

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MONDAY, JULY 7, 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 16, 2025:

ADDRESSING THE CITY COUNCIL

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

1. CDBG Infrastructure Grant Application. Conduct a public hearing to receive citizen comment regarding the proposed application to the Michigan State Housing Development Authority for a grant to extend utilities infrastructure to the Washington Park Housing Development and consider authorizing said application and approval of the related documents.
Master Plan Implementation Goals: 1.9, 1.10, 1.13, 2.6, 6.6

CITIZEN COMMENTS

COUNCIL COMMENTS

CONSENT AGENDA

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

Name	Board/Commission	Term Expires
Karen Parzych	DDA / Main Street Board filling unexpired term of E. Olson	06-30-2028
Jon Moore	DDA / Main Street Board filling unexpired term of A. McGuire	06-30-2028

2. Traffic Control Order – Rollin’ Blooms Grand Opening. Approve the request from Georgia McCrandall, owner of Rollin’ Blooms, for the closure of three parking spots directly in front of 114 N. Washington Street on Saturday, July 19, 2025 from 9:00 a.m. until 3:00 p.m. for their Grand Opening event and further approve Traffic Control Order No. 1536 formalizing the action.
3. Traffic Control Order – PFC Cantu Annual 5K Run/Walk. Consider request from Jennifer Clarke, event organizer, for the partial closure of various streets in the northeast quadrant of the City for the PFC Cantu Annual 5k Run/Walk from 7:00 a.m.-12:00 noon on Sunday, August 24, 2025, waive the insurance requirement, and approve Traffic Control Order No. 1537 formalizing the action.
Master Plan Implementation Goals: 4.2, 4.6, 5.12
4. Traffic Control Order - Vintage Motorcycle Show. Approve the request from Lizzie Fredrick, Owosso Main Street & DDA Executive Director, for the closure of Main Street Plaza (Lot #13), S. Washington Street from Main St. to Water St., and Comstock Street from Water St. to Park St. on Saturday, August 23, 2025 from 6:00 a.m. - 6:00 p.m. for the Vintage Motorcycle Show and Custom Bike Build Competition, and further approve Traffic Control Order No. 1538 formalizing the action.
Master Plan Implementation Goals: 4.5, 4.6, 4.16, 5.9, 5.12, 5.17, 6.5
5. Traffic Control Order – Moonlight Market. Approve the request from Stephen Schlaack, owner of Owosso Farmers Market, LLC, for the closure of Curwood Castle Drive from M-52 to just north of the Heritage Footbridge sidewalk on Thursday, July 10, 17, 24, 31, and August 7th from 4:00 p.m. - 9:00 p.m. for the Moonlight Market event, and further approve Traffic Control Order No. 1539 formalizing the action.
Master Plan Implementation Goals: 1.17, 4.2, 4.6, 5.9, 5.12
6. Emergency Repair Authorization – Fire Department Tower 1. Authorize payment to Front Line Services, Inc. for emergency repair and replacement of parts on Fire Department Tower 1 in the amount of \$14,857.28.
7. Professional Services Agreement Extension - Planning Consultant. Authorize extension of the professional services agreement with CIB Planning, Inc. for the provision of planning and zoning services for the 12-month period ending June 30, 2026, and further authorize payment to the professional according to the terms of the contract.
8. Professional Services Agreement – Survey Services. Waive competitive bidding requirements, approve a professional services agreement with Fleis & Vandenbrink Engineering, Inc. for topographic survey services for the 2026 Water Main Replacement and Street Projects in the amount of \$18,800.00, and further approve payment upon satisfactory completion of the project or portion thereof.
9. Check Register – Jue 2025. Affirm check disbursements totaling \$2,735,441.85 for June 2025.

ITEMS OF BUSINESS

1. Notice of Pecuniary Interest. Enter notice of pecuniary interest on the record for Councilmember Carl Ludington as it relates to proposed contracts with Ludington Electric, Inc. for the month of May 2025.

CITIZEN COMMENTS

COUNCIL COMMENTS

CITY MANAGER REPORT

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

COMMUNICATIONS

1. Dakota Woodworth, DDA/Main Street Board. Letter of resignation.
2. Brad A. Barrett, Finance Director. Financial Report – May 2025.
3. Historic District Commission. Minutes of May 21, 2025.
4. WWTP Review Board. Minutes of June 24, 2025.

NEXT MEETING

Monday, July 21, 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/Main Street Board - term expires June 30, 2028
Zoning Board of Appeals – Alternate – term expires June 30, 2027
Zoning Board of Appeals – Alternate – term expires June 30, 2028

ADJOURNMENT

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

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

The Owosso City Council will conduct an in-person meeting on July 7, 2025. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSSO CITY COUNCIL
Monday, July 7, 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/88577604201?pwd=mslfctlvsvUwhFmLbwKMM5PLZkaqt9.1>

Meeting ID: 885 7760 4201

Passcode: 342826

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 July 7, 2025. may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. Contact information for individual Council members can be found on the City website at: <http://www.ci.owosso.mi.us/Government/City-Council>

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**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF JUNE 16, 2025
6:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR BILL MOULL
OWOSSO FREE METHODIST CHURCH

PLEDGE OF ALLEGIANCE: GLEN ERDMAN

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

ABSENT: None.

APPROVE AGENDA

Motion by Mayor Pro-Tem Haber to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF JUNE 2, 2025

Motion by Councilmember Ludington to approve the Minutes of the Regular Meeting of June 2, 2025 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Monthly Utility Billing Presentation

City Manager Nathan R. Henne provided information regarding the logistics of returning to monthly utility billing. He cautioned Council against rushing to make such a decision as there is little to no push from the public to go back to monthly billing and the transition is more complex than it appears. He recommended that Council consider educating the public on the payment options that are available and re-evaluate whether the quarterly billing model needs changing after a couple of years.

There was discussion regarding support for making the change immediately, support for taking a wait and see approach, ways to reduce the cost of monthly billing, educating the public on the payment options that are currently available, and re-establishing the water portal.

Motion by Councilmember Olson to move to monthly billing beginning January 2026.

Motion supported by Councilmember Fear.

Councilmember Osmer indicated that her support for the item in question would change based on what other mitigation efforts are implemented. She asked that the item be reconsidered if all the other measures fall through.

Prior to the Mayor restating the motion and calling for a vote, Councilmember Olson amended her motion, moving to postpone the question until after the item of business to consider eliminating water shut-offs.

Amended motion supported by Councilmember Fear.

The Council proceeded to the next item on the agenda.

PUBLIC HEARINGS

Ordinance Amendment – Fighting on School Property

The proposed amendment would prohibit fighting on school property and make violations of the ordinance a civil infraction.

Public Safety Chief Kevin D. Lenkart, City Attorney Scott J. Gould, Owosso Public Schools Superintendent Steve Brooks, and Probate Court Administrator Sara Edwards detailed the proposed ordinance, saying it would add another tool to their toolbox that could be used to steer kids away from trouble and help them learn positive coping strategies. The intent of the proposed amendment is to provide a tool that can be used when a fight is well beyond a harmless scuffle yet does not rise to a criminal level. Offenders would be issued a ticket requiring them to appear in juvenile court. Court staff and the judge would then work together to determine the consequences, which could range from attendance at a diversion program to a fine, with the ultimate goal of helping kids process their anger without resorting to fighting. Children as young as ten could be issued a ticket, but the process would be reserved as one of the options of last resort.

A public hearing was conducted 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.

The following people commented regarding the proposed amendment:

Marlene Webster, Owosso Public Schools Board President and member of the State's Juvenile Justice Committee, noted that she was present to express her opinion alone, not that of the Board or Committee. She indicated she supported the proposed ordinance, saying both groups want to lessen the chances that a child will be in contact with the court system. This will give them a tool that is serious but doesn't rise to the criminal level.

Tom Manke, 2910 W. M-21, said that a bench warrant for the parents could be issued if the child doesn't comply with the courts and that kids will have to go before the district court, not the juvenile court. (On his way back to his seat, Mr. Manke was involved in a verbal altercation with other audience members in the back of the room. He was ultimately escorted out of the meeting by the Sergeant at Arms at 7:32 p.m.)

Robert Hooper, 708 Fletcher Street, said he had worked in one of the most challenging public schools in Flint and that he knows first hand that diversion programs work if done properly, but that when a child's behavior rises to the level of police action there is a much deeper problem. He said that ultimately, no one is free if they aren't self-controlled and that it takes an entire community to raise kids.

Carl Stevens, 300 E. North Street, said he disagrees with the proposed ordinance because it is too vaguely written, and he sees how it could be used against first time offenders.

Vicky Stewart, 300 E. Main Street, asked which schools the fights that required police reports took place in. High School? Middle School?

Aaron Keeling, 1421 Cleveland Street, said adults need to seek out and provide attention to kids that are hurting, the only way to solve the problem is to get people to pay attention to kids. He went on to say that he felt the proposed ordinance would compromise the rights of parents and children.

Councilmember Osmer said this is a complicated issue and she has deep concerns about it. She doesn't see the value in adding another crime for youth as research shows that exposure to the court system as a child increases the risk that a person will be involved with the court system as an adult. She asked if the proposed ordinance had been considered by the School Board, saying she would like to hear their thoughts on the matter.

Mayor Teich expressed his desire to postpone the ordinance amendment until the School Board can return a recommendation to Council.

Councilmember Fear said that she feels the proposed ordinance is very vague and needs to be tightened up before she could approve it. She also asked for more information on the fights that warranted a police report.

The Council took no action. It is assumed staff will bring the ordinance amendment back to Council for consideration once a recommendation has been received from the School Board.

Ordinance Amendment – Unpaid Parking Violations

The proposed amendment would allow the City to remove a vehicle if more than four parking violations have been issued to said vehicle and remain unpaid more than 30 days.

A public hearing was conducted 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.

The following people commented in regard to the proposed ordinance amendment:

Jim Woodworth, business owner at 113 W. Exchange Street and downtown property owner, said an overwhelming number of his tenants do not support the idea of towing vehicles for unpaid parking tickets. He said he wants people to come to the downtown and stay, and towing the vehicles of people that are already fighting high bills is not the answer.

Leo Deason, downtown employee and building owner, said he does not feel the proposed ordinance amendment is a good idea, saying that the office workers downtown are the people that are spending money downtown. He said that as a volunteer firefighter he cannot get to his vehicle fast enough when he has to park a distance away. He said he's fought a lot of tickets over the years and refuses to pay when he doesn't feel they are legitimate.

Kori Shook, business owner at 216 W. Exchange Street and downtown property owner, said that towing vehicles was way too extreme a consequence for not paying parking tickets. She said that she feels she is being targeted and is tired of the enforcement.

The following people commented via email prior to the hearing:

Vanessa Bower, downtown employee
Adam Bronson, downtown employee
Ryan Calhoun, downtown employee
Leo Deason, downtown employee
Jeremy Francis, downtown employee
Amanda Garno, downtown employee

Stephanie Griffin, 804 Campbell Drive
Lisa Hitchcock, downtown employee
Casey Lambert, downtown employee
Micah Nash, downtown resident
April Riley, downtown employee
Kori Shook, downtown business owner

Rhiannon Shook, downtown employee
Brandi Skinner, downtown employee

Jim Woodworth, downtown business owner

Councilmember Olson said she thinks the DDA needs to look at parking enforcement again. The proposed ordinance can take a minor infraction and turn it into a major financial burden, with a domino effect that could be catastrophic.

Mayor Teich said he's lived in Owosso almost his entire life and has only received one parking ticket and a majority of the public does not have 4 unpaid parking tickets. He said people need to follow the rules and those that have at least 4 unpaid tickets are flouting those rules.

Councilmember Olson asked if Public Safety had explored the idea of getting a boot system. It was noted that boot systems are cost prohibitive.

Councilmember Osmer said she goes back and forth on this issue. She works downtown, parks in the movie theater parking lot and walks to her office. She said she feels that it's a blatant disrespect thing to have four unpaid tickets at any given time, yet she sees how towing someone's vehicle could be harmful to those living paycheck to paycheck.

There was further discussion regarding sending people to collections for unpaid tickets, asking the DDA to review the parking rules again, making adjustments to enforcement, and the new ticketing system that will be going online this week. City Manager Henne cautioned Council that there is no perfect answer, the amendment in question would simply provide another tool for officers to use in enforcing the ordinance.

Councilmember Olson asked if the proposed ordinance amendment could wait until data is available from the City's new parking enforcement system before determining whether towing is necessary. City Manager Henne suggested they could take the summer to gather information and bring the item back in September.

The Mayor recessed the meeting for a break at 8:32 p.m.

The Council returned to open session at 8:42 p.m.

CITIZEN COMMENTS

Marlene Webster, 407 Woodhull Court, said she works with people in generational poverty every day and 40% of the people in our community live below the cost of living, meaning they simply don't make enough to pay for the necessities. She offered her services to give a Poverty 101 workshop for Councilmembers and staff members if there is interest.

Patrice Martin, 615 N. Park Street, relayed several statistics highlighting the fact that a majority of jobs in Owosso pay less than a living wage. She said people will be hurt by the increase in water rates. She asked that Council consider what other communities are doing to send the message that we know this is hard, but we're here to help.

Jim Woodworth, 113 W. Exchange Street, said he thought the City was sending a bad message by purchasing new software to collect more of the fines issued for parking violations when people are seeing price increases wherever they look.

Ashley Shortz, 1607 Young Street, spoke about the damage and mess that contractors left when taking down trees on City property adjacent to hers, saying her driveway is broken, her yard is damaged, and a fence along the property line has been knocked down. She asked that someone come take a look at the damage that was done.

Kori Shook, 216 W. Exchange Street, recommended the Poverty 101 training. She went on to say that she would like to see a task force evaluate the proposed \$1,500 deposit that could be instituted on affidavit water accounts, she would like to see the DDA conduct a new parking survey, and the RLF program should not contain a claw-back provision for grant recipients that sell their property within 5 years of the grant.

Leo Deason, 425 N. Hintz Road, said he feels the online water portal needs to be reinstituted and that people should not be looked down upon for being poor. He said he wants to see Owosso thrive, noting that he has invested everything he has back into the community. Lastly, he suggested that parking ordinance violators should be allowed to “pay” their ticket by showing they spent the amount of the fine at a local business.

COUNCIL COMMENTS

Councilmember Olson said she would like to set up a time for the Poverty 101 class.

Councilmember Osmer said she agreed. She went on to note that there will be an electronic waste collection at the High School this Saturday from 9:00am to 1:00pm.

CONSENT AGENDA

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

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 as follows:

RESOLUTION NO. 75-2025

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.

Master Plan Implementation Goals: 1.1, 1.9

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

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.

***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 as follows:

RESOLUTION NO. 76-2025

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.

***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 as follows:

RESOLUTION NO. 77-2025

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.

***Contract Renewal - General Engineering Services.** Approve the required annual renewal of the General Engineering Services contracts with Eng., Inc., Fleis & Vandenbrink, Inc., Orchard, Hiltz & McCliment, Inc., and Spicer Group, Inc. to provide engineering services through June 30, 2026 as follows:

RESOLUTION NO. 78-2025

**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.

Master Plan Implementation Goals: 3.8

***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 as follows:

RESOLUTION NO. 79-2025

**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 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 as follows:

RESOLUTION NO. 80-2025

**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

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 as follows:

RESOLUTION NO. 81-2025

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.

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. (See Bid Award for Selection #3 for resolution.)

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. (See Bid Award for Selection #3 for resolution.)

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 as follows:

RESOLUTION NO. 82-2025

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.

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 as follows:

RESOLUTION NO. 83-2025

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.

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 as follows:

RESOLUTION NO. 84-2025

**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

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

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.

Mayor Teich thanked all those that stepped forward to serve on boards or commissions.

ITEMS OF BUSINESS

***Contract Approvals – Ludington Electric, Inc.**

Motion by Mayor Pro-Tem Haber to allow Councilmember Ludington to abstain from the item to consider recent contracts with Ludington Electric, Inc. due to a conflict of interest.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

Councilmember Ludington left the meeting at 9:11 p.m.

Motion by Councilmember Olson reiterating acknowledgement of the pecuniary interest of Councilmember Ludington in the contract(s) in question and approving the following contract(s) with Ludington Electric, Inc. for the period of May 2025:

PO NUMBER	DEPT.	VENDOR	DESCRIPTION	AMOUNT
46664	862	LUDINGTON ELECTRIC, LLC	WATER ST LIGHT HOOK UP	589.60
				<u>\$ 589.60</u>

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: Councilmember Ludington.

Councilmember Ludington returned to the meeting at 9:12 p.m.

Demolition Authorization – 117 W. Exchange Street

City Manager Henne indicated there was an error in the address of the property in the original resolution passed June 2, 2025.

Motion by Councilmember Olson to repeal Resolution No. 74-2025, approve the HDC's revised recommendation regarding the façade at 117 W. Exchange Street, and authorize demolition and full site clearance at the location as follows:

RESOLUTION NO. 85-2025

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: Resolution No. 74-2025 authorizing the demolition of the structure at 117 E. Exchange Street is hereby repealed.
- SECOND: 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.
- THIRD: 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.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

***Downtown Revolving Loan & Grant Program Revisions**

There was discussion as to why the tiered grant claw-back provision had been suggested. As the Council representative to the DDA/Main Street Board, Mayor Teich, said he could see both sides of the argument, if the money is clawed back it prevents owners from receiving a windfall and potentially selling the building before the full project is completed, but it also prevents owners that have completed their projects from turning the property over and potentially investing in another property.

Motion by **Choose an item.** to approve revisions to the Downtown Revolving Loan & Grant Program making changes to the loan and grant processing fees and striking the addition of grant claw-back provisions as follows:

RESOLUTION NO. 86-2025

**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, striking the addition of a grant claw-back provision.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: Mayor Teich.

City Budget Amendment

Motion by Councilmember Osmer to adopt the 12-month budget amendments to the 2024-2025 Budget as follows:

RESOLUTION NO. 87-2025

**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 FURTHER 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:

DEPARTMENT	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	2024-25 4th QUARTER BUDGET AMEND
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

Fund 202 - 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

Fund 203 - 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

Fund 208 - PARK/RECREATION SITES FUND

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

Fund 239 - OMS/DDA REV LG LOAN FUND

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

Fund 243 - 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

Fund 248 - 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

Fund 249 - 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

Fund 254 - HOUSING & REDEVELOPMENT

APPROPRIATIONS				
200	GEN SERVICES	125,500	516,574	539,038
TOTAL APPROPRIATIONS		125,500	516,574	539,038

Fund 259 - OBRA-DIST#15 -ARMORY BUILDING

APPROPRIATIONS				
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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

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

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

Fund 273 - 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

Fund 276 - OBRA FUND DISTRICT #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

Fund 277 - OBRA FUND DISTRICT #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

Fund 283 - OBRA FUND-DISTRICT#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

Fund 284 - OPIOID SETTLEMENT FUND

Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT

APPROPRIATIONS				
966	TRANSFERS OUT	1,413,573	488,441	488,441
TOTAL APPROPRIATIONS		1,413,573	488,441	488,441

Fund 297 - 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

Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)

APPROPRIATIONS				
905	DEBT SERVICE	773,150	773,150	773,150
TOTAL APPROPRIATIONS		773,150	773,150	773,150

Fund 401 - CAPITAL PROJECT FUND

Fund 588 - TRANSPORTATION FUND				
APPROPRIATIONS				
200	GEN SERVICES	105,888	105,655	105,655
TOTAL APPROPRIATIONS		105,888	105,655	105,655

Fund 590 - 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

Fund 591 - 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

Fund 599 - 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

Fund 661 - 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:

DEPARTMENT	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	2024-25 4th QUARTER BUDGET AMEND
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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

Fund 202 - 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

Fund 203 - 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

Fund 208 - PARK/RECREATION SITES FUND				
ESTIMATED REVENUES				
000	REVENUE	8,500	13,650	14,350
TOTAL ESTIMATED REVENUES		8,500	13,650	14,350

Fund 239 - OMS/DDA REVLG LOAN FUND				
ESTIMATED REVENUES				
000	REVENUE	25,250	36,750	35,733
TOTAL ESTIMATED REVENUES		25,250	36,750	35,733

Fund 243 - BRA / OBRA #12 WOODWARD LOFT				
ESTIMATED REVENUES				
000	REVENUE	135,118	141,390	141,844
TOTAL ESTIMATED REVENUES		135,118	141,390	141,844

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
ESTIMATED REVENUES				
000	REVENUE	353,929	362,352	393,492
TOTAL ESTIMATED REVENUES		353,929	362,352	393,492

Fund 249 - BUILDING INSPECTION FUND				
ESTIMATED REVENUES				
000	REVENUE	259,000	264,000	302,800
TOTAL ESTIMATED REVENUES		259,000	264,000	302,800

Fund 254 - HOUSING & REDEVELOPMENT				
ESTIMATED REVENUES				
000	REVENUE	125,500	517,944	521,477
TOTAL ESTIMATED REVENUES		125,500	517,944	521,477

Fund 259 - OBRA-DIST#15 -ARMORY BUILDING				
ESTIMATED REVENUES				
000	REVENUE	48,103	48,103	85,146
TOTAL ESTIMATED REVENUES		48,103	48,103	85,146

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

000	REVENUE	209,874	209,874	211,518
TOTAL ESTIMATED REVENUES		209,874	209,874	211,518

Fund 273 - OBRA #9 ROBBINS LOFT

ESTIMATED REVENUES				
000	REVENUE	5,878	7,443	8,066
TOTAL ESTIMATED REVENUES		5,878	7,443	8,066

Fund 276 - OBRA FUND DISTRICT #16 - QDOBA

ESTIMATED REVENUES				
000	REVENUE	29,876	12,253	12,349
TOTAL ESTIMATED REVENUES		29,876	12,253	12,349

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

ESTIMATED REVENUES				
000	REVENUE	54,752	54,752	55,181
TOTAL ESTIMATED REVENUES		54,752	54,752	55,181

Fund 283 - OBRA FUND-DISTRICT#3-TIAL

ESTIMATED REVENUES				
000	REVENUE	16,824	17,460	17,608
TOTAL ESTIMATED REVENUES		16,824	17,460	17,608

Fund 284 - OPIOID SETTLEMENT FUND

ESTIMATED REVENUES				
000	REVENUE	100	13,447	14,161
TOTAL ESTIMATED REVENUES		100	13,447	14,161

Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT

ESTIMATED REVENUES				
000	REVENUE	20,000	380,138	380,138
TOTAL ESTIMATED REVENUES		20,000	380,138	380,138

Fund 297 - HISTORICAL FUND

ESTIMATED REVENUES				
000	REVENUE	58,016	285,513	287,763
TOTAL ESTIMATED REVENUES		58,016	285,513	287,763

Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)

ESTIMATED REVENUES				
000	REVENUE	773,150	765,950	766,206
TOTAL ESTIMATED REVENUES		773,150	765,950	766,206

Fund 401 - CAPITAL PROJECT FUND

ESTIMATED REVENUES				
000	REVENUE		233,672	208,952
TOTAL ESTIMATED REVENUES			233,672	208,952

Fund 588 - TRANSPORTATION FUND

ESTIMATED REVENUES				
000	REVENUE	105,888	105,558	103,963
TOTAL ESTIMATED REVENUES		105,888	105,558	103,963

Fund 590 - 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

Fund 591 - 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

Fund 599 - 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

Fund 661 - 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

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

Elimination of Water Shut-Offs

City Manager Henne cautioned Council to be cognizant of how eliminating shut-offs would affect the City's cash flow, diminishing its ability to fund construction projects and pay debt payments in a timely manner. He also noted that landlords can file affidavits to exempt themselves from water charges being placed on their taxes and the \$1,500.00 deposit that would be required for such properties to have water turned on. He advised that they hold off on making such a change.

