due to intervening Military service be handled by:

The member will be permitted to choose to remit some or all missed mandatory employee contributions within a time period equal to three times the duration of the military service from the date of reemployment, but not to exceed five years, and years of service credit shall be granted in proportion to the employee contributions received.

MERS' Military Service contribution procedures are subject to the MERS Plan Document. Changes to the Plan Document may impact MERS' ability to administer this election in the future.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

***Hazard Mitigation Plan Adoption**

Motion by Councilmember Olson authorizing adoption of the July 2024 Shiawassee County Local Hazard Mitigation Plan as follows:

RESOLUTION NO. 71-2025

ADOPTING THE 2024 SHIAWASSEE COUNTY LOCAL HAZARD MITIGATION PLAN

WHEREAS, the City of Owosso, Shiawassee County, Michigan, recognizes the threat that natural, social, and technological hazards pose to the people and communities of Shiawassee County and that undertaking hazard mitigation actions will reduce the potential harm to people and property from future hazardous occurrences; and

WHEREAS, the plan has been adopted by Shiawassee County as a required condition of future funding for various Federal Emergency Management (FEMA) disaster mitigation programs; and

WHEREAS, the City must acknowledge its part in the plan via adoption of the plan.

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 necessary and in the public interest to adopt the July 2024 Shiawassee County Local Hazard Mitigation Plan.

SECOND: the mayor and city clerk are instructed and authorized to sign this resolution upon adoption of the Shiawassee County Local Hazard Mitigation Plan.

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

2025 Fee Schedule Update

Master Plan Implementation Goals: A-7

City Manager Nathan R. Henne indicated there are no changes to the Fee Schedule recommended at this time.

Motion by Councilmember Owens to adopt the proposed 2025 Fee Schedule updating various fees and charges for City services, effective July 1, 2025 as follows:

RESOLUTION NO. 72-2025

UPDATING THE SCHEDULE FOR FEES, LICENSES, FINES AND CHARGES FOR THE CITY OF OWOSSO

WHEREAS, the *City of Owosso Code of Ordinances* provides for the establishment of many fees, licenses, fines and charges to be established by resolution; and

WHEREAS, on August 5, 2013 the City Council adopted Resolution No. 90-2013 creating a schedule of fees, licenses, fines and charges; and

WHEREAS, said schedule must be annually reexamined and updated; and

WHEREAS, the City Council has reviewed the charges and determined that the fees, licenses, fines and charges shall be in accordance with this resolution and the attached schedule, effective July 1, 2025.

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

FIRST: the attached schedule for fees, licenses, fines and charges is hereby adopted effective July 1, 2025.

SECOND: any parts of resolutions and memoranda in conflict with this resolution are hereby repealed.

THIRD: this resolution is intended to preserve all existing charges and fees set forth in any resolution, ordinance, or law which are not in conflict with this resolution and attached schedule and to fulfill the requirements of any ordinance authorizing the City Council to establish fees by resolution.

FOURTH: fees for public records not set forth in this resolution and attached schedule, or in any other resolution, ordinance, or law, shall be set by the City manager in accordance with Act 442 of the Public Acts of 1976, as amended.

FIFTH: fees for public services not specifically set forth in this resolution and the attached schedule or in any other resolution, ordinance, or law may be established by the City manager, who shall promptly notify the City Council in writing of each of them. The City manager shall establish fees for public services based upon the cost of providing the public service.

**CITY OF OWOSSO
2025 FEE SCHEDULE
Effective July 1, 2025**

1. ASSESSING	
• Application fee for IFEC extension	\$550
Application fee for IFT tax abatement – Not to exceed limits of Statute MCL 207.555(3) in which the lesser of the actual cost of processing the application or 2% of total property taxes abated during the term that the exemption certificate is in effect can be charged	
➤ Establishing	\$1,500
➤ Exemption certificate	\$1,500
• Application fee for industrial development district	\$1,500
• Application fee for industrial facilities	
➤ Exemption certificate	\$1,500
➤ Exemption certificate transfer	\$500
• Application fee for project cost revision	\$500
• Application fee for project extension	\$500
• Application fee for tax abatement projects	\$800
2. BUILDING DEPARTMENT	
<i>Income limit - fee waiver – Building permits and inspections will be required. However, permit fees will be waived for owner occupied residential buildings for households that have annual incomes less than 30% of the Michigan State Housing Development Authority (MSHDA) area Minimum Income (AMI). The waiver will cover permits for bringing a structure into code compliance and for replacement of roofs, windows, and siding. To qualify, the applicant must submit Michigan or Federal 1040 tax returns for the last three years along with any other financial and ownership information required for determination.</i>	
• Accessory structure-zoning compliance-200 sq. ft. and under	\$75
• Accessory structure-zoning compliance-over 200 sq. ft.	same as building permit fees
• Base fee (non-refundable)	\$40
• Adult entertainment license fee	\$1,500
Note: If application denied, ½ fee returned	
• Adult entertainment license fee renewal	\$1,500
Note: a late penalty of \$100 if renewal filed less than 60 days before license exp. If application denied, ½ of total fees collected returned.	
• License renewal	
➤ Late fee first 15 days	License fee + 25%
➤ Late fee beyond 15 days	License fee + 50% adult entertainment penalties
➤ Adult entertainment penalties	\$500
• Building board of appeals application fee	\$200
• Building permit	
➤ Up to \$1,000-includes base fee and 1 inspection	\$110
➤ \$1,001 to \$2,000-includes base fee and 1 inspection	\$150
ADD \$40 base fee and \$80 per inspection to the following:	
➤ \$2,001 to \$50,000	\$65 + \$10 per \$1,000 over \$2,000
➤ \$50,001 to \$500,000	\$545 + \$10 per \$1,000 over \$50,000
➤ \$500,001 and above	\$5,000 + \$6 per \$1,000 over \$500,000

• Businesses-NEW-(existing building)	\$75
• Demolition-Commercial-based on size of building	\$185 + \$1 per sq. ft. over 2,000 sq. ft.
• Demolition-Garage-includes base fee and 1 inspection	\$115
• Demolition-House-includes base fee and 1 inspection	\$185
• Fence-zoning-residential	\$85
• Fence-commercial	same as building permit fees
• Home occupation-type B home permit	\$55
• Inspections-each	\$80
• License/registration fee	\$0
• Marihuana fees	
➤ Medical Marihuana Facilities (at time of application and annual renewal)	\$5,000
➤ Adult Use Recreational Establishments (at time of application and annual renewal)	\$5,000
➤ Marihuana Transfer Fee	\$5,000
• Mobile/Modular Home	\$250
• Moving building	\$200
• Penalty for work prior to obtaining permit	cost of permit + \$180
• Plan review	55% of permit fee
• Plan review-plans are returned to application for modifications	\$55 + \$60/hour
• Roofing permit-residential	
➤ Up to \$5,000 (includes base fee and 1 inspection)	\$90
➤ \$5,001 to \$10,000 (includes base fee and 1 inspection)	\$120
➤ Over \$10,000	same as building permit fees
• Roofing permit-commercial	same as building permit fees
• Siding	\$90
• Sign	\$0.60/sq. foot
➤ Temporary sign (60 days)	\$75
• Swimming pools permit-above ground (zoning compliance)	\$75
• Swimming pool permit-in ground	same as building permit fees
• Tank removal	\$100
• Vacant property registration	\$150
• Wheel chair ramp/door modification (residential-permit and inspections required)	no fee
• Windows-residential	\$90
• Windows-commercial	same as building permit fees
3. ELECTRICAL	
• Base fee (non-refundable)	\$40
• Branch circuits	\$20
• Feeders-bus duct (per 50 ft. or fraction thereof)	\$20
• Electric baseboard heater	\$20
• Fire alarm system	\$155
➤ Fire alarm system-each additional pull station	\$20
• Furnace-unit heater	\$20
• Garage	\$55
• Generator-residential	\$30
• Generator-commercial	\$55
• Inspections-each (including Safety inspections)	\$80
• License/registration fee	\$0
• Low voltage/data/telecom outlets	
➤ 1-19 devices, each	\$10
➤ 20-300 devices	\$100
➤ Over 300 devices	\$300

• Mobile/modular home	\$150
• Motors	
➤ Up to 20 KVA or HP, 1-25 units (each)	\$20
➤ Up to 20 KVA or HP (each additional unit after 25)	\$10
➤ Over 20 KVA or HP, 1-25 units (each)	\$20
➤ Over 20 KVA or HP (each additional unit after 25)	\$12
• Outlets/receptacles/fixtures/other (per 25 or fraction thereof)	\$20
• Penalty for work prior to obtaining permit	cost of permit + \$180
• Plan review	\$100/hr. (minimum 1 hour)
• Power outlets (a/c/range/dryer/dishwasher/disposal) each	\$20
• Service	
➤ 0-200 amps	\$30
➤ 201-600 amps	\$35
➤ 601-800 amps	\$40
➤ 801-1200 amps	\$45
➤ Over 1200 amps	\$50
• Sub-panels	
➤ 0-200 amps	\$30
➤ 201-600 amps	\$35
➤ 601-800 amps	\$40
➤ 801-1200 amps	\$45
➤ Over 1200 amps	\$50
• Signs	\$80
• Whole house permit	\$150
4. MECHANICAL-COMMERCIAL/INDUSTRIAL	
• Base fee (non-refundable)	\$40
• Air conditioning and refrigeration	
➤ Absorption units/chiller	\$95
➤ Centrifugal units/chiller	\$95
➤ Compressor – ½ - 15 HP	\$40
➤ Compressor-15 to 50 HP	\$50
➤ Compressor-over 50 HP	\$75
➤ Heat pumps – 1.5-15 HP	\$40
• Air handlers (self-contained units, ventilation & exhaust fans) (piping fee included)	
➤ Under 1,500 cfm	\$40
➤ 1,501-10,000 cfm	\$50
➤ Over 10,000 cfm	\$105
➤ Thru-the-wall fan coil vents	\$20
• Breeching & combustion to appliance	\$65
• Chimney – factory built	\$65
• Cooling towers with reservoirs	
➤ Capacity under 500 gal	\$55
➤ Capacity over 500 gal	\$90
• Crematories	\$55
• Ducts, insulation and fire suppression systems (based on bid price)	
➤ Under \$3,000	\$45
➤ \$3,000 to \$7,000	\$55
➤ \$7,000 to \$15,000	\$90
➤ Over \$15,000	\$15 per each \$3,000 over \$15,000 + \$90
• Electronic air cleaner with washer	\$55
• Evaporator coils	
➤ 180,000 BTU and under	\$45
➤ Over 180,000 BTU	\$50
• Fire suppression systems (based on bid prices)	
➤ Under \$2,000	\$80

➤ \$2,000 to \$8,000	\$95
➤ Over \$8,000	\$20 per each \$3,000 over \$8,000 + \$95
• Gas burning equipment (piping fee included)	
➤ 400,000 BTU and under	\$55
➤ Over 400,000 BTU	\$65
• Humidifiers	\$30
• Incinerators – each	\$45
• Inspections – each	\$80
• Insulation – duct, piping, tanks (based on bid price)	
➤ Under \$2,000	\$45
➤ \$2,000 to \$8,000	\$55
➤ Over \$8,000	\$20 per each \$3,000 over \$8,000 + \$55
• License/registration fee	\$0
• LPG & fuel oil tanks (underground add \$10 additional) (piping fee included)	
➤ 276 to 550 gal	\$65
➤ 551 to 2,000 gal	\$105
➤ Each additional tank	Add 50% of fee based on largest tank size
• Oil burner (piping fee included)	
➤ New/conversion, under 5 gal/hour	\$65
➤ New/conversion, over 5 gal/hour	\$95
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Piping (bid separately) (based on bid price)	
➤ Under \$2,000	\$45
➤ \$2,000 to \$8,000	\$55
➤ Over \$8,000	\$15 per each \$3,000 over \$8,000 + \$55
• Plan review	\$100/hour – minimum 1 hour
• Refrigeration systems	
➤ Under 5 HP (split system)	\$40
➤ 5 HP to 50 HP (split system)	\$50
➤ Over 50 HP (split system)	\$80
➤ Self-contained units	\$55
• Solar equipment/each panel (piping fee included)	\$35
• Unit heaters-hot water, gas or steam (piping fee included)	
➤ 200,000 BTU and under	\$35
➤ Over 200,000 BTU	\$45
5. MECHANICAL – RESIDENTIAL	
• Base fee (non-refundable)	\$40
• Boiler (piping fee included)	
➤ 200,000 BTU and under	\$45
➤ Over 200,000 BTU	\$60
• Central air	\$40
• Dampers (all kinds)	\$20
• Duct system	
➤ Under \$3,000	\$35
➤ \$3,000 to \$7,000	\$40
➤ \$7,000 to \$15,000	\$45
➤ Over \$15,000	\$12 per each \$1,000 over \$15,000 + \$45
• Exhaust fan	\$20
• Gas burning equipment (new and/or conversion) (piping fee included)	
➤ 400,000 BTU and under	\$45
➤ Over 400,000 BTU	\$60
• Gas piping (each outlet)	\$20
• Hotel or motel (per unit)	\$55
• Inspection – each	\$80
• License/registration fee	\$0

• LPG & fuel oil tanks (underground add \$10) (piping fee included)	\$35
• Modular home	\$150
• Oil burner (new and/or conversion) (piping fee included)	\$45
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Plan review	\$100/hour – 1 hour minimum
• Solar equipment (each panel) (piping fee included)	\$35
• Solid fuel equipment (wood stove, prefab fireplaces, stoves)	\$50
• Two-family dwelling	\$180
• Water heater	\$20
• Whole house permit	\$125
6. PLUMBING	
• Base fee (non-refundable)	\$40
• Fixtures, floor drains, water connected appliances	\$20
• Hotel or motel (per unit)	\$50
• Inspections – each	\$80
• License/registration fee	\$0
• Manholes – catch basins (each)	\$20
• Modular home	\$150
• Penalty for work prior to obtaining permit	Cost of permit + \$180
• Plan review	\$100/hour – 1 hour minimum
• Reduced pressure zone back-flow preventer	\$20
• Sewage ejectors, sumps	\$20
• Sewers	
➤ Connection building drain	\$20
➤ Sanitary, storm or combined (less than 6")	\$20
➤ Sanitary, storm or combined (6" and over)	\$25
• Stacks (soil, waste, vent and conductor)	\$15
• Sub-soil drains	\$20
• Two-family	\$180
• Water distributing pipe	
➤ ¾" – 1"	\$20
➤ 1 ¼"	\$25
➤ 1 ½"	\$35
➤ Over 2"	\$50
• Water service	
➤ Less than 2"	\$20
➤ 2" to 6"	\$30
➤ Over 6"	\$35
• Whole house permit	\$120
7. CITY CLERK	
• Cable television franchise fee	3%
• Marriage fee/presided by Mayor	\$50
8. CITY TREASURER	
• Collection fee tax – administrative fee	1% admin fee on tax bills per Ordinance No. 838
• Property tax late collection fee	
➤ Summer	1% per month September 1 through February 1
➤ Winter and any summer balance	3% additional February 15 th –28 th
• Return check	As allowed by MCL 600.2952
9. COMMUNITY DEVELOPMENT	

• Credit reports (if not partnered with bank or finance group)	Cost + 25%
• Escrow Fee - Hourly rate of Staff/Consultant involved	\$1,500
• Historic district permit application fee	\$0
• Lot splits	
➢ Single	\$250
➢ Multiple	\$250 each + \$50/resulting lot
• Parking Lease – Downtown (for residential tenants only)	\$20 per month per space (includes signage)
• Parks	
➢ Pavilion reservations	City resident \$25
	Non-City resident \$50
• Amphitheater Rental	Tax exempt entity \$50
	All other entities \$150
• Mobile Food Vending License	
➢ City-controlled property (May - October)	\$300
➢ City-controlled property (November - April)	\$200
➢ Non-city property (May – October)	\$150
➢ Non-city property (November – April)	\$100
➢ Year-round city food service establishments on city-controlled property (per year)	\$250
➢ Year-round city food service establishments not on city-controlled property (per year)	\$0
• Rental property registration (per unit)	\$50
➢ Non-compliance fee (1 st occurrence)	\$200
➢ Non-compliance fee (each additional occurrence)	\$400
• Rezoning request	\$575 + \$10/acre
• Site Plans	
➢ Apartment/townhouse	\$575 + \$5/unit
➢ Commercial/industrial	\$525 + \$50/acre
➢ Institutional (schools, public services, hospitals)	\$500 + \$40/acre
➢ Mobile home park	\$600 + \$5/unit
➢ Planned Unit Development/mixed use development	\$575 + \$50/acre
➢ Preliminary site plan review	75% of site plan review fee
➢ Single family site condo (prelim or final)	\$700 + \$5/lot
➢ Site plan revision/review	75% of site plan review fee + any needed consulting fees determined by administration
➢ Special meeting with planner	All cost by owner/applicant via escrow
• Special land use	\$400 + \$6/acre
• Subdivision	
➢ Preliminary – tentative	\$700 + \$5/lot
➢ Preliminary – final	\$350 + \$2.50/lot
➢ Final plat	\$500 + \$4/lot
• Temporary land use (ZBA review)	\$500
• Use variance	\$700
• Wireless communications equipment and support structures	
➢ Zoning application fee	Administrative costs to review and process application or \$1,000 (whichever is less)
➢ Non-exempt co-locating small cell wireless facilities and support structures	
❖ New wireless support structure or modification of an existing wireless support structure	\$1,000
❖ New small cell wireless support structure or modification of an existing small cell wireless	\$500
➢ Co-locate a small cell wireless facility and/or associated support structure application fee shall not exceed and shall be set as follows:	
❖ Each small cell wireless facility alone	\$200

❖ Each small cell wireless facility and a new utility pole or wireless support to which it will be attached	\$300
➤ Annual permit fee for each utility pole or wireless support structure in ROW on which a wireless provider has approval to co-locate a small cell wireless facility shall not exceed and shall be set as follows:	
❖ Annually, unless the following applies	\$20
❖ If the utility pole or wireless support structure was erected by or on behalf of the wireless provider on or after March 12, 2019	\$125
• Zoning variance	
➤ Commercial	\$425
➤ Residential	\$200
10. GENERAL	
• Notary (maximum of 3 signatures per fee)	
➤ Non-resident	\$10
➤ Resident	\$5
• Rental conference room between 8:00 am and 5:00 pm	
➤ ½ day up to four hours	\$30
➤ Full day	\$60
➤ Organization of which the city is a member	\$0
• Rental council chambers between 8:00 am and 5:00 pm	
➤ ½ day up to four hours	\$30
➤ Full day	\$60
➤ Organization of which the city is a member	\$0
11. HISTORICAL COMMISSION – Funds go to Historical Commission	
• Admission Curwood Castle	
➤ Adult	Donation request \$5
➤ Child	Donation request \$2
• Rental Curwood Castle	
➤ First hour	(\$50 refundable) \$250
➤ Each additional hour	\$55
12. PUBLIC SAFETY	
• Ambulance fees – adjusted to the screen rates approved by commercial insurance companies	
➤ In-facility transports	\$250.80
• False alarm fee – fee may be waived by authority of Public Safety Director. First two fire and police alarms are not fined. The occupant will be notified of the 1 st or 2 nd violation by letter	
➤ False alarm FIRE: 3 rd call	\$250
➤ False alarm FIRE: 4 th and subsequent fire alarms	\$500
➤ False alarm POLICE: 3 rd call	\$50
➤ False alarm POLICE: 4 th and subsequent police alarms	\$100
• Fire Inspection Fees	
➤ Annual fire inspection	\$0
➤ Fire alarm field test	\$100
➤ Certificate of occupancy	\$100
➤ Change in liquor license site inspection	\$150
➤ Sprinkler system hydrostatic test (per riser)	\$100
➤ Observe fire flow test	\$100
➤ Tent Permit	\$125
• Fire Plan Review, Permit and Inspection schedule	\$100
➤ Plan review for fire alarm system (fee based on square footage)	
❖ 0 – 2,500 sq. ft.	\$100
❖ 2,500 – 10,000 sq. ft.	\$200
❖ 10,001 – 50,000 sq. ft.	\$250

❖ Over 50,000 sq. ft.	\$500
• Fire run	\$500
• Gun registration	\$10
• Peddler's permit	
➤ Per month	\$50
➤ Per year (expiring December 31 st)	\$200
• Portable breath test (PBT)	
➤ ½ month	\$15
➤ Full month	\$30
• Sex offender initial registration	\$35
• Traffic Control Order	
➤ Traffic Control Order Application	\$30
➤ MDOT Closure Application	\$50
➤ Expedited Application Fee (if submitted 14-29 days prior to first day of event)	\$15 additional
➤ Fire truck	\$150 per event
13. PARKING FINES – DEFINED IN SECTION 33 OF THE OWOSSO MUNICIPAL CODE	
• Abandoned car	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Across parking line	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking alley	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking driveway	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Blocking traffic	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Double parking	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Electric Vehicle Parking: Public use charging stations shall be reserved for parking and charging electric vehicles only	
➤ Paid within 7 days	\$30
➤ Paid within 14 days	\$45
➤ Paid within 30 days	\$60
• Fifth violation of any above violations within a 30-day period	
➤ Paid within 7 days	\$100
➤ Paid within 14 days	\$100
➤ Paid within 30 days	\$100
• Moving to evade time limitations	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Other parking violation	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30

➤ Paid within 30 days	\$45
• Overnight parking in 3:00 am to 6:00 am zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked facing wrong way	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking in prohibited zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking in loading zone	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking on sidewalk or crosswalk	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked at yellow curb	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked in handicap zone	
➤ Paid within 7 days	\$50
➤ Paid within 14 days	\$100
➤ Paid within 30 days	\$100
• Parked within 15 feet of fire hydrant	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking over 12 inches from curb	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked over legal limit in areas other than business districts defined in sec. 33-37	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parked over legal limit in business districts defined in sec. 33-37 – 3 rd & subsequent violations in each calendar year	
➤ Paid within 7 days	\$15
➤ Paid within 14 days	\$30
➤ Paid within 30 days	\$45
• Parking of a truck or commercial vehicle with a gross weight in excess of 5 tons or in excess of 22 feet in length in violation of the provisions of section 5.61 of the Uniform Traffic Code	
➤ Paid within 7 days	\$25
➤ Paid within 14 days	\$50
➤ Paid within 30 days	\$75
14. VIOLATIONS/FINES	
• Bonfire permit	\$0
• Misdemeanor “see ordinance/code under (b)”	\$500 + other stipulations
• Municipal civil infraction	
➤ First offense	\$50
➤ Second offense	\$250

➤ Third or subsequent repeat offenses	\$500
• Municipal civil infraction – loose dogs	
Code states: If the dog was impounded by any police officer or other authorized employee of the city, the owner shall pay the additional sum to the city to reimburse for said expense as prescribed by resolution of the council	\$50 + pound fees
15. PUBLIC SERVICES	
• Copies of building plans/blueprints	Per page \$10
• Mowing	Cost + \$100
• Right of way permit	
➤ Inspection fee	\$50
• Snow removal	Cost + \$100
• METRO Act permit application fee	Per statute

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

2025-26 City Budget Adoption

Master Plan Implementation Goals: 3.2, 3.4, 3.5, 3.6, 3.7, 3.8, 3.10, 3.13

City Manager Henne indicated that he had not received any questions about the proposed budget since the workshop.

Motion by Mayor Pro-Tem Haber to adopt the following General Appropriations Resolution approving the 2025-2026 City Budget (including DDA Appropriations):

RESOLUTION NO. 73-2025

GENERAL APPROPRIATIONS ACT (BUDGET)

A resolution to establish a general appropriations act for the City of Owosso; to define the powers and duties of the city officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council has received the proposed budget for the FISCAL YEAR BEGINNING JULY 1, 2025 and held a public hearing on MAY 19, 2025, and;

WHEREAS, it is the intent of the Downtown Development Authority to levy a tax for general operating purposes pursuant to Public Act 197 of 1975; and

WHEREAS, the City Council held a discussion session on MAY 21, 2025 to discuss the proposed budget;

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the City Council of the City of Owosso hereby adopts the FISCAL YEAR 2025 – 2026 BUDGET and sets the tax rates as presented below:

Section 1: Title

This resolution shall be known as the Owosso General Appropriations Act.

Section 2: Chief Administrative Officer

The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Finance Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Estimated Expenditures

The following amounts are hereby appropriated for the operations of the city government and its activities for the FISCAL YEAR BEGINNING JULY 1, 2025 and ENDING JUNE 30, 2026:

<u>General Fund Expenditures</u>		
APPROPRIATIONS		
101	CITY COUNCIL	38,161
171	CITY MANAGER	347,815
201	FINANCE	275,587
210	CITY ATTORNEY	169,000
215	CLERK	270,741
228	INFORMATION & TECHNOLOGY	338,896
253	TREASURY	280,439
257	ASSESSING	228,553
261	GENERAL ADMIN	402,964
262	ELECTION	19,714
265	BUILDING & GROUNDS	791,944
270	HUMAN RESOURCES	307,448
301	POLICE	3,404,494
336	FIRE	3,653,707
371	BUILDING AND SAFETY	
441	PUBLIC WORKS	786,096
528	LEAF AND BRUSH COLLECTION	391,987
585	PARKING	38,430
720	COMMUNITY DEVELOPMENT	220,107
751	PARKS	422,848
966	TRANSFERS OUT	60,786
TOTAL APPROPRIATIONS		12,449,717

<u>Major Streets Fund Expenditures</u>		
APPROPRIATIONS		
451	CONSTRUCTION	5,410,300
463	STREET MAINTENANCE	380,866
473	BRIDGE MAINTENANCE	
474	TRAFFIC SERVICES-MAINTENANCE	20,093
478	SNOW & ICE CONTROL	183,736
480	TREE TRIMMING	92,358

482	ADMINISTRATION & ENGINEERING	151,037
485	LOCAL STREET TRANSFER	450,000
486	TRUNKLINE SURFACE MAINTENANCE	
488	TRUNKLINE SWEEPING & FLUSHING	
490	TRUNKLINE TREE TRIM & REMOVAL	
491	TRUNKLINE STORM DRAIN, CURBS	
492	TRUNKLINE ROADSIDE CLEANUP	
494	TRUNKLINE TRAFFIC SIGNS	
497	TRUNKLINE SNOW & ICE CONTROL	22,000
TOTAL APPROPRIATIONS		6,710,390

Local Streets Fund Expenditures

APPROPRIATIONS		
451	CONSTRUCTION	1,035,300
463	STREET MAINTENANCE	548,755
474	TRAFFIC SERVICES-MAINTENANCE	1,100
478	SNOW & ICE CONTROL	77,968
480	TREE TRIMMING	130,103
482	ADMINISTRATION & ENGINEERING	102,278
TOTAL APPROPRIATIONS		1,895,504

Park/Recreation Expenditures

APPROPRIATIONS		
751	PARKS	165,514
TOTAL APPROPRIATIONS		165,514

OMS/DDA Revolving Loan Fund Expenditures

APPROPRIATIONS		
200	GEN SERVICES	2,608
TOTAL APPROPRIATIONS		2,608

Downtown Development Authority Fund Expenditures

APPROPRIATIONS		
200	GEN SERVICES	277,065
261	GENERAL ADMIN	91,522
704	ORGANIZATION	1,650
705	PROMOTION	14,950
706	DESIGN	10,000
707	ECONOMIC VITALITY	2,000
901	CAPITAL OUTLAY	
905	DEBT SERVICE	
966	TRANSFERS OUT	
TOTAL APPROPRIATIONS		397,187

Building Inspection Fund Expenditures

APPROPRIATIONS

200	GEN SERVICES	108,254
371	BUILDING AND SAFETY	151,643
TOTAL APPROPRIATIONS		259,897

Housing and Redevelopment Fund Expenditures

APPROPRIATIONS

200	GEN SERVICES	454,300
TOTAL APPROPRIATIONS		454,300

Historical Commission Fund Expenditures

APPROPRIATIONS

797	HISTORICAL COMMISSION	29,643
798	CASTLE	21,425
799	GOULD HOUSE	
800	COMSTOCK/WOODARD	3,000
TOTAL APPROPRIATIONS		54,068

General Obligation Debt Fund Expenditures

APPROPRIATIONS

905	DEBT SERVICE	768,150
TOTAL APPROPRIATIONS		768,150

Transportation Fund Expenditures

APPROPRIATIONS

200	GEN SERVICES	112,025
TOTAL APPROPRIATIONS		112,025

Sewer Fund Expenditures

APPROPRIATIONS

200	GEN SERVICES	2,252,737
549	SEWER OPERATIONS	240,605
901	CAPITAL OUTLAY	1,910,000
905	DEBT SERVICE	122,678
TOTAL APPROPRIATIONS		4,526,020

Water Fund Expenditures

Fund 591 - WATER FUND

APPROPRIATIONS

200	GEN SERVICES	974,495
552	WATER UNDERGROUND	2,240,761
553	WATER FILTRATION	1,954,746
901	CAPITAL OUTLAY	11,574,664
905	DEBT SERVICE	625,045

TOTAL APPROPRIATIONS	17,369,711
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Waste Water Treatment Fund Expenditures

APPROPRIATIONS

200	GEN SERVICES	33,091
548	WASTEWATER OPERATIONS	2,021,250
901	CAPITAL OUTLAY	9,289,574
905	DEBT SERVICE	420,609
TOTAL APPROPRIATIONS		11,764,524

Fleet Fund Expenditures

APPROPRIATIONS

594	FLEET MAINTENANCE	552,344
901	CAPITAL OUTLAY	1,438,000
TOTAL APPROPRIATIONS		1,990,344

Brownfield Redevelopment Authority Funds Expenditures

Fund 243 - BRA / OBRA #12 WOODWARD LOFT

APPROPRIATIONS

721	PROFESSIONAL SERVICES	1,260
901	CAPITAL OUTLAY	
964	TAX REIMBURSEMENTS	149,849
TOTAL APPROPRIATIONS		151,109

Fund 246 - OBRA #13 WEISNER BUILDING

APPROPRIATIONS

721	PROFESSIONAL SERVICES	21,844
TOTAL APPROPRIATIONS		21,844

Fund 259 - OBRA-DIST#15 -ARMORY BUILDING

APPROPRIATIONS

721	PROFESSIONAL SERVICES	3,928
964	TAX REIMBURSEMENTS	39,934
TOTAL APPROPRIATIONS		43,862

Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)

APPROPRIATIONS

721	PROFESSIONAL SERVICES	14,183
905	DEBT SERVICE	167,999
TOTAL APPROPRIATIONS		182,182

Fund 273 - OBRA #9 ROBBINS LOFT

APPROPRIATIONS

721	PROFESSIONAL SERVICES	1,200
964	TAX REIMBURSEMENTS	4,700
TOTAL APPROPRIATIONS		5,900

Fund 276 - OBRA FUND DISTRICT #16 - QDOBA

APPROPRIATIONS

721	PROFESSIONAL SERVICES	1,910
905	DEBT SERVICE	
964	TAX REIMBURSEMENTS	13,890
TOTAL APPROPRIATIONS		15,800

Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL

APPROPRIATIONS

721	PROFESSIONAL SERVICES	4,255
964	TAX REIMBURSEMENTS	52,524
TOTAL APPROPRIATIONS		56,779

Fund 283 - OBRA FUND-DISTRICT#3-TIAL

APPROPRIATIONS

721	PROFESSIONAL SERVICES	750
905	DEBT SERVICE	19,391
TOTAL APPROPRIATIONS		20,141

Section 5: Estimated Revenues

The following revenues are estimated to be available for the FISCAL YEAR BEGINNING JULY 1, 2025 and ENDING JUNE 30, 2026, to meet the foregoing appropriations.