There was discussion regarding putting a charter amendment on the August 2026 ballot to allow the City to place overdue water charges on the taxes twice per year and thus remedy the cash flow concern of eliminating shutoffs. Councilmember Olson suggested Council also approve a moratorium on shut-offs until the August 2026 election to soften the blow to customers. Discussion ensued and frustration was expressed as to whether the situation called for a long-term response or one that was effective immediately.

Motion by Mayor Pro-Tem Haber to direct staff to prepare a Charter amendment question for the August 2026 ballot to allow overdue water charges to be placed on taxes twice per year.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

Monthly Utility Billing – Revisited (This item was postponed earlier in the meeting.)

The Council took up the motion previously tabled. There was discussion regarding the necessity to provide immediate relief by implementing monthly billing, whether paperless billing could bring down the cost of billing, collecting statistics on the average time it takes for a system to change from paper billing to digital billing, the possibility of changing back to quarterly billing if it is determined that monthly billing does not provide the anticipated relief, and getting an opinion on whether it is legal to notify customers of shut-off via digital communication. There was talk about tabling the item to provide staff time to assemble the requested information. City Manager Henne asked that Council give staff more time to gather the requested information saying changes like the one in question cannot be rushed.

Motion by Councilmember Olson to postpone consideration of moving to monthly utility billing until the meeting of July 21, 2025.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

Motion by Councilmember Fear to direct staff to gather statistics on the average time it takes for an organization to convert from a paper billing system to a digital one – thereby saving on the cost for the printing and mailing of bills, and to provide an opinion on the legality of delivering bills and shut-off notices via digital means for presentation at the July 21, 2025 meeting.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

Closed Session

Motion by Councilmember Fear to approve 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.

Motion supported by Councilmember Osmer.

Roll Call Vote.

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

NAYS: None.

CITIZEN COMMENTS

Patrice Martin, 615 N. Park Street, said that going to monthly billing is a no-brainer when talking about water rate hikes. She went on to say that the City needs to demonstrate that it cares for each household in the community and cited examples of the ways other communities care for their citizens.

Kori Shook, 216 W. Exchange Street, said she is concerned that landlords may find their house payment going up if water bills are added to their taxes.

Leo Deason, 425 N. Hintz Road, said he would like to see how much the City is spending on shut-offs each quarter.

Jael Harrington, 515 N. Washington Street, noted that quarterly billing may actually provide people with a little more leeway to roll with the financial punches, saying that it's really quite difficult to catch up if you fall behind on a monthly payment system. She suggested that if Council maintains quarterly billing maybe they could send out monthly reminders to water customers via email. Lastly, she thanked everyone for their hard work on the issues discussed this evening.

Ashley Short, 1607 Young Street, indicated she loved the online water portal, and she already gets her bills via email.

COUNCIL COMMENTS

None.

The council adjourned to closed session at 10:34 p.m.

The council returned from closed session at 10:53 p.m.

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

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

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

COMMUNICATIONS

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

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

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

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

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

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

Downtown Development Authority/Main Street. Minutes of May 7, 2025.

Parks & Recreation Commission. Minutes of May 28, 2025.

Downtown Development Authority/Main Street. Minutes of June 4, 2025.
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

Motion by Councilmember Olson for adjournment at 10:54 p.m.

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

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk

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



MEMORANDUM

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

DATE: July 7, 2025

TO: Mayor Teich and the Owosso City Council

FROM: Tanya Buckelew, Planning & Building Director

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

RECOMMENDATION:

A Public Hearing will be held this evening to inform citizens of the objectives of the grant, permitted activities, location and amount allocated for the activity of the Community Development Block Grant.

BACKGROUND:

- The City applied for and has been awarded a CDBG Grant for \$1,500,000 (City match is not required). This includes reimbursement for administrative costs.
- This grant is for the Washington Park Utility Extension Project that includes water and sewer line extensions, and a generator and lift station to prepare the site for an eventual residential development.

AUTHORIZING DOCUMENTS AND APPLICATION ATTACHED:

- Authorizing Resolution
- CDBG Application and Application Supplement – Housing Infrastructure
- Authorized Signature Designation Form
- Procurement Policy and Procedure
- Determination of Level of Environmental Review
- Program Certification and Assurances

FISCAL IMPACTS:

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

RESOLUTION NO.

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

WHEREAS, the City of Owosso applied for and has been awarded a CDBG Grant totaling \$1,500,000 for the Washington Park Utility Extension Project that includes an extension of the water and sewer lines, installation of a generator and lift station, and preparation of the site for an eventual residential development; and

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

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

WHEREAS, the beneficiaries of this grant will include more than 51% of low- to moderate-income households of the City of Owosso; and

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

WHEREAS, the City Council voted and approved this Resolution on July 7, 2025 to submit the Michigan CDBG Application; and

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

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



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

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

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

A	APPLICANT INFORMATION	
1	APPLICANT (UGLG) NAME	City of Owosso
2	ADDRESS, CITY, STATE, ZIP	301 W. Main St. Owosso, MI 48867
3	FEDERAL ID #	38-6004723
4	UNIQUE ENTITY IDENTIFIER (UEI) #	xbctlz75mpz1
5	MSHDA ORG #	37
6	FISCAL YEAR END (mm/dd)	06/30
7	UGLG TYPE	<input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Land Bank
8	UGLG CONTACT NAME	Tanya Buckelew
9	UGLG CONTACT EMAIL	tanya.buckelew@ci.owosso.mi.us
10	UGLG CONTACT PHONE	989-725-0540

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

3	<p>How does your project fit with the Regional Housing Plan goals? Indicate the Goal number (Regional Housing Plans can be accessed on the MSHDA website: Statewide Housing Plan.)</p> <p>The addition of infrastructure to this site makes development of new, affordable housing, which is listed in both the Regional and State Housing Plans as a top priority, an option. The installation of this infrastructure will create the option for the development of rental units that can convert to homeownership after 15 years.</p>
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C	<p>COMMUNITY DEVELOPMENT NARRATIVE</p> <p>Title I of the Federal Housing and Community Development Act of 1974, as amended, requires Units of General Local Government (UGLG) applying for funds to provide a brief narrative on how the proposed project aligns with or impacts their locally adopted plans.</p> <p>To satisfy this requirement, UGLGs must complete the questions in this section. Applicants may reference a locally adopted plan, such as a Master Plan or Community Improvement Plan; however, all questions must be answered. If the UGLG's locally adopted plan(s) do not specifically address the questions provided, supplemental information should be included to demonstrate how the proposed project fulfills the objectives of an existing plan.</p>
1	<p>Community Development and Housing Needs Assessment</p> <p>Provide an assessment of the community development and housing needs within the UGLG's jurisdiction, including the specific needs of low- and moderate-income residents. The assessment must address both community development and housing needs, regardless of the funding category under which assistance is being requested.</p> <p>The City of Owosso adopted its latest Master Plan in June of 2021. The plan summarizes various areas of concern in regard to housing in the City -</p> <ul style="list-style-type: none"> -Most residential units were built before 1939 -Homes have a median value of \$77,000 -Households have a median income of \$36,723 -Owosso has a high poverty rate of 24.3% -Goal 1 of the Master Plan is to protect health, safety and general wellbeing of the community, and pursuing housing grants is an excellent way to meet this goal by improving the housing stock.
2	<p>Planned Short-Term Activities (1–2 Years)</p> <p>Summarize planned short-term activities (lasting one to two years) that will address the identified community development and housing needs within the UGLG's jurisdiction.</p> <ul style="list-style-type: none"> -Complete the MI-HOPE grant in 2025 -Begin the 2024 CDBG grant in 2025 to complete home improvements to 10 homes within the City -Begin the CDBG grant for infrastructure to allow for the expansion of water and sewer lines, a generator, lift station and to prepare the site for an eventual residential development -Continue with a strong Code Enforcement Program -Continue to follow the Master Plan Goals
3	<p>Planned Long-Term Activities (2+ Years)</p> <p>Provide a summary of planned long-term activities (lasting two years or more) designed to address the identified community development and housing needs within the UGLG's jurisdiction.</p> <ul style="list-style-type: none"> -Continue to apply for housing improvements grants

	-Continue with a strong Code Enforcement Program -Continue to follow the Master Plan Goals
4	Impact of the Proposed CDBG Activities Based on the identified needs, describe the anticipated impact of the proposed CDBG activities. Explain how activities complement the short-term and long-term activities outlined in the previous sections and contribute to the overall development goals of the UGLG. This activity will help address the immediate need for housing in the City of Owosso and Shiawassee County and help fulfill the need for low- to moderate-income housing.
5	Plan for Minimizing and Addressing Displacement Describe the strategy for minimizing displacement caused by grant-assisted activities and the approach for assisting individuals who are actually displaced. Reference your locally adopted Residential Anti-Displacement Plan as applicable or develop a new plan. No displacement will occur during this activity as the activity is building new homes.

D	PROJECT MANAGEMENT OVERVIEW
1	<p>Activity Type(s): Check all that apply</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Homeowner Rehabilitation <input checked="" type="checkbox"/> Housing Infrastructure </div> <div> <input type="checkbox"/> Manufactured Housing <input type="checkbox"/> Reconstruction <input type="checkbox"/> Unoccupied Rental Rehabilitation </div> </div> <p>A corresponding Application Supplement must be attached for each selected activity, detailing specific implementation strategies.</p>
2	<p>Administrative Services</p> <p>Select one:</p> <p><input checked="" type="checkbox"/> Employees of the UGLG will administer the program.</p> <p><input checked="" type="checkbox"/> CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Federal procurement compliance is required. The UGLG must request and receive authorization from MSHDA prior to signing an administration contract or incurring administrative costs.</p> <p><input type="checkbox"/> Non-CDBG funds will be used to pay a third-party administrator to assist the UGLG with grant administration. Name of third party, if known:</p>
3	<p>Procurement of Third-party Administrator</p> <p><input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable</p> <p>If applicable, explain the process to be used for procuring the third-party administrator.</p> <p>The proposed fees are expected to be below the \$10,000 threshold for the City of Owosso, therefore the Third-Party Administrator will be approved administratively.</p>
4	<p>Activity Oversight & Administration</p> <p>Describe how the UGLG will provide oversight across all selected activities, ensuring compliance with program requirements. Use Form 13-A "Grant Management Plan" from Chapter 13 of the MSHDA CDBG Policy Manual as a guide when outlining your response. Include:</p> <ol style="list-style-type: none"> The structure for managing program administration and oversight. Roles and responsibilities of staff, contractors, or agencies in ensuring successful implementation. How the UGLG will manage key regulatory requirements including Environmental Review.

	<p>d) Strategies for monitoring activities and addressing compliance issues.</p> <p>a) This grant project for infrastructure will utilize multiple City of Owosso staff members to administer and oversee the completion of the activity. This includes the City Manager, Planning & Building Director, Finance Director, City Engineer, Support Staff and the City Council.</p> <p>b) The Planning & Building Director, as the administrator, will ensure successful implementation with the help of key staff. The City Engineer will work directly with the contractors to ensure compliance.</p> <p>c) The City of Owosso will comply with all regulatory requirements and Environmental Review.</p> <p>d) Staff will utilize written and approved program guidelines to ensure compliance.</p>
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E	BUDGET – Reflect costs to be incurred after application submission only.				
ACTIVITY	TOTAL # OF UNITS	CDBG FUNDS	LEVERAGE/MATCH FUNDS		TOTAL PROPOSED BUDGET
			UGLG	OTHER SOURCES	
Homeowner Rehab		\$	\$	\$	\$
Infrastructure (Housing)		1,230,000	0	0	1,230,000
Reconstruction					
Unoccupied Rental Rehab					
Manufactured Housing					
Administration		270,000	0	0	270,000
TOTAL		\$ 1,500,000	\$ 0	\$ 0	\$ 1,500,000

F	CAPACITY AND IMPLEMENTATION
1	<p>Organization and Staff Capacity</p> <p>Describe the organizational capacity, staff composition, and grants management experience of the UGLG and, if applicable, its third-party administrator. If known, attach resumes or job descriptions for key staff.</p> <p>Description: The Planning & Building Director Tanya Buckelew will be responsible for administering this CDBG Infrastructure Grant. The Director has over 30 years of experience in various areas of government that includes: Building and code enforcement, Permitting, Rental Registration Program, Planning and Zoning, Grant Administrator for - NEP Round 8 for \$75,000, MI-HOPE Phase 2 and 3 for \$265,000, MI-HOPE High Performer for an additional \$100,000, NEP Round 9 for \$75,000, NEP Public Amenity for \$15,000 and CDBG Housing Grant for \$454,300.</p> <p>The Director has support staff that includes a full time building official/inspector, 2 part-time code enforcement officers and 2 part-time trades inspectors.</p> <p>Additional key staff includes the City Manager Nathan Henne, City Engineer Clayton Wehner and Finance Director Brad Barrett.</p>
2	<p>Grant History</p> <p>List all housing and community development grant awards received by the UGLG and/or its third-party administrator in the past five years, including all State awarded grants. Provide the status of each, such as:</p> <ul style="list-style-type: none"> a) Application Pending (include prospective CDBG applications) b) Approved c) Monitoring d) Completed Successfully e) Completed with Findings

	<p>1. NEP Housing Grant Round 8 for 2023 for \$75,000 completed successfully and the Planning & Building Director received the Regional Impact Award in 2024.</p> <p>2. NEP Housing Grant Round 9 of 2024 for \$75,000 completed successfully.</p> <p>3. MI-HOPE Phase 2 and 3 for \$265,000 and the City received an additional \$100,000 for a High Performer Award for a total of \$365,000 and this grant will be completed by late Summer of 2025. In April of 2025, the Planning & Building Director accepted a Success in Monitoring Award on behalf of the City of Owosso.</p> <p>4. NEP Public Amenity for \$15,000 for playground equipment at the Grand Ave Park and was completed in June of 2025.</p> <p>5. CDBG Housing Grant 2024 for \$454,300 and this grant will begin Summer 2025.</p> <p>6. Submitted a LOI for CDBG 1.0 in April of 2025 and 2.0 in June of 2025.</p>
3	<p>Implementation Strategy</p> <p>Describe what makes the UGLG uniquely positioned for successful implementation of the selected programs. Explain the planned approach to execution.</p> <p>Based on recent years of successful housing grants, City of Owosso staff is positioned for another successful round, with the help of the City Engineer who has extensive experience with the infrastructure and the ability to oversee the construction process.</p> <p>The public hearing was held on July 7, 2025 and the required application and attachments have been submitted for review. Next is the signed contract and the program guidelines will be drafted for review. After which time, once the City receives notice, the project can begin and is expected to be completed this Fall of 2025.</p>
4	<p>Check each item and certify below that the UGLG:</p> <p><input checked="" type="checkbox"/> (a) Understands that all activities undertaken must meet the Federal/state/local code, whichever is stricter.</p> <p><input checked="" type="checkbox"/> (b) Understands that required zoning must be approved for Manufactured Housing, Infrastructure (Housing), Reconstruction, and Unoccupied Rental Rehabilitation activities, and specific sites/addresses must be pre-identified prior to UGLG application submission. No specific sites/addresses need to be pre-identified prior to UGLG submission for Homeowner Rehabilitation activities.</p> <p><input checked="" type="checkbox"/> (c) Understands that all activities must be completed, invoiced and all expenditures completed and processed with the MSHDA grants management system by the end of the Grant term. Invoices must be submitted at least quarterly.</p> <p><input checked="" type="checkbox"/> (d) Understands that this CDBG funding is not replacement funding; and can only serve as a matching resource for another state and/or federal Program with MSHDA pre-approval.</p> <p><input checked="" type="checkbox"/> (e) Understands that MSHDA reserves the right to reject any and all submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA. All submissions are considered public information and are subject to discovery under the Freedom of Information Act (FOIA). This submission is not a binding agreement and the notice of selection under this Notification does not guarantee project funding. No project expenses may be incurred, nor contracts signed, for any work that will occur after the application is submitted, unless MSHDA provides formal written authorization. Failure to obtain this approval may jeopardize grant funding.</p>

	<input checked="" type="checkbox"/> (f) Understands that the UGLG is required to be in compliance and good standing with MSHDA and all other State and Federal Agencies. <input checked="" type="checkbox"/> (g) Agrees to adhere to federal, state and local rules and regulations including, but not limited to, HUD, CDBG, MSHDA, MI Neighborhood, CHILL and CDBG Policy Manual, program rules, regulations, policies, procedures, Grant Agreement, reporting requirements, and the completion of closeout public hearing, monitoring, and grant closeout.
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G	COMPLIANCE REQUIREMENTS The following MSHDA CDBG Program Compliance Documents are required to be submitted with the CDBG Application or prior to receiving a Grant Agreement as indicated. Refer to the CDBG Policy Manual for details.
MUST BE LABELED AND SUBMITTED WITH APPLICATION	
1	<input type="checkbox"/> Proof of funding attached for total project costs, including all leverage/match funds. OR <input checked="" type="checkbox"/> Proof of funding not applicable. No leverage/match funds.
2	<input checked="" type="checkbox"/> Public Hearing Documentation Purpose: To ensure public awareness and input regarding proposed CDBG-funded activities. Submission Requirements: <ul style="list-style-type: none"> a) Public Hearing Publication Affidavit and Public Hearing Meeting Minutes must be provided. b) Notice must be published in a local or applicable newspaper at least five calendar days before the hearing. The first day counted is the day after publication. Public Hearing Notice Must Include: <ul style="list-style-type: none"> a) Total available funding for the proposed project. b) Eligible activities and the estimated amount allocated for low- and moderate-income (LMI) households. c) Plans to minimize displacement and provide benefits to displaced persons, if applicable. d) Information on the UGLG's performance in prior CDBG programs, if applicable. Refer to MSHDA CDBG Policy Manual Chapter 3 – Notice of Public Hearing (Sample 3-A). Proof of Public Notice: Applicants must submit an affidavit or a copy of the full newspaper page showing the publication date and notice details. Public Hearing Purpose: <ul style="list-style-type: none"> a) Inform citizens of project objectives, activities, locations, and funding allocation. b) Provide the opportunity for public review and comments on the application. c) Include the anticipated application submission date and details on where and when the application can be reviewed. Submission Timeline: <ul style="list-style-type: none"> a) Draft meeting minutes may be submitted with the application. b) Once approved, public hearing minutes and an attendance roster must be submitted to MSHDA before grant award.

3	<p>☒ CDBG Authorizing Resolution</p> <p>Purpose: To designate the authorized official responsible for the CDBG application, grant administration, and NEPA Environmental Review Certifying Officer.</p> <p>Submission Requirements:</p> <ul style="list-style-type: none"> • Authorizing Resolution (Form 2-A from Chapter 2 of the MSHDA CDBG Policy Manual) must be submitted with the application. • The highest elected official is responsible for signing grant documents unless delegated through the resolution. <p>Instructions:</p> <p>Grantees are required to submit an Authorizing Resolution (2-A) designating their authorized official. By default, the highest elected official assumes responsibility of the grant application process, in addition to signing the grant agreement, oversight of grant activities, and signing of grant documents, pay requests, etc. However, these responsibilities may be delegated to another official (elected or hired) through the use of the Authorizing Resolution. The Authorizing Resolution should be completed prior to submitting the application or signing grant related documents and is often in tandem with the public hearing for the overview of the proposed project.</p> <p>At time of passing the Authorizing Resolution, the UGLG may also designate the Certifying Officer for the NEPA Environmental Review. Please review instructions in the Environmental Review chapter.</p> <p>An adopted CDBG Authorizing Resolution will, at a minimum, contain the following:</p> <ol style="list-style-type: none"> 1. Identification of the proposed project. 2. Identification of the funding request and the commitment of the UGLG's matching funds. 3. Statement that the proposed project is consistent with the UGLG's community development plan as described in the Application. 4. Statement that all activities will be taken for the purpose of providing and/or improving permanent residential structures, which upon completion: <ol style="list-style-type: none"> a. 100% will be occupied by low- or moderate-income households [for projects that include Homeowner Rehabilitation, Reconstruction, and Manufactured Housing activities] AND/OR b. 51% or more will be occupied by low- or moderate- income households [for projects that include Housing Infrastructure and Unoccupied Rental Rehabilitation activities] 5. Statement that no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by MSHDA. 6. Local authorization to submit the Michigan CDBG Application. 7. Identification, by title, of the UGLGs authorized person to sign the Application and all attachments. 8. Identification, by title, of the UGLGs authorized person to sign the Grant Agreement and all amendments. 9. Identification, by title, of the UGLGs authorized person to sign Payment Requests. 10. Identification, by title, of the UGLGs authorized person as the National Environmental Policy Act (NEPA) Environmental Review Certifying Officer. <p>An Authorizing Resolution template is available in the CDBG Policy Manual Chapter 2 – Application and Award Process (2-A Authorizing Resolution).</p>
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4	Copy of the applicant's current Procurement Policy. The Procurement Policy must meet 2 CFR Part 200 standards (see Procurement Policy section of the CDBG Policy Manual, Chapter 11 – Procurement).
NOTE: THE FOLLOWING ITEMS ARE SUBMITTED AFTER APPLICATION APPROVAL	
MUST BE SUBMITTED PRIOR TO GRANT AGREEMENT EXECUTION	
5	Annual Profile Review. IGX Grant Management System instructions will be provided upon award. Complete and return 2-E Authorized Signature Designation Review CDBG Policy Manual Chapter 2 – Application and Award Process
MUST BE SUBMITTED PRIOR TO INCURRING ANY PROJECT COSTS (CDBG or non-CDBG)	
6	NEPA Environmental Review. Review CDBG Policy Manual Chapter 7 – Environmental Review
MUST BE SUBMITTED WITHIN 60 DAYS OF GRANT AGREEMENT EXECUTION	
7	Local Program Guidelines. Complete the Program Guidelines TEMPLATE Review CDBG Policy Manual Chapter 2 – Application and Award Process (2-C Program Guidelines)

H	CERTIFICATION BY THE UGLG <input checked="" type="checkbox"/> I have read and certify Section H below.
	<p>The UGLG states that the person identified in the Authorizing Resolution certifies the following:</p> <ol style="list-style-type: none"> 1. Possesses legal authority to submit a grant application. 2. Shall comply with 570.486(a) Citizen Participation Requirements of a Unit of General Local Government, including: <ol style="list-style-type: none"> a. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used; b. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds; c. Furnish citizens information, including but not limited to: <ol style="list-style-type: none"> i. The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income). ii. The range of activities that may be undertaken with the CDBG funds. iii. The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and iv. The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under §570.488. d. Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups.

	<ul style="list-style-type: none"> e. Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate. f. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state. g. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. <p>3. Has in a timely manner:</p> <ul style="list-style-type: none"> a. Furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced. b. Published public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities. c. Held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and d. Made the proposed application available to the public. <p>4. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284 and will affirmatively further fair housing.</p> <p>5. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs.</p> <p>6. Has developed a community development plan or community development narrative that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;</p>
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	<p>7. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);</p> <p>8. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions.</p> <p>9. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;</p> <p>10. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;</p> <p>11. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.</p> <p>12. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.</p>
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I	STATEMENT OF ASSURANCES <input checked="" type="checkbox"/> I have read Section I and assure the following:
	<p>The UGLG states that the person identified in the Authorizing Resolution assures the following:</p> <ol style="list-style-type: none"> 1. Compliance with financial management and audit requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. 2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statues and implementing rules and regulations. 3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations. 4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).

	<p>5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.</p> <p>6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.</p> <p>7. Compliance with the Citizen Participation Plan (24 CFR Part 570.486 (A)) and implementing regulations.</p> <p>8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations, excerpts, and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.</p> <p>The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.</p>
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J	<p>CHOICE LIMITING ACTION ACKNOWLEDGEMENT</p> <p><input checked="" type="checkbox"/> I acknowledge that engaging in choice-limiting activities prior to submitting the Request for Release of Funds (RROF) and Certification and receiving authorization, may jeopardize this project's eligibility for funding. Such actions may result in disqualification from CDBG funding and/or require repayment of CDBG funds already expended.</p>
	<p>In accordance with 24 CFR Part 58, neither the recipient nor any participant in the project—including public or private nonprofit organizations, for-profit entities, or their contractors—may commit or expend federal or non-federal project funds prior to approval of the Environmental Review Request for Release of Funds (RROF) and Certification, and subsequent authorization from MSHDA, unless explicitly allowed under 24 CFR Part 58.</p> <p>Examples of prohibited choice-limiting actions include, but are not limited to:</p> <ul style="list-style-type: none"> • Acquisition of land or property • Demolition activities • Closing on loans • Signing contracts • Beginning site prep, construction or rehabilitation work

K	<p>CERTIFICATION BY AUTHORIZED SIGNATORY</p> <p>The individual signing below is either the highest elected official or has been duly authorized through an Authorized Resolution. By signing, they certify that:</p> <ol style="list-style-type: none"> 1. All required fields in this application have been completed and reviewed. 2. The Certifications and Assurances included herein have been reviewed and acknowledged. 3. No project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, and written authorization to incur costs has been provided by MSHDA. 4. To the best of their knowledge, the information provided in this application is accurate and current.
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	<p>5. The UGLG agrees to comply with all applicable HUD, CDBG, and MSHDA rules, regulations, policies, procedures, and reporting requirements.</p> <p>6. All entities involved in the implementation of the proposed project will also comply with these rules and regulations throughout the grant administration process.</p>	
	SIGNATURE	
1	NAME	Tanya S. Buckelew
2	TITLE	Planning & Building Director
3	PHONE	989-725-0540
4	DATE	



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION SUPPLEMENT – HOUSING INFRASTRUCTURE

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

Complete the CDBG Application and applicable Application Supplement(s) in full. Include all required attachments with application submission.

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

B ACTIVITY SUMMARY	
1	<p>Project Scope</p> <ul style="list-style-type: none"> a) Provide a detailed overview of the proposed infrastructure project. b) Specify whether any part/property of the project was occupied by a business, non-profit organization, or residence within the six months leading up to the Letter of Intent (LOI) due date. c) Identify specific infrastructure components (e.g., sidewalks, roads, water/sewer connections, etc.) of the project. d) Describe the housing activities directly tied to the infrastructure project. <p>a) 1310 feet of 8 inch water main installed on Wesley Dr between N Water Street and N Washington St & on N Washington St between North St and Welsey Dr; 200' of 10 inch gravity sanitary sewer, 120' of 1.5 inch force main installed on Wesley Dr between N Water St and N Washington St with lift station; 680' of street rehabilitation on Wesley Dr between N Water St and N Washington St including storm sewer installation and ditching.</p> <p>b) N/A</p> <p>c) Street rehabilitation, water main installation, and sanitary sewer installation.</p> <p>d) Preparing the site for an eventual residential development</p>
2	<p>Purpose & Justification: Explain how the proposed infrastructure improvements support the creation of new housing units within the jurisdiction.</p> <ul style="list-style-type: none"> a) Indicate whether the infrastructure benefits only new housing units, with at least 51% designated for low-to-moderate income (LMI) households. b) If the project has broader benefits, outline additional beneficiaries (residential and non-residential) and any potential areawide impacts. <p>a) The infrastructure will prepare the site for an eventual residential development</p> <p>b) The proposed water main will service 3 additional residential properties once their existing wells no longer produce.</p>
3	<p>Project Planning & Approvals: Describe the current status and progress for:</p> <ul style="list-style-type: none"> a) Engineering, permit approvals, and regulatory compliance. b) Zoning and site plan approvals.

	<p>c) Any anticipated project challenges and how they may affect the project's ability to meet project deadlines.</p> <p>a) Engineering plans are complete. EGLE permits for water main and sanitary sewer have been obtained.</p> <p>b) The infrastructure will be extended along the public right-of-way. The site was approved for an eventual residential development, for planning and zoning, in April of 2024.</p> <p>c) N/A</p>
4	<p>Infrastructure Project Implementation</p> <p>a) Explain how the infrastructure activities will be conducted.</p> <p>b) Contractors are required for the infrastructure improvements. Describe the process for procurement, selection, and contracting.</p> <p>c) Detail how the UGLG will provide oversight and track construction progress on the infrastructure improvements.</p> <p>d) Detail how the UGLG will ensure compliance with Davis-Bacon wage requirements for infrastructure improvements.</p> <p>a) A contractor will install the infrastructure to city specifications. Proposed work schedule and sequencing will be reviewed by the city.</p> <p>b) Sealed competitive bid process</p> <p>c) The city has hired Tetra Tech to perform construction administration and inspection on the project. Tetra Tech will report to the city on the progress of the project. Periodic progress meetings will be held to ensure the project is staying on schedule.</p> <p>d) The city has hired Tetra Tech to perform wage rate interviews and to review certified payrolls.</p>
5	<p>Housing Project Implementation: Detail how the housing portion of the project will be implemented.</p> <p>a) Describe the process for selecting the housing developer.</p> <p>b) Explain how the housing construction activities will be conducted.</p> <p>c) Detail how the UGLG will provide oversight and track construction progress on the housing development through occupancy.</p> <p>a) Housing developer was not selected.</p> <p>b) Housing developer submits building plans to be reviewed and approved by the Building Official and Trades Inspectors.</p> <p>c) The city will perform various inspections as the housing development progresses.</p>
6.	<p>Explain the UGLGs Maintenance Plan for the funded infrastructure.</p> <p>The water main will become a part of the city's water distribution system. The sanitary sewer will become a part of the city's collection system. Both of these systems are funded by water and sewer rates. The rates collected will then be budgeted for future maintenance. The lift station will be connected to the city's existing control system for monitoring and will be inspected at the usual monthly intervals. Wesley Dr is already included in the city's street inventory with maintenance funds coming from the state.</p>

C	TIMELINE
	<p>Provide a detailed project timeline, including critical milestones leading up to infrastructure completion and the associated new housing development.</p> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: center; background-color: #cccccc;">TIMELINE</div>

Completed by	Task	Start Date	End Date
UGLG	Grant Agreement Executed	July 2025	
UGLG	Procure Third-Party Administrator	July 2025	
UGLG	Complete NEPA Environmental Review	July 2025	August of 2025
UGLG	Construction Bidding (Sealed bid - 25 days)	April 28, 2025	May 27, 2025
Contractor	Infrastructure Construction Start	July 2025	
Contractor	Infrastructure Construction Complete		August 2025
UGLG	Final Inspection(s) Completed		August 2025
Contractor	Housing Construction Start	TBD	
Contractor	Housing Construction Complete		TBD
UGLG	100% Disbursement of Funds/Final Reports on Infrastructure Activities		Dec 2025
UGLG	Final Report on Housing Activities		TBD

Timeline Description:

This is an estimated timeline for the infrastructure installation, subject to change due to any supply chain issues and weather.

D	ATTACHMENTS																																																																																				
ATTACHMENTS MUST BE LABELED AND SUBMITTED WITH APPLICATION																																																																																					
1	<input checked="" type="checkbox"/> Detailed Project Map: Show parcel locations for all planned infrastructure and housing units.																																																																																				
2	<input checked="" type="checkbox"/> List of Units: For each parcel involved in the housing infrastructure project, complete the table below or provide an attachment. If a parcel has both rental and for-sale units, enter the totals in each relevant column. Add additional rows as needed. <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Parcel #/Address</th> <th rowspan="2">Total Units</th> <th rowspan="2">LMI Units</th> <th rowspan="2">Housing Type(s)* (SF/MF)</th> <th colspan="4"># of Units</th> </tr> <tr> <th>For Sale Units</th> <th>For Rent Units</th> <th>For Sale Units Reserved for LMI</th> <th>For Rent Units Reserved for LMI</th> </tr> </thead> <tbody> <tr> <td>TBD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><small>*SF = Single-Family Housing MF = Multi-Family Housing</small></p> </div>	Parcel #/Address	Total Units	LMI Units	Housing Type(s)* (SF/MF)	# of Units				For Sale Units	For Rent Units	For Sale Units Reserved for LMI	For Rent Units Reserved for LMI	TBD																																																																TOTAL							
Parcel #/Address	Total Units					LMI Units	Housing Type(s)* (SF/MF)	# of Units																																																																													
		For Sale Units	For Rent Units	For Sale Units Reserved for LMI	For Rent Units Reserved for LMI																																																																																
TBD																																																																																					
TOTAL																																																																																					
3	<input checked="" type="checkbox"/> Site Control Documentation: Warranty deeds, option to purchase, or proof of ownership.																																																																																				
4	<input checked="" type="checkbox"/> Approved Plans/Readiness Documentation: <ul style="list-style-type: none"> a) Infrastructure: Stamped engineering plans & specifications. b) Housing: Site plans and architectural drawings. c) Local site plan approval and zoning approval documentation. 																																																																																				
5	<input checked="" type="checkbox"/> Financing Documentation: <ul style="list-style-type: none"> a) Independent third-party estimates from a qualified entity for infrastructure improvements. b) Proof of funding for both the infrastructure and housing development activities. c) Project Proforma: <ul style="list-style-type: none"> i. CDBG New Unit for Rent Proforma for rental developments. ii. CDBG New Unit for Sale Proforma for for-sale housing developments. 																																																																																				
6	<input checked="" type="checkbox"/> Environmental Documentation: <ul style="list-style-type: none"> a) Phase 1 Environmental Site Assessment (ESA): Must be dated within 5 years of application submission. Include page references for any identified Recognized Environmental Conditions (RECs). b) Phase 2 ESA documentation (if applicable). 																																																																																				

AUTHORIZED SIGNATURE DESIGNATION FORM

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

AUTHORIZED SIGNER(S)

Date: _____

Nathan R. Henne, City Manager

Date: _____

Tanya S. Buckelew, Planning & Building Director**APPROVED BY HIGHEST ELECTED OFFICIAL**

Date: _____

Robert J. Teich Jr., Mayor

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

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

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

1. CODE OF CONDUCT/CONFLICT OF INTEREST

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

2. PROPOSED PROCUREMENTS

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

3. COST REIMBURSEMENT CONTRACTS

- Provide for payment to the contractor of allowable incurred costs, to the extent prescribed in the contract. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed

4. PROCEDURES TO HANDLE AND RESOLVE DISPUTES RELATED TO PROCUREMENT ACTIONS

- See Program Guidelines for the Complaint Policy

5. METHOD OF PROCUREMENT

- City of Owosso Ordinance Article VI – Finance, Division 3. Purchases, Contracts and Sales Sec. 2-344. Purchases or contracts over \$10,000.00.
Any expenditure for services, supplies, materials or equipment obligating the city, where the amount of the city's obligation is in excess of ten thousand dollars (\$10,000.00), shall be governed by the provisions of this section, except as provided in section 2-345.
(1) Such expenditure shall be made the subject of a written contract. A purchase order shall be a sufficient written contract only in cases where the expenditure is in the usual and ordinary course of the city's affairs and in no case shall it be sufficient for the construction of public works or the contracting for receipt of supplies or services over any period of time in excess of one (1) year or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

- (2) Notice inviting sealed competitive bids shall be published in a newspaper of general circulation in the city at least five (5) days before the final date for submitting bids thereon. Such notice shall give briefly the specifications of the services, supplies, materials or equipment or other matter to be contracted for and shall state the amount of security to be given with the bid and the amount of bond or other security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any other conditions of award of the contract shall also be stated in general terms.
- (3) The purchasing agent shall also solicit bids from a reasonable number of such qualified prospective bidders as are known to him/her by sending each a copy of the notice requesting bids and notice thereof shall be posted on the city's website.
- (4) Unless prescribed by the council, the purchasing agent shall prescribe the amount of any security to be deposited with any bid, which deposit shall be in cash, certified or cashier's check or bond written by a surety company authorized to do business in the state. The amount of such security shall be expressed as a percentage of the bid submitted. Unless fixed by the council, the purchasing agent shall fix the amount of the performance bond and for construction contracts, the amount of the labor and material bond to be required of the successful bidders.
- (5) Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the city clerk and at least one (1) other city official or employee, preferably the head of the department most closely concerned with the subject of the contract. The bids shall thereupon be carefully examined, tabulated and reported to the council with the recommendation of the purchasing agent at the next council meeting. After tabulation, all bids may be inspected by the competing bidders. In lieu of the procedure for opening bids herein specified, the council may direct that bids be opened at a council meeting.
- (6) When such bids are submitted to the council, the contract to be executed, in a form approved by the city attorney, shall also be submitted. If the council finds any of the bids satisfactory, it shall award the contract to the lowest qualified bidder and shall authorize the execution of the contract. Upon execution of the contract, the successful bidder shall file any required bonds, which shall be approved by the city attorney as to form. Such award may be by resolution or ordinance. The council shall have the right to reject any or all bids, to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.
- (7) For projects exceeding fifty thousand dollars (\$50,000.00). At the time the contract is executed, the contractor shall file a bond to the city executed by a surety company authorized to do business in the state, conditioned upon the performance of said contract, and further conditioned to pay all laborers, mechanics, subcontractors and material suppliers as well as all just debts, dues and demands incurred in the performance of such work. The contractor shall also file evidence of public liability insurance and workers compensation in an amount satisfactory to the city attorney, and agree to hold the city harmless from loss or damage caused to any person or property by reason of the contractor's negligence.
- (8) All bids and deposits of certified or cashier's checks may be retained until the contract is awarded and signed. If any successful bidder fails or refuses to enter into the contract awarded to him or her within ten (10) days after the same has been awarded, or file any bond required within the same time, the deposit accompanying his or her bid shall be forfeited to the city, and the council may, in its discretion, award the contract to the next lowest qualified bidder or the contract may be re-advertised.

Sec. 2-349. "Lowest qualified bidder" defined.

The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner:

- (1) To the bid of any bidder which is neither an Owosso-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
- (2) To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from an Owosso-based business, no additional amount shall be added to the bid of a county-based business.

- (3) "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city.
The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.
- (4) If twenty-five (25) percent or more of a contract for construction or other services is to be subcontracted by an Owosso-based business bidder to a non-city-based business or businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of subsections (1) and (2) within this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as an Owosso-based or county-based business.

6. EQUAL OPPORTUNITY REQUIREMENTS

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

7. PROCUREMENT TRANSACTIONS

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

8. VERIFICATION OF CONTRACTOR ELIGIBILITY

- Prior to the award of the construction contract – the following will be completed
- Meets the liability and insurance requirements
- Obtain contractor clearance and determine whether the contractor is debarred at the federal level by searching www.sam.gov and HUD Limited Denial of Participation List

9. CONTRACT ADMINISTRATION AND RECORDS

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

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

11. BONDING

Performance Bond will be required from the contractor

12. REPORTING

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

**Adopted by the City of Owosso
July 7, 2025**

DETERMINATION OF LEVEL OF ENVIRONMENTAL REVIEW

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

PROJECT INFORMATION

Grantee (UGLG)	City of Owosso
Grantee Address	301 W. Main St. Owosso, MI 48867
Grantee Contact	Tanya Buckelew , phone 989-725-0540
Other Project Contact	Nathan Henne, phone 989-725-0599
Grant Number	Pending
Project Title	Washington Park Utility Extension Project

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

Project Description: **The extension of the City of Owosso's infrastructure will prepare the site for an eventual residential development.**

The infrastructure project includes the following -

1,310 feet of 8 inch water main installed on Wesley Drive between N Water Street and N Washington Street and on N Washington Street between North Street and Wesley Drive. 200' of 10 inch gravity sanitary sewer, 120' of 1.5 inch force main installed on Wesley Drive between N Water Street and N Washington Street with lift station. 680' of street rehabilitation on Wesley Drive between N Water Street and N Washington Street including storm sewer installation and ditching.

The existing environment is residential streets with single family houses. The topography is relatively flat. Existing soils are sandy clay.

PROJECT DETERMINATION (completed by the Environmental Review Officer)

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

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

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

Date

PROGRAM CERTIFICATION AND ASSURANCES

This form sets forth the Certifications and Assurances that the UGLG will adhere to as required by CDBG regulations.

CERTIFICATION BY THE APPLICANT UGLG

The Applicant UGLG states that the person identified in the Authorizing Resolution certifies the following:

1. Possesses legal authority to submit a grant application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public;
3. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
5. Has developed a community development plan that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any cooperative agreement, and the

extension, continuation, renewal, amendment, or modification of any federal contract, grant, or cooperative agreement;

9. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit the Disclosure of Lobbying Activities (3-D) form in accordance with its instructions;
10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;
11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

STATEMENT OF ASSURANCES

The Applicant UGLG states that the person identified in the Authorizing Resolution assures the following:

1. Compliance with financial management and audit requirements in Financial Management chapter, 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
7. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations, excerpts, and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

SIGNATURE

Providing a signature, with all applicable field boxes being completed and all information being reviewed, assures the following:

1. There are no changes to the previously submitted intake and application materials that would change the scope, budget, timeline, or beneficiaries of grant funds; and
2. Required compliance, plans, policies, assurances, and certifications as outlined in this document have been reviewed and accounted for, and any applicable and requested documents will be available upon request during grant monitoring; and
3. The UGLG agrees to adhere to HUD, CDBG and MSHDA rules, regulations, and the CDBG Policy Manual, procedures, and reporting requirements. The UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration; and
4. Submitting a signed Certification by Authorized Signatory is submitted with the CDBG Application.

The person authorized through resolution, or the highest elected official, has signed below verifying (1) the Certifications and Assurances herein have been reviewed and accounted for; (2) this Application has been reviewed and is complete; and (3) the data provided herein is the most accurate available based on current information and knowledge.

<div>X</div> <div>_____</div> <div>Type Name, Title</div> <div>Tanya S. Buckelew, Planning & Building Director</div>	<div>_____</div> <div>Date</div>
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301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

MEMORANDUM

DATE: June 16, 2025

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1536

Georgia McCrandall, owner of Rollin' Blooms has requested 3 parking spots to park a 1961 Ford Econoline Flower truck in front of their store for their grand opening event.

LOCATION: 3 parking spots in front of 114 N. Wahington

DATE: Saturday, July 19, 2025

TIME: 9:00am – 3:00 pm

The Public Safety Department has issued Traffic Control Order # 1536 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
1536	6/16/2025	9:28 am

REQUESTED BY
Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL
No Parking

LOCATION OF CONTROL
3 Parking Spots in front of 114 N. Washington

EVENT:
Rollin’ Blooms Grand Opening
Saturday, July 19, 2025
9:00 am – 3:00 pm

APPROVED BY COUNCIL
_____, 20 ____

REMARKS
Business owner will park their vintage truck in said spots during the event



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: Rollin' Blooms Grand Opening

Applicant Name: Rollin' Blooms/Georgia McCrandall Date: 6/12/25
(Individual or Group Name)

Primary Contact: Georgia McCrandall Title: Owner

Address: 114 N Washington

Phone: [REDACTED] Email: [REDACTED]

Requested Date(s): 7/19/25 Requested Hours: 9am-3pm
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): 3 parking spots in front of our building at 114 N. Washington Street

Detailed description of the use for which the request is made: We'd like to park our 1961 Ford Econoline Flower truck in front of our store for the event.

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

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

Continued on back...

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

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

Applicant Signature: _____

Date: 06/12/25

Information Regarding Required Documents

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

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

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

or

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

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

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

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

☐ Additional: _____

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

☐ Additional: _____

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

☐ Additional: _____

\$ 30 **Total Due at Time of Application. Please make check payable to: City of Owosso.**

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

Approved ☐ Not Approved ☐ Date: _____

Traffic Control Order Number _____

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson

03-06-2023

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470-010-1

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W Comstock St

S Water S

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S Ball St

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470-026-001-00

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470-027-014-00
470-027-011-00
470-027-012-00
470-027-018-00
00-500-020-017
470-027-015-00




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/13/2025

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 Matt Grubb 1026 E Main Street Owosso MI 488679007		CONTACT Matt Grubb NAME: PHONE (A/C, No, Ext): 989-725-8300 FAX (A/C, No): E-MAIL ADDRESS: matt.grubb.hqba@statefarm.com	
INSURED ROLLIN' BLOOMS, LLC OWOSSO MI 488674921		INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

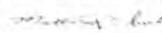
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	N	N	92-G5-X945-9	05/28/2025	05/28/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$
	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N						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 301 W Main ST Owosso MI 48867	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  This form was system-generated on 06/13/2025
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CMP-4883 ADDITIONAL INSURED — DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Policy Number: 92-G5-X945-9

Named Insured:

Rollin Blooms LLC
114 N Washington St
Owosso, MI 48867

Name And Address Of Additional Insured Person Or Organization:

City of Owosso
202 S Water St
Owosso, MI 48867

1. **SECTION II — WHO IS AN INSURED** of **SECTION II — LIABILITY** is amended to include, as an additional insured, any person or organization shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - a. **Premises And Ongoing Operations**
Your acts or omissions or the acts or omissions of those acting on your behalf:
 - (1) In connection with your premises; or
 - (2) In the performance of your ongoing operations; or
 - b. **Products-Completed Operations**
"Your work" performed for that additional insured and included in the "products-completed operations hazard".
2. Any insurance provided to the additional insured shall only apply with respect to a claim made or a "suit" brought for damages for which you are provided coverage.
3. **Primary Insurance.** The insurance afforded the additional insured shall be primary insurance. Any insurance carried by the additional insured shall be noncontributory with respect to coverage provided by you.

All other policy provisions apply.



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

MEMORANDUM

DATE: June 20, 2025

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1537

Jennifer Clarke is requesting traffic control for the 10th Annual PFC 5K Walk to raise funds for veterans in Shiawassee County to help with everyday needs.

LOCATION: Starting at 201 E Mason to Gould, left on Gould to North St, right on North St to Ball, left on Ball to King, left on King St to Park St, right on Park St back to Gould and turn left ending at the American Legion Post.

DATE: Sunday, August 24, 2025

TIME: 7:00am – 12:00pm

The Public Safety Department has issued Traffic Control Order # 1536 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

1537

6/20/2025

11:38 am

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Partial closure of streets

LOCATION OF CONTROL

Mason Street, from Park to Gould
Gould Street, from Mason to North
North Street, from Gould to Ball
Ball Street, from North to King
King Street, from Ball to Park
Park Street, from King to Mason

EVENT:

10th Annual PFC Cantu 5k Walk
Sunday, August 24, 2025
7:00 am – noon

APPROVED BY COUNCIL

_____, 20____

REMARKS



#1537

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: 10th Annual PFC 5K WalkApplicant Name: Jennifer Clarke Date: 6/20/2025
(Individual or Group Name)Primary Contact: Jennifer Clarke Title: _____Address: 4581 E. M-41 Corunna MI 48817

Phone: _____ Email: _____

Requested Date(s): August 24 2025 Requested Hours: 9:30 AM - Noon
(Including set-up and clean-up)Area Requested (Parking Lot - Parade Route): Street 201 E. Mason to Gould turn Left @ Gould go to North St turn R @ North go to Ball and turn L @ Ball and then turn L @ King St. and turn R @ Park St Right back to 201 E. Mason to the Am. Legion Post St

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

5K Run we host every year to raise money to help veterans here in Shiawassee County with everyday needs. ex. Rent, medicine, food

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

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

Continued on back...