General Fund Revenues

ESTIMATED REVENUES

000	REVENUE	10,757,708
TOTAL ESTIMATED REVENUES		10,757,708

Major Streets Fund Revenues

ESTIMATED REVENUES

000	REVENUE	6,120,491
TOTAL ESTIMATED REVENUES		6,120,491

Local Streets Fund Revenues

ESTIMATED REVENUES

000	REVENUE	1,141,375
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TOTAL ESTIMATED REVENUES 1,141,375

Parks/Recreation Sites Fund Revenues

ESTIMATED REVENUES

000 REVENUE 167,514

TOTAL ESTIMATED REVENUES 167,514

OMS/DDA Revolving Loan Fund Revenues

ESTIMATED REVENUES

000 REVENUE 29,816

TOTAL ESTIMATED REVENUES 29,816

Downtown Development Authority Fund Revenues

ESTIMATED REVENUES

000 REVENUE 356,054

TOTAL ESTIMATED REVENUES 356,054

Building Inspection Fund Revenues

ESTIMATED REVENUES

000 REVENUE 257,500

TOTAL ESTIMATED REVENUES 257,500

Housing & Redevelopment Fund Revenue

ESTIMATED REVENUES

000 REVENUE 454,300

TOTAL ESTIMATED REVENUES 454,300

Opioid Settlement Fund Revenues

ESTIMATED REVENUES

000 REVENUE 1,320

TOTAL ESTIMATED REVENUES 1,320

Historical Commission Fund Revenues

ESTIMATED REVENUES

000 REVENUE 54,500

TOTAL ESTIMATED REVENUES 54,500

Debt Service Fund Revenues

ESTIMATED REVENUES

000 REVENUE 768,150

TOTAL ESTIMATED REVENUES 768,150

Capital Project Fund

ESTIMATED REVENUES

000 REVENUE 122,000

TOTAL ESTIMATED REVENUES 122,000

Transportation Fund Revenues

ESTIMATED REVENUES

000	REVENUE	112,420
TOTAL ESTIMATED REVENUES		112,420

Sewer Fund Revenues

ESTIMATED REVENUES		
000	REVENUE	4,117,536
TOTAL ESTIMATED REVENUES		4,117,536

Water Fund Revenues

ESTIMATED REVENUES		
000	REVENUE	18,472,896
TOTAL ESTIMATED REVENUES		18,472,896

Waste Water Treatment Fund Revenues

ESTIMATED REVENUES		
000	REVENUE	11,945,551
TOTAL ESTIMATED REVENUES		11,945,551

Fleet Fund Revenues

ESTIMATED REVENUES		
000	REVENUE	1,012,814
TOTAL ESTIMATED REVENUES		1,012,814

Brownfield Development Authority Funds Revenue

Fund 243 - BRA / OBRA #12 WOODWARD LOFT

ESTIMATED REVENUES		
000	REVENUE	151,239
TOTAL ESTIMATED REVENUES		151,239

Fund 246 - OBRA #13 WEISNER BUILDING

ESTIMATED REVENUES		
000	REVENUE	21,844
TOTAL ESTIMATED REVENUES		21,844

Fund 259 - OBRA-DIST#15 -ARMORY BUILDING

ESTIMATED REVENUES		
000	REVENUE	43,862
TOTAL ESTIMATED REVENUES		43,862

Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)

ESTIMATED REVENUES		
000	REVENUE	247,393

TOTAL ESTIMATED REVENUES	247,393
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Fund 273 - OBRA #9 ROBBINS LOFT

ESTIMATED REVENUES

000	REVENUE	7,900
TOTAL ESTIMATED REVENUES		7,900

Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL

ESTIMATED REVENUES

000	REVENUE	56,779
TOTAL ESTIMATED REVENUES		56,779

Fund 283 - OBRA FUND-DISTRICT#3-TIAL

ESTIMATED REVENUES

000	REVENUE	18,723
TOTAL ESTIMATED REVENUES		18,723

Section 6: Millage Levy

The City Council shall cause to levy and collect the general property tax on all real and personal property per \$1,000 of taxable value within the city upon the current tax roll an amount equal to the following:

GENERAL OPERATING – CITY CHARTER	12.4254
PA 298 –BRUSH/LEAVES/STREET CLEANING	1.2083
STREET DEBT	2.0315
PARKS AND RECREATION	.4946
TRANSPORTATION (SATA)	.3262
TOTAL	16.486
DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT	1.8815

Section 7: Adoption of Budget by Reference

The general fund budget of the City of Owosso is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 5 of this act.

Section 8: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any city order for expenditures that exceed appropriations.

Section 9: Periodic Fiscal Reports

The fiscal officer shall provide the City Council monthly reports of fiscal year to date revenues and expenditures compared to the budgeted amounts.

Section 10: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 11: Budget Monitoring

Whenever it appears to the fiscal officer or the City Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the fiscal officer shall present to the City Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 12: City Council Adoption

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

***Demolition Authorization – 117 E. Exchange Street**

City Manager Henne noted that this motion would affirm the Historic District Commission's recommendation to demolish the building, including the façade, and accept grant funding of \$178,000 for said demolition.

Motion by Councilmember Olson to approve the HDC's revised recommendation regarding the façade at 117 E. Exchange Street and authorize demolition and full site clearance at the location as follows:

RESOLUTION NO. 74-2025

AUTHORIZING APPROVAL OF THE OWOSSO HISTORIC DISTRICT COMMISSION RECOMMENDATION REGARDING SITE CLEANUP AT 117 EAST EXCHANGE STREET

WHEREAS, the City of Owosso has been working in collaboration with the Shiawassee County Land Bank and the Michigan State Land Bank to secure a blight elimination grant for the property located at 117 East Exchange Street; and

WHEREAS, the Owosso Historic District Commission (HDC) initially expressed interest in preserving the historic façade of the structure but, upon further review and in consideration of federal and state land bank funding eligibility criteria, determined that preservation of the façade would render the project ineligible for grant funding; and

WHEREAS, at its regular meeting on May 21, 2025, the HDC voted unanimously to rescind its previous recommendation to preserve the façade and instead recommended that the City Council accept the terms of the grant and authorize complete site clearance; and

WHEREAS, the City Council finds that proceeding with site cleanup in accordance with land bank requirements is in the best interest of public health, safety, and welfare, and supports future redevelopment of the site.

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

FIRST: the recommendation of the Owosso Historic District Commission to rescind the requirement to preserve the façade of the structure at 117 East Exchange Street is hereby accepted.

SECOND: the City Council authorizes the acceptance of blight elimination grant funding from the Michigan State Land Bank and Shiawassee County Land Bank for the purpose of clearing the site at 117 East Exchange Street.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS

Tom Manke, 2910 W. M-21, said it was disturbing that the City waited until they were under a court order to tear down the building at 117 E. Exchange Street. He also noted that there is a grass-roots effort across the country to celebrate June as veterans' month and there is a new donut shop in Westtown.

COUNCIL COMMENTS

Councilmember Olson said that at the MML Conference it was suggested that the City develop a resource for Council and staff to have City of Owosso apparel, indicating their affiliation with the City for use during public events. She distributed several iron-on insignias that she had designed for Council and staff.

Councilmember Osmer announced that the summer concert series at the amphitheater is back. Five concerts will be held between July 10 and August 7, with each concert hosted by one of our local non-profit organizations. She went on to thank the Cook Family Foundation, the Lebowsky Center, the Masons, and the City for their efforts in organizing these events.

CITY MANAGER REPORT

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

COMMUNICATIONS

Brad A. Barrett, Finance Director. Financial Report – April 2025.

Planning Commission. Minutes of April 28, 2025.

Historical Commission. Minutes of May 12, 2025.

Historic District Commission. Minutes of May 21, 2025.

Scott J. Gould, City Attorney. Memorandum regarding Water Bill Assistance Programs. (This item was added to the agenda.)

Nathan R. Henne, City Manager. Memorandum regarding monthly water billing and shut-off elimination guidance. (This item was added to the agenda.)

The Council discussed the two additional Communications regarding a potential donation fund to help residents with water bills. City Attorney Scott J. Gould confirmed the City could legally establish such a fund. However, City Manager Henne raised concerns about staffing, costs, and legal and operational complexities. There was debate over whether to remove income requirements to ease administration, though this could enter a legal gray area. Mayor Teich noted that MDHHS already offers income-based utility assistance and suggested lower-cost alternatives like covering credit card fees or placing unpaid bills on property taxes instead of shut-offs. Councilmember Ludington raised concerns about landlords being left with unpaid bills if shut-offs end. Councilmember Osmer requested a formal proposal to eliminate water shut-offs, while Councilmember Olson worried about losing the chance to implement monthly billing.

Motion by Councilmember Osmer directing staff to create a formal plan to eliminate water shut-offs while maintaining water shut-off notices, moving to place unpaid water bills on taxes twice per year, and keeping the utilities deposit unchanged, for discussion at the next meeting.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

Motion by Councilmember Olson to present a potential timeline for moving to monthly water billing at the next meeting.

Motion supported by Councilmember Owens.

Roll Call Vote.

AYES: Councilmembers Ludington, Olson, Osmer, Fear, Owens, and Mayor Teich.

NAYS: Mayor Pro-Tem Haber.

NEXT MEETING

Monday, June 16, 2025

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2026
Building Board of Appeals – Alternate - term expires June 30, 2025
DDA/OMS Board x 2 – terms expire June 30, 2028
Zoning Board of Appeals – Alternate – term expires June 30, 2027
Zoning Board of Appeals – Alternate – term expires June 30, 2025

ADJOURNMENT

Motion by Councilmember Owens for adjournment at 8:03 p.m.

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

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk

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

Monthly Billing Proposal

- City Council directed staff to explore a transition from quarterly to monthly water/sewer billing.
 - The city transitioned from monthly to quarterly billing in 2009 to save money on billing (postage/printing) and labor costs from monthly meter reading.
 - New radio read meters installed in 2018-19 preclude the need for a DPW employee(s) to read meters.
 - Intended to help residents budget more easily.
 - This change is not simple – it introduces financial, operational, and communication challenges:

Cost Impact of Monthly Billing

- Annual mailing costs would rise from \$21,235 to \$63,157 with full-page bills: increase of \$41,922
- Postcards reduce cost but still exceed \$50,000 annually.
- Postcards remove ability to communicate on the back of bills or include inserts.

Timing and Operations

- Monthly billing should not begin before January 2026.
 - No phase-in: last quarterly and first monthly bill would arrive the same month (January)
 - Phase-in: Last quarterly bill in January, bill for two months, bill monthly
 - Will be very confusing but it would mean not getting a large quarterly bill the same month as the first monthly bill
- If shutoffs remain, they should not occur monthly due to staffing and fairness concerns.
 - Keep shutoffs on a quarterly schedule

Concerns with Council's Approach

- Transition is more complex than it appears.
- Concern that Council is underestimating the work and cost involved.
- Hurrying implementation is a mistake and risks poor outcomes.
- Little to no push from public to go to monthly billing.
 - This seems like a solution in search of a problem

Alternatives and Public Education

- Voluntary pre-payment already helps many residents budget monthly.
 - Public education campaign could promote this option to alleviate certain council members' concerns about household budgeting difficulties
- Avoids forcing system-wide change on all users.
 - Again, this seems like a solution in search of a problem.

Conclusion – Take a Cautious Approach

- Only a small minority of accounts are typically shut off: 100-120 accounts per cycle or about 1.7% of accounts
 - Rate increases may change this—but I recommend a couple years worth of data to see if there is actually a problem.
- Educate, evaluate, and proceed only if necessary.



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: May 23, 2025

TO: Owosso City Council

FROM: Kevin Lenkart
Owosso Public Safety Chief

RE: Owosso City Ordinance Amendment - Fighting on School Property

Memo reprinted
from the meeting of
June 2, 2025.

Recommendation:

I recommend Council approve the attached resolution setting a public hearing for June 16, 2025 to receive citizen comment regarding the proposal to add Secs. 19-150 through 19-152 to Chapter 19, Offenses, Article VIII, *Offenses on School Grounds*, of the Code of Ordinances to prohibit fighting on school property.

Background:

Over the last two months, the Owosso Public Safety Department has worked in partnership with Owosso Public Schools to draft an ordinance to prohibit fighting on school property.

Currently the City of Owosso does not have an ordinance for fighting on school grounds. The adoption of this ordinance would prohibit this crime and permit Owosso Public Safety to enforce this ordinance.

ORDINANCE NO.

**AMEND CHAPTER 19, OFFENSES,
ARTICLE VIII, OFFENSES ON SCHOOL GROUNDS
TO PROHIBIT FIGHTING ON SCHOOL PROPERTY**

WHEREAS, the Owosso Public Schools has requested the City of Owosso establish an ordinance prohibiting fighting on school grounds to assist them in keeping the schools a safe space for students; and

WHEREAS, the City of Owosso endorses the establishment of an ordinance to prohibit and deter fighting on school property; and

WHEREAS, it is the long-standing practice of the City Council to hold a public hearing to receive citizen comment regarding any and all proposed ordinance amendments.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1: ADDITION. That Sec. 19-150, Fighting, definitions, be added to Chapter 19, Offenses, Article VIII, *Offenses on school grounds*, as follows:

Sec. 19-150. – Fighting, definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Fighting means personal violence between two or more individuals, including but not limited to punching, grabbing, wrestling, pulling, shoving, slapping, or any other unconsented physical contact or threat of physical contact.

School fighting means personal violence which occurs during school hours, at any event held before or after school, or at any social or sporting event hosted by the school.

School Property means real property owned or leased by a school, including but not limited to:

- a. Property used for school-sponsored events
- b. School buses or other school-provided transportation
- c. Any location during transit to or from school or any school-sponsored or school-related event

School property also includes locations not owned by the school where a school-sponsored event is occurring, including adjacent parking areas or other travel areas used to access the event.

SECTION 2: ADDITION. That Sec. 19-151, Prohibited conduct, be added to Chapter 19, Offenses, Article VIII, *Offenses on school grounds*, as follows:

Sec. 19-151. – Prohibited conduct.

No person shall engage in, participate in, or otherwise be involved in any school fighting or fighting on school property.

SECTION 3: ADDITION. That Sec. 19-152, Penalties, be added to Chapter 19, Offenses, Article VIII, *Offenses on school grounds*, as follows:

Sec. 19-152. – Penalties.

Any person who violates the above section is responsible for a civil infraction and may be fined up to fifty dollars (\$50.00), plus court costs and any court-ordered remedial measures.

A second violation may result in a fine of up to one hundred dollars (\$100.00), any subsequent violation(s) may result in a fine up to two hundred fifty dollars (\$250.00), plus court costs and any court-ordered remedial measures.

If the Court orders remedial measures, including but not limited to community service and/or anger management classes, the person(s) ordered to complete such measures shall bear all associated costs.

SECTION 4. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 5. EFFECTIVE DATE. This amendment shall become effective July 7, 2025.



OWOSSO PUBLIC SAFETY

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

MEMORANDUM

DATE: May 27, 2025

TO: Owosso City Council

FROM: Kevin Lenkart
Public Safety Chief

RE: Ordinance Amendment - Removal of Vehicle for Unpaid Parking Violations

Memo reprinted
from the meeting of
June 2, 2025.

Recommendation:

Recommend Owosso City Council approve the attached resolution setting a public hearing for June 16, 2025, to receive citizen comment regarding the proposal to add Sec. 33-54, Removal of Vehicle for Unpaid Parking Violations, to Chapter 33, Traffic and Motor Vehicles, Article III, Parking, stopping and standing, Division 2, Parking violations bureau, of the Code of Ordinances of the City of Owosso.

Background:

Currently the City of Owosso Parking Ordinance does not include any provision for the towing of vehicles after receiving four (4) unpaid parking citations. The adoption of this revised ordinance will allow Owosso Public Safety staff to enforce this parking violation.

ORDINANCE NO.

**TO AMEND CHAPTER 33, TRAFFIC AND MOTOR VEHICLES,
ARTICLE III, *PARKING, STOPPING AND STANDING*,
TO ALLOW THE REMOVAL OF VEHICLES
WITH MULTIPLE UNPAID PARKING TICKETS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, does not have an ordinance establishing consequences for having multiple unpaid parking citations; and

WHEREAS, it is necessary to adopt said consequences to deter people from intentionally violating the City's parking ordinance; and

WHEREAS, it is the long-standing practice of the City Council to hold a public hearing to receive citizen comment regarding any and all proposed ordinance amendments.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Owosso ordains:

SECTION 1. ADDITION. That Sec. 33-54, *Removal of vehicle for unpaid parking violations*, shall be added to Chapter 33, Traffic and Motor Vehicles, Article III, *Parking, stopping and standing*, Division 2, Parking violations bureau, as follows:

Sec. 33-54. – Removal of vehicle for unpaid parking violations.

In any case where more than four (4) parking violations issued under any section of this chapter shall have been given to a vehicle bearing the same registration plate and remaining unpaid in excess of thirty (30) calendar days, the vehicle may be removed from any public place in the city at the direction of any police officer. Such vehicle shall not be released to its owner until all outstanding violations, storage and towing charges have been paid.

SECTION 2. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective July 7, 2025.



MEMORANDUM

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

DATE: June 10, 2025

TO: Mayor Teich and the Owosso City Council

FROM: Tanya Buckelew, Planning & Building Director

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

RECOMMENDATION:

Staff recommends setting a public hearing for Monday, July 7, 2025 at 6:30 p.m. during the regular City Council meeting. This is a compliance requirement to be eligible for the program and to receive a grant agreement.

The purpose of the hearing is to inform citizens of the objectives of the grant, permitted activities, location and amount allocated for the activity.

BACKGROUND:

- The City applied for and has been awarded a CDBG Grant for \$1,500,000 (City match is not required). This includes reimbursements for administrative costs.
- This grant is for the Washington Park Utility Extension Project that includes water and sewer lines being extended, and the installation of a generator and lift station for the new housing development.

FISCAL IMPACTS:

Minimal impact on the budget as the City will be reimbursed for the time spent on this grant. We will track the time for City employees that assist with the program.

Attachments: (1) Public Hearing Notice

RESOLUTION NO.

**SETTING A PUBLIC HEARING TO RECEIVE CITIZEN COMMENT REGARDING
THE CITY OF OWOSSO CDBG INFRASTRUCTURE EXPANSION PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has received a CDBG grant to extend the infrastructure for the Washington Park Housing Development Project; and

WHEREAS, the CDBG program requires a public hearing to receive citizen comment regarding the objectives of the grant, permitted activities, location, and the amount allocated to the activity.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that a public hearing is set for Monday, July 7, 2025 at 6:30 p.m. in the City Hall Council Chambers to receive citizen comment regarding the City's CDBG Infrastructure Expansion Project.



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

MEMORANDUM

DATE: June 4, 2025
TO: City Council
FROM: Kevin Lenkart
Director of Public Safety
RE: Traffic Control Order #1535

Christy Klenk of Rustic Revival is requesting parking lot closures for a craft fair & market.

LOCATION:

NCG Parking Lot

DATE:

Saturday, August 23, 2025

TIME:

7:00 am – 5:00 pm

The Public Safety Department has issued Traffic Control Order# 1535 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.	DATE	TIME
1535	06/04/2025	12.14 PM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Parking Lot closure

LOCATION OF CONTROL

West portion of movie theater parking lot (Lot #10)

EVENT:

Rustic Revival Craft Fair & Market
August 23, 2025
7:00 am – 5:00 pm

APPROVED BY COUNCIL

_____, 20 ____

REMARKS



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

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

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

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

Event Name: Rustic Revival Craft Fair & Market "Junk in the trunk"

Applicant Name: Rustic Revival Craft Fair & Market Date: 08/23/2025
(Individual or Group Name)

Primary Contact: Christy Klenk Title: owner

Address: 107 E. Naldrette St, Durand

Phone: (989) 721-5858 Email: Christy.Klenk@gmail.com

Requested Date(s): August 23RD, 2025 Requested Hours: 7-5pm
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Parking lot

Detailed description of the use for which the request is made: Craft Fair & Market

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



Executed Hold Harmless Agreement



Map of the Event Area with Event location highlighted



Rules or policies applicable to persons participating in proposed event



Proof of Insurance

or



Request for Insurance Waiver



Application Fee

Continued on back...

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT. In consideration of the granting of permission by the City of Owosso to the Applicant for the use of facilities set forth above, Applicant shall indemnify, defend and hold harmless the City of Owosso, their officials, employees, agents, professionals and volunteers, collectively ("CITY") from and against any and all claims, losses, penalties, damages, settlements, costs, charges, professional fees (including attorneys' fees and related costs) and/or other expenses or liabilities of any nature whatsoever including, without limitation, the investigation and defense of any claims, arising out of or resulting from the conduct of the activities for which this application is made, and for the use of the facilities and any other facilities which are employed by the Applicant, or their guests, during the period for which the facilities requested are used, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property including the loss of the use resulting therefrom, 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: Christy Klenk Date: 06/03/25

Information Regarding Required Documents

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

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

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

or

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

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

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

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

\$ 30.00 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




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/03/2025

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

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

PRODUCER State Farm  Rustic Revival Craft Fair & Market 107 E. Naldrette St. Durand, MI 48429		CONTACT NAME: Steve Dombrowski PHONE (A/C, No, Ext): 810-732-6110 FAX (A/C, No): E-MAIL: ADDRESS:																						
INSURED State Farm Insurance 2501 S Dye Rd. Flint, MI 48532		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A :</td><td>State Farm Insurance</td><td></td></tr><tr><td>INSURER B :</td><td></td><td></td></tr><tr><td>INSURER C :</td><td></td><td></td></tr><tr><td>INSURER D :</td><td></td><td></td></tr><tr><td>INSURER E :</td><td></td><td></td></tr><tr><td>INSURER F :</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	State Farm Insurance		INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																						
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INSURER C :																								
INSURER D :																								
INSURER E :																								
INSURER F :																								

COVERAGES

CERTIFICATE NUMBER:

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	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
x	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE: <input type="checkbox"/> OCCUR: <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	x		92-J5-D190-7	04/24/2025	04/24/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED: <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> HIRING: <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED: <input type="checkbox"/> AUTOS <input type="checkbox"/> NON OWNED: <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (1 st or accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR: <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE: <input type="checkbox"/> DED: <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> \$ 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)

CERTIFICATE HOLDER

CANCELLATION

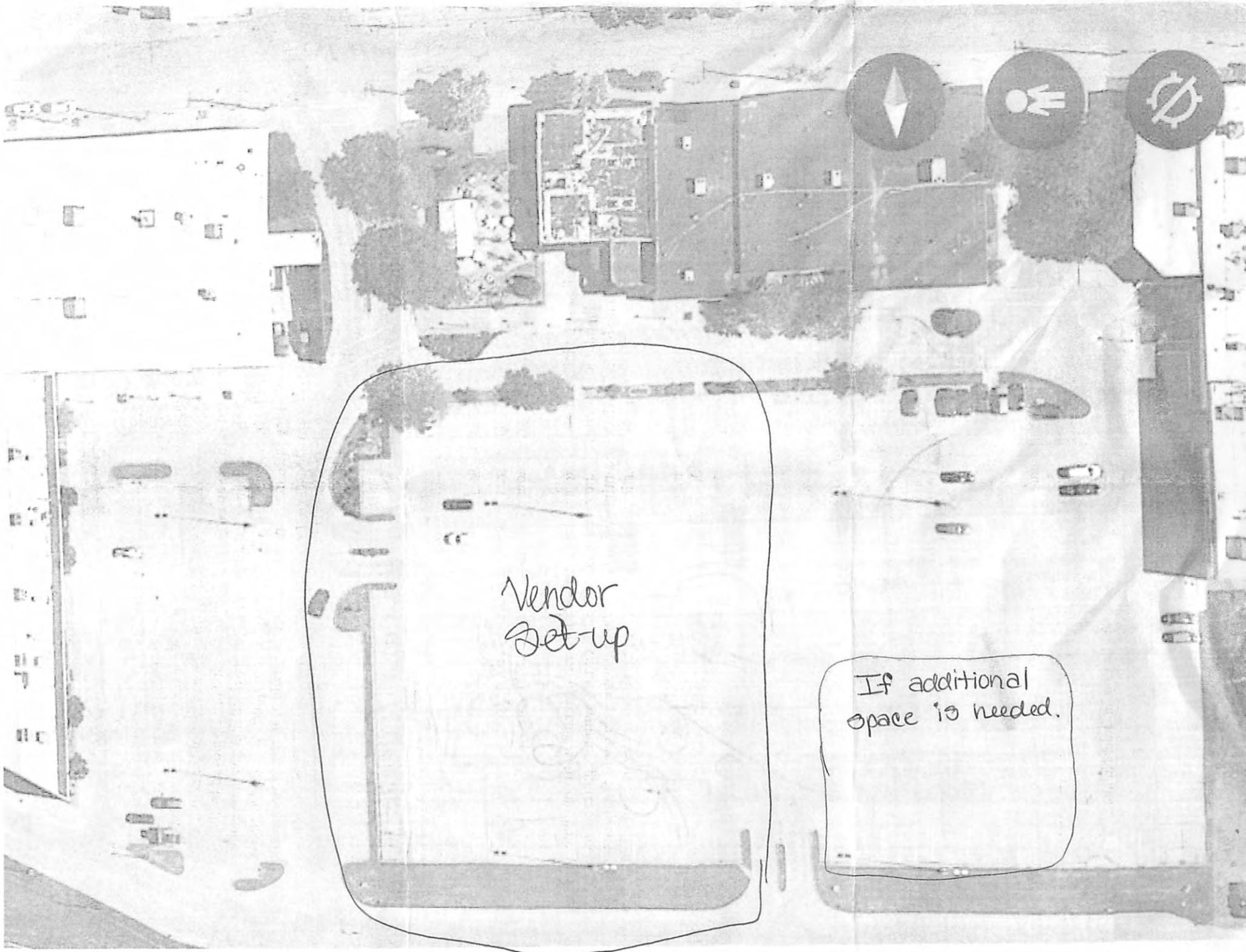
City of Owosso
202 S Water St
Owosso, MI 48867

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

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.

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Vendor
Set-up

If additional
space is needed.



MEMORANDUM

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

DATE: June 10, 2025

TO: Mayor Teich and the Owosso City Council

FROM: Tanya Buckelew, Planning & Building Director

SUBJECT: Change Order #6 to the MSHDA Michigan Housing Opportunities Promoting Energy Efficiency (MI-HOPE) Grant Program

RECOMMENDATION:

Approve Change Order #6 to the MI-HOPE Grant and bid award to Merkel & Kenney in the amount of \$3,873.00.

BACKGROUND:

MI-HOPE Total grant award is \$365,000 (\$350,000 towards home improvement efficiency projects and \$15,000 for administrative costs). The bid was awarded to Merkel and Kenney, Inc. of Owosso, MI for \$346,126.00 for renovations to 16 homes.

Merkel & Kenney has completed 10 projects thus far and 4 of the remaining six projects require additional monies to complete. Change orders #1 through #5 have been previously approved and change order approvals have been received from MSHDA. Further MSHDA approval is not required on this Change Order because it is less than a 10% increase. This change order will bring the total to \$349,999.00 for the housing projects plus \$8,000 for previously approved energy audits, for a contract total of \$357,999.00.

Abrey	additional \$393.00 for an additional window installation
Main	additional \$1,000.00 for an additional electrical labor charge
Ryan	additional \$1,480.00 for special order doors
South	additional \$1,000.00 for garage entry door framing

FISCAL IMPACTS:

Minimal impact on the budget as the City will be reimbursed for the time spent on this grant.

Master Plan Implementation Goals: 1.14, 6.6

RESOLUTION NO.
APPROVING CHANGE ORDER NO. 6
TO THE (MI-HOPE) GRANT CONSTRUCTION CONTRACT
WITH MERKEL & KENNEY, INC.

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

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

WHEREAS, ten projects have been completed and four of the remaining six projects have exceeded the original bid amount due to unexpected maintenance, materials and labor requirements; and

WHEREAS, further approval from MSHDA is not required on this Change Order because it is less than a 10% increase.

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

FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to approve Change Order No. 6 to the MI-HOPE Grant Construction Contract with Merkel & Kenney, Inc. in the amount of \$3,873.00 for additional costs due to unexpected materials and labor requirements to mitigate deferred maintenance issues, and broken down per address as follows:

Abrey	additional \$393.00 for an additional window installation
Main	additional \$1,000.00 for an additional electrical labor charge
Ryan	additional \$1,480.00 for special order doors
South	additional \$1,000.00 for garage entry door framing

SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 6 in the amount of \$3,873.00; an increase to the MI-HOPE Grant Construction Contract with Merkel & Kenney, Inc., revising the total grant amount to \$357,999.00.

THIRD: the accounts payable department is authorized to pay Merkel & Kenney, Inc. for work satisfactorily completed up to the revised amount of \$357,999.00.

FOURTH: the above expenses shall be paid from 254.200.818.000-MSHDAMIHOPE, after funds are received from MSHDA.

**CITY OF OWOSSO
CONTRACT CHANGE ORDER NO. 6**

CONTRACTOR: Merkel & Kenny, Inc.

Date: 6/10/2025

CONTRACT: MI-HOPE Grant Construction Contract

REQUESTING PARTY: _____

You are hereby requested to comply with the following changes from the contract plans and specifications:

1 Item No.	2 Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc.	3 Decrease Contract Price	4 Increase Contract Price
1	Abrey Ave: additional window installation		\$ 393.00
2	Main St: additional electrical work (labor)		\$ 1,000.00
3	Ryan St: special order doors		\$ 1,480.00
4	South St: garage entry door framing		\$ 1,000.00
Change in contract price due to this Change Order			
Total Decrease		\$ -	XXXXXXXXXXXXXX
Total Increase		XXXXXXXXXXXXXX	\$ 3,873.00
Difference between columns 3 & 4			\$ 3,873.00
Net INCREASE contract price			\$ 3,873.00

Original Contract Price:	\$ 192,341.00
Total Net Addition or Deduction by previous C.O. No.:	\$ 161,785.00
Total Amount of Contract Prior to this Change Order:	\$ 354,126.00
Net Addition or Deduction for this Change Order No.:	\$ 3,873.00
Net Amount of Contract to date:	\$ 357,999.00

The time provided for completion in contract is (unchanged) ~~(increased)~~ ~~(decreased)~~ by _____ calendar days.
This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

FOR THE CITY:

FOR THE CONTRACTOR:

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk



MEMORANDUM

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

DATE: June 16, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: WTP Filters Improvements Project Change Order #2

RECOMMENDATION:

Approval of increased payment for construction work by Sorensen Gross Company (Flint, MI) for the WTP Filters Improvements project in the amount of \$32,759.00.

BACKGROUND:

The Water Treatment Plant has a total of four gravity filters, each 18.5-feet long and 15-feet wide. Each filter is equipped with Leopold clay tile underdrains, 7-inches of support gravel, 12-inches of sand, and 13-inches of anthracite. Each filter is also equipped with two fiberglass backwash troughs, surface wash piping and rotating surface wash arms. The filters are not equipped with filter to waste capabilities.

The filter underdrains, support gravel, and media are in need of replacement. As part of the filter improvements the facility will transition from surface wash to air scour.

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

City Council previously approved the start to this project at its regular scheduled meeting held on October 2, 2023.

On February 20, 2024, the City received bids for the WTP Filters Improvements Project.

On March 4, 2024, City Council approved the low responsive bid from Sorensen Gross Company. (Flint, MI) for the WTP Filter Improvements in the amount of \$1,858,000.00.

On April 7, 2025, City Council approved Change Order #1, when an unforeseen issue arose with all sixteen (16) valves not working (four valves per filter). A proposal from Sorensen Gross Company was received and approved in the amount of \$19,089.00 and adding zero (0) days to the contract time, which included:

ATTACHMENTS: (1) Resolution
(2) Change Order
(3) BABA Compliance Memo

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 2
TO THE CONTRACT WITH
SORENSEN GROSS COMPANY OF FLINT, MICHIGAN FOR
THE WTP FILTERS IMPROVEMENTS PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with Sorensen Gross Company, on March 4, 2024 for the construction and installation of the water filters equipment, known as the Water Treatment Plant (WTP) Filters Improvement Project, are 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: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the Water Treatment Plant (WTP) Filters Improvement Project contract with Sorensen Gross Company to increase the contract for the installation of four additional valves on Filter #4.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 2 in the amount of \$32,759.00; an increase to the Contract for Services between the City of Owosso and Sorensen Gross Company revising the total current contract amount from \$1,877,089.00 to \$1,909,848.00.
- THIRD: the Accounts Payable department is authorized to pay Sorensen Gross Company for work satisfactorily completed up to the revised contract amount of \$1,909,848.00.
- FOURTH: the above additional expenses (\$32,759.00) are contingent upon EGLE approval.
- FIFTH: the above expenses shall be paid from the Water Fund, and SRF Bond Funds



SORENSEN GROSS
EST. 1925

June 10, 2025

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

City of Owosso - Filter Improvement
SGC Job# 88403-001
CE#02 – 4 valves for Filter Tank #4

Dear Name

We are pleased to quote the following work associated with SGC CE#02, dated June 10, 2025, for costs to install 4 valves for Filter Tank #4, Labor & material.

- Valves are not BABA or ASI compliant.
- No electrical or low voltage
- No painting

Total Amount of: \$32,759.00

Please see the attached back-up documentation for reference.

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

APPROVED BY: _____

DATE: _____

Sincerely,
Bruce Hemingway
Sorensen Gross Company

Bruce Hemingway
Project Manager

CC: SG File

SORENSEN GROSS CONSTRUCTION

JOB NAME:	City of Owosso - Filter Improvement		DATE: 6/10/2025
JOB NUMBER:	88403-001	Supervision	\$75.00 per hr
DESCRIPTION:	CE#2 Labor & material to install 4 valves	Laborer	\$52.00 per hr
	These valves are not BABA or ASI compliant	Carpenter	\$57.00 per hr

DESCRIPTION	QUANTITY	UNIT	UNIT COST	MATERIAL	UNIT COST	LABOR	TOTAL
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
				\$0		\$0	\$0
SUBTOTAL				\$0		\$0	\$0
SALES TAX						6%	\$0
S/G FEE						15%	\$0
SUBTOTAL SORENSEN GROSS WORK						ADD	\$0

SUBCONTRACT WORK

Subcontractor Platinum Mechanical	\$29,486
--------------------------------------	----------

SUBTOTAL SUBCONTRACT WORK	ADD	\$29,486
---------------------------	-----	----------

SUBCONTRACT FEE	10.00%	\$2,949
-----------------	--------	---------

		\$32,435
--	--	-----------------

SUBTOTAL		
Add bonds and insurance	1%	\$324

Total Lump Sum Cost		\$32,759
---------------------	--	----------

Bruce Hemingway

From: John Rubel <johnr@platinummechanicalinc.com>
Sent: Friday, May 23, 2025 10:53 AM
To: Van Zee, Brian; Andrew Rosebush
Cc: Bruce Hemingway; Howard Inman; Jeremy C
Subject: Re: Releasing valves

Our price for labor and materials to install the 4 valves with out actuators would be \$29,486.04

These valves are not BABA or AS1 compliant



John Rubel
www.platinummechanicalinc.com
Platinum Mechanical Inc
O: (810) 244-9571
C: (810) 931-7399
JohnR@PlatinumMechanicalinc.com

From: Van Zee, Brian <bvanzee@fishbeck.com>
Sent: Friday, May 23, 2025 10:03 AM
To: John Rubel <johnr@platinummechanicalinc.com>; Andrew Rosebush <arosebush@sgcompany.com>
Cc: bhemingway <bhemingway@sgcompany.com>; hinman <hinman@sgcompany.com>; Jeremy C <jeremy@platinummechanicalinc.com>
Subject: RE: Releasing valves

Correct, was just simplifying it for typing.