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

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

Applicant Signature: _____

Date: _____

Information Regarding Required Documents

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

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

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

or

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

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

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

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

☐ Additional: _____

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

☐ Additional: _____

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

☐ Additional: _____

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

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

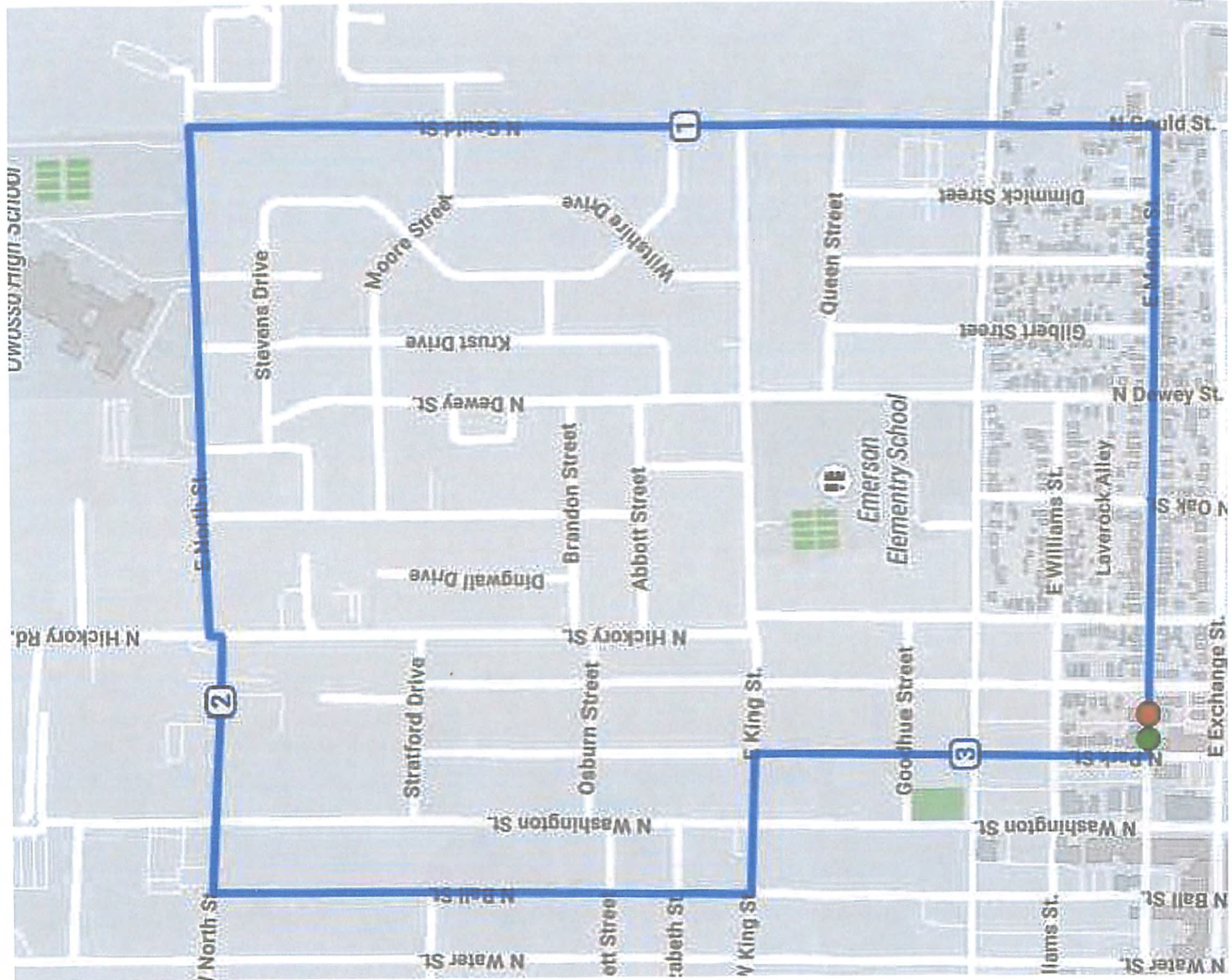
Approved ☐ Not Approved ☐

Date: _____

Traffic Control Order Number _____

Copy of Rules & Regulations provided to Applicant ☐

Cc: DDA – Director; WCIA – Chairperson





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

MEMORANDUM

DATE: June 23, 2025

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order # 1538

Lizzie Fredrick, Owosso Main Street/DDA Executive Director, is requesting the following street/lot closure for the annual Owosso Vintage Motorcycle Days.

LOCATION:

Washington St from Main St to Water St/Jerome Ave, Main St Plaza and Comstock St from Water St to Park St.

DATE:

August 23, 2025

TIME:

6:00 am – 6:00 pm

Master Plan Implementation Goals	
4.5 - Identify, Preserve and Enhance the Community's Character	Continue to support biking, walking and river activities in downtown.
4.6 - Identify, Preserve and Enhance the Community's Character	Continue to support festivals and events.
4.16 - Identify, Preserve and Enhance the Community's Character	Promote tourism. Advance and expand Downtown's Day-Tripper Transformation Strategy.
5.9 - Increase Quality of Life and Quality of Place for All	Increase lifestyle, entertainment options including festivals and cultural events.
5.12 - Increase Quality of Life and Quality of Place for All	Continue to support weekend and evening activities in the downtown.
5.17 - Increase Quality of Life and Quality of Place for All	Create and demonstrate a welcoming culture of hospitality for the vision, businesses and residents of Downtown Owosso.
5.1 - Increase Quality of Life and Quality of Place for All	Support and promote arts & culture, in partnership with Shiawassee Arts Council, Owosso Community Players, Owosso Public School District, and others.
6.5 - Boost Local Economy	Support and promote arts & culture, in partnership with Shiawassee Arts Council, Owosso Community Players, Owosso Public School District, and others.
7.1 - Strengthen Public and Private Partnerships	Foster stronger relationships between the public schools, local government, student groups, and community groups.

The Public Safety Department has issued Traffic Control Order # 1538 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of the traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1538

6-23-25

2:30 pm

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street and lot closure

LOCATION OF CONTROL

Main Street Plaza (Lot #13)

Washington St. from Main St. to Water St/Jerome Ave,

Comstock St. from Water St. to Park St.

EVENT:

Owosso Vintage Motorcycle Days

DATE: August 23, 2025

TIME: 6:00 am - 6:00 pm

APPROVED BY COUNCIL

_____, 20____

REMARKS

#1538



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

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

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

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

Event Name: Owosso Vintage Motorcycle Days

Applicant Name: Owosso Main Street & Downtown Development Authority Date: 6/23/25
(Individual or Group Name)

Primary Contact: Lizzie Fredrick Title: Executive Director

Address: 301 W Main Street

Phone: 989-725-0571 Email: lizzie.fredrick@ci.owosso.mi.us

Requested Date(s): 8/23/25 Requested Hours: 6AM to 6PM
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Washington Street from Main Street to Water Street/Jerome Ave, Main Street Plaza, and Comstock Street from Water Street to Park Street

Detailed description of the use for which the request is made: Vintage Motorcycle Show and Custom Bike Build Competition

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

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

Continued on back...

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

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

Applicant Signature: _____

Date: 6/23/24

Information Regarding Required Documents

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

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

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

or

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

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

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

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

☒ Additional: 248.705.818.770

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

☐ Additional: _____

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

☐ Additional: _____

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

Do Not Write Below This Line - For Officials Use Only

Date: _____

Traffic Control Order Number _____

Not Approved ☐
Rules & Regulations provided to Applicant ☐
WCA - Chairperson

03-06-2023



Comstock Inn & Conference Center
3.8 ★ (6)
3-star hotel

FedEx Drop Box

Roma's Of Owosso
Italian • \$\$ • Mc

Himburg St



Owosso Vintage Motorcycle Days Guidelines

- This event is free to attend
- Vendor spaces are available until July 1, 2024
- 10x10 vendor spaces are available for \$20 and 10x20 spaces are \$30
- Motorcycles entered into the show must be built before the year 2000, or must be entered into the Wyld Stalions Custom Bike Build
- Attendees wishing to display their motorcycle(s) must arrive and check-in before 11:00am
- Motorcycle registration is free
- The City of Owosso Downtown Development Authority and Owosso Main Street do not assume liability for any entries made into the motorcycle show

The OMS & DDA is committed to a work environment in which all individuals are treated with respect and dignity. Every individual has the right to work in a professional atmosphere that provides equal employment opportunities and prohibits discriminatory practices. We expect all vendors, staff, volunteers, and representatives of the OMS & DDA to be professional and welcoming. No vendor shall refuse to permit the purchase of any product or service based on race, religion, color, gender, political affiliation, sexual orientation, national origin, sex, age, gender-identity, height, weight or mental/physical ability. Harassment in any form will not be tolerated. Any vendor, staff member, volunteer or OMS & DDA representative experiencing or witnessing any form of harassment or discrimination should report it immediately to the Event Lead and OMS & DDA Executive Director. All OMS & DDA events are non-smoking. All City of Owosso ordinances apply to OMS & DDA events.

Master Plan Implementation Goals	
4.5 - Identify, Preserve and Enhance the Community's Character	Continue to support biking, walking and river activities in downtown.
4.6 - Identify, Preserve and Enhance the Community's Character	Continue to support festivals and events.
4.16 - Identify, Preserve and Enhance the Community's Character	Promote tourism. Advance and expand Downtown's Day-Tripper Transformation Strategy.
5.9 - Increase Quality of Life and Quality of Place for All	Increase lifestyle, entertainment options including festivals and cultural events.
5.12 - Increase Quality of Life and Quality of Place for All	Continue to support weekend and evening activities in the downtown.



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

MEMORANDUM

DATE: July 1, 2025

TO: City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: Traffic Control Order #1539

Owosso Farmer's Market (Stephen Schlaack) is requesting a road closure for the Moonlight market series to run in conjunction with the Summer Concert Series.

LOCATION:

Curwood Castle Drive from just north of the Heritage Foot Bridge sidewalk entrance (north of the gravel parking lot entrance) through the bend, ending just East of the south-side sidewalk ramp in front of Curwood Castle, where the road starts running East-West

DATE:

July 10, 17, 24, 31 and August 7th, 2025

TIME:

4:00 pm – 9:30 pm

The Public Safety Department has issued Traffic Control Order# 1539 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommend approval and further authorization of a traffic control order formalizing the action.

CITY OF OWOSSO

TRAFFIC CONTROL ORDER

(SECTION 2.53 UNIFORM TRAFFIC CODE)

ORDER NO.

DATE

TIME

1539

07/01/2025

10.25 AM

REQUESTED BY

Kevin Lenkart – Director of Public Safety

TYPE OF CONTROL

Street Closure

LOCATION OF CONTROL

Curwood Castle Drive, from M-52 to just north of the Heritage Foot Bridge
sidewalk entrance

EVENT:

Moonlight Market Series

July 10, 17, 24, 31 and Aug 7th

4:00 pm – 9:30 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: Moonlight Market Series – Summer 2025

Applicant Name: Owosso Farmers Market, LLC Date: 06/26/2025
(Individual or Group Name)

Primary Contact: Stephen Schlaack Title: Manager/Owner

Address: 926 N Washington St, Owosso, MI 48867

Phone: [REDACTED] Email: [REDACTED]

Requested Date(s): July 10, 17, 24, 31 Aug 7 Requested Hours: 4pm to 9:30pm
(Including set-up and clean-up)

Area Requested (Parking Lot - Parade Route): Full closure of Curwood Castle Dr. from just north of the Heritage Foot Bridge sidewalk entrance (north of gravel parking lot entrance) through the bend, ending just East of the south-side sidewalk ramp in front of Curwood Castle, where the road starts running East-West.

Detailed description of the use for which the request is made: Market series in conjunction with the summer concert series at the ampitheatre at same dates/times.

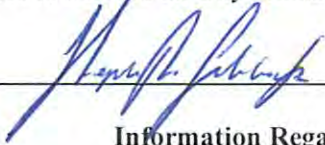
Please attach the following items and mark the corresponding checkbox indicating their inclusion. See back for detailed descriptions of each item:

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

Continued on back...

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

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

Applicant Signature:  Date: June 26th, 2025

Information Regarding Required Documents

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

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

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

or

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

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

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

☒ \$30 Application (30-120 days prior to 1st day of event) ck # 105 6/30/25 ☐ Additional: _____
☐ \$50 Additional MDOT Closure (M-21, M-71, M-52) ☐ Additional: _____
☒ \$15 Additional-Expedited Fee (14-29 days prior to 1st day of event) ☐ Additional: _____

\$ 45 **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

340

408

Owosso Curwood Castle
Historic studio of
renowned novelist



d Castle Dr

Requestal Closure Area

Curwood Castle Dr

Comstock Cabin



207

208

Shiawassee Arts Center



SHIA
HERITAGE

Bradley St



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/10/2025

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

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

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME:		
	PHONE (A/C, No. Ext): (855) 222-5919	FAX (A/C, No):	
	E-MAIL ADDRESS: support@nextinsurance.com		
INSURED Downtown Owosso Farmers Market 215 N Water St Owosso, MI 48867	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: State National Insurance Company, Inc.		12831
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

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


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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

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

The Certificate Holder is City of Owosso. This Certificate Holder is an Additional Insured on the General Liability policy on a primary and non-contributory basis. This Certificate Holder is an Additional Insured on the General Liability policy with respect to ongoing operations. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the Insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER

City of Owosso 301 W Main St Owosso, MI 48867	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
03/10/2025

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

PRODUCERNext First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME:	
	PHONE (A/C No. Ext): (855) 222-5919	FAX (A/C No.):
	E-MAIL ADDRESS: support@nextinsurance.com	
	PRODUCER CUSTOMER ID:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Downtown Owosso Farmers Market 215 N Water St Owosso, MI 48867	INSURER A: Next Insurance US Company	16285
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 283278034

REVISION NUMBER:

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

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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

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

CERTIFICATE HOLDER

City of Owosso
301 W Main St
Owosso, MI 48867

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGES

Policy Change
Number 02

POLICY NUMBER NXTKRK7KTD-03-GL	POLICY CHANGES EFFECTIVE 03/10/2025	COMPANY State National Insurance Company, Inc.
NAMED INSURED Josephine Brown Downtown Owosso Farmers Market 215 N Water St Owosso, MI 48867		AUTHORIZED REPRESENTATIVE Ann Ryan
COVERAGE PARTS AFFECTED Commercial General Liability Coverage Part		
CHANGES SEE ATTACHED SCHEDULE		

Return Total

\$0.00



Authorized Representative Signature

SCHEDULE OF POLICY CHANGES

It is understood and agreed that:

The following forms are added:

NXT-0084 BM GL 0218 - Designated Additional Insured - Primary Insurance

CG 20 10 12 19 - Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization

All other terms and conditions remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ADDITIONAL INSURED – PRIMARY INSURANCE

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person or Organization:

City of Owosso
301 W Main St
Owosso, MI 48867

- I. SECTION II - WHO IS AN INSURED** is amended to include the person or organization shown in the **SCHEDULE**, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you. However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- II.** With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.
- III.** Coverage provided to the additional insured shown in the **SCHEDULE** is afforded on i) a primary basis, ii) a noncontributory basis, or iii) a primary and noncontributory basis in accordance with the applicable written contract between you and the additional insured.

All other terms and conditions of the policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
City of Owosso 301 W Main St Owosso, MI 48867	MI
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

Moonlight Market Vendor Rules & Guidelines

Summer 2025 – Owosso Farmers Market Series

The Moonlight Market Series is a special five-night event hosted by the Owosso Farmers Market in partnership with The Cook Family Foundation, The Lebowsky Center for Performing Arts, Owosso Masonic Lodge #81, and the City of Owosso! Held Thursday evenings along the Riverwalk and Curwood Castle Drive, this market is designed to complement the City's summer concert series at the nearby amphitheater by creating a festive, walkable experience before and during the shows.

This event is managed by the Owosso Farmers Market (OFM) team and follows the same expectations of professionalism, safety, and community engagement as our Saturday market, adapted to the unique evening setting.

Market Dates:

- July 10
- July 17
- July 24
- July 31
- August 7

Vendor Load-in: 4:00 – 5:15 PM

Market Hours: 5:30 – 8:30 PM

Street Reopens: No later than 9:30 PM

Late arrivals may forfeit their booth space and may be excluded from future participation. No early breakdowns, please—vendors must remain set up and open until the market ends.

Location & Booth Setup

Vendor booths will be placed along the riverwalk lawn near the Curwood Castle amphitheater. Food trucks (and other licensed concession vendors) will be located curbside along the closed portion of Curwood Castle Drive. Each vendor will be assigned a 10'x10' space, unless otherwise pre-approved by the market team.

Vendors must provide:

- A table or display setup
- Tent/Canopy (optional)
 - Note: If using a tent, weights must be securely attached to each leg.
- Signage, décor, and any lighting needed for evening visibility
- A small waste bin (can be under your table), the removal of their own trash

Food vendors must also:

- Supply their own trash receptacle for customer use
- Hold all relevant Shiawassee County Health Department licensing
- Must not dispose of grease, greywater, or cooking debris on site.

Prohibited Activities

To maintain a neutral, welcoming environment for all attendees:

- No political or religious displays, solicitations, or literature

- No raffles or games of chance
- No amplified sound or music from vendor booths
- No smoking or vaping within the market area

Professional Standards

All vendors are expected to:

- Be respectful to market staff, fellow vendors, and guests
- Keep their booths clean and tidy
- Refrain from offensive or discriminatory behavior or language
- Follow all market instructions promptly

Any behavior that undermines the safety, professionalism, or inclusivity of the event may result in immediate removal and exclusion from future events.

Photography Disclaimer

Market staff or promotional partners may take photos or video during the event. Participation in the market constitutes consent to be photographed or recorded for promotional purposes.

Fees & Payment

Vendor Type	Full Series (5 Nights)	Per Night	Notes
Artisan / Maker / Farmer Booth	\$175 (=\$35/night)	\$50	10' x 10' booth space
Food Truck / Concession Vendor	\$225 (=\$45/night)	\$60	Up to 15' curbside space
Nonprofit / Community Group	\$50 (=\$10/night)	–	No sales permitted; limited spots

Vendors applying for individual dates will be assigned based on space availability and are not guaranteed the same location each week.

Daily food truck and artisan booth fees will be collected electronically or via cash/check with prior approval. No refunds will be issued after confirmation.

Additional Notes

- This event is held outdoors and will continue in light rain. In case of severe weather, market organizers will communicate cancellation or delay.
- All vendors must comply with any city ordinances or public safety directions issued on-site.
- By participating, vendors agree to indemnify and hold harmless the Owosso Farmers Market, the City of Owosso, and all affiliated partners from any liability, loss, damage, or claims arising out of their participation in the Moonlight Market Series.

Please confirm your participation by signing and returning the acknowledgment form, which will be sent upon acceptance. We look forward to a vibrant, joyful summer of evening markets with you!

Questions? Contact us at dofarmersmarket@gmail.com or (989) 413-3728.



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

MEMORANDUM

DATE: June 19, 2025

TO: Owosso City Council

FROM: Kevin Lenkart, Public Safety Chief

RE: Front Line Services Inc.– Payment Authorization

Public Safety staff requests City Council approve payment to Front Line Services Inc.(FLSI), in the amount of \$14,857.28 for the emergency repair of Owosso aerial Tower 1 (T-1). Payment will be from the Fire Department vehicle repair fund.

In April 2025, Owosso Fire Department (OFD) staff noticed the pump was not operating at capacity. At the request of FLSI staff, the vehicle was driven to their facility in Freeland Michigan for a more comprehensive evaluation of the fire truck.

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

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

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

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

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

WHEREAS, Sec 2-346(5) of the Code of Ordinances of the City of Owosso waives competitive bidding requirements when a purchase is of an emergent nature; and

WHEREAS, the city directed Front Line Services Inc., to proceed and perform the necessary emergency repair, which subsequently totaled \$14,857.28; and

WHEREAS, the Public Safety Chief has reviewed the detailed billing from Front Line Services Inc. for the cost of the repair and recommends payment in the amount of \$14,857.28 for the work that was satisfactorily completed.

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

FIRST: it has heretofore determined that it was necessary and in the public interest to contract with Front Line Services, Inc. for the emergency repairs to Owosso Fire Department vehicle Tower 1.

SECOND: the accounts payable department is authorized to submit payment to Front Line Services Inc. in the amount of \$14,857.28 as authorized by Council this 7th day of July, 2025.

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

Front Line Services
8588 Carter Rd
Freeland MI 48623

Inv #: 41319

Cust #: 0030

Date: 6/12/2025

Page: 1

Bill To:

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

Ship To:

Owosso Fire Department
202 S. Water St.

Owosso MI 48867

Cust PO	SP	Ship Via	FOB	Terms	FLSI No
	FLSI	BEST		Net 30	49,122

Order	Ship	B/O	Item Number Description	Price	Disc	Ext Pr
1	1	0	FLSQUOTED Completed Diagnosis	\$1,087.50	\$0.00	\$1,087.50
1	1	0	FLSQUOTED Replace Impeller Shaft per Quote	\$10,935.00	\$0.00	\$10,935.00

Subtotal \$12,022.50
Tax \$0.00
(Deposit) \$0.00

TOTAL \$12,022.50



Work Order

W.O. # 49121

CUSTOMER: Owosso Fire Dept	CUST. #: 0030	WO: 1 of 1
VEHICLE: Tower 1	YEAR: 2009	DATE COMPL: 6/5/2025
MAKE: HME/RK		MILEAGE: 29148

A Completed work done to diagnose pump issue

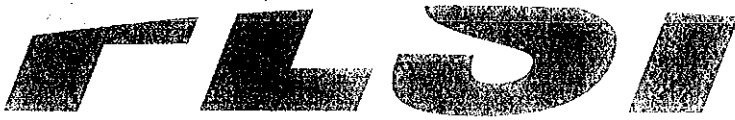
Services Performed: Completed work for diagnosis. Work already completed at the time of the creation of the work order.

Recommendations: None

B Replace impeller shaft assembly per quote

Services Performed: Replaced impeller shaft assembly per quote. Pump was tested, all ok

Recommendations: None



FRONT LINE SERVICES, INC.

8588 CARTER ROAD

FREELAND, MI 48623

989.695.6633


www.flsl.net experts@flsl.net

PUMP MAINTENANCE W/ NFPA PUMP TEST

Customer: Owosso Fire Dept			Veh #: Tower 1		
Year: 2009	Chassis Manuf: HME	Body Manuf: HME	<input checked="" type="checkbox"/> (Same as Chassis)		
Pump Brand: Waterous			Pump Model: CS		
Pump Capacity: 2000			Pump Serial #: 129729		
Date of Service: 5/29/25	W.O. #: 48989	Mileage: 29,148			
Engine Hours: 4,045.8	<input type="checkbox"/> N/A	Pump Hours: 726.2	<input type="checkbox"/> N/A		

Status Legend: "OK" = OK "X" = see Comment on Work Order "N/A" = Not Applicable					
#	ITEM	Status	#	ITEM	Status
1	Empty Transfer Case Oil & Refill	OK	13	Check Tank to Pump Flapper Valve	OK
2	Inspect & Lubricate Universal Joints	OK	14	Check Drain Valves for Proper Operation	OK
3	Inspect Drive Line Bolts	OK	15	Check Anti-Siphon Hole Primer/Oil Level	OK
4	Lubricate Impeller Shaft Bearings	OK	16	Clean & Lubricate all Accessible Linkages	OK
5	Check Pump Packing	OK	17	**** Perform NFPA Dry Vacuum Test	
6	Lubricate Transfer Valve & Mechanism	N/A		Test Results: -21 / -20 Kit: # 1	
7	Drain & Refill Auto Lube (Hale Only)	OK	18	Perform Hydrostatic Test (if needed)	N/A
8	Check Engine Oil	OK		** Pre-Test Pump Operation **	
9	Check Engine Coolant	OK	19	Shift Mechanism	OK
10	Check Transmission Oil Level	OK	20	Relief Valve Operable	OK
11	Inspect & Lube Screens, Threads & Gaskets	OK	21	Packing Drip Rate Acceptable	OK
12	Inspect Flapper Valve (Two Stage Only)	N/A	22	Tach Port Operable	N/A

Serviced by: TM/NC	Cust #: O030	Ent by: GB	Date Ent: 6/9/25
--------------------	--------------	------------	------------------

25		See Front Line.....first in the line of fire!	Fire Dept: Owosso Fire Dept	
			Veh #: Tower 1	Test Date: 6/5/25
Tach Readings from: Digital		with a of Ratio : 0		Seconds to Prime: 7
Suction Size:		Length: 35 ft	Lift: 3 ft	Test Gauge Kit: # 1

Barometric Pressure:		N/A		Air Temperature:		65		Water Temperature:		65			
CAPACITY TEST							200 PSI TEST (70% Capacity)						
# of 2 1/2" : (4)		Noz Size: (2) 2"		Pump Stage: S/S			# of 2 1/2" : (3)		Noz Size: 2 1/4"		Pump Stage: S/S		
Eng Oil Pressure: 37			Coolant Temp: 187				Eng Oil Pressure: 37			Coolant Temp: 185			
Time	Pump Tach	Eng Tach	Suct Press	Appar Gauge	Test Gauge	Pitot Gauge	Time	Pump Tach	Eng Tach	Suct Press	Appar Gauge	Test Gauge	Pitot Gauge
00	N/A	1610	-6.0	155	147	74/74	00	N/A	1635	-4.0	205	198	90
5 Min	N/A	1610	-6.0	155	147	74/74	5 Min	N/A	1635	-4.0	205	198	90
10 Min	N/A	1610	-6.0	155	147	74/74	10 Min	N/A	1635	-4.0	205	198	90
15 Min	N/A	1610	-6.0	155	147	74/74	AVG	N/A	1635	-4	205	198	90
20 Min	N/A	1610	-6.0	155	147	74/74	250 PSI TEST (50% Capacity)						
Perform NFPA Relief Valve 150 psi Test OK/X/NA OK							Eng Oil Pressure: 37			Coolant Temp: 189			
AVG	N/A	1610	-6.0	155	147	74/74	# of 2 1/2" : (2)		Noz Size: 2"		Pump Stage: S/S		
OVERLOAD TEST							Time	Pump Tach	Eng Tach	Suct Press	Appar Gauge	Test Gauge	Pitot Gauge
Eng Oil Pressure: 37			Coolant Temp: 191				00	N/A	1805	-2.0	255	249	74
# of 2 1/2" : (4)		Noz Size: (2) 2"		Pump Stage: S/S			5 Min	N/A	1805	-2.0	255	249	74
Time	Pump Tach	Eng Tach	Suct Press	Appar Gauge	Test Gauge	Pitot Gauge	10 Min	N/A	1805	-2.0	255	249	74
00	N/A	1670	-6.0	170	162	74/74	AVG	N/A	1805	-2.0	255	249	74
5 Min	N/A	1670	-6.0	170	162	74/74	FINAL RESULTS						
AVG	N/A	1670	-6.0	170	162	74/74		CAP	Over-load	200 PSI	250 PSI		
MANUFACTURER'S TEST RESULTS							Suction Pressure		-6.0	-6.0	-4	-2.0	
2000	GPM at 150 psi	1592	RPM	Single Stage	Pump Pressure		147	162	198	249			
1400	GPM at 200 psi	1630	RPM	Single Stage	Net Pump Pressure		150	165	200	250			
1000	GPM at 250 psi	1771	RPM	Single Stage	Pitot Pressure		74/74	74/74	90	74			
See us for all your equipment or apparatus needs! Visit us online at www.flsi.net .							Gallons Per Minute		2006	2006	1400	1003	
							RPM – Pump Tach		1610	1670	1635	1805	
							Eng Oil Pressure: 37		Coolant Temp: 189				

Front Line Services
8588 Carter Rd
Freeland MI 48623

Inv #: 41318

Cust #: 0030

Date: 6/12/2025

Page: 1

Bill To:

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

Ship To:

Owosso Fire Department
202 S. Water St.

Owosso MI 48867

Cust PO	SP	Ship Via	FOB	Terms	FLSI No
	FLSI	BEST		Net 30	49,071

Order	Ship	B/O	Item Number Description	Price	Disc	Ext Pr
1	1	0	FLSSHP	\$14.99	\$0.00	\$14.99
			Shipping Charges			
1	1	0	FLSSUPP	\$20.00	\$0.00	\$20.00
			Supplies			
1	1	0	AT02SO401	\$12.05	\$0.00	\$12.05
			Check Valve			
1	1	0	CI0324374	\$112.74	\$0.00	\$112.74
			Spin-On Air Dryer Cartridge			
2.25	2.25	0.00	LBRS	\$130.00	\$0.00	\$292.50
			Shop Labor - Air Dryer			

Subtotal \$452.28
Tax \$0.00
(Deposit) \$0.00

49071 1 of 1

Tower 1

Repair License F139978

TOTAL \$452.28



Work Order

W.O. # 49071

CUSTOMER: Owosso Fire Dept	CUST. #: O030	WO: 1 of 1
VEHICLE: Tower 1	YEAR: 2009	DATE COMPL: 5/28/2025
MAKE: HME/RK		MILEAGE: 29148

A FD reporting the air dryer is not purging correctly

Services Performed: Changed air dryer filter. Removed check valve that the compressor feeds the wet tank and inspected. Valve was full of rust and debris, not working correctly. Replaced check valve and tested. Air dryer purging correctly now.

Recommendations: None

B FD reporting the officers side telescoping light inop and glass broken

Services Performed: FD had parts drop shipped to them for their own installation.

Recommendations: None

Front Line Services
8588 Carter Rd
Freeland MI 48623

Inv #: 41317

Cust #: 0030

Date: 6/12/2025

Page: 1

Bill To:

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

Ship To:

Owosso Fire Department
202 S. Water St.

Owosso MI 48867

Cust PO	SP	Ship Via	FOB	Terms	FLSI No
	FLSI	BEST		Net 30	48,990

Order	Ship	B/O	Item Number Description	Price	Disc	Ext Pr
1	1	0	FLSQUOTED Tank Intake Check Valve per Quote	\$1,970.00	\$0.00	\$1,970.00
2.75	2.75	0.00	LBRS Shop Labor - Removal of Broken Valve	\$150.00	\$0.00	\$412.50

Subtotal \$2,382.50
Tax \$0.00
(Deposit) \$0.00

48989 1 of 1

Tower 1

Repair License F139978

TOTAL \$2,382.50



8588 Carter Rd.
Freeland, MI 48623
(800) 289-3574

Fax: (989) 695-6636

www.flsi.net info@flsi.net

Work Order

W.O. # 48989

CUSTOMER: Owosso Fire Dept	CUST. #: O030	WO: 1 of 1
VEHICLE: Tower 1	YEAR: 2009	DATE COMPL: 5/29/2025
MAKE: HME/RK		MILEAGE: 29148

A Replace tank intake check valve per quote

Services Performed: Replaced intake check valve per quote. Tested and all ok

Recommendations: None

B Remove broken valve from pump

Services Performed: Removed both suction caps and screens. Drained pump and tank. Started on tank to pump valve removal and mount bracket behind valve to access inside pump. Located and removed old check valve.

Ran follow up pump test and pump failed.

Recommendations: There was considerable damage to the check valve that was retrieved, indicating that there was contact with the impeller. Recommend a new Impeller Shaft Assembly.



MEMORANDUM

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

DATE: June 17, 2025

TO: Owosso City Council

FROM: Tanya S. Buckelew, Planning & Building Director

SUBJECT: Extension of Professional Services Agreement for Planning Services

RECOMMENDATION:

Approve extension of the agreement with CIB Planning, Inc. to provide professional planning, zoning and development advisory assistance per the contractual fixed fee schedule, for a one (1) year the fiscal year beginning July 1, 2025.

BACKGROUND:

CIB Planning, Inc. has provided the city with professional planning, zoning and development advisory assistance since May 2019 after being selected through a request for proposals and a recommendation from the City Manager. CIB Planning, Inc. has offered an option of extending this contract with one (1) year incremental options. The company has experience in the city's planning and zoning processes.

FISCAL IMPACTS:

Community development fees per the contractual fixed fee schedule less any escrow payments as provided by applicants.

RESOLUTION NO.

**AUTHORIZE EXTENSION OF THE
PROFESSIONAL SERVICES AGREEMENT WITH CIB PLANNING, INC.
FOR PLANNING, ZONING AND DEVELOPMENT ADVISORY SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, wishes to extend the agreement for professional planning services with CIB Planning, Inc.; and

WHEREAS, on May 6, 2019 the Owosso City Council approved a three (3) year contract with CIB Planning, Inc. for planning, zoning and development advisory services as the result of a competitive bidding process; and

WHEREAS, on June 6, 2022 the Owosso City Council approved a three (3) year contract renewal with CIB Planning, Inc. for the period through June 30, 2025, with one (1) year optional extensions; and

WHEREAS, the City wishes to extend the agreement for an additional 1-year period.

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

- FIRST: it has been heretofore determined that it is advisable, necessary and in the public interest to extend the Professional Services Agreement for planning, zoning and development advisory services with CIB Planning, Inc. for the period through June 30, 2026.
- SECOND: the mayor and city clerk are instructed and authorized to sign the contract substantially in the form attached: Addendum No. 2 to an Agreement for Professional Planning & Zoning Services with CIB Planning, Inc.
- THIRD: the accounts payable department is authorized to pay the consultant according to the unit prices stated in the contract.

**ADDENDUM NO. 2 TO AN AGREEMENT
FOR
PROFESSIONAL PLANNING & ZONING SERVICES WITH
CIB PLANNING, INC.**

This addendum is attached and made part of the agreement for professional planning and zoning services dated June 7, 2022 between the city of Owosso, Michigan (Owner) and CIB Planning, Inc. (Consultant) providing for professional services.

ADDENDUM NO. 2

**1-YEAR EXTENSION OF PROFESSIONAL SERVICES AGREEMENT FOR ONGOING PLANNING,
ZONING AND DEVELOPMENT ADVISORY SERVICES**

PROJECT SCOPE OF WORK

The project scope of work remains as stated in Section I. Scope of Services.

TERM

The term for Addendum No. 2 shall be the one-year period from July 1, 2025 through June 30, 2026.

COMPENSATION

The Owner shall pay the Consultant according to the fee schedules attached to the original contract as Attachments A and B.

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

Approved July 7, 2025.

For the Consultant:

CIB Planning, Inc.

For the Owner:

City of Owosso, Michigan

By: _____

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

By: _____

By: _____
Amy K. Kirkland, City Clerk

Executed: _____, 2025

Executed: _____, 2025



MEMORANDUM

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

DATE: July 7, 2025

TO: Owosso City Council

FROM: Clayton Wehner, Director of Engineering

SUBJECT: Topographic Survey Services for 2026 Water Main Replacement and Street Project

RECOMMENDATION

Waive competitive bidding for professional services in accordance with Sec. 2-346 of the Code of Ordinances and approve the proposal provided by Fleis & Vandenbrink Engineering, Inc. in the amount of \$18,800.00, for topographic survey services for the 2026 Water Main Replacement and Street Projects.

BACKGROUND

The City of Owosso has submitted an Intent to Apply (ITA) form for the FY2026 Drinking Water State Revolving Fund (DWSRF) program through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for water main replacements on various streets within the city during the 2026 construction season. Even though projects will not be awarded until September or October, design work must begin now to meet EGLE deadlines for 2026 financing. Additionally, the FY25-26 city budget included the rehabilitation of Woodlawn Avenue from Monroe to Corunna (M-71) during the 2026 construction season. Topographic surveys are required to begin the design of these projects. Design work will be performed by city of Owosso engineering staff. A map of streets needing topographic survey is attached.

On June 26, 2025 the city received a proposal from Fleis & Vandenbrink Engineering, Inc. to perform the topographic survey in the amount of \$18,800.00. The Fleis & Vandenbrink Engineering, Inc. proposal is also attached.

FISCAL IMPACTS

Funds for the above proposed services will be issued from Water Fund Account No. 591-901-972.000-DWRF792001 (\$16,300.00), Major Street Fund Account No. 202-451-818.000 (\$2,500.00) and other funds as appropriate.

ENCLOSURES: (1) Resolution
(2) Addendum
(3) Fleis & Vandenbrink Engineering, Inc. Proposal
(4) Map of streets to be surveyed

RESOLUTION NO.

**AUTHORIZING ADDENDUM NO. 2026-01
TO THE ENGINEERING SERVICES CONTRACT WITH
FLEIS & VANDENBRINK ENGINEERING, INC
FOR TOPOGRAPHIC SURVEY SERVICES FOR THE
2026 WATER MAIN REPLACEMENT AND STREET PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract for general engineering services with Fleis & Vandenbrink Engineering, Inc. on June 5, 2023, and renewed said contract on June 16, 2025 for the term of July 1, 2025 to June 30, 2026; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, intends to replace water main as part of the FY2026 Drinking Water State Revolving Fund (DWSRF) program and rehabilitate Woodlawn Avenue as part of the 2026 Street Program; and

WHEREAS, these projects require the services of a professional engineering firm to complete a topographic survey; and

WHEREAS, the City has reviewed the proposal provided from Fleis & Vandenbrink Engineering, Inc. for these services in the amount of \$18,800.00; and

WHEREAS, Section 2-346 of the City of Owosso Code of Ordinances allows competitive bidding to be waived for professional services.

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

- FIRST: the City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements and employ the firm of Fleis & Vandenbrink Engineering, Inc. to provide topographic survey services for the FY2024 DWSRF Water Main Replacement Project and the 2026 Street Program.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the necessary documents substantially in the form attached as Addendum No. 2026-01 to the General Engineering Services Contract between the City of Owosso, Michigan and Fleis & Vandenbrink Engineering, Inc.
- THIRD: the Accounts Payable department is authorized to make payment up to the amount of \$18,800.00 to Fleis & Vandenbrink Engineering, Inc. upon successful completion of stated work.
- FOURTH: the above expenses shall be paid from Water Fund Acct No. 591-901-972.000-DWRF792001 (\$16,300.00), Major Street Fund Acct No. 202-451-818.000 (\$2,500.00), and other funds as appropriate.

**ADDENDUM NO. 2026-01 TO THE
GENERAL ENGINEERING SERVICES CONTRACT
WITH FLEIS & VANDENBRINK ENGINEERING, INC
FOR TOPOGRAPHIC SURVEYING SERVICES
FOR THE 2026 WATER MAIN REPLACEMENT AND STREET PROJECTS**

This addendum is attached and made part of the contract for services for the General Engineering Services Contract, approved by City Council June 5, 2023 and renewed by City Council June 16, 2025 for the term of July 1, 2025 to June 30, 2026 between the city of Owosso, Michigan (City) and Fleis & Vandenbrink Engineering, Inc (Engineer).

ADDENDUM NO. 2026-01

TOPOGRAPHIC SURVEY SERVICES
2026 WATER MAIN REPLACEMENT AND STREET PROJECTS

PROJECT SCOPE OF WORK

The project scope of work includes topographic surveying, processing, and mapping to provide a turn-key AutoCAD product ready for engineering plan development as specified in the attached proposal.

COMPENSATION

As specified in the attached proposal, total cost for services is \$18,800.00. The engineer shall submit for payment based on monthly progress of the work.

For the Engineer:

Fleis & Vandenbrink Engineering, Inc

By: 

By: _____

Executed: June 27, 2025

For the City:

City of Owosso, Michigan

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

By: _____
Amy K. Kirkland, City Clerk

Executed: _____, 2025



June 26, 2025

Via email: clayton.wehner@ci.owosso.mi.us

Clayton Wehner, PE
Director of Engineering
City of Owosso
City Hall, 301 W. Main Street
Owosso, MI 48867

**RE: Proposal for Topographic Surveying Services
2026 Water Main and Street Project**

Dear Clayton,

We are pleased to provide you with this proposal to assist with the topographic surveying and mapping for the City's 2026 water main and street improvements.

Project Understanding

The City of Owosso is requesting surveying and mapping services along the following streets:

<u>Road Name</u>	<u>Limits</u>
1. Genesee/Green	Michigan to Green and Green from Genesee to Cass (loop) (750'±)
2. Adams	Oliver to King (1100'±)
3. Brandon	Summit to Dingwall (350'±)
4. Dingwall	Brandon to north end (1000'±)
5. Nafus	Stewart to north end (600'±)
6. Woodland	Farr to Auburndale (800'±)
7. Woodland	Monroe to Corunna Ave (500'±)

For Genesee/Green, the survey shall include the riverbank and river edge at the Genesee & Green intersection as the project will include bank stabilization and replacement of the storm sewer outlet.

It is anticipated that the design engineering and plan development will be completed in house by the City's engineering department. The City desires that the topographic surveying and base AutoCAD drawings be completed and ready for the City to proceed with design.

Scope of Service

Our scope of services includes topographic surveying, processing, and mapping to provide a turn-key AutoCAD product that is ready for engineering plan development. Our field and office services will include the following:

9475 Holly Road, Suite 201
Grand Blanc, MI 48439
P: 810.743.9120
F: 810.771.7860
www.fveng.com

Field Services:

1. Establish horizontal and vertical control for topographic surveying and determination of road right-of-way.
2. Complete topographic surveying utilizing GPS or total station. Topographic surveying to extend 100 feet from the POB street intersection to 100 feet beyond the POE street intersection, as well as 100 feet along all intersection side streets.
3. Obtain rim elevations on existing structures.

Office Services:

1. Download and process topographic survey to create AutoCAD base drawing, complete linework, add feature labels, and establish alignment and stationing.
2. Create surface model (TIN).
3. Add right-of-way and benchmark information to base drawing.
4. Provide AutoCAD 2018 .DWG base drawing for use in design.

Services anticipated to be completed by City of Owosso:

1. Preparation of MISSDIG design ticket to request public utility information.
2. Obtain existing utility and parcel information and add to base drawing.
3. Obtain any required invert elevations, pipe sizes, and other structure information
4. Research platted rights-of-way and provide to F&V.
5. Add existing utility information provided by utility owners (gas, electric, cable, etc.) to base drawing.

Professional Services Fee

Project	Fee
Water Main Replacement Project	\$16,300
Street Project	\$2,500
Total Lump Sum Not-to-Exceed Fee:	\$18,800

We appreciate the opportunity in providing our services to the City of Owosso. If you have any questions, please contact me at (810) 244-1729 or grose@fveng.com.