It needs to be all equipment and install to reconnect the valves/piping for filter 4. Just minus all work for the actuators.

thanks

Brian VanZee | Senior Water & Wastewater Engineer
Fishbeck | w: 517.887.4099 | c: 517.896.9792 | Fishbeck.com

From: John Rubel <johnr@platinummechanicalinc.com>
Sent: Friday, May 23, 2025 9:54 AM
To: Van Zee, Brian <bvanzee@fishbeck.com>; Andrew Rosebush <arosebush@sgcompany.com>

Please advise
Thanks

ANDY ROSEBUSH, SUPERINTENDENT

SORENSEN GROSS COMPANY

111 E Court St, Suite 1-S, Flint, MI 48507

(810) 767-4821 | M: (810) 441-8647

arosebush@sgcompany.com

sgcompany.com



Celebrating a Century of Building With Integrity

From: John Rubel <johnr@platinummechanicalinc.com>

Sent: Friday, May 23, 2025 8:34 AM

To: Andrew Rosebush <arosebush@sgcompany.com>

Subject: Releasing valves

Andrew,

Per our conversation during yesterday's meeting, we would like to release the first 4 valves without actuators, so that we can maintain forward progress with everything.

Thanks,
John



John Rubel

www.platinummechanicalinc.com

Platinum Mechanical Inc

O: (810) 244-9571

C: (810) 931-7399

JohnR@PlatinumMechanicalinc.com



Hamlett Environmental Technologies

714 E Grand River, Ste 1
Howell, MI 48843
(517)545-2500

April 22, 2025

RE: BABAA Valves

To whom it may concern,

Our valve manufacturers have BABAA compliant options available for Butterfly valves. However, the BABAA options are more expensive and have a much longer lead time than world sourced options. Typical lead times for BABAA valves range from 20-22 weeks and up, depending on the size, quantity, and other requirements. Not all materials and options are available on BABAA valves.

We have more competitively priced options with world-sourced materials as well as reduced lead times due to larger inventories of parts being available. We estimate that all valves could ship within 7-8 weeks, with partial shipments sooner.

Please let me know if you have any questions. Thanks!

Jennifer Wagner
Hamlett Environmental Tech Co
517-294-7512



4/25/25

System Specialties
390 Enterprise Court
Suite 200
Bloomfield Hills Michigan 48302

Attn: Platinum Mechanical / City of Owosso

This letter is to confirm the Rotork K-Tork model actuators quoted for the City of Owosso Filter Improvements Project do not meet BABA requirements. There is no definitive timetable for when the K-Torks will be able to meet these standards.

If and when they do meet BABA requirements, the pricing of each unit is expected to be substantially higher than what is currently proposed.

Per Rotork:

"Meeting the requirements of BABA is challenging for Rotork as a global company. To meet BABA we face challenges in sourcing qualified vendors to produce castings and electronic components here in the USA. We will continue to look at the requirements of BABA, but at this time Rotork products for this project do not currently meet the requirements of BABA."

Please reach out to me if there are any questions.

Sincerely,

Scott Kelley

Scott Kelley
Account Manager
Systems Specialties
734-755-0987

Rotork Controls, Inc.
675 Mile Crossing Blvd.
Rochester, New York
14624

tel: +1 585 247 2304
fax: +1 585 247 2308
www.rotork.com
info@rotork.com



MEMORANDUM

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

DATE: June 16, 2025

TO: Owosso City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Annual General Engineering Services Agreements

RECOMMENDATION:

Approval of four annual renewal agreements for general engineering services with:

1. Spicer Group (St Johns, MI)
2. Fleis & Vandenbrink (Grand Blanc, MI)
3. ENG (Lansing, MI)
4. OHM (Saginaw, MI)

The above proposed agreements have previously been approved by the City Manager as to substance and form.

BACKGROUND:

On March 17, 2014, City Council approved the QBS process for General Engineering Services. These services are necessary to support the City's engineering staff in carrying out the duties and responsibilities of the Engineering Department whenever workload demands the addition of a consultant's staff and expertise. The process is reviewed every three years. On June 5, 2023, City Council approved these four firms as most qualified to provide General Engineering Service contracts through June 30, 2026. City staff approves of the work that has been provided by these four firms and recommends annual renewal for all four contracts for the period covering July 1, 2025 through June 30, 2026.

FISCAL IMPACTS:

City staff will request individual quotes from the four firms whenever there is a need for a specific engineering service. These quotes will be evaluated and administered in accordance with the City of Owosso's Purchasing Policy.

ATTACHMENTS:

- (1) Resolution
- (2) Annual Agreement Renewal Spicer Group
- (3) Annual Agreement Renewal Fleis & Vandenbrink
- (4) Annual Agreement Renewal ENG
- (5) Annual Agreement Renewal OHM Advisors

MASTER PLAN IMPLEMENTATION GOALS:

RESOLUTION NO.

**AUTHORIZING THE RENEWAL OF AGREEMENTS
FOR PROFESSIONAL ENGINEERING SERVICES WITH
SPICER GROUP, INC.
FLEIS & VANDENBRINK ENGINEERING, INC.
ENG., INC.
ORCHARD, HILTZ & MCCLIMENT, INC.**

WHEREAS, the City of Owosso, Michigan, has determined that it is advisable, necessary and in the public interest to secure professional engineering services for various public improvement projects in the city; and

WHEREAS, a quality based selection process was used to develop a select group of qualified engineering firms and on June 5, 2023, City Council approved three-year agreements for General Engineering Services with the four most qualified firms; and

WHEREAS, per the terms of the agreements, annual renewal of the contracts are required; and

WHEREAS, staff has been satisfied with the performance of the Spicer Group, Inc., Fleis & Vandenbrink Engineering Inc., ENG., Inc., and Orchard, Hiltz & McCliment, Inc. and desire to renew their contracts for the period of July 1, 2025 through June 30, 2026.

NOW THEREFORE BE IT RESOLVED by the City of Owosso, county of Shiawassee, state of Michigan:

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to renew the contracts with the firms of Spicer Group, Inc., Fleis & Vandenbrink Engineering Inc., ENG., Inc., and Orchard, Hiltz & McCliment, Inc. to provide professional engineering services for future engineering projects.
- SECOND: the Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-SG-12, Renewal of Agreement for Professional Engineering Services with Spicer Group, Inc.
- THIRD: the Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-FV-12, Renewal of Agreement for Professional Engineering Services with Fleis & Vandenbrink Engineering Inc.
- FOURTH: the Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-ENG-9, Renewal of Agreement for Professional Engineering Services with ENG., Inc.
- FIFTH: the Mayor and City Clerk of the City of Owosso are hereby instructed and authorized to sign the document attached as; Exhibit C-OHM-8, Renewal of Agreement for Professional Engineering Services with Orchard, Hiltz & McCliment, Inc.
- SIXTH: the Owosso City Manager is hereby instructed to receive cost proposals from each of these four firms for future projects, and make recommendation to the City Council for acceptance and award in accordance with the City of Owosso Purchasing Policy for the period of July 1, 2025 through June 30, 2026.

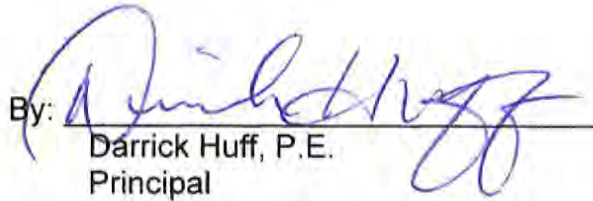
EXHIBIT C-SG-12

RENEWAL OF
AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES WITH
SPICER GROUP, INC.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date noted, renewing the contract "Agreement for Professional Engineering Services with Spicer Group, Inc." for the term of July 1, 2025 through June 30, 2026.

For the engineer:
Spicer Group, Inc.

For the owner:
City of Owosso, Michigan

By: 
Darrick Huff, P.E.
Principal

By: _____
Robert J. Teich Jr.
Mayor

By: _____

By: _____
Amy K. Kirkland
City Clerk

Executed: June 6, 2025

Executed: _____, 2025

EXHIBIT C-FV-12

RENEWAL OF
AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES WITH
FLEIS & VANDENBRINK ENGINEERING, INC.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date noted, renewing the contract "Agreement for Professional Engineering Services with Fleis & Vandenbrink Engineering, Inc." for the term of July 1, 2025 through June 30, 2026.

For the engineer:
Fleis & Vandenbrink Engineering, Inc.

For the owner:
City of Owosso, Michigan

By: 
Geric Rose, PE, PS
Regional Manager, Associate

By: _____
Robert J. Teich Jr.
Mayor

By: _____

By: _____
Amy K. Kirkland
City Clerk

Executed: JUNE 2, 2025

Executed: _____, 2025


EXHIBIT C-ENG-9

**RENEWAL OF
AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES WITH
ENG, INC.**

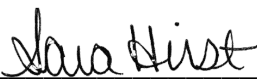
IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date noted, renewing the contract "Agreement for Professional Engineering Services with ENG, Inc." for the term of July 1, 2025 through June 30, 2026.

For the engineer:
ENG, Inc.

For the owner:
City of Owosso, Michigan

By: 
Erik J. Morris, PE
Vice President

By: _____
Robert J. Teich Jr.
Mayor

By: 
Sara K. Hirst
Executive Assistant

By: _____
Amy K. Kirkland
City Clerk

Executed: June 3 _____, 2025

Executed: _____, 2025


EXHIBIT C-OHM-8

**RENEWAL OF
AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES WITH
OHM ADVISORS**

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date noted, renewing the contract "Agreement for Professional Engineering Services with OHM Advisors" for the term of July 1, 2025 through June 30, 2026.

For the engineer:
OHM Advisors

For the owner:
City of Owosso, Michigan

By: 

Andrew VanWormer, PE
Principal

By: _____
Robert J. Teich Jr.
Mayor

By: _____

By: _____
Amy K. Kirkland
City Clerk

Executed: May 30, 2025

Executed: _____, 2025



MEMORANDUM

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

DATE: June 16, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: City Hall Rehabilitation Project – Contract

BACKGROUND

The City of Owosso requested bids for the construction work of the City Hall Rehabilitation Project. This Project is budgeted for FY 24-25 through FY 25-26 originally at \$670,000 total for the entire project of replacement/upgrades including:

- HVAC systems
- Building Management System
- Electric service and panels
- Emergency generator
- Structural repair
- ~~Front step reconstruction~~ (due to costs the front steps portion was cut out).

Proposals were solicited and the City received four bids:

- | | |
|--------------------------------|---|
| • First Contracting | \$725,035.00 Grand Total (with all Alternates included) |
| • Great Lakes Bay Construction | \$718,400.00 Grand Total (with all Alternates included) |
| • Serenus Johnson Construction | \$841,945.00 Grand Total (with all Alternates included) |
| • Sorensen Gross Company | \$913,979.00 Grand Total (with all Alternates included) |

Due to bids coming in high, voluntary alternates/deducts were requested from the contractors. Great Lakes Bay Construction offered the highest deduct value by offering:

- (\$ 13,876.00)** – Provide Carrier rooftop units in lieu of Trane basis of design
- (\$ 56,850.00)** – Provide discount if base bid and all add alternatives are accepted
- (\$ 46,615.00)** – Provide Carrier IT Room AC unit in lieu of Liebert basis of design
- (\$117,341.00) Grand Total Deduct**

Bringing Great Lakes Bay Construction's Grand Total for the Base Bid with all Alternates included to **\$601,059.00**

On April 7, 2025, City Council approved the awarding of the bid to Great Lakes Bay Construction. Since that time, staff has been actively working to negotiate and finalize the terms of the contract. The contract has now been completed and has received approval from both City staff and Great Lakes Bay Construction.

RECOMMENDATION

Approval of the contract with Great Lakes Bay for construction services of the City Hall Rehabilitation Project.

FISCAL IMPACTS

Funds for construction services in the total amount of \$601,059.00 will be issued from the General Fund:

- 101-265-975.000

ENCLOSURES: (1) Resolution
(2) Contract

MASTER PLAN GOALS: 3.8, 4.7, 6.7

RESOLUTION NO.

**AUTHORIZING A CONTRACT FOR THE CITY HALL IMPROVEMENTS PROJECT
WITH GREAT LAKES BAY CONSTRUCTION, INC.**

WHEREAS, the City of Owosso desires to make improvements to City Hall, including the replacement of the HVAC system, electrical service upgrades, a new building management system, and replacement of the emergency generator; and

WHEREAS, the City of Owosso has sought and received construction bids for the proposed improvements and awarded the bid to Great Lakes Bay Construction, Inc. in April 2025 in the total amount of \$601,059.00; and

WHEREAS, the parties involved have agreed upon a contract.

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

- FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to employ the company of Great Lakes Bay Construction, Inc. to provide construction services for the City Hall Improvements Project.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the contract with Great Lakes Bay Construction, Inc. in the amount of \$601,059.00, substantially in the form attached.



Contract Agreement - Between Owner & General Contractor

This Agreement, Made as of June __, In the Year of 2025,

Between the Owner: City of Owosso
301 W. Main Street
Owosso, Michigan 48867

And the Contractor: Great Lakes Bay Construction Inc.
2525 N. Eastman Rd
Midland, Michigan 48642

For the Project: 25028 – Owosso City Hall Improvements
301 W. Main Street
Owosso, Michigan 48867

Article 1. CONTRACT DOCUMENTS

Article 1.1. The Contract Documents consist of this agreement and the Construction Documents. These Contract Documents represent the entire agreement of both parties and supersede any prior oral or written agreement. Performance by Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the intended results.

Article 1.2. The Construction Documents consist of the following:

- Plans dated March, 2025 by Architecture by Design, Ltd.
- Proposal dated March 31st, 2025 by Great Lakes Bay Construction
- Bidding Documents for Owosso City Hall Improvements Dated 03/04/2025

Article 1.3. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Architect and Contractor, (2) between Owner and a subcontractor or sub-subcontractor or (3) between any persons or entities other than Owner and Contractor.

Article 1.4. The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all labor, materials, equipment and services to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project.

Initialed by: Owner _____ Contractor SP

Article 2. SCOPE OF WORK

Article 2.1. Owner agrees to purchase labor, materials and equipment from Contractor to construct the above-mentioned structure and fixtures attached thereto in **Owosso, Michigan** according to the Construction Documents, and allowances, finish schedules, all addenda, change orders, modifications and specifications set forth therein.

Article 2.2. Scope of Work:

Division 01000 – General Requirements

Provide full-time on-site supervision
Provide project management
Provide all required equipment (truck, fuel, dumpsters, etc.)
Provide building permit fees
Provide all required safety equipment & documentation
Provide continuous construction cleaning throughout project

Division 02000 – Site Construction

Provide excavation & removal of underground storage room
Furnish & install engineered fill to infill excavation area
Provide demo of door to underground storage room
Furnish & install chain-link fencing to extend and repair existing

Division 03000 – Concrete

Prep & pour concrete infill for removed door, including rebar
Prep and pour new concrete slab for new equipment

Division 07000 – Thermal & Moisture

Furnish & install waterproofing on exterior foundation wall now on the exterior
Provide roof patching as needed for new RTU's
Furnish & install new aluminum railing on lower roof

Division 15700 – HVAC

Remove (4) existing RTU's – (2) located on the ground & (2) located on the roof
Provide removal of existing air handler in basement not in use
Furnish & install (4) new Trane RTU's – (2) located on the ground & (2) located on the roof
Furnish & install all ductwork to tie back into existing
Furnish & install all controls
Furnish & install all gas piping to reconnect equipment
Furnish & install gas piping to new generator
Furnish & install (2) new gas regulators
Provide crane for all work
Provide test & balance of new units

Division 16000 – Electrical

Provide demolition & disposal of removed equipment
Provide temporary power for lengthy power shutdowns
Provide coordination with Consumers Energy
Provide connection of existing ATS to new service disconnect
Disconnect and remove existing generator and transformer
Furnish & install (3) new disconnects
Furnish & install (2) new panels & breakers
Provide disconnect and reconnect of all (4) RTU's

Alternate #1 – New IT Room air handler unit

Provide all general conditions
Furnish & install (1) Liebert air handler & condenser for IT Room
Furnish & install all refrigerant line sets
Furnish & install controls
Furnish & install (1) 30amp fused disconnect
Furnish & install new feeder and materials to connect new unit

Alternate #2 – Disconnect & replace MDP-B Panel

Provide all general conditions
Remove existing MDP-B panel
Furnish & install new 1 phase 120/240 MDP

Alternate #3 – Replace designated existing electrical branch panel feeder conductors

Provide all general conditions
Furnish & install new feeders associated with panel
Pull new feeders through existing conduit
Furnish & install grounding conductor per code

Alternate #4 – Replace (6) existing electrical branch panels with (4) new electrical branch panels

Provide all general conditions
Provide disconnect & removal of (6) panels
Provide disconnect & removal of GE existing manual transfer switch
Provide disconnect & removal of all conduit, wireway & associated materials
Furnish & install (4) panels, breakers, & terminations needed

Alternate #5 – Upgrade existing 3 phase & eliminate the existing 1 phase electrical service

Provide all general conditions
Furnish & install new 400amp MDP-A 480/277v service
Coordinate with Consumers Energy
Provide new parallel service feeders connecting to CECO meter
Furnish & install grounding per code

Furnish & install new MDP-B 120/208 3Ph 600amp panel
Provide connection of existing feeders
Furnish & install new service rated ATS 400amp
Provide disconnect & removal of existing 480v service, including manual switch & wireways
Provide disconnect & removal of existing MDP-B

Voluntary Alternate A – Provide Carrier RTU's in lieu of Trane as spec'd

Furnish & install Carrier RTU's per attached spec sheets

Voluntary Alternate B – Provide discount on project if all original alternate accepted

Complete all work stated in Alternate's 1-5

Voluntary Alternate C – Provide Carrier CU-1 in lieu of Liebert as spec'd

Furnish & install Carrier CU-1 per attached spec sheets

Article 2.3. Exclusions:

All RTU's to have built-in disconnects
Utility fees & upgrade charges (if applicable)
Design requirements (if applicable)
Overtime & off-hour work (if applicable)
Winter conditions / inclement weather (if applicable)

Article 3. SCHEDULE

Article 3.1. The approximate commencement date of the Project shall be **July 21, 2025**. Construction of the Project shall take approximately **63 calendar** days. However, any change orders, unusual weather, and/or delay in the release of permits by municipality might delay or otherwise affect the completion date. The contract execution date shall be **April 16, 2025**. If the Work is stopped pursuant to Article 3.2 below, the completion date shall be automatically extended for a number of days equal to the time period that the Work is stopped pursuant to Article 3.2 below.

Article 3.2. If Contractor is delayed at any time in the progress of the Work by changes ordered in the Work, by labor disputes, fire, unusual delays in deliveries, abnormal adverse weather conditions not reasonably anticipated, unavoidable events or any causes beyond the Contractor's control, or by other causes which may justify a delay, then the Project completion shall be extended for such reasonable time as may be necessary. Upon Contractor's discovery of an issue which will likely cause a delay, Contractor shall notify Owner as soon as reasonably possible. Any delay which Contractor expects to affect a predetermined contract date(s) of progress or completion shall be addressed with Owner. Upon the Owner's acceptance of Contractor's reason for delay, then said adjustment to the predetermined contract dates, including adjustments to cost, shall be effectuated by a change order.

Article 3.3. The date of substantial completion of the Work, or the portion thereof is the date certified by Contractor when construction is sufficiently complete, in accordance with the Contract Documents, so Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents. If requested by Contractor, Owner shall sign an acknowledgement of substantial completion providing the date thereof.

Article 4. THE CONTRACT PRICE

Article 4.1. The contract price of the project shall be set at the sum of **SIX HUNDRED ONE THOUSAND FIFTY-NINE DOLLARS AND ZERO CENTS, \$601,059.00**, subject to additions and deductions pursuant to authorized change orders and allowances.

Article 4.2. Owner shall pay an Earnest Deposit of **\$0.00**, upon signing of this contract and before construction begins as a deposit and part of the contract price of the Project.

Article 4.3. Owner understands that certain materials necessary for completion of the Work may be subject to significant market fluctuations. If the price of any materials without limitation that increase or decrease from the time this Agreement is executed until the time the materials are purchased by Contractor, the contract price will be adjusted accordingly to reflect the actual total increase/decrease in material cost for any such material. Contractor shall submit a Change Order, and Owner shall sign such Change Order, to reflect the increase or decrease in contract price.

Article 5. PROGRESS PAYMENTS

Article 5.1. Contractor will make payment requests using AIA G702 & G703 industry format by the 25th day of each month. Owner shall make payment to Contractor within **30 days** after request by Contractor. Should Owner fail to make a required payment, such unpaid amount shall accrue a finance charge of 1.5% per month on all past due amounts until such past due amounts are paid.

Article 5.2. Contractor shall have the right to stop work on the Project until all amounts past due are paid and/or satisfactory financial arrangements are made. Contractor shall also have the right to terminate the contract at its option if not timely paid. Termination by Contractor under the provisions of this paragraph shall not relieve Owner of the obligations of payments to Contractor for that part of the Work performed prior to such termination.

Article 6. CONTRACTOR

Article 6.1. Contractor shall supervise and direct the Work, using Contractor's best skills and attention. Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work.

Article 6.2. Unless the Contract Documents give other specific instructions concerning these matters, Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

Article 6.3. Unless otherwise provided in the Contract Documents, Contractor shall pay sales, consumer, use and other similar taxes which are legally enacted when bids are received or negotiations concluded, whether not yet effective or merely scheduled to take effect, and shall secure and pay for the building and other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work.

Article 6.4. Contractor shall comply with and give notices required by laws, ordinances, rules and regulations, and lawful orders of public authorities bearing on performance of the Work. Contractor shall promptly notify Owner if the drawings and specification are observed by Contractor to be at a variance therewith.

Article 6.5. Contractor shall be responsible for the acts and omissions of Contractor's employees, subcontractors and their agents and employees, and other persons performing portions of the Work under a contract with Contractor.

- Article 6.6. Contractor shall keep the Owner informed of the progress and quality of the Work. The Work shall be completed in accordance with the Construction Documents and in a workmanlike manner in compliance with all applicable national, state and local building codes and laws. All systems shall be in good working order. All work shall be performed by licensed individuals to perform their said work, as outlined by law.
- Article 6.7. Contractor shall remove all construction debris and leave the project in a broom clean condition daily. Contractor will provide a final cleaning prior to handing over the Project to Owner.
- Article 6.8. Upon satisfactory payment being made for any portion of the Work performed, Contractor shall furnish a full and unconditional lien waiver for that portion of the work for which payment has been made.
- Article 6.9. License Information. Contractor is licensed by the State of Michigan as a residential builder and holds license #2102173062. The State of Michigan requires that this contract contain the following notice in residential construction contracts: That a residential builder or a residential maintenance and alteration contractor is required to be licensed under article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. That an electrician is required to be licensed under the electrical administrative act, 1956 PA 217, MCL 338.881 to 338.892. That a plumbing contractor is required to be licensed under the state plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569. That a mechanical contractor is required to be licensed under the Forbes mechanical contractors act, 1984 PA 192, MCL 338.971 to 338.988.

Article 7. OWNER

- Article 7.1. Owner shall communicate with subcontractors only through the Contractor. Owner will not hire Contractor's subcontractors directly nor will Owner direct the subcontractor's work.
- Article 7.2. Owner will not exercise control over the construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project, since these are solely Contractor's responsibility.
- Article 7.3. Owner shall furnish a survey and a legal description of the site if requested by Contractor.
- Article 7.4. Except for permits and fees which are the responsibility of Contractor under the Contract Documents, Owner shall secure and pay for all necessary approvals, easements, assessments and charges required for the construction, use or occupancy of permanent structures or permanent changes in existing facilities.

- Article 7.5. If Owner observes or otherwise becomes aware of a fault or defect in the Work or any nonconformity with the design or Construction Documents, Owner shall give written notice to Contractor of such fault or defect within two (2) days of its discovery. The failure of Owner to communicate such fault or defect waives the right to demand Contractor remedy such fault or defect.
- Article 7.6. Owner shall furnish required information and services and shall promptly render decisions pertaining to the Project to avoid delay in the orderly progress of the Work.
- Article 7.7. Owner shall, at the request of Contractor, provide a certified or notarized statement of funds available for the Project and their source.
- Article 7.8. Owner shall not occupy or otherwise control the Project until it is delivered to Owner by Contractor and final payment is made to Contractor.

Article 8. CHANGE ORDERS

- Article 8.1. A Change Order is a written order signed by Owner and Contractor, and issued after execution of the Contract Documents, authorizing a change in the Work or adjustment in the contract sum or contract time. Owner shall be responsible for any increases in cost due to any changes in the scope of the Project at a rate agreed to by the parties. Contractor reserves the right to require a written change order prior to proceeding with any work associated with a change in the scope of the Project. Contractor may confirm any verbal change orders in writing, including emails or text messages, at any time. A 10% fee shall be added to any change order(s) which increases the overall cost of the project.
- Article 8.2. If Owner requests Contractor to submit a proposal for a change in the Work and then elects not to proceed with the change, a change order shall be issued to reimburse Contractor for any costs incurred for design services, bid preparation or proposed revisions to the Contract Documents.
- Article 8.3. Contractor shall be compensated by Owner for changes in the Work necessitated by the enactment or revisions or codes, laws or regulations subsequent to the submission of the Contractor's proposal.

Article 9. INSURANCE

- Article 9.1. Owner will keep in force a Builder's Risk Insurance Policy on the said property to protect both Owner's and Contractor's interests until construction is completed.

Article 9.2. Owner will purchase and maintain property insurance to the full and insurable value of the Project, in case of a fire, vandalism, malicious mischief or other instances that may occur.

Article 9.3. Contractor shall purchase and maintain needed Workman's Compensation and liability insurance coverage as required by law and deemed necessary for its own protection.

Article 10. SPECIAL CONDITIONS TO THE CONTRACT

Article 10.1. If unforeseen conditions are encountered at the construction site or existing building which are subsurface or otherwise concealed physical conditions or unknown physical conditions of an unusual nature, which differ naturally from those ordinarily found to exist and generally recognized as inherent in construction activities, Owner agrees to pay Contractor for any increase in construction costs incurred as a result of the unforeseen conditions.

Article 10.2. If either party to the contract suffers injury or damage to person or property because of an act or omission of the other party, any of the other party's employee's or agents, or of others for whose acts such party is legally liable, written notice of such injury or damage, whether insured or not, shall be given to the other party within a reasonable time not exceeding 21 days after first observance. The notice shall provide sufficient detail to enable the other party to investigate the matter.

Article 11. HAZARDOUS MATERIALS, WASTE AND ASBESTOS

Article 11.1. Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal or transportation of hazardous materials, waste or asbestos, upon discovery of such hazardous materials the Contractor shall notify the Owner immediately and allow the Owner/Contractor to contract with a properly licensed and qualified hazardous material contractor. Any such work shall be treated as a Change Order resulting in additional costs and time considerations.

Article 12. ARBITRATION OF DISPUTES

Article 12.1. Any controversy or claim arising out of or relating to the Contract Documents and/or the construction of the Project shall be settled by arbitration pursuant to the Construction Industry Arbitration Rules of the American Arbitration Association. If the Parties are unable to agree on an arbitrator, the matter shall be referred to the American Arbitration Association for administration. A judgment on an arbitration award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. In the event arbitration is unavailable, for whatever reason, and the parties seek legal remedy, the parties stipulate to a court within Shiawassee County, Michigan, having proper jurisdiction.

Article 13. WARRANTY

Article 13.1. Contractor warrants that its construction will be completed in a workmanlike manner and warrants that its construction will be free from defects for a period of one (1) year following completion of the Project. Contractor will repair the premises from defective construction at no charge to Owner for items covered by this Warranty. Contractor's warranty excludes remedy for damage or defect caused by abuse, modification not executed by Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. This Warranty does not extend to products and materials used or installed by Contractor. Products and materials used by or installed by Contractor, shall only be covered by the applicable manufacturer's warranty. THIS WARRANTY IS THE EXCLUSIVE WARRANTY OFFERED BY CONTRACTOR AND ALL IMPLIED WARRANTIES, INCLUDING THE WARRANTY OF HABITABILITY ARE EXCLUDED FROM THIS CONTRACT. Under no circumstances will Contractor be liable for "acts of God" or other incidents not under control of Contractor. No legal action of any kind relating to the Contractor's workmanship shall be initiated by Owner after two (2) years beyond the completion of the Project or cessation of work.

Article 14. TERMINATION

Article 14.1. If Owner or Contractor shall default on the contract, the non-defaulting party may declare the contract is in default and proceed against the defaulting party for the recovery of all damages incurred as a result of said breach of contract, including a reasonable attorney's fee. In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to its reasonable attorney fees, costs and expenses incurred in the litigation or arbitration.

Article 15. ACCEPTANCE AND OCCUPANCY

- Article 15.1. Upon completion, the project shall be inspected by Owner and Contractor, and any repairs necessary to comply with the Construction Documents shall be made by Contractor.
- Article 15.2. Owner shall not occupy the property until final payment has been received by the Contractor and a Certificate of Occupancy, if necessary, has been obtained.
- Article 15.3. Occupancy of the project by Owner in violation of Article 15.2, shall constitute unconditional acceptance of the project and a waiver of any defects or uncompleted work.
- Article 15.4. By execution of this document, the parties have read and fully understand all statements and implications of the Contract Documents. The parties agree to explicitly abide by and follow the above conditions as listed in the Contract Documents
- Article 15.5. This Contract represents the entire agreement of the Parties and supersedes all previous agreements, representations or negotiations of the Parties as to matters covered by this Contract.

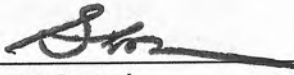
Article 16. FORCE MAJEURE

- Article 16.1. No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, except for the obligations to make payments to the other party for which this provision does not apply, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including without limitation: (1) acts of God; (2) flood, fire, earthquake, or explosion; (3) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riots, epidemics, pandemics, or other serious public health issues, or other civil unrest; (4) government order or law; (5) actions, embargoes, or blockades in effect on or after the date of this Agreement; (6) action by any governmental authority; (7) national or regional emergency; (8) strikes, labor stoppages or slowdowns, or other industrial disturbances; (9) change in cost of materials and/or labor, which makes completion of the Project prohibitive at the sole discretion of Contractor; and (10) lack of adequate supply for materials or labor necessary to complete the Project to be determined at the sole discretion of Contractor. These aforementioned events shall constitute force majeure. If either party is prevented or delayed in performing the above-enumerated conditions, that party must provide written notice to the other party specifying the nature of the force majeure.

Accepted:

CITY OF OWOSSO

By: _____
Robert J. Teich, Jr.

By:  _____
Shawn P. Pnacek

Title: Mayor

Title: President

Date: _____

Date: 6-10-25

CITY OF OWOSSO

By: _____
Amy K. Kirkland

Title: City Clerk

Date: _____



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

DATE: June 10, 2025

TO: City Council

FROM: City Manager

SUBJECT: Veridus Owner's Rep Proposal for Public Safety Building Project

Background

The City has secured a \$1,000,000 congressional appropriation through the USDA to complete improvements to the Owosso Public Safety Building located at 202 South Water Street. Planned upgrades include HVAC system replacements, plumbing fixture updates, and interior finish improvements. The project will be delivered using the Design-Bid-Build method.

In support of this effort, Veridus Advisors – a Veridus Michigan, LLC company – has submitted a proposal to provide Owner's Representative services for the project. Veridus is currently serving as the City's Owner's Representative on the City Hall Improvements Project and has demonstrated strong capabilities and a productive working relationship with City staff and engineers on the City's pre-qualified list.

Proposal & Cost

Veridus Advisors proposes to provide services on an hourly basis, not to exceed \$75,000, with an additional allowance of \$8,000 for reimbursable expenses. These services will ensure oversight and coordination throughout design, bidding, construction, and closeout, as well as ensure compliance with the requirements of the USDA grant.

Waiver of Competitive Bidding

Pursuant to Section 2-346(2) of the City Code, City Council may waive competitive bidding requirements in the employment of professional services. Given Veridus's successful performance on the City Hall project, their familiarity with our operations, and their collaboration with our pre-qualified engineering partners, it is recommended that Council waive the bidding requirement and authorize the agreement.

Recommendation

Staff recommends City Council:

1. Waive competitive bidding requirements in accordance with Section 2-346(2) of the City Code; and
2. Approve the agreement with Veridus Advisors for Owner's Representative services in an amount not to exceed \$75,000, plus \$8,000 for reimbursable expenses; and

3. Authorize the Mayor and City Clerk to sign the agreement substantially in the form submitted.

Funding for this agreement shall be paid from the General Fund, accounts 101-301-930.000 and 101-336-930.000.

RESOLUTION NO.

**WAIVING COMPETITIVE BIDDING REQUIREMENTS AND
AUTHORIZING AN AGREEMENT WITH VERIDUS ADVISORS
FOR OWNER'S REPRESENTATIVE SERVICES**

WHEREAS, the City of Owosso has received a \$1,000,000 congressional appropriation through the USDA to make improvements to the Owosso Public Safety Building located at 202 South Water Street; and

WHEREAS, the City intends to proceed with improvements including HVAC system replacements, plumbing fixture upgrades, and interior finish upgrades using the Design-Bid-Build delivery method; and

WHEREAS, Veridus Advisors, a Veridus Michigan, LLC company, has submitted a proposal to provide Owner's Representative services for the Public Safety Building Improvements Project in an amount not to exceed \$75,000, with an additional \$8,000 allowance for reimbursable expenses; and

WHEREAS, Veridus Advisors has previously provided Owner's Representative services for the City's ongoing City Hall Improvements Project and has demonstrated expertise, familiarity with the City's operations, and a collaborative relationship with engineers who are on the City's pre-qualified list approved by City Council; and

WHEREAS, Section 2-346(2) of the City Code permits City Council to waive competitive bidding requirements in the employment of professional services.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to execute a professional services agreement with Veridus Michigan, LLC dba Veridus Advisors for Owner's Representative services for the Public Safety Building Improvements Project in an amount not to exceed \$75,000, plus a reimbursable expense allowance not to exceed \$8,000.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Proposal for Owner's Representative Services between the City of Owosso, Michigan and Veridus Advisors.
- THIRD: the above expenses shall be paid from the General fund, accounts 101-301-930.000 and 101-336-930.000



April 22, 2025

Nathan Henne, City Manager
City of Owosso
301 West Main Street
Owosso, MI 48867

Re: Proposal for Owner's Representative Services
Owosso Public Safety Building Improvements Project

Nathan—

Veridus Advisors, a Veridus Group company, is pleased to provide the following proposal for Owner's Representative services for the Public Safety Building Improvements Project. We have tailored our services and fee based on our conversations, our understanding of your project goals and our experience with projects of similar scope, including the current City Hall Improvements Project.

We understand the City of Owosso is planning to make improvements to the existing public safety building located at 202 South Water Street in Owosso, Michigan. Improvements include the replacement of rooftop units, boilers, and unit heaters, as well as upgrades to plumbing fixtures and interior finishes, as outlined in the proposal from Elite Facility Consultants dated July 12, 2024. Additionally, we understand that the City intends to engage Spicer Group to provide design, budgeting, bidding, and construction administration services. The project will be completed with a one-million-dollar grant from the USDA, using the Design-Bid-Build delivery method.

As with the City Hall Improvements Project, our team will serve as an extension of your staff. We will work closely with Spicer Group and the City to prioritize the various scopes as informed by the budget, develop construction documents, competitively bid the work, oversee the construction, and address issues as they arise during the warranty period. We will also assist with, and respond to, all the requirements of the grant holder throughout the course of the project.

SCHEDULE

We understand that the City is ready to initiate this process immediately following City Council approval, and Veridus Advisors is fully prepared to meet this goal and support this timeline. As a first step, we anticipate conducting a walk-through of the public safety building with Spicer Group and City representatives to gain comprehensive understanding of the desired full scope of work. The site visit will assist Spicer Group in preparing a detailed proposal for their services and will enable Veridus Advisors to develop the drafted AIA contract required by the USDA.

COMPENSATION

We propose to complete the work outlined above for an hourly, not-to-exceed fee of \$75,000, based on the below 2025 Standard Hourly Rate Table.

A VERIDUS GROUP COMPANY



STANDARD HOURLY RATES – 2025

<u>Classification of Employee Group</u>	<u>Rate/Hour</u>
Principal	\$225
Director	\$210
Project Executive	\$200
Sr. Project Manager	\$195
Project Manager	\$185
Assistant Project Manager	\$155
Project Consultant (Specialty)	\$150 - \$250
Project Assistant	\$140
Administrative	\$100

In addition to this fee, we recommend that a total allowance of \$8,000 be set aside for reimbursable expenses, invoiced at their direct cost, and as defined below:

- Overnight postage, certified mail and delivery services
- Reproduction services for plans and specifications
- Permit or application fees as paid by Veridus Advisors
- Project-related mileage at the current federal rate

Full payment of invoices is due within 30 days from the invoice date. If payment is not made within 60 days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract. We shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

The fees for services contained in this proposal are valid for one year from the date of this letter. If the terms of this proposal and the attached Terms and Conditions are agreeable, please sign below.

CLOSING

Nathan, we are grateful for the City's trust in the Veridus Advisors team and look forward to another successful project together.

A VERIDUS GROUP COMPANY



If you have any questions as you review this proposal, please do not hesitate to contact me on my cell number, 574-238-3851.

Sincerely,

A handwritten signature in dark ink, appearing to read "Landon Martin", is written over a light gray horizontal line.

Landon Martin
Director

Enclosures:

- Scope of Services
- Terms and Conditions

Acknowledged and Agreed:

Client Name (Printed)

Client Signature

Date

A VERIDUS GROUP COMPANY

7740 Byron Center Ave SW, Suite 200, Byron Center, MI 49315 | veridusadvisors.com | 1-888-369-7271



Scope of Services

The following is a general scope of services we typically perform on projects. This is meant to be a representative list of the services we provide and may or may not apply to this specific project.

1. Phase I – Project Development

- A. Work with Owner to identify project goals and establish “guiding principles” for the future development of the project.
- B. Work with Owner to develop a comprehensive Master Plan and implementation strategy for the project, for both immediate and future efforts.
- C. Assist Owner with comprehensive site selection services, including strategic consultation on land development opportunities by our licensed staff.
- D. Assist Owner in procuring site services including survey work, geotechnical investigations, environmental assessments and the like.
- E. Identify any potential challenges, risks or constraints related to the project and develop mitigation strategies.
- F. Work with Owner to identify the appropriate project delivery method for the project, considering Owner’s desired level of risk.
- G. Work with Owner to develop and implement the Request for Qualifications/Proposals (RFQ/P) process for design, construction and other consultative services.
- H. Assist Owner with the contract negotiation and review for the developer, design, construction and other consultative services.
- I. Work with the selected project team to establish a document control platform and communication protocol.
- J. Work with the team to identify appropriate meetings and cadences to support decision-making and facilitate project delivery.
- K. Work with the project team to develop early programming plans.
- L. Work with the project team to develop an overall project schedule and a Rough Order Magnitude (ROM) project budget.

2. Phase II – Pre-Construction

- A. Work with Owner, Developer, Architect/Engineer (A/E), and Constructor to develop/confirm the project development schedule.
- B. Work with Owner, Developer, A/E, and Constructor to develop the overall pro-forma budget, including breakout of construction and non-construction costs (soft costs including all misc. fees).
- C. Work with Developer, A/E and Constructor throughout the design phases to validate or revise the project schedule and budget.

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- D. Assist in the coordination of the design and design review process.
- E. Attend, participate in, and document periodic design meetings.
- F. Review and comment on plans and specifications as they are developed.
- G. Assist and advise the Owner in procurement of Owner-provided goods and services.
- H. Assist with the procurement of necessary permits and approvals, coordinating with local authorities and regulatory agencies to ensure compliance with applicable codes and other project requirements.
- I. Analyze cost estimates and provide documented reviews.
- J. Recommend design and construction alternatives. Lead the value engineering discussions with Developer, A/E and Constructor to determine the most viable and economic solutions.
- K. Communicate critical information to appropriate Owner staff personnel and receive feedback for the project team. Communicate the response to the project teams.
- L. Facilitate coordination amongst Ownership team, stakeholders, and the project team.
- M. Provide weekly updates to Ownership team on pending action items.
- N. Work with Owner's communications staff on providing important information updates to stakeholders.
- O. Engage with designated project team and outside consultants, if required, to conduct feasibility studies of optimal workplace strategies and associated program schedule, budget and implementation.
- P. Other services as needed.

3. Phase III – Construction

- A. Assist Owner with internal and external communications to keep all stakeholders well-informed regarding the project status and any impacts to the schedule or budget.
- B. Coordinate with Developer, A/E and Constructor to ensure all contractual requirements are met.
- C. Attend OAC (Owner, Architect, Constructor) meetings, represent Owner at these meetings, and ensure complete and accurate minutes for such meetings are provided.
- D. Tour the site with Developer, Constructor and/or A/E (and Owner, if desired) at least once per week to observe the progress and quality of construction.
- E. Perform periodic building envelope observations and make recommendations to the design and construction teams on opportunities and issues.
- F. Participate in conferences and render advice and assistance to Owner to develop economic, efficient, and desirable design, development, and construction procedures.
- G. Review and render advice to Owner concerning product samples and specifications provided to Owner by Constructor, subcontractors, and material suppliers for use at the project.
- H. Receive and render advice to Owner on suggestions or recommendations which could improve the project or reduce construction time or costs through a standardized value engineering process.
- I. Review/track all necessary conditional and unconditional lien releases and waivers and keep Owner informed of the status of all lien releases.

- J. Review all change orders issued by Constructor regarding the project and render advice to Owner about the form and content of such change orders in relation to the plans, specifications, and contract documents.
- K. Monitor the schedule and budget with relation to the requested change orders and prepare schedule and/or cost recovery plans to keep the project on schedule and within budget.
- L. Review and make recommendations on all payment requests pursuant to the contract documents, A/E's agreements, or other consultants' agreements related to the project.
- M. Identify possible payment defaults on the part of Constructor, subcontractors, material suppliers, or any party who may have lien rights against the project.
- N. Perform periodic observations of the project at least once a week, or as deemed necessary, to verify: (i) that the materials and labor being furnished are according to the plans, specifications and contract documents, (ii) that the work being billed in each payment request is completed in accordance to the plans, specifications, and contract documents, (iii) that the Constructor's time schedule is being maintained, as shown as attached to the construction contract, and (iv) that the costs are in line with Owner's budget.
- O. Facilitate timely action by all parties as it relates to RFIs, submittals and other change management activities, assisting with issue-resolution.
- P. Facilitate coordination of Owner's vendors' activities with Constructor and construction activities.
- Q. Assist Owner and A/E in the review of Developer/Constructor's punch lists for the project, coordinate and assist project team in the completion of all such corrective work, and participate in all inspections/observations.
- R. Facilitate coordination between Owner, stakeholders, and the project team.
- S. Provide weekly updates to Ownership team on pending action items.
- T. Facilitate procurement of services outside of Developer, if required.
- U. Other services as needed.

4. Phase IV – Post-Construction

- A. Oversee start-up and final building commissioning of all mechanical, electrical, and plumbing systems.
- B. Oversee the final commissioning of the building envelope.
- C. Coordinate the installation of any Owner-furnished equipment.
- D. Confirm completion of project close-out documentation for operations and maintenance manuals and as-built documents to include in a final digital project manual.
- E. Identify critical warranty issues as they arise during the 12-month warranty period.
- F. Facilitate and attend the warranty walkthrough and punch list 11 months after substantial completion and make notification to Constructor of any outstanding warranty issues.



Veridus Advisors Standard Terms and Conditions form an integral part of the Proposal/Agreement for the referenced Project: Owosso Public Safety Building Improvements

1. INSURANCE: Veridus Advisors shall secure and endeavor to maintain such insurance as will protect the Client from claims of negligence, bodily injury, death or property damage that may arise out of the performance of Veridus Advisors' services under this Agreement.

2. PAYMENT TO THE CONSULTANT: If the Client fails to make monthly payments due Veridus Advisors, Veridus Advisors may, after giving seven days written notice to the Client, suspend services under this Agreement and retain all work products deliverable to the Client until full payment is received. The project completion date shall be automatically extended by the number of days services are suspended. No deductions shall be made from Veridus Advisors' compensation on account of penalty, liquidated damages or other sums withheld from payment(s) to Veridus Advisors or based on Veridus Advisors' performance.

3. RISK ALLOCATION: In recognition of the relative risks, rewards and benefits of the Project to both the Client and Veridus Advisors, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, Veridus Advisors shall not be liable for any consequences resulting from the Client's consultation with other people or companies regarding matters relating to the negotiation, design, management and construction of the Client's project. Nor, shall Veridus Advisors be liable for the work or any consequence from the work of any third party who works on the project. Client shall indemnify, defend, and hold harmless Veridus Advisors in any matter related to, arising out of, or resulting from: (a) any failure of Client, its agents, employees, or contractors to perform any of its obligations under this Agreement or under related third-party contracts as and when required; (b) any negligence, fraud, or misconduct of Client, its agents, employees, or contractors; (c) any injury or damage to property, or injury to or death of persons caused by the acts or omissions of Client

or its agents, employees, or contractors; (d) any errors or omissions of third parties who have been engaged by Client to work on the project or who have been engaged by Veridus Advisors at the Client's request; or (e) any other liability or cost incurred by Veridus Advisors while acting on Client's behalf (except to the extent due to Veridus Advisors' willful act or omission in contravention of a written direction of the Client). The rights of Veridus Advisors under this Section shall inure to the benefit of any and all of Veridus Advisors' officers, directors, employees, agents and representatives, and to the benefit of any and all persons or legal entities which are affiliates of Veridus Advisors and who are, could be or are alleged to be, liable for the obligations of Veridus Advisors. In exchange for the foregoing indemnification by Client, Veridus Advisors agrees to cooperate with the Client on any threatened or pending litigation or any such claim against the Client or Veridus Advisors.

4. OPINION OF PROBABLE CONSTRUCTION COSTS: Any opinion of probable construction cost prepared by Veridus Advisors represents their judgment as a design professional and is supplied for the general guidance of the Client. Since Veridus Advisors has no control over the cost of labor and material, or over competitive bidding or market conditions, Veridus Advisors does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the Client.

5. OWNERSHIP OF DOCUMENTS: It is understood by and between the parties to this Agreement that all Drawings, Specifications and other work or products of Veridus Advisors for this Project shall remain the property of Veridus Advisors and are instruments of service for this Project only and shall apply to this particular Project only. Any reuse of the instruments of service of Veridus Advisors by the Client for any



extensions of the Project or for any other project without the written permission of Veridus Advisors shall be prohibited.

6. REIMBURSABLE EXPENSES:

Reimbursable expenses include actual expenditures made by Veridus Advisors, their employees or their sub-consultants on behalf of the Project. Reimbursable expenses include, but are not necessarily limited to the following: (a) expenses of transportation, meals and lodging when traveling in connection with a project, (b) overnight or express mail; photographic development and supplies; couriers and fees paid for testing and/or for securing approval of authorities having jurisdiction over this Project; (c) expenses of printing, reproduction, postage and handling of drawings and specifications; (d) expenses related to sub-consultants and specialists when authorized by the Client. Mileage shall be billed at the current observed federal rate.

In-house plotting, printing and reproduction will be billed as follows:

Drawing Plots	24 x 36 bond	\$3.00
	30 x 42 bond	\$4.00
Color Prints	8.5 x 11 bond	\$0.50
	11 x 17 bond	\$1.00
Digital Media	CD	\$5.00

7. CONSTRUCTION PHASE SERVICES:

Should the Client authorize construction installation based on the plans provided under this Agreement without project observation, review of contractor's performance, and/or construction phase services by Veridus Advisors, the Client assumes all responsibility for interpretation of these documents and for construction observation and waives any claims against Veridus Advisors that may be in any connected thereto.

8. EXISTING AND HIDDEN CONDITIONS: A condition is hidden if existing finishes or features conceal it or if it cannot be investigated by reasonable visual observation. If Veridus Advisors has reason to believe that such a condition may

exist, Veridus Advisors will notify the Client, who shall then authorize and pay for all costs associated with the investigation of such condition and, if necessary, all costs necessary to correct said condition.

9. DISPUTE RESOLUTION: All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement, or breach thereof, shall be presented to non-binding mediation, subject to the parties agreeing on a mediator. The Client and Veridus Advisors agree to include a similar mediate agreement with all contractors, subcontractors, sub-consultants, suppliers and fabricators involved in this project, thereby providing for mediation as the primary method for dispute resolution between all parties.

10. CHANGES IN SCOPE OF SERVICES: In the event the scope of work as described in this Agreement changes to a degree that will alter the fee, the Client shall be notified in writing and a revised fee will be documented and a completion time and compensation amount will be submitted for approval.

11. ACCESS TO SITE: Unless otherwise stated, Veridus Advisors shall have access to the site/area for activities necessary for the performance of our services.

12. ASSIGNMENT: Neither party to this Agreement shall transfer, sublet, or assign any rights or interest in this Agreement without the prior written consent of the other party. Subcontracting to sub-consultants normally contemplated by Veridus Advisors shall not be considered an assignment for purposes of this Agreement.

13. PROFESSIONAL LIABILITY INSURANCE: Veridus Advisors is covered for professional liability by our practice policy. Any additional insurance required, in excess of our practice policy, will be a reimbursable expense.

14. HAZARDOUS MATERIALS: Both parties acknowledge that Veridus Advisors' scope of

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services does not include any service related to the presence of any hazardous or toxic materials. Veridus Advisors may, at its option and without liability for consequential or other damages, suspend performance of its services until the Client retains appropriate parties to identify and abate or remove the hazardous or toxic materials and warrants the jobsite is in full compliance with all applicable laws and regulations.

15. JOBSITE SAFETY: Consultant shall have no authority to exercise any control over any construction contractor or other entity in connection with their work or any health or safety precautions. The Client agrees the General Contractor shall be solely responsible for jobsite safety and worker safety and warrants that such intent shall be included in Client's contract with the General Contractor.

16. RECORD DRAWINGS: Since record drawings are based on unverified information provided by other parties, which Veridus Advisors shall assume will be reliable, Veridus Advisors cannot and does not warranty their accuracy.

17. STANDARD OF CARE: In providing services under this Agreement, Veridus Advisors will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Veridus Advisors makes no warranty as to its professional services rendered under this agreement.

18. PROFESSIONAL SERVICES CONTINGENCY AND BETTERMENT (Value Added): The Client agrees that perfection is not attainable nor is it the "standard of care." Therefore, errors or omissions in the Construction Documents may occur. A contingency fund or "reserve" should be set aside by the Client to cover additional construction costs due to possible error or omissions.

The cost of correcting the error or omission shall be computed as the "premium" that must be paid to make the correction out of the normal construction

sequence. The actual cost of the omitted component itself would have been required even if it had been included in the original documents; and therefore, it would not be part of the "premium."

19. TERMINATION OF SERVICES: In the event of termination of this Agreement by either party, the Client shall, within 30 days of termination, pay Veridus Advisors for all services rendered and all reimbursable costs incurred by Veridus Advisors up to the date of termination.

20. CONSEQUENTIAL DAMAGES: Neither the Client nor Veridus Advisors shall be liable to the other or shall make a claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement.

21. APPLICATIONS ON THE CLIENT'S BEHALF: Veridus Advisors shall assist the Client in assembling the Client's local permit application, State plan review application or other jurisdictional review applications as a reimbursable expense. This assistance is limited to assembling documents and submitting to the proper jurisdiction(s). Application and review fees shall be reimbursable expenses. Veridus Advisors makes no warranty, implied or expressed, that such permit(s) or approval(s) will be granted. Meetings or presentations to authorities having jurisdiction are considered hourly reimbursable expenses unless otherwise noted and shall be subject to professional fees as such, per the terms noted in this Agreement.

22. STATUTE OF LIMITATIONS: To the fullest extent permitted by law, the Client and Consultant agree the time period for bringing claims regarding Consultant's performance under this Agreement shall expire one year after substantial completion of the project.



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

MEMORANDUM

DATE: May 30 2025

TO: Owosso City Council

FROM: Brad Barrett, Finance Director

SUBJECT: Annual General Liability, Property and Auto Insurance Renewal

RECOMMENDATION:

Recommend payment to Michigan Municipal Risk Management Authority (MMRMA) in the amount of \$321,014 for general liability, property and auto insurance premium for the coverage period of July 1, 2025 to July 1, 2026.

BACKGROUND:

The City of Owosso has been a member of the Michigan Municipal Risk Management Authority (MMRMA) since September 1, 1986. MMRMA provides the city with general liability coverage, property coverage and auto coverage.

The city receives three invoices from MMRMA throughout the fiscal year. The Finance Department is requesting City Council to approve the total premium amount, so a purchase order can be created for this annual expense.

FISCAL IMPACTS:

An expense of \$321,014 will be charged to various funds as outlined in the approved Fiscal Year Budget ending 6-30-2026.

RESOLUTION NO.

**AUTHORIZING PAYMENT OF ANNUAL INSURANCE PREMIUM WITH
MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA)**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has been a member of Michigan Municipal Risk Management Authority since September 1, 1986; and

WHEREAS, Michigan Municipal Risk Management Authority was created by the authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments; and

WHEREAS, the City of Owosso wishes to be provided with general liability, auto and property insurance coverage for a period of July 1, 2025 to July 1, 2026 by MMRMA; and

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

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements, remain a member of and seek annual liability, property and auto insurance coverage from Michigan Municipal Risk Management Authority.
- SECOND: the finance director is instructed and authorized to sign the document substantially in form attached as the coverage proposal and addendum between the City of Owosso and Michigan Municipal Risk Management Authority.
- THIRD: the accounts payable department is authorized to pay Michigan Municipal Risk Management Authority premium for annual coverage estimated at \$321,014.
- FOURTH: the above expense shall be paid from various funds as outlined in the approved FYE 6-30-2026 budget as identified under the account code 810.000 – Insurance & Bonds.

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	City of Owosso	Proposal No: Q000014999
Date of Original Membership:	September 1, 1986	
Proposal Effective Dates:	July 01, 2025 To July 01, 2026	
Member Representative:	Brad Barrett	Telephone #: (989) 725-0575
Regional Risk Manager:	Ibex Insurance Services	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Owosso** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Owosso** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Owosso is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Owosso is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Owosso's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	\$75,000 Per Occurrence
Vehicle Physical Damage	\$1,000 Per Vehicle	\$15,000 Per Vehicle \$30,000 Per Occurrence
Fire/EMS Replacement Cost	\$1,500 Per Occurrence	N/A
Property and Crime	\$1,500 Per Occurrence	N/A
Sewage System Overflow	N/A	N/A

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

Member's Motor Vehicle Physical Damage deductible applies, unless the amount of the loss exceeds the deductible. If the amount of loss exceeds the deductible, the loss including deductible amount, will be paid by MMRMA, subject to the Member's SIR.

The **City of Owosso** is afforded all coverages provided by MMRMA, except as listed below:

1. Sewage System Overflow
- 2.
- 3.
- 4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Owosso agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	15,000,000	N/A	N/A	N/A
2 Judicial Tenure	N/A	N/A	N/A	N/A
3 Sewage System Overflows	0	N/A	0	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8 Michigan No-Fault	Per Statute	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	72,097,920	350,000,000	N/A	N/A
2 Personal Property in Transit	2,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5 Fine Arts	2,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	2,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	2,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	15,000,000	N/A	N/A	N/A
12 Dam/Dam Structures/Lake Level Controls	0	N/A	N/A	N/A
13 Transformers	2,500,000	N/A	N/A	N/A
14 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
15 Marine Property	1,000,000	N/A	N/A	N/A
16 Other Covered Property	20,000	N/A	N/A	N/A
17 Income and Extra Expense	5,000,000	N/A	N/A	N/A
18 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
19 Faithful Performance	Per Statute	N/A	N/A	N/A
20 Earthquake	5,000,000	N/A	5,000,000	100,000,000
21 Flood	5,000,000	N/A	5,000,000	100,000,000
22 Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement, Extortion.				
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim		Retroactive Date
	\$2,000,000			
Coverage A Network and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000	Each Claim	7/1/2013
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000	Each Claim	7/1/2013
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000	Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000	Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000	Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000	Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above		Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above		Not Applicable	Occurrence
Coverage I Extortion Coverage	Each Claim Included in limit above	\$25,000	Each Extortion Loss	Occurrence

Annual Aggregate Limit of Liability

Each Member Aggregate	All Members Aggregate
\$2,000,000	\$17,500,000

The Each Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$2,000,000 per Member for all Subjects of Coverage in any Coverage Period, regardless of the number of coverage events.

The All Member Aggregate Limit of Liability for the combined total of all coverage payments of MMRMA and MCCRMA shall not exceed \$17,500,000 for All Members for all Subjects of Coverage in any Coverage Period, regardless of the number of Members or the number of coverage events.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

D. Contribution for MMRMA Participation

City of Owosso

Period: July 01, 2025

To July 01, 2026

Coverages per Member Coverage Overview:	\$287,863
Stop Loss Coverage:	\$8,151
Member Loss Fund Deposit:	\$25,000
TOTAL ANNUAL CONTRIBUTIONS:	\$321,014

E. List of Addenda

1. Stop Loss Program Participation Agreement

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:

Proposal No:

City of Owosso

Q000014999

MMRMA

Member Representative



MMRMA Representative

Date

5-29-25

Date

ADDENDUM

STOP LOSS PROGRAM PARTICIPATION AGREEMENT

Optional

The Stop Loss Program limits the Member's cash payments during a July 1 - June 30 year for those costs falling within the Member's SIR. The Stop Loss Program responds only to cumulative Member SIR payments, including damages, indemnification, and allocated loss adjustment expenses, within a July 1 - June 30 calendar year. The paid costs include payments for any coverage provided to the Member by MMRMA provided that the costs are actually paid within the July 1 - June 30 period. On July 1 of each year, the Member's paid costs accumulate from zero.

If the Member has chosen to participate in the Stop Loss Program, and if the Member's paid costs exceed the member's entry point, the Stop Loss Program will pay, until July 1, all costs that would, in the absence of the Stop Loss Program, be paid from the Member's SIR. **City of Owosso's** entry point is **\$150,000**. Withdrawing Members do not participate in the Stop Loss Program after the date of withdrawal.

The Member agrees to be bound by MMRMA rules relating to the Stop Loss Program.

Accepted by:

Member Representative

Date: _____

MMRMA



Authorized Representative

Date: 5-29-25



MEMORANDUM

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

DATE: June 16, 2025

TO: Owosso City Council

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

SUBJECT: 2025-2026 Sand, Gravel, and Limestone Bid

RECOMMENDATION:

Award of the sand, gravel, and limestone bid – selection no. 1 to Smith Sand & Gravel of Owosso, Michigan at the low bid of \$6.00 per ton for Class II Sand for an approximate total bid price of \$18,000.00 for fiscal year 2025-2026.

Award of the sand, gravel, and limestone bid – selection no. 2 to Jackson Trucking, LLC. of Owosso, Michigan at the low bids of: \$13.35 per ton for 22A Gravel, \$55.25 per ton for Field Stone Riprap, and \$21.85 for 6A Gravel for an estimated total bid price of \$20,967.50 for fiscal year 2025-2026.

Award of the sand, gravel, and limestone bid – selection no. 3 to SP Powell's Sand and Soil, LLC. of Montrose, Michigan at the low bids: of \$27.00 per ton for 21AA Limestone, \$30.75 per ton for 6AA Limestone, and \$32.00 per ton for H1 Limestone Chip for an estimated total bid price of \$20,937.50 for fiscal year 2025-2026.

BACKGROUND:

The City requires approximately 3,000 tons of Class II sand and 1,200 tons of 22A gravel meeting MDOT specifications for back filling of open cut excavations within the street right of way and off-road City owned properties. Limestone 21AA (600 ton) is used for subbase compaction on street cut/patch repairs, Limestone 6AA (50 ton) is used for utility open trench cut bed compaction, and Limestone H1 Chip (100 ton) is used in the Durapatch Unit for pothole repairs. Fieldstone Riprap (50 ton) is used to stabilize and protect the soil surface against erosion/prevention for inlets and outlets of storm pipes and culverts, bridges, slopes drains, storm drains. 6A Gravel (100 ton) used for drainage, as a base for driveways, and in construction projects.

FISCAL IMPACTS:

Use of sand, gravel, and limestone shall be paid from the Water and Wastewater Annual Operating Fund, and Local and Major Street Annual Operating Funds in the estimated amount of \$59,905.00, which may exceed based on usage and actual need.

Attachments: (1) Resolution
(2) Bid Tab

RESOLUTION NO.

**AUTHORIZING THE PURCHASE AND DELIVERY
OF SAND, GRAVEL, AND LIMESTONE
FOR THE 2025-2026 FISCAL YEAR**

WHEREAS, the City of Owosso, Shiawassee County, Michigan requires backfill sand to fill underground trenches and gravel and limestone for use in permanent street patches and other City properties; and

WHEREAS, the City sought bids for: Class II backfill sand, 22A gravel, 21AA Limestone, 6AA limestone, H1 limestone chip, Fieldstone Riprap, and 6A Gravel for the fiscal year 2025-2026; and

WHEREAS, it is hereby determined that S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel, Jackson Trucking, LLC, and SP Powell's Sand and Soil, LLC are qualified to provide such products and have submitted the lowest responsible and responsive bids; 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 heretofore determined that it is advisable, necessary and in the public interest to award the contract for Class II Sand to S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel of Owosso, Michigan in the amount of \$6.00 per ton for the fiscal year ending June 30, 2026.
- SECOND: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to award the gravel contracts to Jackson Trucking, LLC of Owosso, Michigan in the amounts of: \$13.35 per ton for 22A Gravel, \$55.25 per ton for Fieldstone Riprap, and \$21.85 per ton for 6A gravel for the fiscal year ending June 30, 2026.
- THIRD: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to award the limestone contracts to SP Powell's Sand and Soil, LLC of Montrose, Michigan in the amounts of: \$27.00 per ton for 21AA Limestone, \$30.75 per ton for 6AA Limestone, and \$32.00 per ton for H1 Limestone Chip for the fiscal year ending June 30, 2026.
- FOURTH: the contracts between the City of Owosso and the companies above shall be in the form of Purchase Orders.
- FIFTH: the accounts payable department is authorized to pay S.A. Smith Paving & Trucking, Inc. dba Smith Sand & Gravel based on the unit price quoted above, up to an amount estimated at \$18,000.00, which may be exceeded based on usage and actual need.
- SIXTH: the accounts payable department is authorized to pay Jackson Trucking, LLC based on the unit prices quoted above, up to an amount estimated at \$20,967.50, which may be exceeded based on usage and actual need.
- SEVENTH: the accounts payable department is authorized to pay SP Powell's Sand and Soil, LLC based on the unit prices quoted above, up to an amount estimated at \$20,937.50, which may be exceeded based on usage and actual need.
- EIGHTH: the above expenses shall be paid from the Water and Wastewater Annual Operating Fund, and Local and Major Street Annual Operating Funds.

CITY OF OWOSSO BID TABULATION SHEET												DATE	5/27/2025
												DEPT.	DPW
SUBJECT:		2025-2026 Sand, Gravel and Limestone Bid				Smith Sand & Gravel 4085 Tyrell Rd Owosso, MI 48867 517-625-3228		Jackson Trucking, LLC 1724 Corunna Ave Owosso, MI 48867 989-494-9979		SP Powell's Sand and Soil, LLC 170 W.State St Montrose, MI 48457 810-639-7516		Osenasek, Inc 5817 W Britton Rd Perry, MI 48872 517-625-3242	
ITEM #	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL		
1	State Certified Class II Backfill Sand	3,000	Ton	\$ 6.00	\$ 18,000.00	\$ 8.35	\$ 25,050.00	\$ 11.00	\$ 33,000.00	\$ 10.00	\$ 30,000.00		
2	State Certified 22A Gravel	1,200	Ton	\$ 15.00	\$ 18,000.00	\$ 13.35	\$ 16,020.00	\$ 16.50	\$ 19,800.00	\$ 15.50	\$ 18,600.00		
3	Limestone 21AA	600	Ton	\$ 32.25	\$ 19,350.00	\$ 29.75	\$ 17,850.00	\$ 27.00	\$ 16,200.00	\$ 33.90	\$ 20,340.00		
4	Limestone 6AA	50	Ton	\$ 37.50	\$ 1,875.00	\$ 35.00	\$ 1,750.00	\$ 30.75	\$ 1,537.50	\$ 38.10	\$ 1,905.00		
5	Limestone H1	100	Ton		\$ -		\$ -	\$ 32.00	\$ 3,200.00	\$ 43.20	\$ 4,320.00		
6	Fieldstone Riprap	50	Ton	\$ 65.00	\$ 3,250.00	\$ 55.25	\$ 2,762.50	\$ 85.00	\$ 4,250.00	\$ 65.00	\$ 3,250.00		
7	6A Gravel	100	Ton	\$ 24.00	\$ 2,400.00	\$ 21.85	\$ 2,185.00	\$ 25.00	\$ 2,500.00	\$ 24.00	\$ 2,400.00		
					\$ 62,875.00		\$ 65,617.50		\$ 80,487.50		\$ 80,815.00		
DEPT HEAD	<i>Ryan S. Scharf</i>				GENERAL LIABILITY INSURANCE		AWARDED:						
					EXPIRATION DATE:								
PURCH. AGENT:	<i>B. Barnett 6/10/25</i>				WORKERS COMPENSATION INSURANCE		COUNCIL APPROVED:						
					EXPIRATION DATE:								
STAFF REC.:	<i>MULTIPLE SEE MEMO</i>				SOLE PROPRIETORSHIP								
					EXPIRATION DATE:		NA		PO NUMBER:				

July 1st expense / PO



MEMORANDUM

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

DATE: June 16, 2025

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: Traffic and Construction Barricade Bid

RECOMMENDATION:

Award of the Traffic and Construction Barricade Bid to All in Safety Corp. of New Windsor, NY, for the Department of Public Works' (DPW) inventory of traffic control devices in the amount of \$13,401.40, with an additional quantity amount of \$1,476.18, for a grand total of \$14,877.58.