Sincerely,

FLEIS & VANDENBRINK

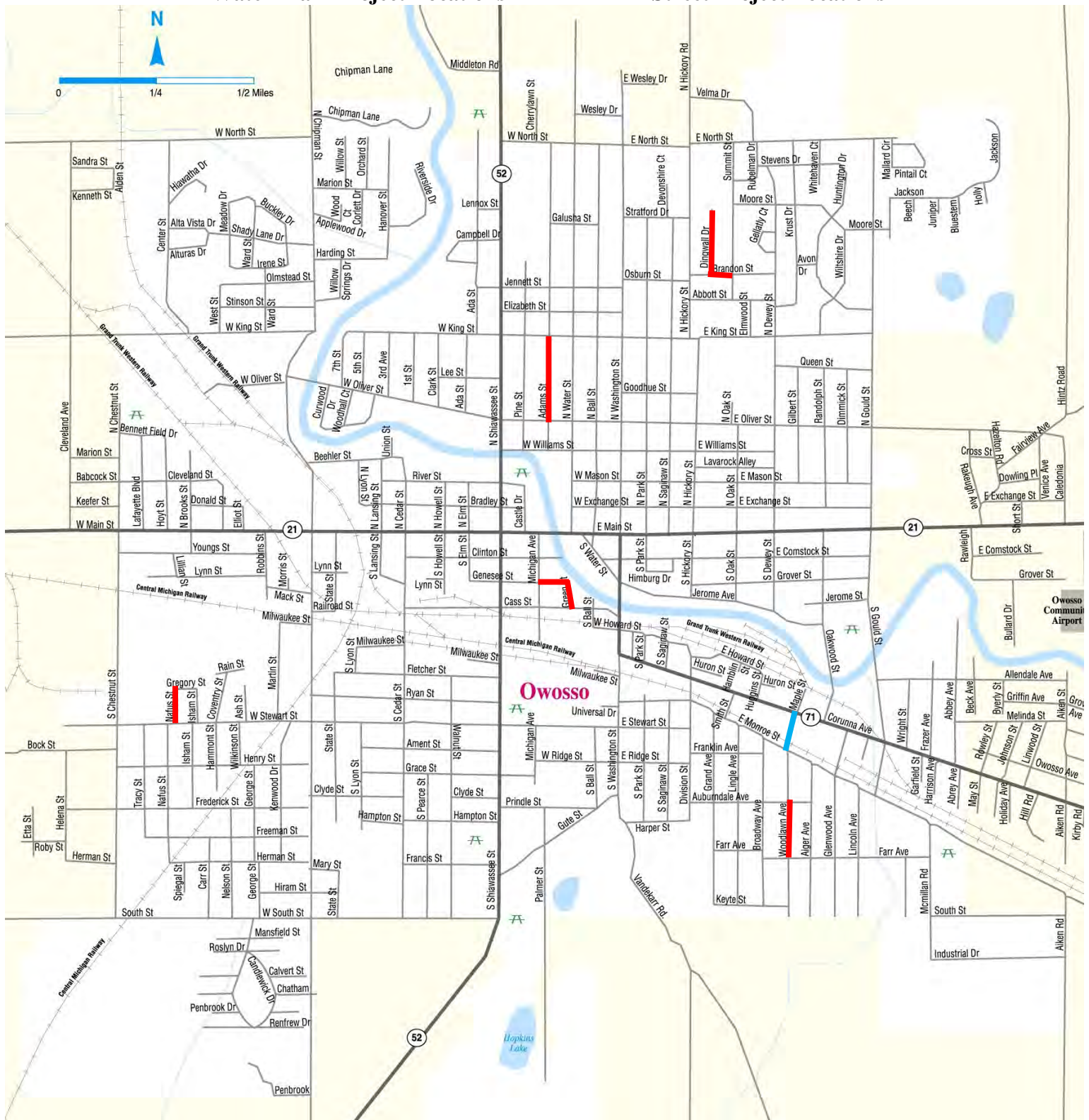


Geric L. Rose, P.E., P.S.
Regional Manager, Associate

CITY OF OWOSSO

2026 Water Main Replacement & Street Project – Topographic Survey

Water Main Project Locations — Street Project Locations —



Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
Bank 1 GENERAL FUND (POOLED CASH)					
06/06/2025	11840 (E)	HUNTINGTON NATONAL BANK -CREDI	HUNTINGTON NATONAL BANK -CREDI	CITY CREDIT CARD PURCHASES	1,554.25
06/06/2025	11841 (E)	MAILCHIMP	MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	19.50
			MAILCHIMP	EMAIL SERVICE - ESSENTIALS PLAN	22.52
					42.02
06/06/2025	11842 (A)	ALLSTAR TOWING & REPAIR	ALLSTAR TOWING & REPAIR	OIL CHANGE OPD 22-07	65.00
06/06/2025	11843 (A)	ALMA TIRE SERVICE	ALMA TIRE SERVICE	RECYCLE TIRES FOR GRADER #35	300.00
06/06/2025	11844 (A)	ALS LABORATORY GROUP	ALS LABORATORY GROUP	FYE 6-30-2025 WASTEWATER ANALYSES-ES	750.00
			ALS LABORATORY GROUP	FYE 6-30-2025 WASTEWATER ANALYSES-ES	870.00
					1,620.00
06/06/2025	11845 (A)	AMAZON CAPITAL SERVICES	AMAZON CAPITAL SERVICES	AMAZON - MAY 2025 PURCHASES	61.17
			AMAZON CAPITAL SERVICES	AMAZON - MAY 2025 PURCHASES	210.61
			AMAZON CAPITAL SERVICES	AMAZON - MAY 2025 PURCHASES	109.99
			AMAZON CAPITAL SERVICES	AMAZON - MAY 2025 PURCHASES	96.03
			AMAZON CAPITAL SERVICES	AMAZON - MAY 2025 PURCHASES	61.94
					539.74
06/06/2025	11846 (A)	BAKER TILLY MUNICIPAL ADVISORS	BAKER TILLY MUNICIPAL ADVISORS	WATER AND SEWER RATE STUDY	23,100.00
06/06/2025	11847 (A)	BODMAN PLC	BODMAN PLC	IAFF CONTRACT MEDIATION	245.00
06/06/2025	11848 (A)	CDW GOVERNMENT, INC.	CDW GOVERNMENT, INC.	MS OFFICE 2024 PERP LICENSE	3,478.40
06/06/2025	11849 (A)	CINTAS CORPORATION #308	CINTAS CORPORATION #308	FLOOR MATS PER SERVICE AGREEMENT (US	38.32
06/06/2025	11850 (A)	CIVICPLUS LLC	CIVICPLUS LLC	ANNUAL CODIFICATION FEE	4,184.32
06/06/2025	11851 (A)	CMP DISTRIBUTORS INC	CMP DISTRIBUTORS INC	REPLACE BROKEN HOLSTER / ADD LIGHT -	336.95
06/06/2025	11852 (A)	DALTON ELEVATOR LLC	DALTON ELEVATOR LLC	FYE6-30-2025 CYLINDER RENTAL/OXYGEN/	387.26
06/06/2025	11853 (A)	FERGUSON ENTERPRISES LLC	FERGUSON ENTERPRISES LLC	OCTOBER PARTS INV	471.00
06/06/2025	11854 (A)	FLEIS & VANDENBRINK ENGINEERIN	FLEIS & VANDENBRINK ENGINEERIN	ENGINEERING - CIS TRAIL CONNECTION F	6,471.50
06/06/2025	11855 (A)	GOULD LAW PC	GOULD LAW PC	LEGAL SERVICES - FIRE TRUCK TITLE	65.00
06/06/2025	11856 (A)	GRAYMONT WESTERN LIME INC	GRAYMONT WESTERN LIME INC	LIME FOR WTP FYE6-30-2025	8,801.73
06/06/2025	11857 (A)	H2O COMPLIANCE SERVICES INC	H2O COMPLIANCE SERVICES INC	H2O CROSS CONNECTION CONTROL PROGRAM	767.81
06/06/2025	11858 (A)	HUTSON INC OF MICHIGAN	HUTSON INC OF MICHIGAN	FYE6-30-2025 ROUTINE PARTS/SUPPLIES-	1,312.39
06/06/2025	11859 (A)	INTEGRITY BUSINESS SOLUTIONS I	INTEGRITY BUSINESS SOLUTIONS I	COPY PAPER FOR CITY HALL QUOTE # 357	179.95
06/06/2025	11860 (A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND FUEL	5,704.42
			J & H OIL COMPANY	GAS AND FUEL	119.26
					5,823.68
06/06/2025	11861 (A)	JON HARRIS	JON HARRIS	ELECTRICL PLAN REVIEWS MAY 2025	300.00
			JON HARRIS	ELECTRICAL INPECTIONS MAY 2025	765.88
					1,065.88
06/06/2025	11862 (A)	LANSING UNIFORM CO.	LANSING UNIFORM CO.	BADGES FOR OFD	480.00
			LANSING UNIFORM CO.	OFD UNIFORMS FOR J. DAVIS	404.35
			LANSING UNIFORM CO.	OFD UNIFORMS FOR J. DAVIS	185.22
					1,069.57
06/06/2025	11863 (A)	LUNGHAMER FORD OF OWOSSO	LUNGHAMER FORD OF OWOSSO	BATTERY REPLACEMENT UPGRADE	20.00
			LUNGHAMER FORD OF OWOSSO	OIL CHANGE FOR MEDIC 1	106.95
					126.95

06/30/2025 04:52 PM
User: BBarrett
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 06/01/2025 - 06/30/2025

Page: 2/4

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
06/06/2025	11864 (A)	MACQUEEN EMERGENCY GROUP	MACQUEEN EMERGENCY GROUP	PAC TOOL BOARDS FOR OFD	784.28
06/06/2025	11865 (A)	MAGNEGRIIP	MAGNEGRIIP	ATTACHMENT TO BUILDING HOSE	1,038.48
06/06/2025	11866 (A)	MARK BOOTH	MARK BOOTH MARK BOOTH	PLUMBING AND MECHANICAL PLAN REVIEWS MECHANICAL & PLUMBING INSPECTIONS	150.00 1,980.00
					<hr/> 2,130.00
06/06/2025	11867 (A)	MERIT LABORATORIES INC	MERIT LABORATORIES INC MERIT LABORATORIES INC MERIT LABORATORIES INC	FYE6-30-2025 ANNUAL WATER TESTING SE FYE6-30-2025 ANNUAL WATER TESTING SE FYE6-30-2025 ANNUAL WATER TESTING SE	76.00 1,250.00 321.00
					<hr/> 1,647.00
06/06/2025	11868 (A)	MML MICHIGAN MUNICIPAL LEAGUE	MML MICHIGAN MUNICIPAL LEAGUE	POLICY # 5001200-25 07/01/2025 - 07/	41,321.00
06/06/2025	11869 (A)	MUNICIPAL EMPLOYEES RETIREMENT	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTIONS	68,913.42
06/06/2025	11870 (A)	OTC INDUSTRIAL TECHNOLOGIES	OTC INDUSTRIAL TECHNOLOGIES	CUSTOMER SERVICE AGREEMENT-AIR COMPF	2,446.50
06/06/2025	11871 (A)	PRO TRAIN INC.	PRO TRAIN INC. PRO TRAIN INC.	STOPS TRAINING OFF. 339 STOPS TRAINING OFF. 318	599.00 599.00
					<hr/> 1,198.00
06/06/2025	11872 (A)	PRO-COMM INC	PRO-COMM INC	REMOVAL OF RADIO FROM MEDIC # 1	160.00
06/06/2025	11873 (A)	PROFESSIONAL ANSWERING SERVICE	PROFESSIONAL ANSWERING SERVICE	24 HOUR ANSWERING SERVICES	75.00
06/06/2025	11874 (A)	PVS NOLWOOD CHEMICALS INC	PVS NOLWOOD CHEMICALS INC	I#300410 SODIUM FLUORIDE GRANULAR C	1,852.50
06/06/2025	11875 (A)	QUADIENT FINANCE USA INC	QUADIENT FINANCE USA INC	POSTAGE USED MARCH - MAY 2025 ACCT#	2,398.00
06/06/2025	11876 (A)	RCL CONSTRUCTION CO INC	RCL CONSTRUCTION CO INC RCL CONSTRUCTION CO INC	WWTP CLARIFIER PROJECT PROJECT 5919. WWTP IMPROVEMENTS PHASE 1 - CWRP PRC	531,899.11 503,068.57
					<hr/> 1,034,967.68
06/06/2025	11877 (A)	REPUBLIC SERVICES INC	REPUBLIC SERVICES INC	REFUSE SERVICE 7/1/23-6/30/24 PER BI	520.48
06/06/2025	11878 (A)	S L H METALS INC	S L H METALS INC	STEEL TO REPAIR TRAILER #359	909.00
06/06/2025	11879 (A)	SHATTUCK SPECIALTY ADVERTISING	SHATTUCK SPECIALTY ADVERTISING SHATTUCK SPECIALTY ADVERTISING	GRAPHICS FOR OPD#2505 VIN#8334 & OPT HATS FOR ENGINEERING DEPARTMENT	1,390.00 60.00
					<hr/> 1,450.00
06/06/2025	11880 (A)	SMITH SAND & GRAVEL INC	SMITH SAND & GRAVEL INC	4"-12" RIP RAP STONE FOR SOIL EROSION	2,533.05
06/06/2025	11881 (A)	SPICER GROUP, INC.	SPICER GROUP, INC.	ENGINEERING SERVICES-CITY HALL IMPROV	5,840.00
06/06/2025	11882 (A)	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	ACCOUNT # 006426110001	13.92
06/06/2025	11883 (A)	TAYLOR AND MORGAN CPA PC	TAYLOR AND MORGAN CPA PC	2025 CALENDAR - ACCOUNTING SERVICES	1,332.00
06/06/2025	11884 (A)	WASTE MANAGEMENT OF MICHIGAN	WASTE MANAGEMENT OF MICHIGAN	IWASTE MANAGEMENT SERVICES	9,398.84
06/20/2025	11885 (A)	ENG INC	ENG INC	ENGINEERING SERVICE SFOR 2024 DWRSF	957.50
06/20/2025	11886 (A)	FISHBECK, THOMPSON, CARR & HUB	FISHBECK, THOMPSON, CARR & HUB FISHBECK, THOMPSON, CARR & HUB FISHBECK, THOMPSON, CARR & HUB	ENGINEERING DESIGN/BIDDING SERVICES/ ENGINEERING - WELLS REHAB AND ABANDON WWTP PHASE 1 PREENGINEERING WORK (CW	77,688.00 48,266.75 65,784.73
					<hr/> 191,739.48
06/20/2025	11887 (A)	GILBERT'S DO IT BEST HARDWARE	GILBERT'S DO IT BEST HARDWARE	MAY PURCHASES - GILBERTS HARDWARE	1,426.54
06/20/2025	11888 (A)	GOULD LAW PC	GOULD LAW PC	LEGAL SERVICES	11,590.28
06/20/2025	11889 (A)	J & H OIL COMPANY	J & H OIL COMPANY	GAS AND FUEL	5,403.87
06/20/2025	11890 (A)	LUDINGTON ELECTRIC, INC.	LUDINGTON ELECTRIC, INC.	WATER STREET LIGHT HOOK UP	589.60
06/20/2025	11891 (A)	NAPA AUTO PARTS	NAPA AUTO PARTS	PARTS/SUPPLIES-INVOICE TO BE SIGNED	125.04
06/20/2025	11892 (A)	NATIONAL VISION ADMINISTRATORS	NATIONAL VISION ADMINISTRATORS	VISION INSURANCE PREMIUM - JUNE	4.32
06/20/2025	11893 (A)	SHIAWASSEE DISTRICT LIBRARY	SHIAWASSEE DISTRICT LIBRARY	KONA VILLA PILOT	411.07
06/20/2025	11894 (A)	SORENSEN GROSS COMPANY	SORENSEN GROSS COMPANY	WATER TREATMENT PLANT FILTERS IMPROV	164,553.21

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
			SORENSEN GROSS COMPANY	WATER TREATMENT PLANT FILTERS IMPROV	624,246.66
			SORENSEN GROSS COMPANY	WATER TREATMENT PLANT FILTERS IMPROV	94,867.83
					<u>883,667.70</u>
06/20/2025	11895 (A)	VERIZON WIRELESS	VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: C	86.68
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES H.	40.72
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	613.56
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: E	86.44
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	43.34
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	89.06
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: I	271.85
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: W	179.70
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: W	221.50
			VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: I	43.34
					<u>1,676.19</u>
06/20/2025	11896 (A)	VERIZON WIRELESS	VERIZON WIRELESS	VERIZON WIRELESS CELLULAR CHARGES: F	540.38
06/26/2025	11897 (A)	CONSUMERS ENERGY	CONSUMERS ENERGY	CITY OF OWOSSO ACCOUNTS	66,291.69
06/06/2025	138332	ALIVIA RUWART	ALIVIA RUWART	COLLEGE INCENTIVE REIMBURSEMENT	877.00
06/06/2025	138333	ASCAP	ASCAP	ASCAP LICENSE FEE 06/01/2025 - 05/31	445.00
06/06/2025	138334	BMI	BMI	ACCOUNT # 59689531 ANNUAL FEE 06/01/	446.00
06/06/2025	138335	CARSON CITY MACHINE & TOOL LLC	CARSON CITY MACHINE & TOOL LLC	EMERG. REPAIR OF A SLAKER	3,104.00
06/06/2025	138336	CLIA LABORATORY PROGRAM	CLIA LABORATORY PROGRAM	CERTIFICATE FEE 2025 CLIA LABORATORY	248.00
06/06/2025	138337	CORUNNA MILLS FEED LLC	CORUNNA MILLS FEED LLC	SEED FOR GRAND PARK	405.00
06/06/2025	138338	D & D TRUCK & TRAILER PARTS	D & D TRUCK & TRAILER PARTS	FYE6-30-2025 PARTS/SUPPLIES-INDIVIDU	1,569.61
06/06/2025	138339	DAVE'S MUFFLER SHOP	DAVE'S MUFFLER SHOP	REPAIR MUFFLER ON MEDIC # 1 & ENGINE	150.15
			DAVE'S MUFFLER SHOP	REPAIR MUFFLER ON MEDIC # 1 & ENGINE	150.15
					<u>300.30</u>
06/06/2025	138340	DEWOLF & ASSOCIATES	DEWOLF & ASSOCIATES	FIRST LINE SUPERVISION TRAINING OFF.	595.00
06/06/2025	138341	DONE DEAL COMMERCIAL & RESIDEN	DONE DEAL COMMERCIAL & RESIDEN	CLEANING FOR CURWOOD CASTLE	150.00
06/06/2025	138342	FREDRICKSON SUPPLY	FREDRICKSON SUPPLY	PARTS FOR #438	1,028.64
			FREDRICKSON SUPPLY	PARTS FOR #438	109.33
					<u>1,137.97</u>
06/06/2025	138343	HARRIS ELECTRIC LLC	HARRIS ELECTRIC LLC	CRAFTED ELECTRICAL CORD FOR FIRE TRU	210.19
06/06/2025	138344	HAVILAND	HAVILAND	HAVAFLOK POLYMER, 2300 LB TOTE	4,952.60
06/06/2025	138345	HODGE GLASS SERVICE INC	HODGE GLASS SERVICE INC	KEYS FOR OAKWOOD BALLFIELD	18.00 V
		Void Reason: NEED TO SPLIT THEM UP	HODGE GLASS SERVICE INC	#705 GLASS	300.00 V
		Void Reason: NEED TO SPLIT THEM UP			<u>318.00</u>
06/06/2025	138346	HOPKINS II KEVIN	HOPKINS II KEVIN	UB refund for account: 1752000011	86.63
06/06/2025	138347	JUDY CRAIG	JUDY CRAIG	MAIL COURIER SERVICE	199.50
06/06/2025	138348	KENT COMMUNICATIONS INC	KENT COMMUNICATIONS INC	JUNE 30, 2025 UTILITY BILLING WITH 1	3,558.85
06/06/2025	138349	KEVIN M. PETTIGREW	KEVIN M. PETTIGREW	MEAL REIMBURSEMENT	27.98
06/06/2025	138350	KEVIN MAUER	KEVIN MAUER	WSL REPLACEMENT REIMBURSEMENT - 1307	3,640.00
06/06/2025	138351	KINCAID CONSTRUCTION LLC	KINCAID CONSTRUCTION LLC	PORTABLE TOILET RENTAL - PARKS 2025-	1,535.00
			KINCAID CONSTRUCTION LLC	PORTABLE TOILET RENTAL - PARKS 2025-	1,535.00
					<u>3,070.00</u>
06/06/2025	138352	MICHAEL NEESE	MICHAEL NEESE	HOTEL REIMBURSEMENT FROM TRAINING	172.15

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User: BABarrett
DB: Owosso

CHECK REGISTER FOR CITY OF OWOSSO
CHECK DATE FROM 06/01/2025 - 06/30/2025

Page: 4/4

Check Date	Check	Vendor Name	Invoice Vendor	Description	Amount
06/06/2025	138353	MONCHILOV SEWER SERVICE LLC	MONCHILOV SEWER SERVICE LLC	2025 SEWER TELEVISIONING PROJECT	32,209.00
06/06/2025	138354	NICHOLS PAINTING	NICHOLS PAINTING	PAINT PAYMASTER BUILDING	3,600.00
06/06/2025	138355	OWEN TREE SERVICES, INC.	OWEN TREE SERVICES, INC.	CERTIFIED PLAYGROUND MULCH: BENTLEY,	1,760.00
			OWEN TREE SERVICES, INC.	CERTIFIED PLAYGROUND MULCH: BENTLEY,	1,840.00
					<u>3,600.00</u>
06/06/2025	138356	OWOSSO NORTH STORAGE	OWOSSO NORTH STORAGE	STORAGE UNIT FROM JULY 2025 - DEC. 2	960.00
06/06/2025	138357	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	MOBILE HOME TAX DISBURSEMENT MAY 202	485.00
06/06/2025	138358	SIMONI SYSTEMS INC.	SIMONI SYSTEMS INC.	REPAIR OF CHAMBER AUDIO SYSTEM	426.00
06/06/2025	138359	SKELTON DILAN	SKELTON DILAN	UB refund for account: 5360070011	47.50
06/06/2025	138360	SMITH LAWNSCAPES LLC	SMITH LAWNSCAPES LLC	DOWNTOWN LANDSCAPING SERVICES 2025	3,755.08
06/06/2025	138361	SMITH REBECCA	SMITH REBECCA	UB refund for account: 1292500020	59.07
06/06/2025	138362	SPARTAN STORES LLC	SPARTAN STORES LLC	MAY - VG'S EXPENSES	103.78
06/06/2025	138363	THE HERTZ CORPORATION	THE HERTZ CORPORATION	WINDSHIELD REPAIR OPD MSP24	436.86
06/06/2025	138364	VIC BOND SALES, INC. - OWOSSO	VIC BOND SALES, INC. - OWOSSO	DRINKING FOUNTAIN SOCCER FIELD	66.43
06/06/2025	138365	WOMBAT SERVICES	WOMBAT SERVICES	2025 STORM DRAINAGE IMPROVEMENTS	33,225.67
06/20/2025	138383	H2O COMPLIANCE SERVICES INC	H2O COMPLIANCE SERVICES INC	BULK WATER REFUND 05/27/2025	75.00
06/20/2025	138384	HODGE GLASS LOCKS	HODGE GLASS LOCKS	KEYS FOR OAKWOOD BALLFIELD	18.00
06/20/2025	138385	HODGE GLASS SERVICE INC	HODGE GLASS SERVICE INC	#705 GLASS	300.00
06/20/2025	138386	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT SERVICES	MAY ORDERS - HOMEDEPOT	4,163.95
06/20/2025	138387	KENT PLATNER	KENT PLATNER	FUEL REIMBURSEMENT TOWARDS OFD TOWEF	100.00
06/20/2025	138388	OWOSSO PUBLIC SCHOOLS	OWOSSO PUBLIC SCHOOLS	KONA VILLA PILOT	1,559.96
06/20/2025	138389	PARKER DR JAMES B	PARKER DR JAMES B	UB refund for account: 5512000001	56.95
06/20/2025	138390	PETERSON DOUGLAS	PETERSON DOUGLAS	UB refund for account: 3795070014	243.46
06/20/2025	138391	PROFESSIONAL SERVICE INDUSTRIES	PROFESSIONAL SERVICE INDUSTRIES	MATERIAL TESTING SERVICES - 2025 STF	2,269.48
06/20/2025	138392	SELLECK ROBERT J & DENISE M	SELLECK ROBERT J & DENISE M	BD Bond Refund	24,000.00
06/20/2025	138393	SHIAWASSEE COMMUNITY FOUNDATION	SHIAWASSEE COMMUNITY FOUNDATION	OWOSSO HISTORICAL COMMISSION INVESTM	125,000.00
06/20/2025	138394	SHIAWASSEE COUNTY TREASURER	SHIAWASSEE COUNTY TREASURER	KONA VILLA PILOT	4,491.47
06/20/2025	138395	SMITH LAWNSCAPES LLC	SMITH LAWNSCAPES LLC	DOWNTOWN LANDSCAPING SERVICES 2025 -	3,755.08
06/20/2025	138396	STATE OF MICHIGAN	STATE OF MICHIGAN	KONA VILLA PILOT	10,756.99
06/20/2025	138397	VANATTAS FLOWER SHOP INC.	VANATTAS FLOWER SHOP INC.	DOWNTOWN FLOWERS	1,007.56
06/20/2025	138398	WIN'S ELECTRICAL SUPPLY OF OWC	WIN'S ELECTRICAL SUPPLY OF OWC	FYE6-30-2025 SUPPLIES-INVOICE TO BE	123.04
06/20/2025	138399	WOMBAT SERVICES	WOMBAT SERVICES	2025 STORM DRAINAGE IMPROVEMENTS 6-1	44,891.70
06/30/2025	138400	STATE OF MICHIGAN-UNCLAIMED PR	STATE OF MICHIGAN-UNCLAIMED PR	UNCLAIMED PROPERTY REPORT 2025	1,059.51

1 TOTALS:

Total of 110 Checks:

2,735,759.85

Less 1 Void Checks:

318.00

Total of 109 Disbursements:

2,735,441.85

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: June 1 – June 30 2025

Vendor: Ludington Electric, Inc

Total Amount: 4801.59

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 ____July 21 2025__ meeting of the Owosso City Council.

Carl Ludington
Signature

Date

Declared July 7 2025

06/30/2025

CUSTOM PURCHASE ORDER REPORT

PURCHASE						AMOUNT		REMAINING
ORDER	REQUESTED	VENDOR						
PO NUMBER	TYPE	BY	DEPARTMENT	NAME	DESCRIPTION	AMOUNT	RELIEVED	BALANCE
DEPT 851								
PO STATUS: OPEN								
PO TYPE: REGULAR								
000047013	Regular	AKFuller	851	LUDINGTON ELECTRIC, INC.	ELECTRIC FOR MINI SPLIT AT CASTLE	1,925.00	0.00	1,925.00
TOTAL PO TYPE: REGULAR						1,925.00	0.00	1,925.00
TOTAL PO STATUS: OPEN						1,925.00	0.00	1,925.00
TOTAL DEPT 851						1,925.00	0.00	1,925.00
DEPT 862								
PO STATUS: OPEN								
PO TYPE: QUICK PO								
000046901	QUICK PO	tswheeler	862	LUDINGTON ELECTRIC, INC.	REPLACE DPW OUTSIDE LIGHTS	1,950.00	0.00	1,950.00
TOTAL PO TYPE: QUICK PO						1,950.00	0.00	1,950.00
TOTAL PO STATUS: OPEN						1,950.00	0.00	1,950.00
TOTAL DEPT 862						1,950.00	0.00	1,950.00
DEPT 863								
PO STATUS: OPEN								
PO TYPE: REGULAR								
000046931	Regular	DHHaut	863	LUDINGTON ELECTRIC, INC.	AERATOR MOTOR TROUBLESHOOTING AND REPLACEMENT OF CONTACTOR	926.59	0.00	926.59
TOTAL PO TYPE: REGULAR						926.59	0.00	926.59
TOTAL PO STATUS: OPEN						926.59	0.00	926.59
TOTAL DEPT 863						926.59	0.00	926.59
						4,801.59	0.00	4,801.59



City Manager's Monthly Report: June, 2025

Projects, Updates, Community Information, Staffing, General Operations

MONTHLY ACTIVITIES UPDATE

I've been gathering information from other communities regarding monthly billing, paperless billing, and overall usage of paperless billing. I've also continued to meet with billing and finance staff regarding the increased cost of mailing bills if the city switches to monthly billing, and the consensus seems to be that if council wishes to go that route, cuts could be made to ensure that the increase would be net neutral – if that is a real concern of council. It is clear that it would take some years for usage of paperless billing to offset the increase cost of bill mailings.

I made a trip to Lansing to be present at an EGLE budget subcommittee hearing regarding Owosso's request through Rep Begole's office for \$15 million to help replace the WWTP nitrification towers. Unfortunately, no one from the city was asked to testify but I hope to get the chance at a later date. Testimony for this project was given by SEDP, a local business owner and township trustee of Caledonia, and Tom Cook.

The City Hall improvements project is moving along. We have a tentative start date of September 8th due to the EPA changing the freon rules for HVAC units. This has created a delay from manufacturers to comply with the new type of freon required by the EPA.

The public safety project funded by USDA appropriation is moving along at a quicker pace now that Veridus is guiding the process. I've touched base with the USDA to be sure our money is safe and remains available if we roll over into Washington's new fiscal year. I was assured that would be fine since this is a congressional appropriation rather than a traditional USDA grant. We conducted a walk thru of the building with Veridus and Spicer Group so that they may begin drawing up the required mechanical plans for the HVAC replacements and assorted other project components.

The Mayor, Councilwoman Osmer, and I continue to participate in the Cook Foundation's recycling workgroup meetings and subcommittees. I am growing concerned however that this group has not involved the local waste haulers. I'm afraid the city will have to do that on its own so I will set those meetings with the local haulers that remain in operation so that they are aware of the new state law and the work group's efforts.

I met with the SEDP and a SE Michigan developer interested in city-owned property for a potential residential development.

The city engineer, Mayor, and Councilman Owens met with the drain commissioner and their engineering firm regarding the televising reports from the Westown area that has been giving us problems during heavy rain events. Most of the area was able to get televised but there were some areas where the camera could not get through because of obstructions. These obstructions did not completely restrict flow (rocks, utility punch-throughs) but they will create issues. The next steps are forthcoming and we hope to file a Chapter 20 drain petition for the required work this winter.

I met with the DPW supervisor over concerns that potholes were becoming an issue on some streets because they were not being filled timely. DPW is working as quick as they can but turnover has caused some project backups as they are currently down 3 employees. HR and DPW are conducting interviews over the next week to begin filling these positions to build capacity to address these backlogs.

On June 26, the building official called an emergency meeting regarding a building in Westown. The owner of 800 W Main hired a structural engineer to assess the property in preparation for some masonry work that the owner had planned with a contractor. That structural engineer – again, hired by the owner not the city – contacted the building official promptly after than survey to say that he was very concerned about the structural stability of the building. The owner contacted me asking if I would grant him an extension rather than allow the building official to order the building be evacuated and the road closed down. As city manager I do not have that power and the building official acts autonomously when it comes to issues like this. After the meeting, the building official notified the owner that if he got a second opinion from another engineer that the building was safe, then the city would accept that.

Stash Ventures has completed their odor control upgrades for the facility in the industrial park. They invited staff to do a walk thru to view the improvements and request that the enforcement action be concluded. The building office agreed and confirmed that the matter was closed. We will continue to monitor the area for possible future odor issues but Stash has been very willing to comply in order to correct this latest odor issue. Thank you, Stash Ventures.

Project Name	Status	
MARIHUANA LICENSES		
GROW		
1. 1370 E South St	Medical/Recreational	Renewed – September 2024
2. 1455 Industrial	Recreational	Issued – October 2024
3. 1410/1420 Hathaway	Recreational	Issued – June 2024
4. 1750 E South St	Recreational	Issued - April 2025
PROCESSING		
1. 1750 E South St Ste. 1	Recreational	Renewed – January 2025
RETAIL		
1. 117 E Main St	Medical and Recreational	Renewed - October 2024
2. 1115 Corunna	Medical and Recreational	Renewed – August 2024
3. 200 E Main	Recreational	Renewed – May 2025
4. 116 N Washington	Recreational	Renewed – January 2025

STATE LEGISLATIVE UPDATE		
Curbside Recycling Required in Owosso by 2028	Passed in December of 2022, this legislation amended PA 451 of 1994 – specifically Part 115 – to mandate that all cities over a population of 5000 shall be required to have curbside recycling established with at least 90% of single family households within the city by January of 2028. Councilman Haber has been appointed by the County to serve on the committee charged with deciding how to make this transition. While the county is required to submit a plan to EGLE by July, 2024, the city will have additional responsibilities to address on its own – chiefly the implementation of curbside recycling by 2028.	Meetings continue with the Recycling Workgroup

ECONOMIC DEVELOPMENT PROJECTS		
123 N Washington project – estimated \$1.2 million CRP grant - 2022	\$4.7 million redevelopment of downtown building to include 11 new upper story residential units and a	MSF Board Approved Grant Funding in Dec

	<p>restored historic façade. This project includes local tax abatements.</p> <p><u>Funding Breakdown:</u></p> <p>Grants/Abatements</p> <ul style="list-style-type: none"> • \$403k – Brownfield (abatement) • \$85k – OPRA (abatement) • \$1.5 mil – CRP/MSF (Grant) • \$145k – County Land Bank (Grant) <p>Private/Developer</p> <ul style="list-style-type: none"> • \$2.6 mil 	<p>2023. Owners pursuing historic tax credits. HDC approved CofA in November 2024. CofA rescinded by HDC in Jan 2025. HDC issued enforcement against owner for façade. Owner has not responded to the notice. Deadline is August 2025 and then the matter goes to the city attorney.</p>
Old Middle School project - 2022	<p>Estimated \$18 million redevelopment to include 50-54 new residential units. This project will most likely include LITEC and historical tax credits. This project was granted a 4% PILOT for the life of the mortgage but only for the previous developer. The new developer will ask for a similar PILOT ordinance to be granted. The tax credit application was approved in April 2024. Construction commencement: TBD</p>	<p>4% PILOT approved. State tax credits approved. In Oct, 2024 Venture informed the city that project was on hold pending election results. Now they are saying that no one will invest in the tax credits needed to close funding gaps. I am beginning to get concerned about Venture's ability to close this deal with OPS.</p>
Washington Park/Woodland Trails Housing Development Project - \$14,000,000 - 2024	<p>This project will build 14 new condo units in the Woodland Trails development and 14-16 multi family units on the Washington Park site. The developer will be requesting a 24 year brownfield to reimburse them for infrastructure and other eligible costs identified in the plan.</p> <p>Infrastructure Work scope includes sanitary sewer with lift station, water main installation, and street resurfacing on Wesley Dr from Water to Washington and water main installation on Washington St from North to Wesley. Water main and sanitary sewer permits have been issued by EGLE. The city is in the process of obtaining a CDBG grant from MSHDA to fund the infrastructure. Bids were received on May 27, 2025 with contract award planned for July 2025, pending grant award. Construction is pushed back to August 2025, pending grant award.</p>	<p>Construction on homes started. City waiting for information from developers before a bid for the infrastructure work is awarded.</p>
MEDC RAP Grant – Curwood Place – 344 W Main St - 2024	<p>\$1,358,000 to rehabilitate upper story apartments. The owner has also shown interest in having a mural painted on the side of the building – possibly in partnership with SAC.</p>	<p>Awarded. OPRA approved by city April, 2024. Construction started.</p>

PROJECTS/ISSUES OF PUBLIC INTEREST

City Club Building (Exchange Street)	After an interior collapse occurred in June, 2023 a natural gas line was severed and repaired. The building official red-tagged the building and required owner to submit stamped engineering report detailing the building's structural integrity. Stabilization of front and rear walls complete. Owner and Engineer to present plan to Building department to clear debris and secure site. Historic District Commission issued demolition by neglect notice. Notice has since been lifted. Owner says he plans to apply for land bank grant to clean debris. Land bank did not receive completed application and funding was denied. Court order issued allowing city to remediate property since the owner did not and entered a default judgement in the case.	County land bank to bid the project. Total funding available \$178,000 through state land bank blight elimination.
123 N Washington (5 th 3 rd)	MSF board approved \$1.2 million CRP grant in Dec 2023. Architectural plans complete. Building department waiting for permit application. After that is received, the HDC will consider approval for exterior. Building permit cannot be approved until HDC signs off on exterior plan.	Conflicting information received from owner regarding tax credits. I am contacting national parks office to verify status. HDC continuing with enforcement. Will most likely be turned over to city attorney in September.

Grants

Grant	Amount	Status	Description
Drinking Water State Revolving Loan Fund – 2024 (7497-01)	\$1,622,500	Awarded	Part of a \$3.4 million project, this state ARPA grant will help replace water main: N Dewey, Young, W Stewart, Grace, and Tracy St. Lead service lines in water main project areas and make improvements to the WTP: replace backwash pump, process piping, obsolete controls, communications equipment, and gravity filter improvements.
Drinking Water State Revolving Loan Fund - 2023	\$1,033,750	Awarded	This grant will help with lead service line replacement, water main replacement, and well upgrades. It's part of a \$4,045,000 project to continue improving the Owosso water system. Water Main: North, Lee, Clyde, Lunn, Huron, Milwaukee. Lead Service replacements in water main project areas. SCADA upgrades at water treatment plant. Improvements to Palmer 3a and Juniper wells. Fishbeck water study. Remainder of cost will be paid with low interest SRF loans.
Clean Water State Revolving Loan Fund - 2023	\$1,412,500 plus \$5,300,000 loan forgiveness	Award – 2023	This grant plus loan forgiveness program will partially fund improvements at the wastewater plant to include: filter replacement, disinfection system replacement, electrical and SCADA upgrades, and solids drying. Total cost of the project is \$19,000,000. The remainder of the cost will be paid with low interest SRF loans. Project has begun. Old chlorine tanks removed and plant processes temporarily bypassed to facilitate construction.

Railroad Grade Repair Grant	\$181,653	Awarded	This grant is from MDOT and will fund the replacement of the railroad crossing at S. Cedar Street.
ARP Grant – Medicare/Medicaid/CHIP - 2021	\$80,708	Award Updated	The Department of Health and Human Services (HHS), through the Health Resources and Services Administration (HRSA), is making payments to providers based on the amount and type of Medicare, Medicaid, and Children’s Health Insurance Program (CHIP) services provided to rural beneficiaries from January 1, 2019 through September 30, 2020. Initial award was \$56,200. An additional \$24,530 was awarded in Dec 2021.
ARPA Funding - 2021	\$1,510,000	Awarded	1 st payment received. Last payment will be received in 2022. Public online survey completed. Waiting on Council members to submit project application scoring to staff. \$750,000 has been allocated to water infrastructure.
MSHDA NEP Grant - 2023	\$75,000	Awarded	Used to assist low-income home owners with eligible exterior home improvements up to \$7,500. Application being drafted.
MSHDA MI HOPE Grant - 2023	\$105,000	Awarded	This grant program is designed to encourage and facilitate energy-efficiency focused residential housing repairs and upgrades to owner occupied homes and non-owner occupied single-family homes and multi-family properties consisting of a maximum of three total units within both rural and urban areas.
DNR Grant for Holman Pool Building - 2020	\$150,000	Cancelled	Bids came back more than twice what was budgeted for the project due to increases in labor and material costs. The building will be used for storage.
EGLE DWAM Grant - 2019	\$460,000	Awarded	Original work scope includes investigating 364 water service lines through the city, updating distribution system material inventory, and updating the water asset management plan. The project is funded by a grant from the State of Michigan. All addresses on the original list, change order no. 1 list, and change order no. 2 list have been hydro-excavated at the curb stop. Hard surface restoration is in progress.
EGLE Service Line Replacement Funding - 2020	\$3,000,000	Awarded	Owosso’s application was scored the highest this round. Project plan submitted July 1, 2021. This is 100% forgiven loan (Booker Funding) through the state’s revolving loan fund program. Dollars will be used to replace water service lines subject to LCR requirements.
EGLE Service Line Replacement Funding (2)	\$1,345,000	Awarded	This partial loan forgiveness funding is tied to the application above. This project involves more LSR replacements coupled with the replacement of the Center St water main and rehabilitation of the water system elevated towers. This opportunity is 30% Booker forgivable. Remainder of this project will need ARPA funding to complete.
FEMA SCBA Grant - 2022	\$250,000	Denied	This grant replaces the OFD’s breathing apparatuses. This is the second year we have been denied.
FEMA Radio Grant - 2021	\$1,200,000	Denied	This grant was in conjunction with other municipalities to replace OFD’s radio units.
Federal COPS Grant - 2022	\$582,875 over 3 years	Denied	This grant funds up to 3 new police officer positions for 3 years. If awarded, the city would be required to continue funding these positions for an additional year.
Saginaw WIN Grant - 2020	\$10,500	Awarded	To help fund the Middle School area kayak launch.
Safe Routes to School - 2022	\$600,000	Awarded	Work scope includes constructing ADA compliant sidewalk ramps at various locations within the city along with constructing new sidewalks primarily in the Middle School area. The project is complete.

Consumers LED Rebate - 2021	\$5,460	Completed	Replace light fixtures in City Hall with more efficient LED lights
Small Urban Grant - 2022	\$375,000	Denied	Reconstruct Chipman St from Beehler to M-21.
MEDC WRI Grant - 2021	\$1,600,000	Denied	Replace water main, streets, and LSLs on Center, Clyde, Huron, Lynn, and Milwaukee Streets. 25% match required.
MCACA Grant - 2020	\$82,500	Denied	Replace library AC, Library steam pipes, Gould House heat and AC, and Castle boiler. Required \$82,500 match. Will know in September, 2021 if we are awarded.
Small Urban Grant - 2019	\$375,000	Awarded	Reconstruct Gould St from Oliver to Moore.
T-Mobile Hometown Grant - 2020	\$45,300	Denied	Possibly help fund the Middle School Kayak Launch project so no millage money would be needed to complete the project. This would add to the Saginaw WIN Grant already awarded.
Wellhead Protection Grant - 2021	\$52,000	Denied	Fund wellhead educational activities, groundwater audit, wellhead protection software, and update the city's wellhead plan.
Consumers Tree Planting Grant - 2022	\$2,600	Awarded	Consumers Energy's tree planting grant program to assist with annual fall tree planting in 2022.
MDOT RR Grade Crossing Grant – Woodlawn	\$108,621	Denied	Replace RR crossing at Woodlawn Ave. Funding: 60% MDOT/40% RR
MDOT RR Grade Crossing Grant – Chestnut - 2023	\$81,765	Denied	Replace RR crossing at Chestnut St. Funding: 60% MDOT/40% RR
MDOT RR Grade Crossing Grant – Cedar - 2022	\$181,653	Awarded - 2021	Replace RR crossing at Cedar St. Funding 60% MDOT/40% RR
MDOT RR Grade Crossing Grant – S. Chipman - 2023	\$112,381	Denied	Replace RR crossing at S Chipman St. Funding: 60% MDOT/40% RR
FY 2023 DWSRF – Water	\$1,011,250	Awarded	Replace water main on North, Lee, Clyde, Lunn, Huron, and Milwaukee St and LSRs (see below for project specifics). SCADA control upgrade at water plant. Wells at Palmer and Juniper. Fishbeck water study. Grant amount is 25% of total project cost. Remainder to be funded by SRF low interest loans.
FY 2023 CWSRF – Sewer	\$6,712,500	Awarded	Replace waste water plant treatment towers (3). This represents 50% of the cost of the project funded by grants and forgivable loans. The remainder will be funded by low interest SRF loans. Total cost now \$19 million. Due to inflation and increase in construction costs, council decided to reduce the project scope by delaying the tower replacement portion of the project
DNR Spark Grant - 2022	\$752,500	Application delayed to resolve property ownership issue.	Make improvements to the James Minor River Trail along Jerome St to coincide with future street reconstruction. Grant will fund trail improvements and paving from Washington St to the Oakwood walk bridge.
Match on Main - 2022	\$25,000	Awarded	Grant from MEDC to Aviator Jayne for business expansion.
Match on Main - 2022	\$25,000	Awarded	Grant from MEDC to Taphouse Meat Market for business creation.
Consumers Tree Grant – 2023	\$3,000	Awarded	Grant from Consumers Energy to plant 15 trees in the city right of way.
FY 2024 DWSRF (7497-01) – Water - 2023	\$1,745,000	Awarded	Total project cost (SRF loan): \$3,490,000. 50% principal forgiveness. This project will replace water main on Dewey, Young, Tracy, Grace, and W Stewart Streets. It will also pay for WTP improvements: backwash pump replacement, process piping replacement, communication and controls upgrades, and sand filter rehabilitation.
MEDC RAP Grant – DDA Downtown Lights - 2023	\$300,000	Awarded	The scope of work is street light removal and replacement including new conduit and wiring on the following streets:

			<ul style="list-style-type: none"> • Comstock from Water to Park • Washington from Water to Main (M-21) • Main (M-21) from Washington to Park (south side only) • Park from Comstock to Main (M-21) (west side only) <p>The project is funded by ARPA funds and a RAP grant. The project is complete.</p>
MEDC RAP Grant – Curwood Place – 344 W Main St - 2023	\$1,358,000	Awarded	This grant will pay for the rehabilitation and addition of upper story residential units at 344 W Main Street.
CIS Trail Appropriation - 2024	\$4.4 million	Awarded	Legislative appropriation from State to complete the gap in the CIS trail and make improvements to trail along Jerome St. Scope of work includes trail construction from the existing Clinton-Ionia-Shiawassee (CIS) trail termination at Smith Road to Chestnut St, bike lane installation on Chestnut St, Stewart St, and Washington St, James Miner Trail reconstruction from Hickory St to Oakwood St, and paving the Sam & Opal Voight walkway from Washington Street to the boardwalk. The project also includes rehabilitating Jerome St from Hickory St to Oakwood St. Design work is in progress by Fleis & Vandenbrink. Work is scheduled to take place in 2025 and 2026.
MSHDA NEP – 2024	\$75,000	Awarded	Assists low income home owners with eligible exterior home improvements up to \$24,000 each.
MSHDA MIHope – 2024	\$365,000	Awarded	Assist low income home owners with eligible energy efficient upgrades up to \$25,000 each. In October, 2024 an additional \$100,000 was granted to the city for being a “high performer” in the program.
EPA Community Change Grant – Memorial - 2024	\$11,000,000	Awaiting decision	<p>The EPA Community Change Grant, funded by the Inflation Reduction Act, provides approximately \$2 billion to help disadvantaged communities address environmental and climate justice challenges. The grants support projects that reduce pollution and build community resilience. Eligible applicants include partnerships of community-based organizations with tribes, local governments, or educational institutions. Applications are accepted on a rolling basis until November 21, 2024.</p> <p>The City seeks to partner with Memorial Healthcare to seek \$11 million to build the first phase of equalization storage at the Waste Water Treatment Plant in an attempt to lift the 2005 consent order from EGLE.</p>
EPA Community Change Grant – YMCA - 2024	\$11,500,000	Denied	Much like the memorial grant above, this application is for the same program only the city would partner with the YMCA for a community resiliency project. The Y is looking to address issues of climate change by better preparing the community for more hazardous weather events caused by climate change. The city’s portion of the grant would pay for clean water initiatives via the construction of wastewater retention at the wastewater plant. Unlike the memorial grant, this application would add an additional city component addressing clean air initiatives with the replacement of the library’s heating system. This would replace the ancient steam boiler with a modern high-efficiency hydronic boiler system.
TMF Grant – EGLE (Lead Service Line ID) - 2024	\$600,000	Awarded	The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has established the Community Technical, Managerial, and Financial (TMF) Support for Lead Line

			Replacement grant. This program, with an appropriation of \$48 million, aims to assist publicly owned community drinking water systems in lead service line replacement efforts. The grants, with a maximum award of \$600,000 per proposal, prioritize communities that have not previously received funding and those with lower Median Annual Household Income (MAHI). Work scope includes investigating approximately 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter. Notification for scheduling investigations inside the building are in progress. Investigation at the curb stop is scheduled for Summer 2025.
MiNeighborhood MSHDA - 2024	\$395,300	Awarded	<p>The Michigan State Housing Development Authority's (MSHDA) MI Neighborhood grant program provides funding to enhance community living and directly assist homeowners through various eligible activities, including:</p> <ul style="list-style-type: none"> • Housing Rehabilitation: Exterior repairs such as roof replacements, siding, windows, doors, and accessibility improvements like ramps and handrails. • Energy Efficiency Upgrades: Enhancements like insulation, energy-efficient windows, and HVAC system improvements to reduce utility costs. • Accessibility Modifications: Interior adjustments to improve accessibility for individuals with disabilities, including bathroom modifications and kitchen adaptations. • Public Amenity Enhancements: Community-wide projects such as park improvements, playground installations, and the creation of community gardens. <p>Eligibility for homeowner assistance typically includes income limits (usually up to 120% of the Area Median Income), property ownership as a primary residence, and location within the city. Up to \$40,000 per project.</p>
James Minor Trail Grant	\$70,000	Awarded	Widen and resurface the James Minor Trail from Gould Street to the Corunna footbridge with DNR approved stone.
SHPO Grant for Congregational Church	\$28,480	Denied	Repair interior plaster around stained glass windows. HDC Grant. Denied when city discovered that the work was completed while SHPO was still considering grant award.
Congressional Appropriation for water and sewer plant project assistance.	\$111,000,000 (denied) \$5 million (applied)	Applied but request significantly reduced by congressional representation.	Applied for this coming US budget fiscal year to assist with improvements at the water and sewer plant. Had a discussion with Rep Barrett's staff advising that the request needed to be less than \$5 million. Revised request to include around \$4.7 million in water main replacements that fit in the congressional budget schedule and city's fiscal year.
State Appropriation request for sewer plant improvements	\$15,000,000	Applied with Rep BeGole's office	Replacement of nitrification towers at sewer treatment plant. Unclear if staff will be asked to testify during the state's ongoing budget process.
TOTAL GRANTS AWARDED	\$33,851,374 – 53%	Grants Denied	\$15,990,442 – 47%

STREETS AND SIDEWALKS			
2024-2025 Sidewalk Replacement		The contract was extended to October 5, 2025. The focus area for sidewalk replacement in 2025 is the area bounded by Alger Ave, Corunna Ave, Abrey Ave, and the south city limits. This work is scheduled to begin mid to late July 2025.	
2023-25 Street Patching		Work scope includes patches on various streets within the city of Owosso needed for water main breaks, sewer repairs, etc. The contract was extended to November 30, 2025. Patching is in progress.	
2025 Pavement Marking		Scope of work is re-painting pavement markings at various locations throughout the city. The project has been awarded to PK Contracting. Worked is planned for Summer 2025.	
2025 Chip Seal Program		<p>The scope of work is double chip and fog seal on the following streets:</p> <ul style="list-style-type: none"> • Tracy from Frederick to Stewart • Ament from Lyon to Cedar • Ament from Walnut to Shiawassee (M-52) • Mary from Chipman to State • Hiram from Chipman to State • State from South to Mary <p>The project has been awarded to Highway Maintenance with work planned for late August 2025.</p>	2025
2025 Street Program		<p>Projects planned for street resurfacing:</p> <ol style="list-style-type: none"> 1. Howell Street from south end to Clinton. Work scope includes crush and shape with asphalt resurfacing. The project has been awarded to Glaeser Dawes Corporation. The project is complete with punch list and final closeout procedures underway. 2. Lynn Street from west end to Clinton. Work scope includes crush and shape with asphalt resurfacing. The project has been awarded to Glaeser Dawes Corporation. The project is complete with punch list and final closeout procedures underway. 	2025
Street Projects	Jerome: Hickory to Oakwood	Work scope includes crush and shape with asphalt pavement construction along with minor drainage upgrades. Project is on hold until funding is available.	On hold pending funding.