BACKGROUND:

On June 3, 2025, the City received bids for the Traffic and Construction Barricades project. These barricades are essential for ensuring effective traffic and crowd control, as well as for maintaining worker and public safety. They are required for any work conducted within MDOT owned and maintained rights-of-way, in accordance with state regulations.

Compliance with OSHA safety standards also necessitates the use of proper temporary traffic control measures and signage during construction activities, such as utility maintenance, incident response, and other infrastructure work.

Additionally, the City has experienced a growing need for traffic control equipment to support traffic control orders for fairs, seasonal and special events, construction zones, and routine operational tasks. As such, it is critical for the Department of Public Works to maintain an adequate and readily available inventory of barricades and traffic control devices.

A total of six (6) contractor bids were received for this equipment. Upon review, All in Safety Corp was identified as the lowest responsible bidder.

FISCAL IMPACTS:

The parts will be funded by the Account No. 661-901-979.000, in the amount of \$14,877.58.

Attachments:

- (1) Resolution, Traffic and Construction Barricade Bid.
- (2) Bid Tabulation, Traffic and Construction Barricade Bid.
- (3) Additional Items Quote

RESOLUTION NO.

**AUTHORIZING THE EXECUTION OF
A PURCHASE ORDER WITH ALL IN SAFETY CORP. FOR
TRAFFIC AND CONSTRUCTION BARRICADES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, recognizes the need to maintain an adequate supply of traffic and construction barricades to ensure safe and effective traffic control during maintenance, repair, and construction activities; and

WHEREAS, such barricades are essential for public safety, daily operations, and the orderly direction of vehicular and pedestrian traffic throughout the City; and

WHEREAS, the use of traffic control devices supports the City's infrastructure maintenance programs and promotes the general safety of residents and visitors; and

WHEREAS, the City has sufficient funds to purchase said traffic control devices; and

WHEREAS, the City of Owosso sought bids for the DPW Traffic and Construction Barricade Bid, and a bid was received from All in Safety Corp, and it is hereby determined All in Safety Corp is qualified to provide said devices, and that it has submitted the lowest responsible and responsive bid.

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 Traffic and Construction Barricades Bid to All in Safety Corp.
- SECOND: the contract between the City of Owosso, Michigan and All in Safety Corp. shall be in the form of a City Purchase Order in an amount not to exceed \$14,877.58.
- THIRD: the accounts payable department is authorized to pay All in Safety Corp. for materials supplied up to the purchase order amount of \$14,877.58.
- FOURTH: the above expenses shall be paid from account no. 661-901-979.000.

CITY OF OWOSSO BID TABULATION SHEET

DATE 6/3/2025

SUBJECT: Traffic and Construction Barricade Bid

DEPT. DPW

ALTERNATE BID

ALTERNATE BID

Item 2 Plastic Barricade

				Moriarty Machinery & Supply 143 Broadway St Toledo, OH 43604 419-360-3310		Moriarty Machinery & Supply 143 Broadway St Toledo, OH 43604 419-360-3310		Head to Heel Safety Supplies 9021 SW 33176 Miami, FL 33176 305-712-6653	
ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Type 3 Barricade - Total closure: downwasrd stripes slopes toward center of barricade	30	EA	\$ 295.00	\$ 8,850.00	295.00	\$ 8,850.00	\$ 319.27	\$ 9,578.10
2	Type 2 Barricade- Total closure: downward stripes slope towards <u>LEFT</u> of barricade	50	EA	\$ 60.00	\$ 3,000.00	55.00	\$ 2,750.00	\$ 72.56	\$ 3,628.00
3	Navicade 42" Channelizer Cone with 16 lb. base (<u>four 6" HIP sheeting</u>)	100	EA	\$ 36.00	\$ 3,600.00	36.00	\$ 3,600.00	\$ 54.74	\$ 5,474.00
4	3-Way Amber TYPE A, C barricade light	150	EA	\$ 17.50	\$ 2,625.00	17.50	\$ 2,625.00	\$ 20.96	\$ 3,144.00
TOTAL BID				\$ 18,075.00		\$ 17,825.00		\$ 21,824.10	

CITY OF OWOSSO BID TABULATION SHEET

DATE 6/3/2025SUBJECT: Traffic and Construction Barricade BidDEPT. DPW

				All in Safety Corp 509 Temple Hill Rd New Windsor, NY 12553 800-376-8415 x115		Eberl Iron Works, Inc. 128 Sycamore St Buffalo, NY 14204 716-854-7633		MD Solutions 8225 Estates PKWY Plain City, OH 40064 614-875-2222	
ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Type 3 Barricade - Total closure: downwasrd stripes slopes toward center of barricade	30	EA	\$ 207.58	\$ 6,227.40	238.73	\$ 7,161.90	\$ 270.00	\$ 8,100.00
2	Type 2 Barricade- Total closure: downward stripes slope towards <u>LEFT</u> of barricade	50	EA	\$ 45.38	\$ 2,269.00	73.68	\$ 3,684.00	\$ 59.00	\$ 2,950.00
3	Navicade 42" Channelizer Cone with 16 lb. base <u>(four 6" HIP sheeting)</u>	100	EA	\$ 25.98	\$ 2,598.00	35.59	\$ 3,559.00	\$ 33.00	\$ 3,300.00
4	3-Way Amber TYPE A, C barricade light	150	EA	\$ 15.38	\$ 2,307.00	16.18	\$ 2,427.00	\$ 20.31	\$ 3,046.50
TOTAL BID				\$	13,401.40	\$	16,831.90	\$	17,396.50

DEPT.

HEAD:

PURCH.

AGENT:

STAFF

REC.:

All in Safety Corp

GENERAL LIABILITY INSURANCE

EXPIRATION DATE:

NA

WORKERS COMPENSATION INSURANCE

EXPIRATION DATE:

NA

SOLE PROPRIETORSHIP

EXPIRATION DATE:

NA

AWARDED: _____

COUNCIL

APPROVED: _____

PO NUMBER: _____

6661. 907.979.000
15k budgeted



509 Temple Hill Road
New Windsor, NY 12553
Tel: 800-376-8415 ext. 115
Fax: 845-999-3310

Date	6/8/2025	Prepared By:
Quote Number	06082025-01REV	Jonathan Gruenebaum
Customer	City of Owosso	T: 800-376-8415 ext. 115
Address	301 W. Main Street	E: jonathan@allinsafety.com
City/State/Zip	Owosso, MI 48867	
Contact	thomas.wheeler@ci.owosso.mi.us	
	Thomas Wheeler	

6/8/2025

Line	Item	Decsription	Quantity	Price	Extended
1	BT3-HIP2-8-X	Type 3 Barricade High Intensity Prismatic Sheeting	6	\$207.58	\$1,245.48
2	BL-AMBR-3W-X	3-Way Amber Type A, C Barricade Light	15	\$15.38	\$230.70
3					\$0.00
4					\$0.00
5					\$0.00
6					
7					
8					
9					
10					

Quote Prepared By: Jonathan Gruenebaum

Authorized Signature *Jonathan Gruenebaum*

Subtotal	\$1,476.18
MISC Sales Tax	
Shipping	\$0.00
Total	\$1,476.18



MEMORANDUM

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

DATE: June 11, 2025

TO: Owosso City Council

FROM: Amy Fuller, Assistant City Manager

SUBJECT: Curwood Castle Air Conditioning

RECOMMENDATION:

Staff recommends approval of a contract with Victory World Wide LLC dba Victory Heating and Cooling in the amount of \$13,458.72 for air conditioning at Curwood Castle.

BACKGROUND:

Curwood Castle becomes extremely hot during the summer months, making it difficult for visitors to enjoy and creating an uncomfortable work environment for staff. The Historical Commission has been discussing the addition of air conditioning for several months.

It was determined that mini split units would be the best option for Curwood Castle. The Commission prefers wall-mounted units, installed low to the floor, to match the existing radiators. A carpenter will be hired to build covers for the units, to match the existing radiator covers. The Commission has selected this design to camouflage the modern elements in the historic building.

Staff released a bid for this project. The lowest responsible bid was placed by Victory Heating and Cooling in the amount of \$13,458.72. The Historic Commission voted to approve this bid at their June 9, 2025, meeting. Staff recommends hiring Victory Heating and Cooling to install air conditioning at Curwood Castle.

FISCAL IMPACTS

This project will be paid for from account 297-798-976.000

Attachments: (1) Resolution
(2) Bid Tab

RESOLUTION NO.

**AUTHORIZING A CONTRACT WITH
VICTORY HEATING AND COOLING
FOR THE INSTALLATION OF AIR CONDITIONING AT CURWOOD CASTLE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Owosso Historical Commission, requested city staff to solicit bids for installing air conditioning at Curwood Castle; and

WHEREAS, the staff recommends authorizing a contract with the lowest bidder, Victory World Wide LLC dba Victory Heating and Cooling.

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 Victory World Wide LLC dba Victory Heating and Cooling for the provision and installation of air conditioning units at Curwood Castle.
- SECOND: the accounts payable department is authorized to submit payment to Victory World Wide LLC dba Victory Heating and Cooling in an amount not to exceed \$13,458.72 upon satisfactory completion of the work.
- THIRD: the above expenses shall be paid for from FY 2024-2025 and FY 2025-2026 Historical Fund Account 297-798-976.000

CITY OF OWOSSO BID TABULATION SHEET

DATE 6/3/2025

DEPT. City of Owosso

SUBJECT: Curwood Castle Air Conditioning Bid

Bid disqualified, Bidder did not submit
required documents

OPTION 1

OPTION 2

		Victory Heating & Cooling	Accurate HVAC	All City Mechanical	All City Mechanical
		703 N US BUS 27 Saint Johns, MI 48879 989-224-7171	PO BOX 72 Bancroft, MI 48414 989-721-9489	23640 Research Dr Farmington, MI 48335 248-704-3892	23640 Research Dr Farmington, MI 48335 248-704-3892
ITEM #	DESCRIPTION	TOTAL	TOTAL	TOTAL	TOTAL
1	Installation of a mini split system	\$ 13,458.72	\$ 13,749.00	\$ 30,911.25	\$ 34,668.64
TOTAL BID		\$ 13,458.72	\$ 13,749.00	\$ 30,911.25	\$ 34,668.64

DEPT.

HEAD:

PURCH.

AGENT:

STAFF

REC.:

Victory Heating & Cooling

GENERAL LIABILITY INSURANCE

EXPIRATION DA 6/30/2026

WORKERS COMPENSATION INSURANCE

EXPIRATION DA 6/30/2026

SOLE PROPRIETORSHIP

EXPIRATION DA NA

297.798.976.060



Warrant 657
June 10 2025

Date	Vendor	Description	Fund	Amount
6-10-2025	Gould Law PC	Services May 13 – June 9 2025	Varies	\$11,590.28
		Total		\$11,590.28

STATEMENT REGARDING BUSINESS DEALINGS WITH THE CITY

Per Owosso City Charter Section 14.4 and Michigan Public Act 317 of 1968, as amended

I, Carl Ludington, being an officer of the City of Owosso, do hereby declare a pecuniary interest in the foregoing proposed contract(s) with the City of Owosso as described as:

For the Period of: May 1 – May 31, 2025

Vendor: Ludington Electric, Inc

Total Amount: 589.60

Detailed information for the listed amount is attached to this statement.

I am making this declaration because I am the owner/operator of Ludington Electric, Inc.

I confirm that I will not vote on the matter(s) in question, I will not take part in discussion on any question in respect to the matter(s), and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question at a public meeting of the Owosso City Council.

Said items will be considered for approval at the ____June 16, 2025__ meeting of the Owosso City Council.

Carl Ludington
Signature

Date

Declared June 2, 2025

05/22/2025

CUSTOM PURCHASE ORDER REPORT

PURCHASE		REQUESTED		VENDOR		AMOUNT		REMAINING
PO NUMBER	ORDER TYPE	BY	DEPARTMENT	NAME	DESCRIPTION	AMOUNT	RELIEVED	BALANCE

DEPT 862								
PO STATUS: OPEN								
PO TYPE: QUICK PO								
000046664	QUICK PO	tswheeler	862	LUDINGTON ELECTRIC, INC.	WATER STREER LIGHT HOOK UP	589.60	0.00	589.60
TOTAL PO TYPE: QUICK PO						589.60	0.00	589.60

TOTAL PO STATUS: OPEN						589.60	0.00	589.60

TOTAL DEPT 862						589.60	0.00	589.60

						589.60	0.00	589.60



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

DATE: June 4, 2025
TO: City Council
FROM: City Manager
SUBJECT: 117 W Exchange St Demolition – HDC Recommendation

Background

The City, in partnership with the Shiawassee County and Michigan State Land Banks, is seeking a blight elimination grant to demolish the structure at 117 W Exchange Street. The State Land Bank has confirmed that preserving the building façade would make the project ineligible for funding.

At its May 21, 2025 meeting, the Historic District Commission voted unanimously to rescind its prior recommendation to save the façade and instead support full site clearance to meet grant requirements.

Recommendation

Staff recommends Council approve the attached resolution accepting the HDC's revised recommendation and authorizing full demolition. This will allow the City to secure approximately \$178,000 in grant funding for site cleanup and prepare the property for future redevelopment.

RESOLUTION NO.

**AUTHORIZING APPROVAL OF
THE OWOSSO HISTORIC DISTRICT COMMISSION RECOMMENDATION
REGARDING SITE CLEANUP AT 117 WEST EXCHANGE STREET**

WHEREAS, the City of Owosso has been working in collaboration with the Shiawassee County Land Bank and the Michigan State Land Bank to secure a blight elimination grant for the property located at 117 West Exchange Street; and

WHEREAS, the Owosso Historic District Commission (HDC) initially expressed interest in preserving the historic façade of the structure but, upon further review and in consideration of federal and state land bank funding eligibility criteria, determined that preservation of the façade would render the project ineligible for grant funding; and

WHEREAS, at its regular meeting on May 21, 2025, the HDC voted unanimously to rescind its previous recommendation to preserve the façade and instead recommended that the City Council accept the terms of the grant and authorize complete site clearance; and

WHEREAS, the City Council finds that proceeding with site cleanup in accordance with land bank requirements is in the best interest of public health, safety, and welfare, and supports future redevelopment of the site.

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

- FIRST: the recommendation of the Owosso Historic District Commission to rescind the requirement to preserve the façade of the structure at 117 West Exchange Street is hereby accepted.
- SECOND: the City Council authorizes the acceptance of blight elimination grant funding from the Michigan State Land Bank and Shiawassee County Land Bank for the purpose of clearing the site at 117 West Exchange Street.



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

MEMORANDUM

DATE: June 16, 2025

TO: Owosso City Council

FROM: Lizzie Fredrick, OMS & DDA Executive Director

SUBJECT: Revolving Loan & Grant Program Revisions

BACKGROUND:

In 1994, the City of Owosso established a revolving loan program for projects within the Downtown Development Authority District. This program then expanded, including grants and funding for projects within identified zoning districts. Stewardship was given to the Owosso Main Street & Downtown Development Authority (OMS & DDA) Board of Directors with oversight of the application and program revision process by the Revolving Loan Fund Sub-Committee, now known as the Economic Vitality (EV) Committee.

The Economic Vitality Committee collected program feedback at a public Information Session for the Revolving Loan & Grant Program on February 4, 2025, and worked directly with the City of Owosso's Attorney, Finance Director, and Planning & Building Director on updating the Revolving Loan & Grant Program.

On May 20, 2025, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the upcoming fiscal year.

On June 4, 2025, the OMS & DDA Board of Directors approved the revised Revolving Loan & Grant Program and a recommendation for the City Council's approval.

FISCAL IMPACT:

Loan processing fees are added to the total amount borrowed by the applicant and a \$500 processing fee is required for grant awards.

If a grantee sells the property or project improvements are removed, not maintained, or are significantly altered within five (5) years of payment of the grant, the grantee shall reimburse the Revolving Loan Fund according to the following schedule:

Anytime during...

Year One	100% reimbursement of the Grant
Year Two	80% reimbursement of the Grant
Year Three	60% reimbursement of the Grant
Year Four	40% reimbursement of the Grant
Year Five	20% reimbursement of the Grant

MOTION TO CONSIDER:

To approve the Revolving Loan & Grant Program as presented for fiscal year 2025-2026.

ATTACHMENTS:

Revolving Loan & Grant Program Resolution

Revolving Loan & Grant Program Guide

RESOLUTION NO.

**AUTHORIZE APPROVAL OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN & GRANT PROGRAM REVISIONS**

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

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

WHEREAS, on May 20, 2025, the OMS & DDA Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the 2025-2026 fiscal year; and

WHEREAS, on June 4, 2025, the OMS & DDA Board of Directors approved the revised OMS & DDA Revolving Loan & Grant Program and authorized City of Owosso staff to submit the proposed Revolving Loan & Grant Program for approval by Owosso City Council.

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

FIRST: the Owosso City Council hereby approves the attached Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program.



Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program

This version of the program will be applicable through June 30, 2026.

INTRODUCTION

This program is available to the Central Business District, Corridor Business District and General Business District zoned for-profit businesses, landowners, and corporations.

Monies are available to the OMS & DDA until the \$250,000.00 reserve is reached.

OMS & DDA administers the program as authorized by the Owosso City Council.

The program is administered on a year-by-year basis.

The OMS & DDA Economic Vitality Committee leads the program and is responsible for recommending updates to the program on a fiscal year basis.

The fiscal year is from July 1st of the current year through June 30th of the subsequent year.

The OMS & DDA Board will approve or reject the recommended changes once a year from the Economic Vitality Committee.

The City of Owosso City Council will approve or reject the recommended changes following the OMS & DDA Board's approval.

With or without changes, the Revolving Loan & Grant Program will be approved by the OMS & DDA Board and made available for use by July 1st of each year.

All grants will require a \$500 processing fee if awarded.

The applicant shall be responsible for any and all costs associated with the OMS & DDA loan application, including any fees or services rendered by a third party for, but not limited to, loan review, underwriting and/or consultation with lending institutions. The applicant will be responsible for any and all costs associated with the OMS & DDA loan application as described above regardless of whether the loan is approved or if applicant retracts the loan application.

All loans will be made at the U.S. Prime Rate -2%, with a minimum floor rate of 4%, set on the date on the signed application.

Loan length will be ten years or less; dependent on lease agreement.

Loan maximums are up to \$200,000 per project.

Grant maximums are up to \$25,000 per project. Annual maximum for grant awards is \$25,000.

Loans and/or grants may be made on the same project.

Loans are paid prior to project start; grants are paid upon project completion.

Grant payment will be disbursed once all invoices are paid, and final inspections have been completed and approved for all permits pertaining to the project.

Repayment of loans will begin one month after the City of Owosso Finance Department releases the check.

Loans and/or grants cannot be issued to projects that have either started or have been completed prior to the City Council's approval and a fully executed loan and/or grant agreement.

All applications require a business plan and financial projections.

All upper-story residential grants or loans require plans and permits, approved by the Building Department, to be submitted with the application.

All property development loans must be repaid in full if there is a transfer of the property title/ownership.

If a grantee sells the property or project improvements are removed, not maintained, or are significantly altered within five (5) years of payment of the grant, the grantee shall reimburse the Revolving Loan Fund according to the following schedule:

Anytime during...

Year One	100% reimbursement of the Grant
Year Two	80% reimbursement of the Grant
Year Three	60% reimbursement of the Grant
Year Four	40% reimbursement of the Grant
Year Five	20% reimbursement of the Grant

All loans and grants must provide project before and after photos.

Grantees will have two (2) years to complete their approved project.

ELIGIBILITY CRITERIA

1. Business and/or property is located within approved zoning districts
2. Business is headquartered in Michigan
3. Business is not a franchise, located in a strip mall, a “big box” retailer, or a business whose primary sales come from adult entertainment, marijuana, CDB and/or tobacco
4. Applicant will have control over the site for which they are applying for prior to the loan or grant approval (excluding acquisition projects)
5. Loan applicant either
 - A. Has never received funds from the Revolving Loan & Grant Program
 - B. Has a zero balance on past Program loans
 - C. Elects to refinance, absorbing the balance of an existing Program loan based on current Program terms with the addition of new loan request (not exceeding \$200,000)Grant applicant has not received funds from the Revolving Loan & Grant Program within the last 24 months
6. Applicant is not in default with the City of Owosso including but not limited to taxes, utilities, special assessment, invoices, permits, and loan payments
7. Applicant, or any LLC associated with the applicant, has not filed for bankruptcy
8. Applicant is not on the Owosso City Council, Owosso Main Street & Downtown Development Authority Board of Directors, or OMS & DDA Economic Vitality Committee

ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects – including elevators for loans or grants
2. Historic Preservation
3. Upper Story Housing Development
4. Restaurant/Retail Space Build Out and Upgrades
5. Acquisition and Rehabilitation of Blighted Properties
6. Signage Purchase or Restoration
7. Environmental Site Assessments/Studies
8. Small Business Start-up Costs (working capital only) – 6 months or less
 - a. Examples of eligible working capital include purchase of a point- of-sale system, marketing expenses, or inventory of retail goods.
9. Match on Main Approved Projects
10. Underground Vault Removal/Repair

INELIGIBLE PROJECT TYPES

1. Re-financing of debt owed to private sector entities such as banks, credit unions, etc.
2. Projects or parts of projects unrelated to the scope described in the program application.
3. Employee wages or benefits, rent, mortgage payments, utilities, machine leases, vehicle leases, taxes and insurance, professional fees, credit card processing fees and other soft costs.
4. Payment of taxes, utilities, or other similar obligations.

APPLICATION PROCESS

THIS PROCESS CAN TAKE UP TO 3-6 MONTHS

1. Contact OMS & DDA Executive Director, Lizzie Fredrick, at lizzie.fredrick@ci.owosso.mi.us for a preliminary meeting to discuss the program's scope.
2. Obtain and complete the application form from the OMS & DDA website:
www.downtownowosso.org/business-development-resources
3. Submit the application form by email to: lizzie.fredrick@ci.owosso.mi.us
4. The Economic Vitality Committee of the OMS & DDA Board will review the application at their next meeting, in accordance with agenda submission deadlines. If the application is not accepted for further consideration, the applicant will be provided with a rationale for the decision and steps to re-apply.
5. If the application is approved by the OMS & DDA Economic Vitality Committee, the OMS & DDA Board of Directors will approve or deny the application at their next meeting, in accordance with agenda submission deadlines.
6. Upon approval by the OMS & DDA Board:
 - Grant Applications will be submitted to Owosso City Council for approval, in accordance with agenda submission deadlines.
 - Loan Applications will be submitted to the Lapeer Development Corporation for underwriting, collateralization and approval.
7. Loan applications approved by the LDC will then be submitted to the City Council for approval, in accordance with agenda submission deadlines.
8. Approved loans require ACH automatic payments.
9. The City of Owosso Finance Department will release a check and create a coupon book for loans once all proper and completed paperwork is submitted. Invoices will not be mailed.
10. The City of Owosso Finance Department will release a check for grants once all paid invoices are provided.

CRITERIA FOR ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects
 - a. The building must be multi-story and have 4,000 or more square feet per floor
 - b. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
 - c. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
 - d. Architectural services for building access are eligible for a grant of up to \$5,000
 - e. Elevators for building access are eligible for a grant of up to \$25,000
2. Historic Preservation
 - a. If applicable, the project plan must be approved by the Downtown Historic District Commission prior to submission to the Economic Vitality Committee
3. Upper Story Housing Development
 - a. The upper story must have a minimum of 800 square feet; “micro loft/studio” projects will be considered
 - b. Air conditioning and internet access in each room except bathrooms must be included
 - c. Fire suppression must be included, and the fire suppression plan must be approved by the Building Department **prior to submission** to the Economic Vitality Committee
 - d. Fire suppression is eligible for a grant of up to \$12,500 per unit for projects with upper floor residential units
 - e. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project
 - f. Elevators for upper story housing development are eligible for a grant of up to \$25,000
4. Restaurant/Retail Space Build Outs and Upgrades
 - a. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
 - b. Architectural services are eligible for a grant of up to \$3,000 per project
5. Acquisition and Rehabilitation of Blighted Properties
 - a. A description of the plans for the property must be included with the application form
 - b. If preliminarily approved by OMS & DDA, a detailed plan with timing must be submitted to OMS & DDA for further review prior to submission of the application to the loan committee
6. Signage Purchase or Restoration
 - a. Building must be 50 years or older
 - b. If in the historic district, the plan must be approved by the Historic District Commission prior to submission to the loan committee
7. Environment Site Assessments/Studies
 - a. The building or site must have a brownfield plan
 - b. The building or site must be contaminated or suspected of being contaminated
 - c. Phase I and Phase II studies are eligible

Pre-existing Loans:

Existing loan payments may be deferred up to 6-months

- Deferments will be issued on a case-to-case basis depending on the Emergency Response circumstance.
- All deferments must be approved by the OMS & DDA Board and City Council
- Loan deferments must be requested by the loan holder in written form via letter or email, providing reasoning for deferment. Other information may be requested by the Economic Vitality Committee to aid in their determination.
- Requests for deferment should be reviewed by the Economic Vitality Committee.
- Upon review from the Economic Vitality Committee, if a recommendation is determined, the loan request will be sent to City Council for final approval.
- Program-wide deferments can be considered during city, state, and/or country- wide Emergency Response declarations. Program-wide deferments require both OMS & DDA and City Council approval.

CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT

The Owosso Main Street & Downtown Development Authority Board of Directors will determine Economic Vitality Committee Members.

The Committee consists of a City Council representative, OMS & DDA Board Member, small business owner, commercial property owner, representative from a traditional lending institution and Owosso Main Street volunteers.

The Committee will make recommendations for approval based on criteria established by the Revolving Loan & Grant Program Scoring Rubric and other Committee considerations.

If the Committee does not recommend project approval, it will submit rationale to the applicant and the OMS & DDA Board of Directors.

Questions on the program, process, or any other aspect of the program may be directed to the OMS & DDA office at 989-725-0571 or lizzie.fredrick@ci.owosso.mi.us.

Each year, led by the Economic Vitality Committee, the OMS & DDA Board will update and republish the program based on continuous improvement input and recommendations.



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

DATE: June 11, 2025

TO: Owosso City Council

FROM: Brad Barrett, Finance Director

SUBJECT: Fiscal Year Ending 6-30-2025 – 12 Month Budget Amendments

Please find attached Fiscal Year Ending 6-30-2025 budget amendments. These amendments are necessary to be compliant with the City of Owosso Charter (Chapter 8) and Public Act 2 of 1968 (MCL 141.434 - 141.437).

HIGHLIGHT SUMMARY

General Fund (101)

Parks: Equipment rental charges and DPW personnel expenses

Major Street Fund (202) / Local Street (203)

Traffic Services – Maintenance: RR signal device maintenance agreements
Trunkline Snow and Ice Control: Salt expense and equipment rental charges

OMS/DDA Revolving Loan Fund (239)

General Services: Grant awarded to Shook Riverside Development

Downtown Development Authority Fund (248)

Economic Vitality: Match on Main grant awarded to Oak and Ivory LLC

Building Inspection Fund (249)

Revenue: Permit revenue

OBRA – Armory Building (259)

Revenue / Tax Reimbursements: Reflects the TIF capture agreement between DDA and OBRA and the developer reimbursement agreement

Historical Fund (297)

Historical Commission: Contribution to the community foundation from Gould House sale
Proceeds (Owosso Historical Commission Restricted Fund)

Water Fund (591)

General Services: Depreciation expense

Waste Water Treatment Plant Fund (599)

General Services: Portion of the utility rate study expense

Waste Water Operations: Depreciation expense

Fleet Maintenance Fund (661)

Revenue: Equipment rental charges from various funds

RECOMMENDATION:

Adopt FYE 6-30-2025 fourth quarter / 12 month budget amendments, as presented.

RESOLUTION NO.
GENERAL APPROPRIATIONS ACT (BUDGET)
12 MONTH BUDGET AMENDMENTS FOR FYE 6-30-2025

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council has received the proposed budget for the fiscal year beginning JULY 1, 2024 and held a public hearing on MAY 20, 2024 and;

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council approved the budget for the fiscal year beginning JULY 1, 2024 on JUNE 3, 2024; and

WHEREAS, pursuant to Chapter 8, Section 6 of the Owosso City Charter, the City Council received SIX MONTH budget amendments for the fiscal year beginning JULY 1, 2024 and adopted them on FEBRUARY 3, 2025; and

NOW, THEREFORE, BE IT FUTHER RESOLVED THAT the City Council of the City of Owosso hereby adopts the AMENDED FISCAL YEAR 2024 – 2025 Budget with TWELVE MONTH budget amendments reflected below:

Section 1: Estimated Expenditures

The following appropriations are hereby amended for the operations of the City Government and its activities for the fiscal year beginning JULY 1, 2024 and ending JUNE 30, 2025:

GENERAL FUND

APPROPRIATIONS				
101	CITY COUNCIL	8,060	12,560	13,560
171	CITY MANAGER	339,400	339,253	344,632
201	FINANCE	254,052	253,656	258,314
210	CITY ATTORNEY	164,600	164,600	169,600
215	CLERK	254,983	259,281	262,448
228	INFORMATION & TECHNOLOGY	154,000	159,687	166,533
253	TREASURY	275,205	274,536	275,751
257	ASSESSING	222,748	221,814	228,511
261	GENERAL ADMIN	448,621	453,664	470,388
262	ELECTION	79,829	77,184	77,300
265	BUILDING & GROUNDS	835,789	837,905	891,743
270	HUMAN RESOURCES	217,410	215,472	217,794
301	POLICE	3,105,516	3,265,445	3,356,703
336	FIRE	4,053,099	4,293,630	4,381,965
371	BUILDING AND SAFETY	46,045	521	526
441	PUBLIC WORKS	1,262,732	1,247,415	1,249,187
528	LEAF AND BRUSH COLLECTION	313,011	338,392	338,435
585	PARKING	36,025	37,607	37,613
720	COMMUNITY DEVELOPMENT	37,222	233,729	233,729
751	PARKS	369,923	369,023	426,647
966	TRANSFERS OUT	52,633	287,326	287,326
TOTAL APPROPRIATIONS		12,530,903	13,342,700	13,688,705

MAJOR STREET FUND

APPROPRIATIONS				
451	CONSTRUCTION	1,587,350	1,461,147	1,529,674
463	STREET MAINTENANCE	690,735	786,595	807,467
473	BRIDGE MAINTENANCE	85,100		
474	TRAFFIC SERVICES-MAINTENANCE	16,655	17,254	21,994
478	SNOW & ICE CONTROL	171,045	170,539	187,362
480	TREE TRIMMING	86,396	86,171	86,180
482	ADMINISTRATION & ENGINEERING	219,407	218,179	219,229
485	LOCAL STREET TRANSFER	350,000	350,000	350,000
486	TRUNKLINE SURFACE MAINTENANCE			4,241
490	TRUNKLINE TREE TRIM & REMOVAL		500	106
491	TRUNKLINE STORM DRAIN, CURBS		287	246
492	TRUNKLINE ROADSIDE CLEANUP			71
494	TRUNKLINE TRAFFIC SIGNS		327	418
497	TRUNKLINE SNOW & ICE CONTROL	12,784	17,230	30,989
TOTAL APPROPRIATIONS		3,219,472	3,108,229	3,237,977

LOCAL STREET FUND

APPROPRIATIONS				
451	CONSTRUCTION	307,350	307,350	249,167
463	STREET MAINTENANCE	716,373	812,177	813,207
474	TRAFFIC SERVICES-MAINTENANCE	1,500	1,750	2,561
478	SNOW & ICE CONTROL	79,256	79,031	79,040
480	TREE TRIMMING	126,409	126,073	133,251
482	ADMINISTRATION & ENGINEERING	122,490	122,217	123,067
TOTAL APPROPRIATIONS		1,353,378	1,448,598	1,400,293

PARKS AND RECREATION SITES FUND

APPROPRIATIONS				
751	PARKS	31,700	31,700	31,700
TOTAL APPROPRIATIONS		31,700	31,700	31,700

OMS/DDA REVOLVING LOAN FUND

APPROPRIATIONS				
200	GEN SERVICES	2,814	2,581	26,581
TOTAL APPROPRIATIONS		2,814	2,581	26,581

BRA/OBRA 12 WOODWARD LOFT

APPROPRIATIONS				
721	PROFESSIONAL SERVICES	1,003	1,003	1,017
964	TAX REIMBURSEMENTS	134,065	140,137	140,447
TOTAL APPROPRIATIONS		135,068	141,140	141,464

DOWNTOWN DEVELOPMENT AUTHORITY

APPROPRIATIONS				
200	GEN SERVICES	240,104	241,345	242,169
261	GENERAL ADMIN	89,179	88,962	90,164
704	ORGANIZATION	750	1,250	1,250
705	PROMOTION	15,050	17,500	14,800
706	DESIGN	7,000	10,000	10,000
707	ECONOMIC VITALITY	1,500	2,000	22,857
TOTAL APPROPRIATIONS		353,583	361,057	381,240

BUILDING INSPECTION FUND

APPROPRIATIONS				
200	GEN SERVICES	100,506	92,201	92,387
371	BUILDING AND SAFETY	161,834	151,799	147,217
TOTAL APPROPRIATIONS		262,340	244,000	239,604

HOUSING AND REDEVELOPMENT FUND

APPROPRIATIONS				
200	GEN SERVICES	125,500	516,574	539,038
TOTAL APPROPRIATIONS		125,500	516,574	539,038

OBRA 15 ARMORY BUILDING

APPROPRIATIONS				
721	PROFESSIONAL SERVICES	6,232	6,232	6,230
964	TAX REIMBURSEMENTS	41,871	41,871	78,916
TOTAL APPROPRIATIONS		48,103	48,103	85,146

OBRA 17 CARGILL

APPROPRIATIONS				
721	PROFESSIONAL SERVICES	12,050	12,050	12,050
905	DEBT SERVICE	167,999	167,999	167,999
TOTAL APPROPRIATIONS		180,049	180,049	180,049

OBRA 9 ROBBINS LOFT

APPROPRIATIONS				
721	PROFESSIONAL SERVICES	1,200	1,200	1,200
964	TAX REIMBURSEMENTS	3,678	4,243	4,243
TOTAL APPROPRIATIONS		4,878	5,443	5,443

OBRA 16 QDOBA

APPROPRIATIONS				
721	PROFESSIONAL SERVICES	1,704	2,960	2,960
905	DEBT SERVICE	28,172		
964	TAX REIMBURSEMENTS		9,997	8,133
TOTAL APPROPRIATIONS		29,876	12,957	11,093

OBRA 20 J&H OIL

APPROPRIATIONS				
721	PROFESSIONAL SERVICES	4,144	4,144	4,143
964	TAX REIMBURSEMENTS	50,608	50,608	51,038
TOTAL APPROPRIATIONS		54,752	54,752	55,181

OBRA 3 TIAL

APPROPRIATIONS				
721	PROFESSIONAL SERVICES	750	750	750
905	DEBT SERVICE	19,391	19,391	19,391
TOTAL APPROPRIATIONS		20,141	20,141	20,141

OPIOID SETTLEMENT FUND

ARPA – AMERICAN RESCUE PLAN

APPROPRIATIONS				
966	TRANSFERS OUT	1,413,573	488,441	488,441
TOTAL APPROPRIATIONS		1,413,573	488,441	488,441

HISTORICAL FUND

APPROPRIATIONS				
797	HISTORICAL COMMISSION	30,598	31,437	157,042
798	CASTLE	14,806	21,806	21,808
799	GOULD HOUSE	10,329	2,419	2,419
800	COMSTOCK/WOODARD	2,000	4,200	4,200
TOTAL APPROPRIATIONS		57,733	59,862	185,469

GENERAL DEBT SERVICE

APPROPRIATIONS				
905	DEBT SERVICE	773,150	773,150	773,150
TOTAL APPROPRIATIONS		773,150	773,150	773,150

CAPITAL PROJECT FUND

TRANSPORTATION FUND

APPROPRIATIONS				
200	GEN SERVICES	105,888	105,655	105,655
TOTAL APPROPRIATIONS		105,888	105,655	105,655

SEWER FUND

APPROPRIATIONS				
200	GEN SERVICES	2,628,755	2,627,583	2,728,718
549	SEWER OPERATIONS	307,880	294,288	309,766
901	CAPITAL OUTLAY	427,500	427,500	427,500
905	DEBT SERVICE	124,302	124,302	124,303
TOTAL APPROPRIATIONS		3,488,437	3,473,673	3,590,287

WATER FUND

APPROPRIATIONS				
200	GEN SERVICES	895,857	912,418	1,439,699
552	WATER UNDERGROUND	2,042,741	1,474,891	1,576,451
553	WATER FILTRATION	1,878,385	1,877,656	1,898,592
901	CAPITAL OUTLAY	6,559,421	5,240,710	5,369,328
905	DEBT SERVICE	600,489	600,489	548,044
TOTAL APPROPRIATIONS		11,976,893	10,106,164	10,832,114

WASTEWATER FUND

APPROPRIATIONS				
200	GEN SERVICES	34,700	32,298	38,249
548	WASTEWATER OPERATIONS	2,007,153	2,026,605	2,592,016
901	CAPITAL OUTLAY	3,581,400	20,382,007	20,484,491
905	DEBT SERVICE	1,064,144	1,064,144	379,585
TOTAL APPROPRIATIONS		6,687,397	23,505,054	23,494,341

FLEET MAINTENANCE FUND

APPROPRIATIONS				
594	FLEET MAINTENANCE	474,411	478,364	478,947
901	CAPITAL OUTLAY	710,000	710,000	710,000
TOTAL APPROPRIATIONS		1,184,411	1,188,364	1,188,947

Section 2: Estimated Revenues

The following revenues are hereby amended of the City Government for the fiscal year beginning JULY 1, 2024 and ending JUNE 30, 2025 to meet the foregoing appropriations:

GENERAL FUND

ESTIMATED REVENUES				
000	REVENUE	11,480,001	12,287,496	12,725,872
TOTAL ESTIMATED REVENUES		11,480,001	12,287,496	12,725,872

MAJOR STREET FUND

ESTIMATED REVENUES				
000	REVENUE	2,394,472	2,639,640	2,749,146
TOTAL ESTIMATED REVENUES		2,394,472	2,639,640	2,749,146

LOCAL STREET FUND

ESTIMATED REVENUES				
000	REVENUE	1,143,356	1,254,328	1,305,197
TOTAL ESTIMATED REVENUES		1,143,356	1,254,328	1,305,197

PARK/RECREATION SITES FUND

ESTIMATED REVENUES				
000	REVENUE	8,500	13,650	14,350
TOTAL ESTIMATED REVENUES		8,500	13,650	14,350

OMS/DDA REVOLVING LOAN FUND

ESTIMATED REVENUES				
000	REVENUE	25,250	36,750	35,733
TOTAL ESTIMATED REVENUES		25,250	36,750	35,733

BRA / OBRA 12 WOODWARD LOFT

ESTIMATED REVENUES				
000	REVENUE	135,118	141,390	141,844
TOTAL ESTIMATED REVENUES		135,118	141,390	141,844

DOWNTOWN DEVELOPMENT AUTHORITY

ESTIMATED REVENUES				
000	REVENUE	353,929	362,352	393,492
TOTAL ESTIMATED REVENUES		353,929	362,352	393,492

BUILDING INSPECTION FUND

ESTIMATED REVENUES				
000	REVENUE	259,000	264,000	302,800
TOTAL ESTIMATED REVENUES		259,000	264,000	302,800

HOUSING AND REDEVELOPMENT FUND

ESTIMATED REVENUES				
000	REVENUE	125,500	517,944	521,477
TOTAL ESTIMATED REVENUES		125,500	517,944	521,477

OBRA 15 ARMORY BUILDING

ESTIMATED REVENUES				
000	REVENUE	48,103	48,103	85,146
TOTAL ESTIMATED REVENUES		48,103	48,103	85,146

OBRA 17 CARGILL

ESTIMATED REVENUES				
000	REVENUE	209,874	209,874	211,518
TOTAL ESTIMATED REVENUES		209,874	209,874	211,518

OBRA 9 ROBBINS LOFT

ESTIMATED REVENUES				
000	REVENUE	5,878	7,443	8,066
TOTAL ESTIMATED REVENUES		5,878	7,443	8,066

OBRA 16 QDOBA

ESTIMATED REVENUES				
000	REVENUE	29,876	12,253	12,349
TOTAL ESTIMATED REVENUES		29,876	12,253	12,349

OBRA 20 J&H OIL

ESTIMATED REVENUES				
000	REVENUE	54,752	54,752	55,181
TOTAL ESTIMATED REVENUES		54,752	54,752	55,181

OBRA 3 TIAL

ESTIMATED REVENUES				
000	REVENUE	16,824	17,460	17,608
TOTAL ESTIMATED REVENUES		16,824	17,460	17,608

OPIOID SETTLEMENT FUND

ESTIMATED REVENUES				
000	REVENUE	100	13,447	14,161
TOTAL ESTIMATED REVENUES		100	13,447	14,161

ARPA AMERICAN RESCUE PLAN ACT FUND

ESTIMATED REVENUES				
000	REVENUE	20,000	380,138	380,138
TOTAL ESTIMATED REVENUES		20,000	380,138	380,138

HISTORICAL FUND

ESTIMATED REVENUES				
000	REVENUE	58,016	285,513	287,763
TOTAL ESTIMATED REVENUES		58,016	285,513	287,763

GENERAL DEBT SERVICE

ESTIMATED REVENUES				
000	REVENUE	773,150	765,950	766,206
TOTAL ESTIMATED REVENUES		773,150	765,950	766,206

CAPITAL PROJECT FUND

ESTIMATED REVENUES				
000	REVENUE		233,672	208,952
TOTAL ESTIMATED REVENUES			233,672	208,952

TRANSPORTATION FUND

ESTIMATED REVENUES				
000	REVENUE	105,888	105,558	103,963
TOTAL ESTIMATED REVENUES		105,888	105,558	103,963

SEWER FUND

ESTIMATED REVENUES				
000	REVENUE	3,385,230	3,487,006	3,628,634
TOTAL ESTIMATED REVENUES		3,385,230	3,487,006	3,628,634

WATER FUND

ESTIMATED REVENUES				
000	REVENUE	10,774,770	8,496,381	8,570,924
TOTAL ESTIMATED REVENUES		10,774,770	8,496,381	8,570,924

WASTEWATER FUND

ESTIMATED REVENUES				
000	REVENUE	6,135,280	23,629,041	23,641,423
TOTAL ESTIMATED REVENUES		6,135,280	23,629,041	23,641,423

FLEET MAINTENANCE FUND

ESTIMATED REVENUES				
000	REVENUE	909,648	1,031,944	1,191,995
TOTAL ESTIMATED REVENUES		909,648	1,031,944	1,191,995

Section 3: Adoption of Budget by Reference

The general fund budget of the City of Owosso is hereby amended and adopted by reference, with revenues and activity expenditures as indicated in Sections 1 and 2 of this act.

Section 4: City Council Adoption



DATE: June 4, 2025

TO: City Council

FROM: City Manager

SUBJECT: Water Shutoff Elimination – Placing unpaid Utility Bills on the Tax Roll

Background

Members of City Council have expressed interest in exploring the elimination of water service shutoffs for nonpayment of water and sewer utility charges. This policy discussion was born of a growing concern about the impacts of service disruptions on vulnerable residents, recently raised utility rates, and the potential for more equitable alternatives to utility collections.

In response to this interest, staff was asked at the June 2, 2025 Council meeting to prepare a draft resolution that would eliminate water shutoffs for nonpayment beginning July 1, 2025. Under the proposal, the City would transition to using the tax lien process outlined in Section 15.4(c) of the City Charter as its primary means of collecting delinquent utility bills. This Charter provision authorizes the City to place unpaid utility charges that are three months delinquent as of March 31 on the summer tax roll, provided they remain unpaid as of April 30 following published notice. This means that the City could not meet its goal of placing unpaid utility bills on taxes twice per year.

In theory, the use of the tax roll for utility collections offers a more predictable and enforceable way to recover unpaid charges without interrupting service. However, as staff evaluated the operational implications of eliminating shutoffs under the current Charter limitations, several significant challenges emerged that warrant consideration.

Financial and Administrative Considerations

1. Cash Flow and Accounts Receivable Impacts

While the tax lien process is ultimately effective in securing payment, it provides only one opportunity per year to recover delinquent utility charges – through the summer tax roll. This creates a timing gap of up to 12 months between when charges are incurred and when they are recovered by the City. During that period, the Water and Sewer Funds must continue to operate without receiving those revenues, resulting in a possibly significant and growing accounts receivable balance. This presents a cash flow issue.

Most of the charges are eventually recovered through the tax roll, but the delay forces the City to carry a growing burden of receivables and rely more heavily on cash reserves to maintain operational continuity. Cash reserves are very low in the Water and Sewer funds to cover the impending large payments for debt funded projects approved in the city's recent 5-year rate plan. This rate plan did not take into account these changes. Over time, a high and rising receivables balance could also raise red flags with the City's auditors and bond rating agencies, who monitor fund liquidity and financial trends closely on an annual basis.

2. Lessor Affidavit Opt-Outs and Deposit Requirements

Under MCL 123.165, landlords may file a legally executed affidavit, along with a lease clause exempting themselves from lien liability for tenant utility bills. The City currently has 13 such affidavits on file, and staff anticipates that many more will be submitted if shutoffs are no longer used as a collection tool. In these cases, unpaid utility charges cannot be placed on the tax roll, and the City must instead rely on a cash deposit from the property owner to protect against delinquency.

The proposed resolution includes a \$1,500 deposit requirement per property for landlords who submit these affidavits. While this provides some protection, it also adds administrative burden, increases the complexity of account management, and may not cover long-term delinquencies for high-usage properties. This necessary deposit would undermine Council's efforts to reduce the effect of higher rates on the city's most vulnerable if their landlords choose to execute an opt-out affidavit.

3. Limited Flexibility Under Current Charter

The core challenge in implementing a shutoff-free utility billing model is the Charter's restriction to once-per-year tax lien placement. If unpaid utility accounts could be transferred to the tax roll twice per year – for example, in both summer and winter tax bills – it would provide the City with sufficient tools to manage delinquency recovery, maintain steady cash flow, and reduce the need for service shutoffs. As the Charter currently stands, that flexibility does not exist.

Recommendation

Staff shares Council's interest in modernizing the City's utility billing practices and eliminating water shutoffs where feasible. However, after evaluating the financial and operational limitations imposed by the current Charter language, I do not recommend eliminating shutoffs at this time.

If the Charter were amended to allow for the placement of unpaid utility bills on the property tax roll twice per year, I would support and recommend adoption of a resolution to eliminate shutoffs. A semiannual recovery structure would provide the revenue stability necessary to sustain water and sewer operations without the use of shutoffs as an enforcement mechanism.

Until such a Charter amendment is adopted, I recommend that the City maintain its current shutoff policy while continuing to refine and strengthen programs that assist low-income households and promote timely payment through flexible arrangements and education. For instance, the city currently allows rate payers to put money down towards their quarterly bills

ahead of time. While this option is voluntary, we find that the people who do use it are able to proactively manage their quarterly utility obligations.

If Council is interested in pursuing a Charter amendment to allow for twice-per-year lien placement, staff is prepared to develop a proposed amendment and public engagement strategy to move the issue forward.

RESOLUTION NO.

TO ELIMINATE WATER SERVICE SHUTOFFS AND IMPLEMENT A DELINQUENT UTILITY BILL COLLECTION POLICY THROUGH TAX LIENS IN ACCORDANCE WITH THE CITY CHARTER AND MICHIGAN COMPILED LAW

WHEREAS, the City of Owosso is committed to ensuring the health, safety, and welfare of its residents by providing continuous and equitable access to clean water and sanitary sewer services; and

WHEREAS, Section 15.4 of the Owosso City Charter grants the City a lien against premises for unpaid utility charges and establishes a process by which those charges may be reported to the City Council, published in a public notice, and added to the tax roll with a ten percent (10%) surcharge for collection as part of summer property taxes; and

WHEREAS, the Charter further provides that in cases where a lien is not available to the City – such as when a landlord files a valid affidavit in accordance with Michigan Compiled Law (MCL) 123.165 exempting themselves from responsibility for tenant-incurred utility charges – the City shall require an adequate deposit as a financial guarantee; and

WHEREAS, MCL 123.165 permits landlords to avoid lien liability by submitting an affidavit along with a legally executed lease containing a provision that the lessor is not responsible for utility bills accruing after the filing of said affidavit; and

WHEREAS, reliance on water service shutoffs as a means of collecting unpaid charges presents challenges for some ratepayers, and alternative collection methods are available to municipalities.

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

FIRST: Elimination of Shutoffs

Effective July 1, 2025, the City shall discontinue the practice of terminating water service for nonpayment of water and/or sewer utility charges. Water and sewer services shall remain active regardless of delinquency status, except in cases of emergency, service discontinuation at customer request, or illegal connection.

SECOND: Implementation of Tax Lien Collection

Beginning with the 2025-2026 fiscal year, all utility accounts with unpaid balances that have remained delinquent for three (3) months or more as of March 31 of each year shall be submitted to the City Council by the Finance Director at the first regular meeting in April.

THIRD: Notice of Unpaid Charges

The Council shall order publication of notice that unpaid charges not satisfied by April 30 will be placed on the City's summer tax roll, with an additional ten percent (10%) surcharge to cover administrative costs, in accordance with Section 15.4(c) of the City Charter.

FOURTH: **Deposit Requirement for Non-Lien Properties**

Any lessor or property owner who files an affidavit pursuant to MCL 123.165 to avoid lien liability for tenant water and sewer charges shall be required to pay a deposit of One Thousand Five Hundred Dollars (\$1,500) per property to the City prior to continued water and sewer service. This deposit shall serve as a guarantee of payment for utility charges incurred on the account. The deposit shall be held in escrow by the City and shall be applied to any unpaid charges at the time of account closure or in the event of tenant default. Landlords must also notify the City at least 20 days in advance of the cancellation, change, or expiration of the lease associated with the affidavit, per statutory requirements

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

Category	Estimated Cost	Permit Fee	Number of Permits
DECK	\$35,400	\$865	4
DOORS	\$2,453	\$90	1
Electrical	\$0	\$3,135	21
FENCE PERMIT	\$0	\$425	5
Mechanical	\$0	\$5,185	24
Plumbing	\$0	\$4,140	8
RES. ADD/ALTER/REPAIR	\$109,000	\$1,545	3
ROOF	\$47,038	\$915	6
ROW-UTILITY	\$0	\$50	1
SIDING	\$3,000	\$90	1
SIGN PERMIT	\$0	\$57	2
SOLAR PANELS	\$20,498	\$295	1
WINDOWS	\$22,455	\$420	4
Totals	\$239,844	\$17,212	81

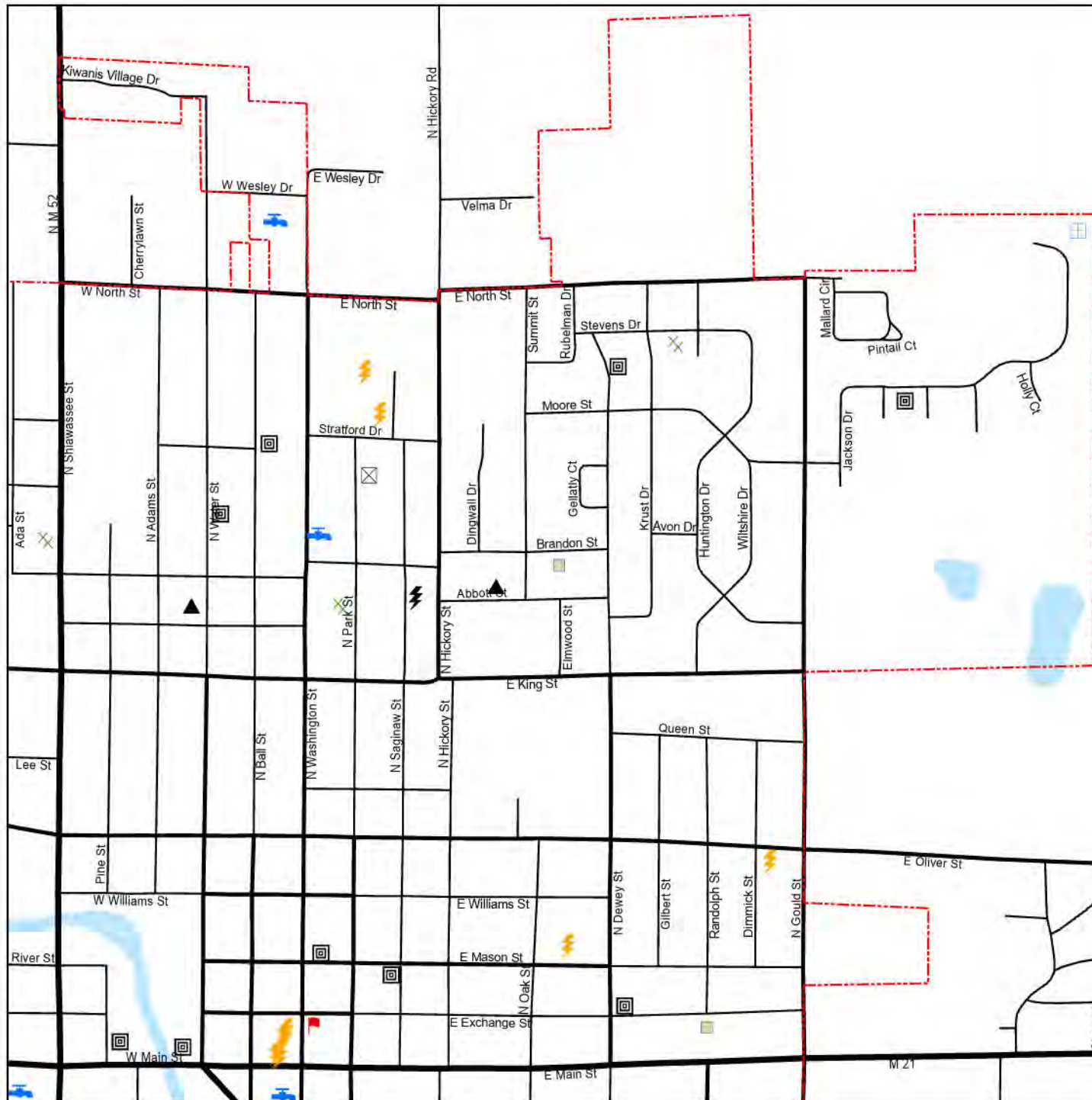
2024 COMPARISON TOTALS

MAY 2024	\$490,387	\$13,196	106
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City of Owosso

Permit Activity
May 2025

NE Quadrant



Category

- Deck
- Doors
- Electrical
- Electrical & Mechanical
- Fence
- Mechanical
- Plumbing
- Roof
- Sign Permit
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

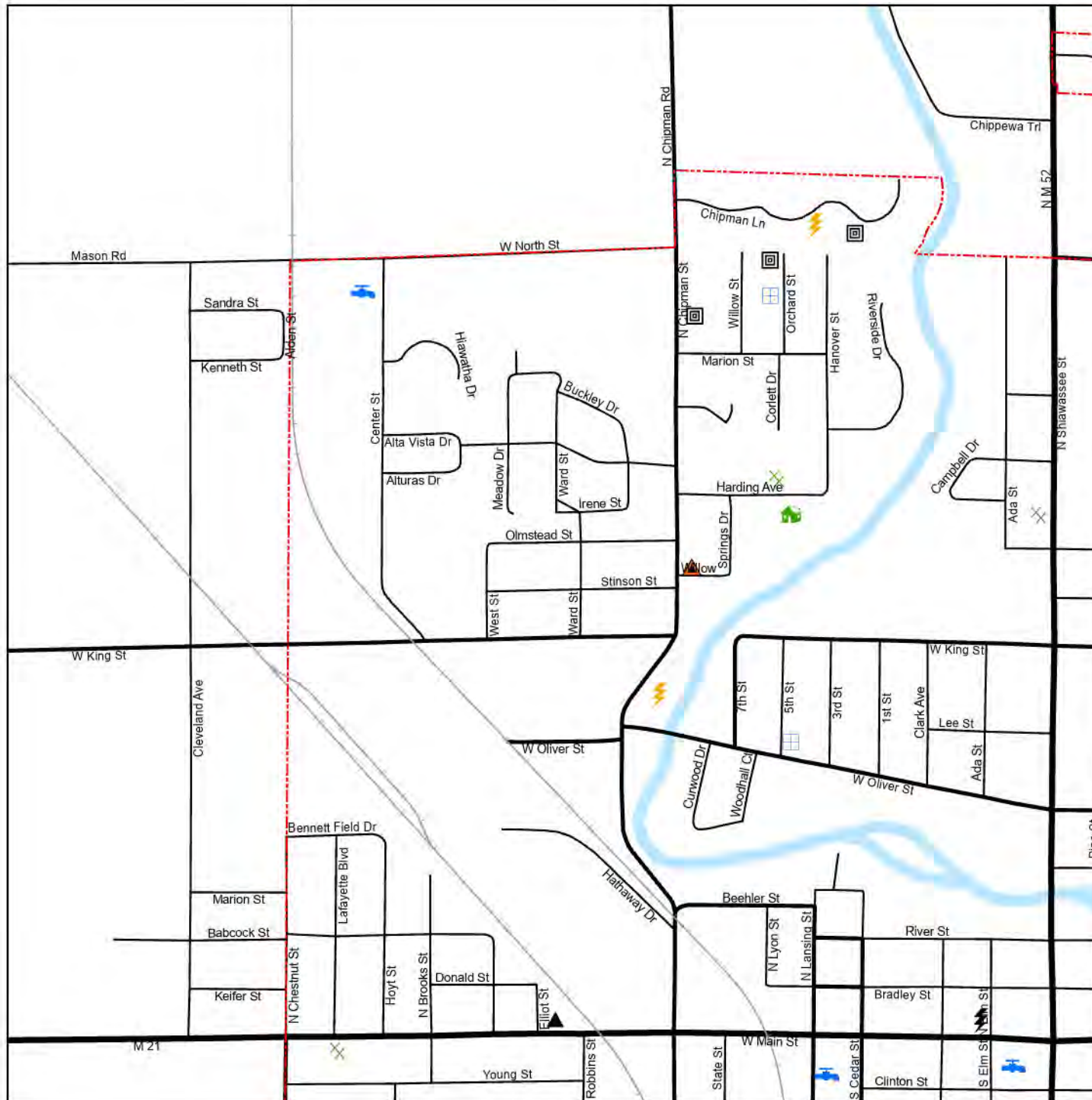
0 300 600 900 1,200 Feet



City of Owosso

Permit Activity
May 2025

NW Quadrant



Category

- Electrical
- Electrical & Mechanical
- Fence
- Mechanical
- Plumbing
- Res. Add/Alter/Repair
- Roof
- ROW - Utility
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

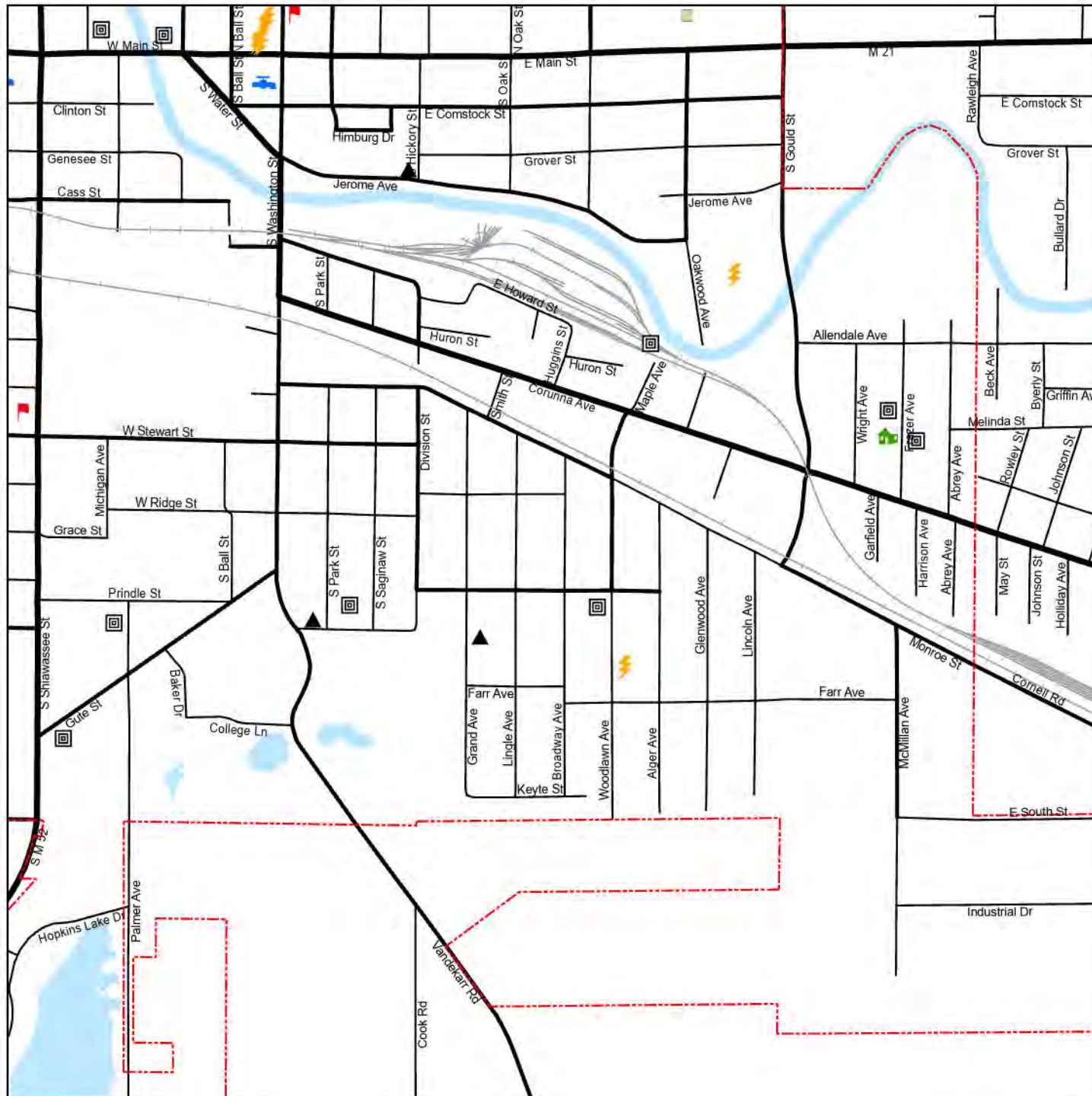
0 300 600 900 1,200
Feet



City of Owosso

Permit Activity
May 2025

SE Quadrant



Category

- Deck
- Electrical
- Mechanical
- Plumbing
- Res. Add/Alter/Repair
- Roof
- Sign Permit

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



City of Owosso

Permit Activity
May 2025

SW Quadrant



Category

- Deck
- Electrical
- Electrical & Mechanical
- Fence
- Mechanical
- Plumbing
- Res. Add/Alter/Repair
- Roof
- Siding
- Solar Panels
- Sign Permit
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



Code Enforcement Activity
MAY 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	05/29/2025	06/26/2025		N
ENF 24-1721	FLETCHER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/25/2024	05/27/2025	06/26/2025		N
ENF 25-0357	MILWAUKEE ST	INSPECTED PROPERTY	CLOSED	05/05/2025	05/19/2025		05/19/2025	N
Total Entries				3				
ANIMALS								
ENF 25-0403	HICKORY ST	RESOLVED	CLOSED	05/14/2025	05/14/2025		05/14/2025	N
Total Entries				1				
APPLIANCES								
ENF 25-0249	CHIPMAN ST	RESOLVED	CLOSED	03/27/2025	05/08/2025		05/08/2025	N
Total Entries				1				
AUTO REP/JUNK VEH								
ENF 25-0275	RIDGE ST	INSPECTED PROPERTY	RE-OPENED	04/08/2025	05/20/2025	06/03/2025		N
ENF 25-0355	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/01/2025	05/01/2025	06/05/2025		COMM
ENF 25-0385	CHIPMAN ST	LETTER SENT	RECHECK SCHEDULED	05/12/2025	06/02/2025	06/16/2025		N
ENF 25-0404	OLIVER ST	LETTER SENT	RECHECK SCHEDULED	05/14/2025	05/20/2025	06/16/2025		N
ENF 25-0253	MAIN ST	RESOLVED	CLOSED	04/01/2025	05/01/2025		05/01/2025	N
ENF 25-0246	MASON ST	INSPECTED PROPERTY	CLOSED	03/26/2025	05/05/2025		05/05/2025	Y
Total Entries				6				
BUILDING VIOL								
ENF 21-0307	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/03/2021	05/29/2025	06/30/2025		COMM
ENF 21-1156	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/01/2023	05/29/2025	06/30/2025		N

Code Enforcement Activity
MAY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 21-1484	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/27/2021	05/14/2025	06/04/2025		VAC
ENF 22-0677	SHIAWASSEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/19/2022	05/27/2025	06/26/2025		VAC
ENF 22-1586	EXCHANGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/29/2022	05/19/2025	07/21/2025		COMM
ENF 23-0612	EXCHANGE	INSPECTED PROPERTY	DEMO PENDING	06/20/2023	05/19/2025	07/21/2025		N
ENF 23-0631	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/22/2023	05/28/2025	06/25/2025		N
ENF 23-0673	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/10/2023	05/05/2025	06/05/2025		N
ENF 23-0569	WOODLAWN AVE	RESOLVED	CLOSED	06/12/2023	05/12/2025		05/12/2025	N
Total Entries				9				

BUILDING VIOLATIONS

ENF 24-1236	GREEN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/06/2024	05/08/2025	06/09/2025		VACANT
ENF 25-0088	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/05/2025	05/05/2025	06/05/2025		COMM
ENF 25-0221	GENESEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/18/2025	05/13/2025	06/18/2025		VACANT
ENF 25-0346	CHIPMAN ST	LETTER SENT	RECHECK SCHEDULED	04/29/2025	05/13/2025	06/18/2025		N
ENF 25-0477	YOUNG ST	LETTER SENT	RECHECK SCHEDULED	05/20/2025	05/20/2025	06/23/2025		VACANT HOUSE
ENF 25-0495	MAIN ST	INSPECTED PROPERTY	LETTER SENT	05/21/2025	05/22/2025	06/23/2025		COMM
ENF 25-0207	MASON ST	INSPECTED PROPERTY	CLOSED	03/12/2025	05/19/2025		05/19/2025	N
ENF 25-0486	WASHINGTON ST	INSPECTED PROPERTY	CLOSED	05/20/2025	05/27/2025		05/27/2025	N
Total Entries				8				

CHICKENS/DUCKS

ENF 24-1281	FREDERICK ST	RE-OPENED ENF	1ST TICKET ISSUED	08/13/2024	05/22/2025	06/05/2025		N
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06/03/25

Code Enforcement Activity
MAY 2025

3/17

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0323	RIDGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/21/2025	05/27/2025	06/10/2025		N
			Total Entries	2				
DRIVEWAY VIOLATIONS								
ENF 25-0352	OAKWOOD AVE	RESOLVED	CLOSED	04/30/2025	05/07/2025		05/07/2025	IND
			Total Entries	1				
EXTERIOR PAINT/SIDING								
ENF 20-0051	FLETCHER ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/17/2020	05/01/2025	07/01/2025		N
ENF 20-0143	LYNN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/05/2020	05/13/2025	06/16/2025		N
ENF 24-0982	LANSING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/10/2024	05/12/2025	06/12/2025		Y
			Total Entries	3				
FENCE VIOLATION								
ENF 25-0340	OLIVER ST	INSPECTED PROPERTY	EXTENSION GRANTED	04/28/2025	05/20/2025	07/02/2025		N
ENF 25-0513	RYAN ST	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/16/2025		N
ENF 25-0156	EXCHANGE ST	RESOLVED	CLOSED	03/03/2025	05/05/2025		05/05/2025	COMM
ENF 25-0174	BROADWAY AVE	INSPECTED PROPERTY	CLOSED	03/05/2025	05/07/2025		05/07/2025	N
ENF 25-0318	WILLIAMS ST	RESOLVED	CLOSED	04/17/2025	05/19/2025		05/19/2025	N
			Total Entries	5				
FIRE DAMAGE								
ENF 24-1977	MOORE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/17/2024	05/21/2025	06/25/2025		N
ENF 24-0034	MILWAUKEE ST	OBTAINED PERMIT	CLOSED	01/17/2024	05/12/2025		05/12/2025	Y
			Total Entries	2				
FRONT YARD PARKING								

Code Enforcement Activity
MAY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0353	LYNN ST	RESOLVED	CLOSED	05/01/2025	05/08/2025		05/08/2025	N
ENF 25-0369	STEWART ST	RESOLVED	CLOSED	05/06/2025	05/13/2025		05/13/2025	N
ENF 25-0365	GOULD ST	RESOLVED	CLOSED	05/06/2025	05/20/2025		05/20/2025	N
ENF 25-0375	MILWAUKEE ST	RESOLVED	CLOSED	05/07/2025	05/21/2025		05/21/2025	N
Total Entries				4				
FURNITURE OUTSIDE								
ENF 25-0265	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/03/2025	05/28/2025	06/04/2025		N
ENF 25-0334	PEARCE ST	RESOLVED	CLOSED	04/23/2025	05/08/2025		05/08/2025	N
ENF 25-0380	BROADWAY AVE	RESOLVED	CLOSED	05/08/2025	05/27/2025		05/27/2025	N
Total Entries				3				
GARBAGE & DEBRIS								
ENF 23-1355	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	05/29/2025	06/30/2025		N
ENF 24-0008	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	01/04/2024	05/08/2025	06/09/2025		N
ENF 24-0614	KENWOOD DR	INSPECTED PROPERTY	2ND TICKET ISSUED	04/04/2024	05/27/2025	06/10/2025		N
ENF 24-0651	HOWARD ST	INSPECTED PROPERTY	PENDING 3RD TICKET	04/16/2024	05/29/2025	06/26/2025		N
ENF 24-1508	FLETCHER ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	09/23/2024	05/21/2025	06/04/2025		N
ENF 24-1873	GRACE ST	FINAL NOTICE SENT	PARTIALLY RESOLVED	11/19/2024	05/22/2025	06/26/2025		N
ENF 25-0180	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	03/05/2025	05/14/2025	06/04/2025		COMM
ENF 25-0368	RIDGE ST	LETTER SENT	RECHECK SCHEDULED	05/06/2025	05/20/2025	06/03/2025		N
ENF 25-0397	BROADWAY AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/14/2025	05/21/2025	06/04/2025		N
ENF 25-0400	WASHINGTON ST	INSPECTED PROPERTY	CONTACTED PROPERTY OWNER	05/14/2025	06/02/2025	06/16/2025		Y

Code Enforcement Activity
MAY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0405	DEWEY ST	INSPECTED PROPERTY	REF TO BLDG OFFICIAL	05/14/2025	05/21/2025	06/04/2025		M
ENF 25-0470	MACK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/19/2025	05/27/2025	06/10/2025		N
ENF 25-0510	ELM ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/29/2025	05/29/2025	06/05/2025		COMM
ENF 25-0270	DIVISION ST	RESOLVED	CLOSED	04/08/2025	05/06/2025		05/06/2025	Y
ENF 25-0276	RIDGE ST	RESOLVED	CLOSED	04/08/2025	05/06/2025		05/06/2025	N
ENF 25-0344	OLMSTEAD ST	RESOLVED	CLOSED	04/29/2025	05/06/2025		05/06/2025	N
ENF 25-0312	CEDAR ST	RESOLVED	CLOSED	04/16/2025	05/07/2025		05/07/2025	N
ENF 25-0313	MILWAUKEE ST	INSPECTED PROPERTY	CLOSED	04/16/2025	05/08/2025		05/08/2025	N
ENF 25-0283	MICHIGAN AVE	RESOLVED	CLOSED	04/09/2025	05/13/2025		05/13/2025	N
ENF 25-0224	BROADWAY AVE	RESOLVED	CLOSED	03/18/2025	05/14/2025		05/14/2025	N
ENF 25-0350	SAGINAW ST	RESOLVED	CLOSED	04/30/2025	05/14/2025		05/14/2025	N
ENF 25-0379	RIVER ST	INSPECTED PROPERTY	CLOSED	05/08/2025	05/13/2025		05/14/2025	Y
ENF 25-0356	CASS ST	RESOLVED	CLOSED	05/05/2025	05/19/2025		05/19/2025	N
ENF 25-0361	FIFTH ST	RESOLVED	CLOSED	05/05/2025	05/19/2025		05/19/2025	VACANT LOT
ENF 25-0169	WOODLAWN AVE	INSPECTED PROPERTY	CLOSED	03/04/2025	05/20/2025		05/20/2025	N
ENF 25-0303	WOODLAWN AVE	INSPECTED PROPERTY	CLOSED	04/15/2025	05/20/2025		05/20/2025	N
ENF 25-0381	ALGER AVE	RESOLVED	CLOSED	05/08/2025	05/20/2025		05/20/2025	Y
ENF 25-0371	PARK ST	RESOLVED	CLOSED	05/07/2025	05/21/2025		05/21/2025	N
ENF 25-0372	BROADWAY AVE	RESOLVED	CLOSED	05/07/2025	05/21/2025		05/21/2025	N
ENF 25-0443	WOODLAWN AVE	RESOLVED	CLOSED	05/15/2025	05/21/2025		05/21/2025	Y

Code Enforcement Activity
MAY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0384	ABBOTT ST	RESOLVED	CLOSED	05/12/2025	05/27/2025		05/27/2025	N
ENF 25-0455	KEYTE ST	RESOLVED	CLOSED	05/19/2025	06/02/2025		06/02/2025	N
ENF 25-0462	FLETCHER ST	RESOLVED	CLOSED	05/19/2025	06/02/2025		06/02/2025	N
ENF 25-0394	CHIPMAN ST	RESOLVED	CLOSED	05/13/2025	06/03/2025		06/03/2025	COMM
Total Entries				34				
GARBAGE CANS								
ENF 25-0154	QUEEN ST	INSPECTED PROPERTY	CLOSED	03/03/2025	05/19/2025		05/19/2025	N
ENF 25-0359	WASHINGTON ST	RESOLVED	CLOSED	05/05/2025	05/19/2025		05/19/2025	N
Total Entries				2				
GARBAGE/JUNK IN ROW								
ENF 25-0387	GENESEE ST	LETTER SENT	RECHECK SCHEDULED	05/12/2025	05/29/2025	06/12/2025		Y
ENF 25-0449	HICKORY ST	LETTER SENT	RECHECK SCHEDULED	05/19/2025	06/03/2025	06/03/2025		N
ENF 25-0482	EXCHANGE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/20/2025	05/27/2025	06/03/2025		Y
ENF 25-0498	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/27/2025	05/27/2025	06/03/2025		N
ENF 25-0501	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/28/2025	05/28/2025	06/04/2025		Y
ENF 25-0286	SOUTH ST	RESOLVED	CLOSED	04/10/2025	05/01/2025		05/01/2025	N
ENF 25-0287	KENWOOD DR	RESOLVED	CLOSED	04/10/2025	05/01/2025		05/01/2025	N
ENF 25-0307	BALL ST	RESOLVED	CLOSED	04/16/2025	05/05/2025		05/05/2025	N
ENF 25-0342	WASHINGTON ST	RESOLVED	CLOSED	04/28/2025	05/06/2025		05/06/2025	N
ENF 25-0343	KING ST	RESOLVED	CLOSED	04/28/2025	05/06/2025		05/06/2025	N
ENF 25-0345	WATER ST	RESOLVED	CLOSED	04/29/2025	05/06/2025		05/06/2025	N
ENF 25-0268	CEDAR ST	RESOLVED	CLOSED	04/07/2025	05/07/2025		05/07/2025	N

06/03/25

Code Enforcement Activity
MAY 2025

7/17

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0348	BROADWAY AVE	RESOLVED	CLOSED	04/30/2025	05/07/2025		05/07/2025	N
ENF 25-0349	BROADWAY AVE	RESOLVED	CLOSED	04/30/2025	05/07/2025		05/07/2025	N
ENF 25-0227	CLINTON ST	RESOLVED	CLOSED	03/19/2025	05/08/2025		05/08/2025	N
ENF 25-0354	GLENWOOD AVE	RESOLVED	CLOSED	05/01/2025	05/08/2025		05/08/2025	N
ENF 25-0234	BUCKLEY DR	RESOLVED	CLOSED	03/24/2025	05/12/2025		05/12/2025	N
ENF 25-0314	SAGINAW ST	RESOLVED	CLOSED	04/16/2025	05/12/2025		05/12/2025	N
ENF 25-0358	WALNUT ST	RESOLVED	CLOSED	05/05/2025	05/12/2025		05/12/2025	N
ENF 25-0362	HICKORY ST	RESOLVED	CLOSED	05/05/2025	05/12/2025		05/12/2025	N
ENF 25-0382	WILTSHIRE DR	RESOLVED	CLOSED	05/08/2025	05/13/2025		05/13/2025	N
ENF 25-0373	BROADWAY AVE	RESOLVED	CLOSED	05/07/2025	05/14/2025		05/14/2025	N
ENF 25-0374	CASS ST	RESOLVED	CLOSED	05/07/2025	05/14/2025		05/14/2025	Y
ENF 25-0292	BALL ST	RESOLVED	CLOSED	04/14/2025	05/19/2025		05/19/2025	N
ENF 25-0335	LINCOLN AVE	RESOLVED	CLOSED	04/28/2025	05/19/2025		05/19/2025	Y
ENF 25-0336	SOUTH ST	RESOLVED	CLOSED	04/28/2025	05/19/2025		05/19/2025	N
ENF 25-0347	CHIPMAN ST	RESOLVED	CLOSED	04/29/2025	05/19/2025		05/19/2025	Y
ENF 25-0386	LYNN ST	RESOLVED	CLOSED	05/12/2025	05/19/2025		05/19/2025	N
ENF 25-0388	WALNUT ST	RESOLVED	CLOSED	05/12/2025	05/19/2025		05/19/2025	N
ENF 25-0389	STEWART ST	RESOLVED	CLOSED	05/12/2025	05/19/2025		05/19/2025	Y
ENF 25-0391	LINGLE AVE	RESOLVED	CLOSED	05/12/2025	05/19/2025		05/19/2025	N
ENF 25-0393	RIVER ST	RESOLVED	CLOSED	05/13/2025	05/20/2025		05/20/2025	N

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ENF 25-0251	COMSTOCK ST	RESOLVED	CLOSED	04/01/2025	05/21/2025		05/21/2025	N
ENF 25-0376	MOORE ST	RESOLVED	CLOSED	05/07/2025	05/21/2025		05/21/2025	N
ENF 25-0401	PINE ST	RESOLVED	CLOSED	05/14/2025	05/21/2025		05/21/2025	N
ENF 25-0364	CORUNNA AVE	RESOLVED	CLOSED	05/06/2025	05/22/2025		05/22/2025	N
ENF 25-0363	STEWART ST	RESOLVED	CLOSED	05/05/2025	05/27/2025		05/27/2025	N
ENF 25-0459	STEWART ST	RESOLVED	CLOSED	05/19/2025	05/27/2025		05/27/2025	N
ENF 25-0466	WILLIAMS ST	RESOLVED	CLOSED	05/19/2025	05/27/2025		05/27/2025	Y
ENF 25-0485	STEWART ST	RESOLVED	CLOSED	05/20/2025	05/27/2025		05/27/2025	N
ENF 25-0492	PINE ST	RESOLVED	CLOSED	05/21/2025	05/28/2025		05/28/2025	Y
ENF 25-0378	PEARCE ST	RESOLVED	CLOSED	05/08/2025	05/29/2025		05/29/2025	VACANT
ENF 25-0499	OLIVER ST	RESOLVED	CLOSED	05/27/2025	06/03/2025		06/03/2025	Y
Total Entries				43				
HDC - NOTICE OF VIOLATION								
ENF 24-1528	WASHINGTON ST	FINAL NOTICE SENT	RECHECK SCHEDULED	09/25/2024	05/21/2025	07/03/2025		COMM
Total Entries				1				
HEALTH & SAFETY								
ENF 21-0921	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	06/23/2021	05/27/2025	06/10/2025		VAC
Total Entries				1				
HOUSE FIRE								
ENF 24-1057	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/25/2024	05/13/2025	06/16/2025		N
ENF 25-0054	BALL ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/27/2025	05/21/2025	06/23/2025		N
Total Entries				2				

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<u>LAWN MAINTENANCE</u>								
ENF 25-0413	DEWEY ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		N
ENF 25-0419	CHIPMAN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/15/2025	05/28/2025	06/11/2025		N
ENF 25-0426	DEWEY ST	CONTACT WITH OWNER	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		VACANT
ENF 25-0427	ELM ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		VACANT LOT
ENF 25-0428	YOUNG ST	LETTER SENT	RECHECK SCHEDULED	05/15/2025	05/15/2025	06/04/2025		N
ENF 25-0433	CEDAR ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		VACANT LOT
ENF 25-0435	PARK ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		VACANT LOT
ENF 25-0436	BROADWAY AVE	REF TO MOWING CONTRACTOR	PENDING 1ST TICKET	05/15/2025	05/28/2025	06/11/2025		N
ENF 25-0437	MCMILLAN AVE	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		IND
ENF 25-0440	MAIN ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		VACANT HOUSE
ENF 25-0442	ADAMS ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/15/2025	05/28/2025	06/11/2025		VACANT HOUSE
ENF 25-0452	RANDOLPH ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/19/2025	05/28/2025	06/11/2025		N
ENF 25-0456	STATE ST	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/19/2025	05/28/2025	06/11/2025		N
ENF 25-0457	GRACE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/19/2025	05/28/2025	06/11/2025		N
ENF 25-0484	ALGER AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	05/20/2025	05/28/2025	06/04/2025		Y
ENF 25-0488	WASHINGTON ST	LETTER SENT	RECHECK SCHEDULED	05/21/2025	05/21/2025	06/04/2025		N
ENF 25-0489	STEWART ST	LETTER SENT	RECHECK SCHEDULED	05/21/2025	05/21/2025	06/04/2025		VACANT HOUSE

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ENF 25-0490	OLIVER ST	LETTER SENT	RECHECK SCHEDULED	05/21/2025	05/21/2025	06/04/2025		N
ENF 25-0493	PEARCE ST	LETTER SENT	RECHECK SCHEDULED	05/21/2025	05/21/2025	06/04/2025		N
ENF 25-0494	CEDAR ST	LETTER SENT	RECHECK SCHEDULED	05/21/2025	05/21/2025	06/04/2025		VACANT LOT
ENF 25-0496	STEWART ST	LETTER SENT	RECHECK SCHEDULED	05/22/2025	05/22/2025	06/04/2025		N
ENF 25-0497	CORUNNA AVE	LETTER SENT	RECHECK SCHEDULED	05/22/2025	05/22/2025	06/04/2025		COMM
ENF 25-0500	STATE	REF TO MOWING CONTRACTOR	RECHECK SCHEDULED	05/28/2025	05/28/2025	06/11/2025		VACANT LOT
ENF 25-0502	WALNUT ST	LETTER SENT	RECHECK SCHEDULED	05/28/2025	05/28/2025	06/11/2025		N
ENF 25-0504	OAKWOOD AVE	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		Y
ENF 25-0505	OAKWOOD AVE	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		N
ENF 25-0506	INDUSTRIAL DR	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		IND
ENF 25-0507	INDUSTRIAL DR	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		IND
ENF 25-0509	HAMPTON AVE	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		N
ENF 25-0511	GENESEE ST	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		Y
ENF 25-0516	CEDAR ST	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		VACANT LOT
ENF 25-0399	SHIAWASSEE ST	RESOLVED	CLOSED	05/14/2025	05/19/2025		05/19/2025	Y
ENF 25-0464	MICHIGAN AVE	RESOLVED	CLOSED	05/19/2025	05/19/2025		05/19/2025	Y
ENF 25-0415	HICKORY ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/21/2025	N
ENF 25-0430	FLETCHER ST	RESOLVED	CLOSED	05/15/2025	05/27/2025		05/27/2025	N
ENF 25-0432	FLETCHER ST	RESOLVED	CLOSED	05/15/2025	05/27/2025		05/27/2025	N

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ENF 25-0398	WOODLAWN AVE	RESOLVED	CLOSED	05/14/2025	05/28/2025		05/28/2025	N
ENF 25-0406	CORUNNA AVE	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	VACANT LOT
ENF 25-0407	CORUNNA AVE	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	COMM
ENF 25-0408	EXCHANGE ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0410	SAGINAW ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0411	HICKORY ST	INSPECTED PROPERTY	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0412	HICKORY ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0414	ABBOTT ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0416	SAGINAW ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0417	CHIPMAN ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0418	BEEHLER ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0420	RYAN ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0422	MILWAUKEE ST	INSPECTED PROPERTY	CLOSED	05/15/2025	05/28/2025		05/28/2025	VACANT LOT
ENF 25-0423	CHIPMAN ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0424	SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	05/15/2025	05/28/2025		05/28/2025	IND
ENF 25-0425	DEWEY ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0429	STATE ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0431	FLETCHER ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	N
ENF 25-0434	CHIPMAN ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	VACANT LOT
ENF 25-0438	CORUNNA AVE	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	

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								LOT
ENF 25-0439	MASON ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	VACANT LOT
ENF 25-0441	SAGINAW ST	RESOLVED	CLOSED	05/15/2025	05/28/2025		05/28/2025	VACANT HOUSE
ENF 25-0444	PINE ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	Y
ENF 25-0446	PINE ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	N
ENF 25-0447	PINE ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	Y
ENF 25-0448	GOODHUE ST	INSPECTED PROPERTY	CLOSED	05/19/2025	05/28/2025		05/28/2025	N
ENF 25-0451	KING ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	N
ENF 25-0454	LINGLE AVE	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	Y
ENF 25-0458	GRACE ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	N
ENF 25-0460	STEWART ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	Y
ENF 25-0461	RIDGE ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	Y
ENF 25-0463	STATE ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	Y
ENF 25-0468	HANOVER ST	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	N
ENF 25-0472	DINGWALL DR	RESOLVED	CLOSED	05/19/2025	05/28/2025		05/28/2025	
ENF 25-0473	DIVISION ST	RESOLVED	CLOSED	05/20/2025	05/28/2025		05/28/2025	N
ENF 25-0476	NORTH ST	RESOLVED	CLOSED	05/20/2025	05/28/2025		05/28/2025	N
ENF 25-0478	WASHINGTON ST	RESOLVED	CLOSED	05/20/2025	05/28/2025		05/28/2025	N
ENF 25-0479	DIMMICK ST	RESOLVED	CLOSED	05/20/2025	05/28/2025		05/28/2025	VACANT LOT
ENF 25-0480	DIMMICK ST	RESOLVED	CLOSED	05/20/2025	05/28/2025		05/28/2025	VACANT LOT

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ENF 25-0481	MACK ST	RESOLVED	CLOSED	05/20/2025	05/28/2025		05/28/2025	N
ENF 25-0421	SHIAWASSEE ST	RESOLVED	CLOSED	05/15/2025	05/29/2025		05/29/2025	Y
ENF 25-0445	PINE ST	RESOLVED	CLOSED	05/19/2025	06/02/2025		06/02/2025	VACANT HOUSE
				Total Entries	78			
LEAVES								
ENF 25-0390	WILKINSON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/12/2025	05/27/2025	06/10/2025		N
				Total Entries	1			
MISC.								
ENF 24-1620	RIVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/15/2024	05/13/2025	06/03/2025		N
ENF 25-0058	GRACE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/29/2025	05/21/2025	06/23/2025		VAC
ENF 25-0360	OLIVER ST	RESOLVED	CLOSED	05/05/2025	05/05/2025		05/05/2025	N
				Total Entries	3			
MULTIPLE VIOLATIONS								
ENF 21-1578	ROBBINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/14/2021	05/07/2025	06/09/2025		COMM
ENF 23-1108	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/17/2023	05/28/2025	06/11/2025		N
ENF 23-1352	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	05/08/2025	06/09/2025		N
ENF 24-0113	PINE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/13/2024	05/12/2025	06/12/2025		Y
ENF 24-0140	MELINDA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	02/21/2024	05/14/2025	06/18/2025		Y
ENF 24-0495	OLIVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/19/2024	05/20/2025	07/29/2025		N
ENF 24-0833	MILWAUKEE ST	INSPECTED PROPERTY	PENDING 3RD TICKET	05/15/2024	05/29/2025	06/19/2025		N
ENF 24-0890	STEWART ST	INSPECTED PROPERTY	PENDING 3RD TICKET	05/21/2024	05/21/2025	06/09/2025		N

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ENF 24-1294	YOUNG ST	CONTACT WITH OWNER	RECHECK SCHEDULED	08/15/2024	05/27/2025	06/04/2025		N
ENF 25-0053	SOUTH ST	INSPECTED PROPERTY	RECHECK SCHEDULED	01/21/2025	05/08/2025	06/05/2025		COMM
ENF 25-0109	NELSON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	02/12/2025	05/21/2025	06/11/2025		N
ENF 25-0147	KRUST DR	INSPECTED PROPERTY	RECHECK SCHEDULED	03/03/2025	05/01/2025	06/30/2025		N
ENF 25-0162	FLETCHER ST	CONTACT WITH OWNER	EXTENSION GRANTED	03/04/2025	05/19/2025	06/16/2025		N
ENF 25-0164	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	03/04/2025	05/05/2025	06/30/2025		Y
ENF 25-0173	BROADWAY AVE	INSPECTED PROPERTY	FINAL NOTICE	03/05/2025	05/07/2025	06/05/2025		N
ENF 25-0178	SAGINAW ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	03/05/2025	05/29/2025	06/11/2025		N
ENF 25-0225	BROADWAY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	03/18/2025	05/29/2025	06/05/2025		N
ENF 25-0226	CLINTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	03/19/2025	05/08/2025	06/09/2025		VACANT
ENF 25-0309	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/16/2025	05/28/2025	06/04/2025		N
ENF 25-0316	CHIPMAN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	04/17/2025	05/29/2025	06/12/2025		N
ENF 25-0330	OLIVER ST	INSPECTED PROPERTY	REF TO BLDG OFFICIAL	04/23/2025	05/21/2025	06/05/2025		VAC
ENF 25-0377	HICKORY ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/08/2025	05/21/2025	06/26/2025		N
ENF 25-0383	FLETCHER ST	LETTER SENT	RECHECK SCHEDULED	05/12/2025	05/12/2025	08/12/2025		N
ENF 25-0450	KING ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/19/2025	06/02/2025	06/23/2025		N
ENF 25-0453	MASON ST	CONTACT WITH OCCUPANT	RECHECK SCHEDULED	05/19/2025	06/02/2025	06/09/2025		Y
ENF 25-0469	YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/19/2025	05/29/2025	06/10/2025		N
ENF 25-0471	SHIAWASSEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/19/2025	05/19/2025	06/09/2025		Y
ENF 25-0474	DIMMICK ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	05/20/2025	05/28/2025	06/11/2025		N
ENF 25-0483	NAFUS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/20/2025	05/20/2025	06/03/2025		N

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ENF 25-0487	DIVISION ST	LETTER SENT	RECHECK SCHEDULED	05/21/2025	05/21/2025	06/04/2025		VACANT HOUSE
ENF 25-0508	BROADWAY AVE	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/11/2025		N
ENF 25-0512	GENESEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/29/2025	05/29/2025	06/05/2025		Y
ENF 25-0514	RYAN ST	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/16/2025		N
ENF 25-0515	STINSON ST	LETTER SENT	RECHECK SCHEDULED	05/29/2025	06/02/2025	06/16/2025		N
ENF 25-0320	BALL ST	RESOLVED	CLOSED	04/21/2025	05/05/2025		05/05/2025	N
ENF 25-0160	SOUTH ST	RESOLVED	CLOSED	03/03/2025	05/12/2025		05/12/2025	N
ENF 25-0211	DEWEY ST	RESOLVED	CLOSED	03/12/2025	05/12/2025		05/12/2025	N
ENF 25-0337	KING ST	RESOLVED	CLOSED	04/28/2025	05/12/2025		05/12/2025	Y
ENF 25-0392	HUNTINGTON DR	INSPECTED PROPERTY	CLOSED	05/12/2025	05/12/2025		05/12/2025	N
ENF 24-1183	BALL ST	RESOLVED	CLOSED	07/26/2024	05/13/2025		05/13/2025	VACANT LOT
ENF 25-0006	FREDERICK ST	INSPECTED PROPERTY	CLOSED	01/06/2025	05/19/2025		05/19/2025	N
ENF 25-0351	HICKORY ST	RESOLVED	CLOSED	04/30/2025	05/21/2025		05/21/2025	N
ENF 24-1235	KING ST	INSPECTED PROPERTY	CLOSED	08/06/2024	05/22/2025		05/22/2025	N
				Total Entries	43			
OPEN BURNING VIOLATIONS								
ENF 25-0465	CHIPMAN ST	INSPECTED PROPERTY	CLOSED	05/19/2025	06/02/2025		06/02/2025	N
				Total Entries	1			
RENTAL REGISTRATION								
ENF 25-0503	BALL ST	COMPLAINT LOGGED	LETTER SENT	05/28/2025	05/28/2025	06/27/2025		Y

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ENF 25-0039	GROVER ST	CONTACT WITH OWNER	CLOSED	01/14/2025	05/02/2025		05/02/2025	N
			Total Entries	2				
ROW VIOLATIONS								
ENF 25-0329	MILWAUKEE ST	RESOLVED	CLOSED	04/23/2025	05/07/2025		05/07/2025	N
ENF 25-0338	PINE ST	RESOLVED	CLOSED	04/28/2025	05/08/2025		05/08/2025	Y
ENF 25-0339	SAGINAW ST	RESOLVED	CLOSED	04/28/2025	05/08/2025		05/08/2025	COMM
ENF 25-0273	FLETCHER ST	RESOLVED	CLOSED	04/08/2025	05/19/2025		05/19/2025	N
ENF 25-0395	HOYT ST	RESOLVED	CLOSED	05/14/2025	05/29/2025		05/29/2025	N
ENF 25-0491	BALL ST	RESOLVED	CLOSED	05/21/2025	06/03/2025		06/03/2025	N
			Total Entries	6				
SIDEWALK VIOLATION								
ENF 25-0396	RYAN ST	INSPECTED PROPERTY	CLOSED	05/14/2025	05/21/2025		05/21/2025	N
			Total Entries	1				
SIGN VIOLATION								
ENF 25-0475	MALLARD CIRCLE	INSPECTED PROPERTY	RECHECK SCHEDULED	05/20/2025	05/20/2025	06/03/2025		N
ENF 25-0370	CHIPMAN ST	RESOLVED	CLOSED	05/07/2025	05/21/2025		05/21/2025	COMM
ENF 25-0281	CHIPMAN ST	RESOLVED	CLOSED	04/09/2025	05/29/2025		05/29/2025	Y
ENF 25-0467	MAIN ST	RESOLVED	CLOSED	05/19/2025	05/29/2025		05/29/2025	COMM
ENF 25-0366	OLIVER ST	RESOLVED	CLOSED	05/06/2025	06/03/2025		06/03/2025	COMM
			Total Entries	5				
TEMPORARY STRUCTURES								
ENF 23-0658	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/29/2023	05/29/2025	06/12/2025		N

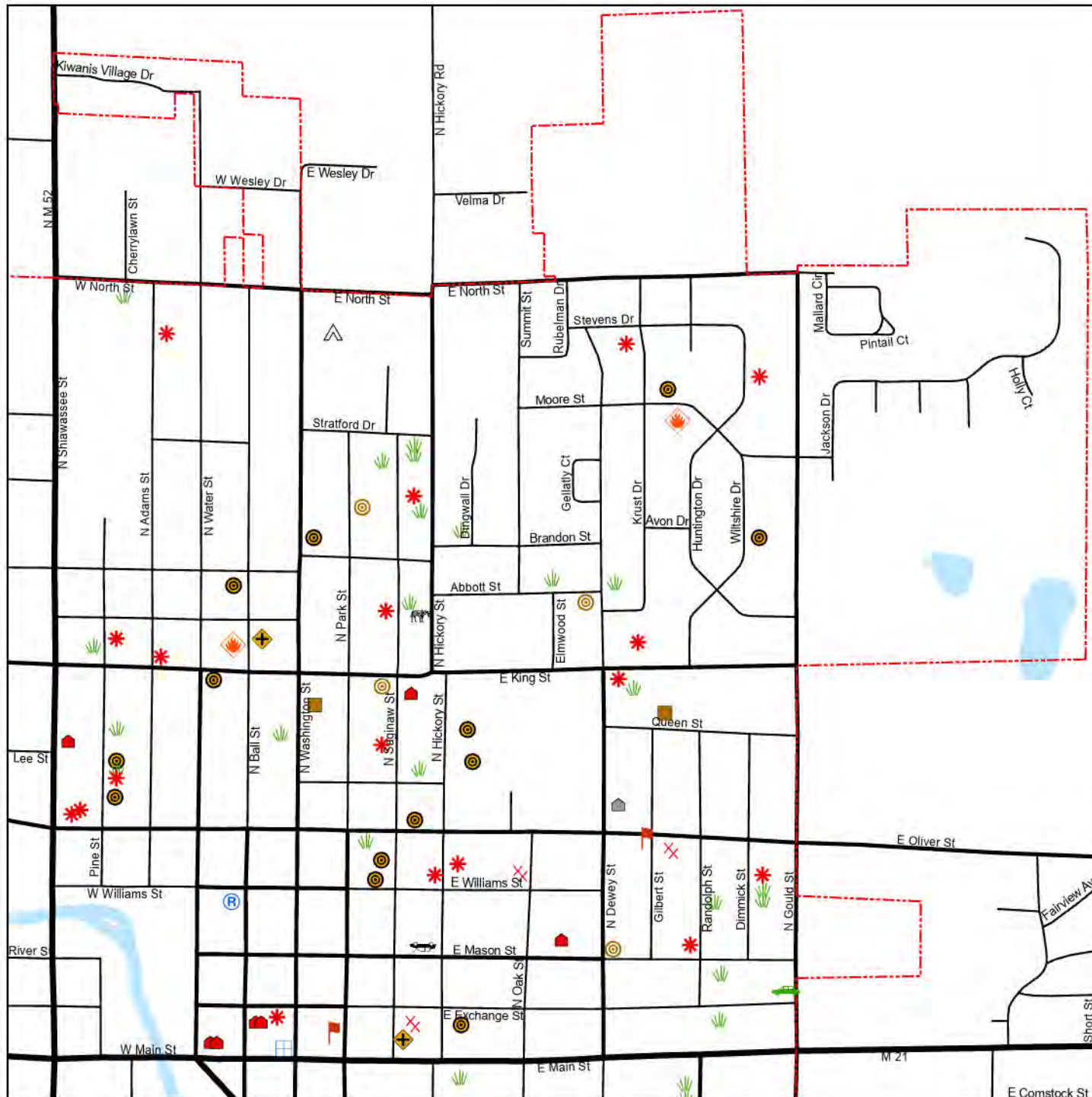
MAY 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-1013	WASHINGTON ST	CONTACT WITH OWNER	EXTENSION GRANTED	06/17/2024	05/22/2025	08/18/2025		N
ENF 24-1761	STEWART ST	CONTACT WITH OCCUPANT	RECHECK SCHEDULED	11/04/2024	05/14/2025	06/30/2025		Y
ENF 25-0367	MAIN ST	CONTACT WITH OCCUPANT	RECHECK SCHEDULED	05/06/2025	05/12/2025	11/06/2025		N
ENF 25-0402	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/14/2025	05/14/2025	10/14/2025		N
Total Entries				5				
VACANT STRUCTURES								
ENF 24-0728	ADAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/01/2024	05/13/2025	06/16/2025		VAC
ENF 25-0199	ALGER AVE	INSPECTED PROPERTY	CLOSED	03/11/2025	05/13/2025		05/14/2025	N
Total Entries				2				
WINDOWS								
ENF 25-0016	CASS ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	01/07/2025	05/07/2025	06/09/2025		N
ENF 25-0149	WASHINGTON ST	RESOLVED	CLOSED	03/03/2025	05/29/2025		05/29/2025	COMM
Total Entries				2				
Total Records:		280	Total Pages:			17		

City of Owosso

Code Enforcement Activity May 2025

NE Quadrant



Category

- Accessory Structures
- Animals
- Auto Repair/Junk Vehicle
- Building Violations
- Fence Violation
- Fire Damage
- Front Yard Parking
- Garbage & Debris
- Garbage Cans
- Garbage/Junk In ROW
- Lawn Maintenance
- Multiple Violations
- Rental Registration
- ROW Violations
- Sign Violation
- Temporary Structures
- Windows

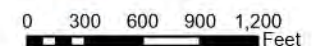
Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



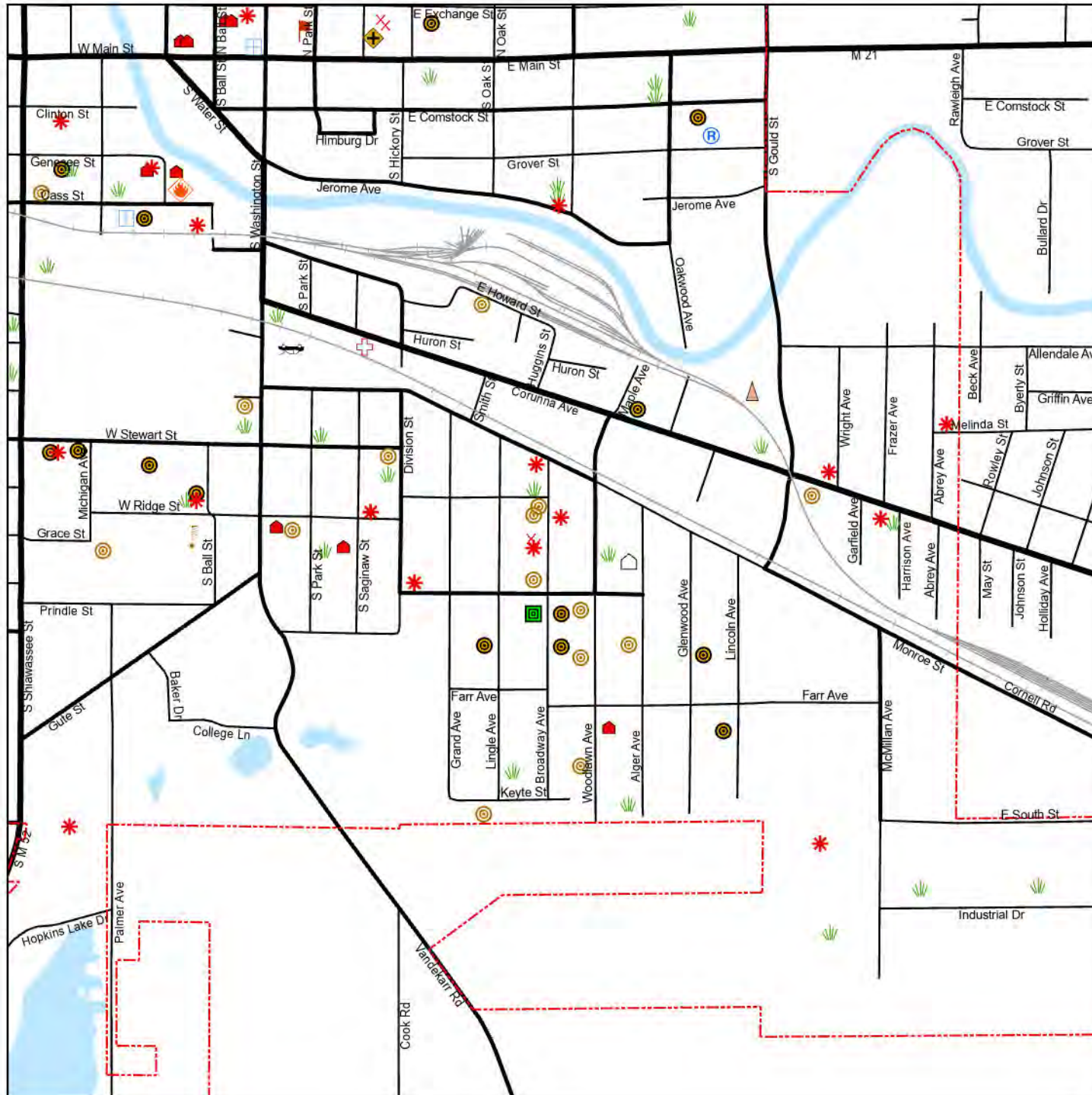
NW Quadrant



City of Owosso

Code Enforcement Activity May 2025

SE Quadrant



Category

- Auto Repair/Junk Vehicle
- Building Violations
- Chickens/Ducks
- Driveway Violations
- Fence Violation
- Fire Damage
- Furniture Outside
- Garbage & Debris
- Garbage/Junk In ROW
- Health & Safety
- Lawn Maintenance
- Multiple Violations
- Rental Registration
- ROW Violations
- Sign Violation
- Vacant Structures
- Windows

Other Features

- City Limit
- Railroads
- River & Lakes

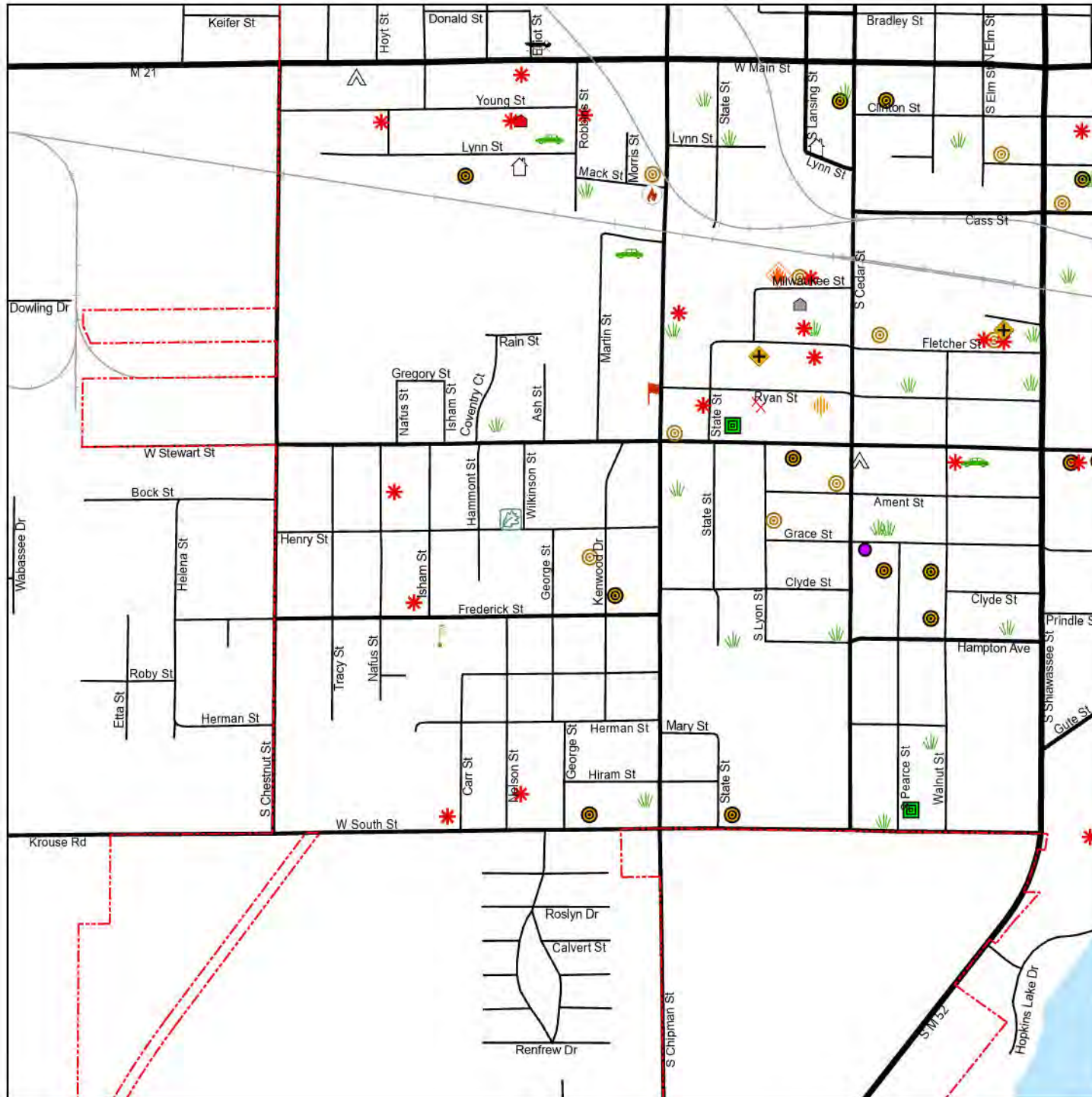
0 300 600 900 1,200 Feet



City of Owosso

Code Enforcement Activity May 2025

SW Quadrant



Category

- Accessory Structures
- Auto Repair/Junk Vehicle
- Building Violations
- Chickens/Ducks
- Exterior Paint/Siding
- Fence Violation
- Fire Damage
- Front Yard Parking
- Furniture Outside
- Garbage & Debris
- Garbage/Junk In ROW
- Lawn Maintenance
- Leaves
- Misc.
- Multiple Violations
- Open Burning Violations
- ROW Violations
- Sidewalk Violation
- Sign Violation
- Temporary Structures

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



Monthly Inspection List
MAY 2025

CHARLES, NATHAN	BUILDING OFFICIAL Total Inspections:	53
BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR Total Inspections:	35
HARRIS, JON	ELECTRICAL INSPECTOR Total Inspections:	25
FREEMAN, GREG	CODE ENFORCEMENT Total Inspections:	193
MAYBAUGH, BRAD	CODE ENFORCEMENT Total Inspections:	185
Grand Total Inspections:		491

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								2
\$5,000				\$5,000								\$10,000
AMPHITHEATER												
					2	4	3					9
					\$50	\$50	\$150					\$250
BENTLEY PARK RENTAL												
				6	12	9	7	2				36
				\$150	\$325	\$250	\$200	\$50				\$975
GROWER LICENSE (Medical)												
												0
												\$0
HARMON PATRIDGE PARK RENTAL												
				5	10	6	4					25
				\$150	\$325	\$150	\$100					\$725
MOBILE FOOD VENDING (Food Truck License)												
					1							1
					\$150							\$150
PROCESSOR LICENSE												
1												1
\$5,000												\$5,000
PROVISIONING CENTER												
												0
												\$0
RECREATIONAL GROW												
			2									2
			\$10,000									\$10,000
RENTAL (Renewals)												
5		3		10								18
\$250		\$150		\$500								\$900
RENTAL REGISTRATIONS (New)												
3	2	1	3	3								12
\$150	\$100	\$50	\$150	\$150								\$600
RESIDENTIAL PARKING												
1					2							3
\$120					\$0							\$120
TOTALS:												
11	2	4	5	25	27	19	14	2	0	0	0	109
\$10,520	\$100	\$200	\$10,150	\$5,950	\$850	\$450	\$450	\$50	\$0	\$0	\$0	\$28,720



OWOSSO POLICE DEPARTMENT

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

MEMORANDUM

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

Master Plan Goal 3.1, 3.2

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

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

The Police Department Administration attended the Mid-Michigan Area Group Narcotics Enforcement Team (MAGNET) board meeting. There recent cases and changes to staffing within the team were discussed.

The Police Department Administration met several times with Passport Inc. setting up and familiarizing staff with our new parking ticket software and billing processes.

May - 5 YEAR AVERAGE

	2021-May	2022-May	2023-May	2024-May	2025-May	May 5YR AVG
Part I Crimes	33	21	31	18	25	25.6
Part II Crimes	83	83	129	110	97	100.4
Violent Crimes	8	10	6	6	8	7.6
Total Reports	167	166	194	168	168	172.6
Felony Arrests	9	12	6	4	8	7.8
Total Arrests	34	39	40	36	35	36.8
Traffic Stops	31	57	78	51	84	60.2
All Dispatched Events	997	968	1061	1052	798	975.2

LAST 12 MONTHS

	2024-Jun	2024-Jul	2024-Aug	2024-Sep	2024-Oct	2024-Nov	2024-Dec	2025-Jan	2025-Feb	2025-Mar	2025-Apr	2025-May	Last 12 Months	Average
Part I Crimes	34	30	26	25	29	19	17	23	18	30	18	25	294	24.5
Part II Crimes	111	99	97	80	95	81	70	65	59	84	87	97	1025	85.42
Violent Crimes	12	17	10	3	9	7	4	7	2	10	4	8	93	7.75
Total Reports	202	178	184	176	161	153	139	160	114	157	166	168	1958	163.17
Felony Arrests	10	7	8	4	14	8	6	5	5	6	8	8	89	7.42
Total Arrests	45	31	45	34	39	40	23	22	20	27	33	35	394	32.83
Traffic Stops	82	100	63	80	27	34	48	105	109	43	87	84	862	71.83
All Dispatched Events	903	915	996	1003	692	607	606	835	657	730	820	798	9562	796.83



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

MEMORANDUM

DATE: June 9, 2025

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: May 2025 Fire & Ambulance Report

Attached are the statistics for the Owosso Fire Department (OFD) for May 2025. The Owosso Fire Department responded to 260 incidents in the month of May.

OFD responded to 20 fire or rescue calls and EMS responded to 240 EMS calls.

Fire Calls		EMS Calls	
Illegal Burning	2	City of Owosso	168
Wires Down	6	Corunna EMS	2
Rescue	3	Fairfield Twp.	3
Car Fire	0	Laingsburg	2
False Alarm	4	Middlebury Twp.	22
Building Fire-Owosso	0	Owosso Twp.	42
Building Fire-Mutual Aid	0	Perry Area EMS	0
Gas Leak	3	Rush Twp.	0
Smoke Investigation	2	Out of County	1
Total	20	Total	240

Fire Calls		EMS Calls	
Illegal Burning	2	City of Owosso	168

Filter statement

Filters

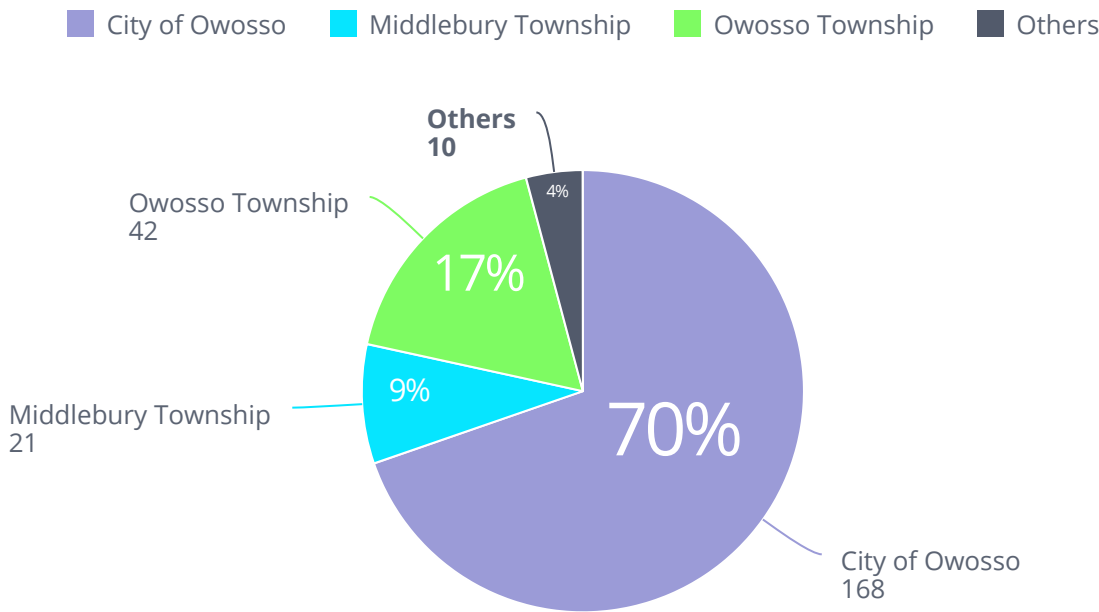
Days in Dispatched 5/1/25 to 5/31/25 | Is Locked true | Is Active true | Scene Zone Exclude: N/A, Bennington Township

Responses by Scene Zone

Total Records



Responses by Zone



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

May 7, 2025, AT 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Vice-Chair Lance Omer at 7:36 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Vice-Chair Lance Omer and Commissioners Jill Davis, Daylen Howard, and Mayor Robert J. Teich Jr. Commissioner Dakota Woodworth arrived at 7:41 A.M.

ABSENT: Chair Bill Gilbert and Commissioner Josh Ardelean

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

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

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY HOWARD, SUPPORTED BY WOODWORTH TO APPROVE THE APRIL 2, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: None

REPORTS: Fredrick reviewed the monthly financial reports including the Check Disbursement Report, Revenue & Expenditure Report, Electric Vehicle Charging Station Revenue, and Unique Drivers for the Electric Vehicle Charging Stations.

ITEMS OF BUSINESS:

- 1. Owosso Main Street & Downtown Development Authority Fiscal Year 2025-2026**
Budget: Fredrick reviewed the Fiscal Year 2025-2026 budget noting a decrease in TIF Revenue, increase for Contractual Services, adjustment to the Developer Reimbursement to now be budgeted as Transfer to Brownfield, and that the \$84,500.00 Transfer to General Fund covers the OMS & DDA debt payment for the downtown sidewalks.

Omer highlighted that the Electric Vehicle Charging Stations have exceeded the estimated revenue for the current fiscal year.

MOVED BY HOWARD, SUPPORTED BY DAVIS TO APPROVE THE FISCAL YEAR 2025-2026 BUDGET FOR THE DOWNTOWN DEVELOPMENT AUTHORITY FUND AS PRESENTED.

**AYE: ALL
MOTION CARRIED**

COMMITTEE UPDATES:

1. **Economic Vitality:** Omer shared the Committee began revisions to the Revolving Loan & Grant Program, which will be brought to the Board for approval at the June meeting.

Fredrick confirmed that the program revision process is supposed to take place with each transition of the fiscal year and that this round of revisions gets the Committee back on schedule after the January 2025 program relaunch.

Fredrick noted that the Committee postponed the spring meetup for the downtown businesses due to limited capacity and already having two OMS events scheduled for May.

2. **Design:** Fredrick confirmed the Committee finalized locations for the six reservoir planters, which were approved by the Michigan Department of Transportation.

Fredrick noted that flowers and soil still need to be purchased.

Fredrick provided updates on the Main Street Plaza Landscaping Project, which includes five sculptures fabricated by SLH Metals.

Fredrick reminded the Board that the Downtown Spring Cleanup is scheduled for May 30th and 31st.

3. **Promotion:** Davis noted the success of April's Chocolate Walk event.

Fredrick confirmed that a survey has been sent to the downtown businesses for feedback.

4. **Organization:** Woodworth shared that the Volunteer Signup Day at the Owosso Farmers Market was successful in securing volunteers for the Downtown Spring Cleanup and Adopt-a-Planter Program.

Woodworth updated the Board that the Committee is working on revisions for the Board Member Agreement, which will be presented to the Board in June to sign as a recommitment.

Woodworth confirmed there are three applications for the two Board Member vacancies.

DIRECTOR UPDATES: Fredrick reminded the Board that the Main Street Plaza Masonry Repair 2.0 will begin after the Curwood Festival as well as the M-71 construction along Water Street.

Fredrick noted that Owosso Vintage Motorcycle Days has not solidified if the bike show will take place north or south of Main Street.

Fredrick estimated the South Washington Street planter removal to take place later in the summer due to coordinating schedules with the Department of Public Works and the electrical, irrigation, and concrete contractors.

BOARD COMMENTS: Davis volunteered to lead the 2026 Chocolate Walk.

ADJOURNMENT:

MOVED BY HOWARD, SUPPORTED BY WOODWORTH TO ADJOURN AT 8:10 A.M.

AYES: ALL

MOTION CARRIED

NEXT MEETING JUNE 4, 2025.

PARKS AND RECREATION COMMISSION

REGULAR MEETING

Draft Minutes of Wednesday, May 28, 2025

7:00 p.m. at Owosso City Hall

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

PLEDGE OF ALLEGIANCE: Was recited

ROLL CALL:

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

MEMBERS ABSENT: Commissioners Maginity and Lienau

APPROVAL OF AGENDA: Commissioner Rodman made a motion to approve the agenda for May 28, 2025. The motion was supported by Commissioner Smith. Ayes all, motion carried.

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

PUBLIC COMMENTS: None

OLD BUSINESS REPORT: Amy Fuller shared that the playground has been installed at Grand Avenue Park and that concrete work for the benches and picnic table will be completed the week of June 2.

ITEMS OF BUSINESS:

Park Signage: The Commission discussed signage at several parks. Amy Fuller showed examples of park signage and quotes from vendors.

Ribbon Cutting: The Commission discussed holding a ribbon cutting at Grand Avenue Park. Monday or Tuesdays after 5:30 p.m. were the preferred time.

PUBLIC/COMMISSIONER COMMENTS: Chairman Workman shared that he had decided not to serve another term when his current term was up in June.

Mayor Teich thanked Chairman Workman for his years of service with the Parks and Recreation Commission.

Commissioner Smith asked about vehicles driving down the trail and asked DPW to refill the dog waste bags at the dog park.

ADJOURNMENT: Commissioner Mahoney made a motion to adjourn at 7:42 p.m. The motion was supported by Commissioner Smith. Ayes all, motion carried.

Respectfully submitted by:

Amy Fuller, Assistant City Manager

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

June 4, 2025, AT 7:30 A.M.

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

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Chair Bill Gilbert, Vice-Chair Lance Omer, and Commissioners Jill Davis, Daylen Howard, Josh Ardelean, and Dakota Woodworth

ABSENT: Mayor Robert J. Teich, Jr.

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director

AGENDA:

MOVED BY WOODWORTH SUPPORTED BY OMER TO APPROVE THE JUNE 4, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS PRESENTED.

**AYES: ALL
MOTION CARRIED**

MINUTES:

MOVED BY WOODWORTH, SUPPORTED BY HOWARD TO APPROVE THE MAY 5, 2025, OWOSSO MAIN STREET AND DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES.

**AYE: ALL
MOTION CARRIED**

PUBLIC COMMENTS: Owosso resident, Glen Erdman, asked if any volunteers were needed downtown for the Curwood Festival.

Chair Gilbert responded with points of contact to ask at the Curwood Festival office located downtown.

REPORTS: Fredrick reviewed the monthly financial reports including the Check Disbursement Report, Revenue & Expenditure Report, Electric Vehicle Charging Station Revenue, and Unique Drivers and Session Quantity for the Electric Vehicle Charging Stations.

ITEMS OF BUSINESS:

- 1. Election of Officers:** Gilbert reviewed the OMS & DDA Bylaws stating that the election of officers shall take place at the annual Board Meeting in June.

Gilbert noted that he stepped into the role of Chairperson with the intention of passing it off after a year.

Gilbert called for nominations of the officers.

Ardelean nominated Howard for Chair and Omer as Vice-Chair.

No further nominations were made, and the floor was closed.

MOVED BY ARDELEAN, SUPPORTED BY DAVIS TO ELECT HOWARD AS THE CHAIR AND RE-ELECT OMER AS THE VIDE-CHAIR FOR THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY.

AYE: ALL

MOTION CARRIED

2. **Board Member Agreements:** Fredrick presented Board Member Agreements revised by the Organization Committee at their May meeting.

Fredrick noted only two revisions were made including oversight or ownership of one committee program, project task, or resource and participating in one OMS event or project per year.

Board Members signed the updated agreement.

3. **L-4029 Tax Rate Request Form:** Fredrick presented the L-4029 Tax Rate Request Form.

MOVED BY OMER, SUPPORTED BY WOODWORTH TO AUTHORIZE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY CHAIRPERSON AND CITY CLERK TO SIGN THE PREPARED L-4029 TAX RATE TEQYEST FORM.

MOTION CARRIED

4. **Fiscal Year 2024-2025 End of Year Budget Amendments:** Fredrick reviewed the proposed Fiscal Year 2024-2025 End of Year Budget Amendments highlighting the Oak and Ivory Clothing Co. Match on Main Grant under State Sources revenue and expenditures under Contractual Services, Building Maintenance-DPW, and Developer Reimbursement.

MOVED BY HOWARD, SUPPORTED BY WOODWORTH TO APPROVE THE OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY END-OF-YEAR BUDGET AMENDMENTS AS PRESENTED.

AYE: ALL

MOTION CARRIED

5. **Revolving Loan & Grant Program Revisions:** Fredrick presented the revised Revolving Loan & Grant Program approved at the May Economic Vitality Committee meeting.

Fredrick highlighted two primary revisions including an adjustment of the grant award maximum to be \$25,000, the approximate amount of annual loan interest, and a grant repayment plan should a grantee sell their property within five years of receiving the grant award.

MOVED BY HOWARD, SUPPORTED BY ARDELEAN TO APPROVE THE REVOLVING LOAN & GRANT PROGRAM AS PRESENTED, AND RECOMMEND THE OWOSSO CITY COUNCIL APPROVE THE REVOLVING LOAN & GRANT PROGRAM FOR FISCAL YEAR 2025-2026.

AYE: ALL

MOTION CARRIED

6. **Streetscape Design:** Fredrick shared the history of stamped concrete in the double helix streetscape design and asked the Board to review the presented options for future sidewalk replacements.

Woodworth shared that he is inclined to discontinue the double helix streetscape design due to it being a low maintenance option and costing the least.

Omer suggested keeping the double helix design in designated areas and removing it from areas that allow vehicle traffic.

Howard recommended continuing the double helix with solid color concrete, instead of stamped concrete, for future sidewalk replacement projects and discontinuing the streetscape design in designated areas.

Board discussed which locations to keep the streetscape design and where to discontinue the design.

Davis suggested keeping the design in the Fountain Park pedestrian links between Ball Street and the parking lot.

MOVED BY HOWARD, SUPPORTED BY DAVIS TO CONTINUE THE DOUBLE HELIX STREETScape DESIGN WITH SOLID COLOR CONCRETE FOR FUTURE SIDEWALK REPLACEMENT ON WASHINGTON STREET, EXCHANGE STREET, AND THE FOUNTAIN PARK PEDESTRIAN LINKS, AND DISCONTINUE THE DOUBLE HELIX DESIGN FOR FUTURE SIDEWALK REPLACEMENT IN ALL OTHER LOCATIONS.

AYE: ALL

MOTION CARRIED

COMMITTEE UPDATES:

1. **Promotion:** Davis shared that the Committee reviewed results from the Chocolate Walk Business Survey and discussed the event's successes, areas of opportunity, and potential changes.

Davis confirmed that the Committee postponed a contract for downtown photos until the beginning of the new fiscal year after reviewing the photo package cost and budget amendments.

2. **Organization:** Ardelean provided updates on the Volunteer Signup Event and noted that the Committee would like to schedule another towards the end of the farmers market season to advertise the Downtown Fall Cleanup.

Ardelean noted that the Committee finalized the Board Member Agreement revisions during the May meeting and agreed to designate one Committee Member and one Board Member to provide input on the Executive Director's annual performance review.

Omer volunteered to provide input on the Executive Director's review on behalf of the Board of Directors.

3. **Design:** Fredrick provided updates on irrigation repairs and a leak in the South Washington Street irrigation system causing it to be turned off.

Fredrick noted that the soil arrived and that the flowers still need to be picked up.

Davis asked for the flower pickup and planting to be prioritized before the next Committee meeting and volunteered to assist.

4. **Economic Vitality:** Howard noted that the Committee finalized and approved revisions to the Revolving Loan & Grant Program.

Howard shared that Etcetera is the June Downtown Business of the Month.

DIRECTOR UPDATES: Fredrick asked the Board their availability to meet with Michigan Main Street to update the OMS Transformation Strategy.

Fredrick shared that OMS is accepting donations of new youth bike helmets to giveaway at Open Streets Owosso on June 21st.

BOARD COMMENTS: Davis noted that the Downtown Spring Cleanup looked to be successful.

Fredrick confirmed that over 75 volunteers participated in the cleanup event.

ADJOURNMENT:

MOVED BY ARDELEAN, SUPPORTED BY HOWARD TO ADJOURN AT 8:40 A.M.

AYES: ALL

MOTION CARRIED

NEXT MEETING JULY 9, 2025.

DRAFT



Regular Meeting of the Owosso Historical Commission

Minutes of June 9, 2025 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chairman Lance Little

MEMBERS PRESENT: Commissioners Elaine Greenway, Robert Hooper, Bill Moull, Christopher Owens, Steven Teich, and Vice Chair Adams

MEMBERS ABSENT: None

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – May 12, 2025

Motion by Commissioner Teich to approve the minutes as presented, supported by Commissioner Hooper.

Approved by voice vote

APPROVE AGENDA – June 9, 2025

Motion by Commissioner Moull to approve the agenda as presented, supported by Commissioner Hooper.

Approved by voice vote

ITEMS OF BUSINESS

Educating our Youth Committee: This committee is chaired by Commissioner Adams. Commissioners Little and Moull also serve on this committee. Commissioners discussed the 2nd grade tours, having a student on the committee, and how to connect Owosso's history with the school curriculum. They will meet on September 8, 2025, at 4:00 p.m. to discuss next steps.

Air Conditioning: Amy Fuller shared the bid results. Motion by Commissioner Owens to hire Victory Heating and Cooling, supported by Commissioner Hooper. Passed by voice vote.

COMMITTEE REPORTS

Building and Grounds Committee: Commissioner Owens shared that a window broke at the Castle over the weekend. He has taken it to Quality Glass for replacement. He and several Masons have been working on

trimming bushes at the Castle and the Cabin. The Committee set a standing meeting date of the third Friday at 2:00 p.m. at Curwood Castle.

Historic Appreciation Committee: The committee set a meeting date of August 11, 2025, at 4:00 p.m. at Curwood Castle. The Home Tour Committee (a subcommittee) will meet on June 12, 2025, at 1:00 p.m. at City Hall.

Educating our Youth Committee: The committee set a meeting date of September 8, 2025, at 4:00 p.m. at City Hall.

FINANCIAL REPORTS:

Amy Fuller reviewed the Commission's revenue and expense report.

Denice Grace reported on the May numbers for Curwood Castle.

PUBLIC COMMENT PERIOD: Denice Grace thanked the Commission for volunteering their time at the Castle for the Curwood Festival.

COMMISSIONER COMMENTS

Commissioner Adams asked if the website could be updated to include Commissioner Teich.

Commissioner Greenway thanked Commissioner Owens for donating so that individuals without funds could visit the Castle over Curwood weekend.

Commissioner Moull expressed gratitude for all of the work Denice Grace does.

NEXT MEETING: Monday, July 14, 2025, 6:00 p.m.

ADJOURNMENT

Chairman Little adjourned the meeting at 7:19 p.m.

Respectfully submitted by:

Amy Fuller, Assistant City Manager