UTILITIES (Water and Sewer)

Project	Project Name/Description	Status	Completed
2025 TMF Service Line Investigations		Work scope includes investigating approximately 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter. Notification for scheduling investigations inside the building are in progress. Investigation at the curb stop is scheduled for Summer 2025.	
2025 Sewer Lining		Scope of work is cured in place pipe lining on sanitary and storm sewers at various locations. The project was awarded to J&J Environmental. The project is complete with close out procedures underway.	
Lead Service Line Identification Project	Funded by TMF Grant. Will ID 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter.	Work scope includes investigating approximately 700 water service lines throughout the city. Water service lines will be investigated at the curb stop via hydro-excavating and inside the building at the water meter. Notification for scheduling investigations inside the building are in progress. The project was awarded to M.L. Chartier Excavating. Investigations at the curb stop are planned to begin August 2025.	Summer 2025
Water Treatment Plant	SCADA System - 2023	Kick-off meeting with Tetra tech was 10.30.20. Design phase completed. Included in next DWRP loan application.	In progress
Water Main Projects – 2025 Contract 1		Work scope includes water main replacement including non-compliant water service line replacement on the following streets: <ol style="list-style-type: none"> 1. Olmstead Street from Ward to Chipman 2. Harding Avenue from Willow Springs to Hanover 3. Hanover Street from Harding to Riverside The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. Loan closing is scheduled for mid-July 2025 with construction planned to begin August 2025.	
Water Main Projects – 2025 Contract 2		Work scope includes water main replacement including non-compliant water service line replacement on the following streets: <ol style="list-style-type: none"> 1. Nafus Street from south end to Frederick 2. Grace Street from Cedar to Shiawassee 3. Young Street from Chestnut to Brooks The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. Loan closing is scheduled for mid-July 2025 with construction planned to begin August 2025.	
S Chestnut St Rail Crossing and Westown Drainage	S Chestnut Street H&E Railroad Crossing – south of M-21	A property owner near the RR crossing is concerned with their property being partially flooded during very heavy rain events. The ditch in the RR right of way overflows and it is suspected that debris in the ditch clogs the culvert. City engineer and city manager met	Ongoing.

		with RR personnel in Sept 2023 where we were informed the RR will not clean/clear the ditch but would allow us access to the ditch to create a debris catch for the culvert. If that does not work, we will have to approach the township and drain commission for a study to assess required improvements to the drainage system in the area. This project is not on the city's latest approved Capital Improvement Project. Staff met with property owners in westown and the drain commissioner in October. A 1998 study will need to be updated in partnership with Owosso Twp, County, and MDOT per the rules for "Chapter 20 cost share" county drains. City's contribution of study will be 51%.	
Future Water Main Projects		<p>Projects submitted to EGLE for FY2025 Drinking Water State Revolving Fund (DWSRF) funds for water main replacement:</p> <ol style="list-style-type: none"> 1. Nafus Street from south end to Frederick 2. Gilbert Street from Mason to Oliver 3. Clinton Street from Cedar to Shiawassee 4. Olmstead Street from Ward to Chipman 5. Harding Avenue from Willow Springs to Hanover 6. Hanover Street from Harding to Riverside 7. Stewart Street from Cedar to Shiawassee 8. Williams Street from Shiawassee to Washington 9. Dewey Street from Main (M-21) to King 	Bonding approved by council in Feb 2025
2025 Sewer Televising Project		<p>The following sewers are planned for televising:</p> <ol style="list-style-type: none"> 1. Ament St between Lyon and Shiawassee (M-52) – storm sewer 2. Bennett Field Dr between Lafayette and Hoyt – storm sewer 3. Oliver St and Chipman St intersection – storm sewer 4. Hickory St between King and Osburn – storm sewer 5. Park Street between Osburn and Stratford – storm sewer 6. King St and Dewey St intersection – storm and sanitary sewer 7. Sanitary Sewer Interceptor from Robbins and Main (M-21) to Hathaway – sanitary sewer <p>The project has been awarded to MEC Underground Solutions. The televising is complete. Sewer patching is planned for mid to late July 2025.</p>	2025
2025 Drainage Improvement Project – North St between Chipman and Hanover		Work scope includes ditch cleaning on the North St ditch between Chipman St and Hanover St and on the Coventry Ct ditch north of Stewart St. The project is complete with punch list and close out procedures underway.	

2025-27 Water Service Line Replacement Project		Work scope includes noncompliant water service lines replacements targeting 500 locations within the City of Owosso over a 3-year time period. The project was approved as part of the State of Michigan Department of EGLE 2025 Drinking Water State Revolving Fund project. Loan closing is scheduled for mid-July 2025 with construction planned to begin August 2025.	2025-2027
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WATER TREATMENT PLANT			
Project Name/Description	Status	Completed	
SCADA Upgrades	Upgrade and expand the SCADA system for the WTP and wells. Tower permit with FCC has been approved! Could take 12 weeks to hear back. Any existing or new wells can continue operation with SCADA – which could be implemented later. Standpipe radio install has been progressing with Tetra Tech and Countyline. Progress meetings on SCADA project help monthly.	In process	
Lab Room Repairs	This project hinges primarily on stopping the roof leaks first. Fishbeck budgeted over \$750,000 to replace the roof. This replacement is on hold and only roof repairs will be completed until it has been determined that money will be invested in the current plant. In the meantime only essential improvements will be completed on the Lab and Control Room.	Lab has also been recertified after EGLE delay.	
Palmer Well Rehab Project	Palmer 2 is due for a performance test, complete inspection and cleaning, pump and pipe rehab or replacement. Process piping is being installed and consumers energy is working on installing electric service.	Complete	

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED			
Project	Project Name/Description	Status	Completed
	CIS Trail Extension – Extend trail from Priest Rd. to City.	Scope of work includes trail construction from the existing Clinton-Ionia-Shiawassee (CIS) trail termination at Smith Road to Chestnut St, bike lane installation on Chestnut St, Stewart St, and Washington St, James Miner Trail reconstruction from Hickory St to Oakwood St, and paving the Sam & Opal Voight walkway from Washington Street to the boardwalk. The project also includes rehabilitating Jerome St from Hickory St to Oakwood St. Design work is in progress by Fleis & Vandenbrink. Work is scheduled to take place in 2026.	State funding approved for M-21 route. Working with MDOT on ROW permit.

BUILDING AND GROUNDS			
Library	Heating System Replacement	Abandon/dismantle existing steam boiler and distribution lines. Add hydronic boiler system. Est cost: \$500,000	On Hold

City Hall	Security and Accessibility - IT	Replace/Add technology at city hall for security and accessibility. Replace old doorbell on basement entry and upgrade silent alarm system.	Complete
	City Hall HVAC, electric service, and generator replacement	Replace RTUs, electric service panels, generator and transfer switch, and address structural issues with room below grade on west side of building. Project start date: Sept 8, 2025	Contract negotiated. Contract approved.
Public Safety	HVAC replacement/efficiency upgrades	As part of the city hall efficiency project, I'm also planning to propose replacement of the public safety building's boiler and heating/cooling systems. As part of the project we would like to replace most of the overhead doors, garage bay ceiling panels, foam insulate the ceiling in garage bay, and replace worn entry doors.	Congressional appropriation through USDA approved. Approved by regional office. Veridus hired as owners rep

From: [Lizzie L. Fredrick](#)
To: [Amy K. Kirkland](#)
Cc: daylenhoward95@gmail.com; [Rob Teich](#)
Subject: Woodworth DDA Resignation
Date: Wednesday, July 2, 2025 1:23:59 PM

Lizzie Fredrick

Executive Director
Owosso Main Street & Downtown Development Authority
Office: 989.725.0571
Cell: 989.277.1705

Follow on: [Facebook](#) | [Instagram](#)
Visit: www.downtownowosso.com

Begin forwarded message:

From: Dakota Woodworth <roundmidnightrecords@gmail.com>
Date: July 2, 2025 at 11:33:44 AM EDT
To: "Lizzie L. Fredrick" <lizzie.fredrick@ci.owosso.mi.us>
Subject: DDA board membership

Hi, Lizzie. I hope this email finds you well.
With the closing of RMR and the new path my life is taking, it is no longer conducive to my furthered growth (or the growth of the DDA/OMS) for me to be involved with the DDA/OMS. I thank you for the opportunity to serve my community, but this chapter simply must come to a close. I thank you for your support and for everything you do for the community. If there is anything I can do to help smooth the transition, please feel free to give me a call.

Thank you, and good luck.

Dakota W.
Round Midnight Records
(248)425-5244



MEMORANDUM

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

DATE: June 30, 2025
TO: Owosso City Council
FROM: Brad Barrett, Finance Director
SUBJECT: Monthly Financial Report – May 2025

RECOMMENDATION:

Receive and file communication from the Finance Department.

BACKGROUND:

Per Section 8.6(c) of the Owosso City Charter....

During each month, the City Manager shall submit to the Council data showing the relation between the estimated and actual revenues and expenditures to the end of the preceding month;....

A revenue and expenditure report and cash summary report are included for the period ending May 31, 2025. Six-month budget amendments are incorporated in this report.

Revenue Expense Report

The column labeled "Activity for month" reflects revenues received and expenses paid during the specific month and the column labeled "YTD Balance reflects revenues received and expenses paid since the beginning of the fiscal year (July 1st.)

FISCAL IMPACTS:

None.

Document originated by:

Revenue and Expenditure Report for City of Owosso – Period ending 5-31-2025
Cash Summary by Account for City of Owosso – 5-1-2025 through 5-31-2025

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-402.000	GENERAL PROPERTY TAX	3,968,376.00	3,957,319.00	50.45	3,936,940.64	20,378.36	99.49
101-000-402.500	OBSOLETE PROPERTY REHAB TAXES (O	3,306.00	3,306.00	0.00	4,008.46	(702.46)	121.25
101-000-404.000	PA 298 OF 1917	316,083.00	315,026.00	4.02	314,914.28	111.72	99.96
101-000-432.000	PAYMENT IN LIEU OF TAXES (PILT)	5,000.00	5,000.00	0.00	1,448.43	3,551.57	28.97
101-000-434.000	TRAILER PARK TAXES	1,000.00	1,100.00	104.50	1,506.50	(406.50)	136.95
101-000-437.000	INDUSTRIAL/COMMERCIAL FACILITIE	14,045.00	14,045.00	0.00	13,501.51	543.49	96.13
101-000-439.000	MARIJUANA TAX DISTR.	237,851.00	237,851.00	0.00	235,147.84	2,703.16	98.86
101-000-445.000	INTEREST & PENALTIES ON TAXES	19,858.00	19,858.00	289.05	33,103.74	(13,245.74)	166.70
101-000-447.000	ADMINISTRATION FEES	162,835.00	161,460.00	0.00	161,325.02	134.98	99.92
101-000-476.000	LIQUOR LICENSES	10,500.00	10,500.00	4,144.80	8,757.65	1,742.35	83.41
101-000-477.000	CABLE TELEVISION FRANCHISE FEES	73,000.00	73,000.00	16,413.96	55,357.37	17,642.63	75.83
101-000-478.000	ROW LICENSES	1,000.00	1,000.00	50.00	680.00	320.00	68.00
101-000-491.000	PERMITS (GUN)	400.00	500.00	20.00	680.00	(180.00)	136.00
101-000-502.000	GRANT-FEDERAL	173,570.00	116,500.00	0.00	0.00	116,500.00	0.00
101-000-502.000-USDAFY24PS	GRANT-FEDERAL	0.00	500,000.00	0.00	0.00	500,000.00	0.00
101-000-502.000-USDOT-OHSP	GRANT-FEDERAL	0.00	0.00	0.00	2,392.55	(2,392.55)	100.00
101-000-502.100	FEDERAL GRANT - DEPT OF JUSTICE	0.00	0.00	0.00	936.00	(936.00)	100.00
101-000-502.100-COSSAP2022	FEDERAL GRANT - DEPT OF JUSTICE	100,000.00	66,542.00	0.00	30,858.26	35,683.74	46.37
101-000-502.100-DOJ-SRTBWC	FEDERAL GRANT - DEPT OF JUSTICE	0.00	4,017.00	0.00	4,941.03	(924.03)	123.00
101-000-540.000	STATE SOURCES	3,750.00	12,891.00	0.00	35,742.66	(22,851.66)	277.27
101-000-540.000-DDASTRLITE	STATE SOURCES	300,000.00	300,000.00	0.00	300,000.00	0.00	100.00
101-000-540.000-MCOLES-CPE	STATE SOURCES	0.00	3,500.00	0.00	4,748.98	(1,248.98)	135.69
101-000-540.531	LOCAL GRANT	0.00	4,800.00	2,900.00	7,700.00	(2,900.00)	160.42
101-000-573.000	LOCAL COMMUNITY STABILIZATION S	150,000.00	150,000.00	84,493.36	184,350.45	(34,350.45)	122.90
101-000-574.000	REVENUE SHARING	1,619,621.00	1,571,642.00	0.00	1,061,687.00	509,955.00	67.55
101-000-574.050	REVENUE SHARING - STATUTORY	521,375.00	521,375.00	0.00	342,525.00	178,850.00	65.70
101-000-605.200	CHARGE FOR SERVICES RENDERED	17,500.00	17,500.00	105.00	15,653.88	1,846.12	89.45
101-000-605.250	DUPLICATING SERVICES	1,000.00	1,000.00	0.00	985.00	15.00	98.50
101-000-605.300	FIRE SERVICES	5,000.00	8,250.00	0.00	6,750.00	1,500.00	81.82
101-000-605.301	POLICE DEPARTMENT SERVICES	195,764.00	195,764.00	0.00	153,199.77	42,564.23	78.26
101-000-605.336	AMBULANCE SERVICES - TWP	331,898.00	331,898.00	0.00	313,627.57	18,270.43	94.50
101-000-607.100	FILING FEES - ABATEMENT APPLICA'	800.00	800.00	0.00	800.00	0.00	100.00
101-000-638.000	AMBULANCE CHARGES	291,515.00	291,515.00	126,005.86	809,363.86	(517,848.86)	277.64
101-000-638.000-TREAT-ONLY	AMBULANCE CHARGES	13,883.00	13,883.00	0.00	9,650.00	4,233.00	69.51
101-000-638.100	AMBULANCE MILEAGE CHARGES	196,461.00	196,461.00	0.00	52,398.71	144,062.29	26.67
101-000-638.200	AMBULANCE/ ADVANCED LIFE SUPPOR'	432,847.00	432,847.00	0.00	260,053.52	172,793.48	60.08
101-000-642.000	CHARGE FOR SERVICES - SALES	2,500.00	2,500.00	550.00	3,230.00	(730.00)	129.20
101-000-652.200	PARKING LEASE INCOME	1,680.00	1,440.00	0.00	120.00	1,320.00	8.33
101-000-657.000	ORDINANCE FINES & COSTS	10,000.00	10,000.00	50.00	7,403.60	2,596.40	74.04
101-000-657.100	PARKING VIOLATIONS	7,500.00	7,500.00	150.00	3,865.00	3,635.00	51.53
101-000-665.000	INTEREST INCOME	50,000.00	250,000.00	27,039.26	357,077.50	(107,077.50)	142.83
101-000-665.100	MERS INTEREST INCOME	100.00	100.00	1.72	49.57	50.43	49.57
101-000-667.100	RENTAL INCOME	500.00	530.00	0.00	560.00	(30.00)	105.66
101-000-673.000	SALE OF FIXED ASSETS	0.00	251,932.00	0.00	252,209.25	(277.25)	100.11
101-000-674.200	DONATIONS	0.00	17,375.00	0.00	17,375.00	0.00	100.00
101-000-675.000	MISCELLANEOUS	75,000.00	75,000.00	1,506.28	30,509.83	44,490.17	40.68
101-000-676.200	WASTEWATER UTIL. ADMIN REIMB	185,623.00	185,623.00	0.00	92,169.65	93,453.35	49.65
101-000-676.254	FUND 254 ADMIN CHARGE BACK	5,500.00	5,500.00	0.00	2,309.69	3,190.31	41.99
101-000-676.300	CITY UTILITIES ADMIN REIMB	452,627.00	453,728.00	0.00	332,779.10	120,948.90	73.34
101-000-676.400	DDA TIF CHARGE BACK	134,024.00	134,024.00	0.00	81,294.74	52,729.26	60.66
101-000-676.500	ACT 51 ADMIN REIMBURSEMENT	209,887.00	209,887.00	0.00	125,283.47	84,603.53	59.69

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
101-000-676.600	BRA ADMIN FEES	6,451.00	6,451.00	0.00	6,452.00	(1.00)	100.02
101-000-678.000	SPECIAL ASSESSMENT	0.00	22,550.00	0.00	44,301.22	(21,751.22)	196.46
101-000-687.000	INSURANCE REFUNDS/REBATES	88,000.00	0.00	0.00	33,224.54	(33,224.54)	100.00
101-000-696.000	BOND PROCEEDS	806,371.00	806,371.00	0.00	735,528.94	70,842.06	91.21
101-000-699.287	ARPA TRANSFER IN	276,000.00	305,835.00	0.00	305,835.23	(0.23)	100.00
TOTAL REVENUES		11,480,001.00	12,287,496.00	263,878.26	10,797,314.01	1,490,181.99	87.87
Expenditures							
101	CITY COUNCIL	8,060.00	12,560.00	81.69	8,822.10	3,737.90	70.24
171	CITY MANAGER	339,400.00	339,253.00	37,629.33	302,211.33	37,041.67	89.08
201	FINANCE	254,052.00	253,656.00	27,272.48	210,176.84	43,479.16	82.86
210	CITY ATTORNEY	164,600.00	164,600.00	22,401.66	138,378.40	26,221.60	84.07
215	CLERK	254,983.00	259,281.00	22,078.97	194,827.23	64,453.77	75.14
228	INFORMATION & TECHNOLOGY	154,000.00	159,687.00	8,854.43	138,683.23	21,003.77	86.85
253	TREASURY	275,205.00	274,536.00	27,514.11	217,861.64	56,674.36	79.36
257	ASSESSING	222,748.00	221,814.00	23,356.15	192,599.21	29,214.79	86.83
261	GENERAL ADMIN	448,621.00	453,664.00	(2,992.18)	397,965.69	55,698.31	87.72
262	ELECTION	79,829.00	77,184.00	619.92	71,442.57	5,741.43	92.56
265	BUILDING & GROUNDS	835,789.00	837,905.00	22,428.40	196,848.93	641,056.07	23.49
270	HUMAN RESOURCES	217,410.00	215,472.00	16,016.86	179,491.73	35,980.27	83.30
301	POLICE	3,105,516.00	3,265,445.00	310,283.40	2,637,590.96	627,854.04	80.77
336	FIRE	4,053,099.00	4,293,630.00	282,375.06	2,960,068.88	1,333,561.12	68.94
371	BUILDING AND SAFETY	46,045.00	521.00	5.40	526.03	(5.03)	100.97
441	PUBLIC WORKS	1,262,732.00	1,247,415.00	46,967.50	1,130,355.48	117,059.52	90.62
528	LEAF AND BRUSH COLLECTION	313,011.00	338,392.00	10,654.04	273,686.89	64,705.11	80.88
585	PARKING	36,025.00	37,607.00	1,107.73	29,264.44	8,342.56	77.82
720	COMMUNITY DEVELOPMENT	37,222.00	233,729.00	11,341.60	60,692.46	173,036.54	25.97
751	PARKS	369,923.00	369,023.00	75,535.26	308,131.27	60,891.73	83.50
966	TRANSFERS OUT	52,633.00	287,326.00	0.00	272,873.54	14,452.46	94.97
TOTAL EXPENDITURES		12,530,903.00	13,342,700.00	943,531.81	9,922,498.85	3,420,201.15	74.37
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		11,480,001.00	12,287,496.00	263,878.26	10,797,314.01	1,490,181.99	87.87
TOTAL EXPENDITURES		12,530,903.00	13,342,700.00	943,531.81	9,922,498.85	3,420,201.15	74.37
NET OF REVENUES & EXPENDITURES		(1,050,902.00)	(1,055,204.00)	(679,653.55)	874,815.16	(1,930,019.16)	82.90

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
Revenues							
202-000-502.000	GRANT-FEDERAL	560,000.00	284,853.00	0.00	284,852.57	0.43	100.00
202-000-502.000-SRTS2024GR	GRANT-FEDERAL	0.00	225,283.00	0.00	225,283.25	(0.25)	100.00
202-000-540.000	STATE SOURCES	22,500.00	22,500.00	23,392.29	23,392.29	(892.29)	103.97
202-000-540.000-MDOT-TRAIL	STATE SOURCES	225,000.00	225,000.00	0.00	23,112.50	201,887.50	10.27
202-000-541.000	TRUNKLINE MAINTENANCE	42,948.00	42,948.00	0.00	33,486.10	9,461.90	77.97
202-000-542.000	GAS & WEIGHT TAX	1,534,024.00	1,534,024.00	125,304.10	1,176,533.18	357,490.82	76.70
202-000-665.000	INTEREST INCOME	10,000.00	200,000.00	15,166.20	218,799.17	(18,799.17)	109.40
202-000-675.000	MISCELLANEOUS	0.00	3,486.00	0.00	3,486.15	(0.15)	100.00
202-000-678.000	SPECIAL ASSESSMENT	0.00	101,546.00	3,068.51	185,159.57	(83,613.57)	182.34
TOTAL REVENUES		2,394,472.00	2,639,640.00	166,931.10	2,174,104.78	465,535.22	82.36
Expenditures							
451	CONSTRUCTION	1,587,350.00	1,461,147.00	88.80	1,301,195.98	159,951.02	89.05
463	STREET MAINTENANCE	690,735.00	786,595.00	25,658.77	583,186.04	203,408.96	74.14
473	BRIDGE MAINTENANCE	85,100.00	0.00	0.00	0.00	0.00	0.00
474	TRAFFIC SERVICES-MAINTENANCE	16,655.00	17,254.00	2,438.38	20,854.20	(3,600.20)	120.87
478	SNOW & ICE CONTROL	171,045.00	170,539.00	4,769.36	162,065.23	8,473.77	95.03
480	TREE TRIMMING	86,396.00	86,171.00	3,663.58	41,117.84	45,053.16	47.72
482	ADMINISTRATION & ENGINEERING	219,407.00	218,179.00	7,007.65	147,519.86	70,659.14	67.61
485	LOCAL STREET TRANSFER	350,000.00	350,000.00	0.00	175,000.00	175,000.00	50.00
486	TRUNKLINE SURFACE MAINTENANCE	0.00	0.00	402.72	2,468.33	(2,468.33)	100.00
490	TRUNKLINE TREE TRIM & REMOVAL	0.00	500.00	0.00	106.02	393.98	21.20
491	TRUNKLINE STORM DRAIN, CURBS	0.00	287.00	38.01	245.44	41.56	85.52
492	TRUNKLINE ROADSIDE CLEANUP	0.00	0.00	0.00	70.75	(70.75)	100.00
494	TRUNKLINE TRAFFIC SIGNS	0.00	327.00	27.81	416.90	(89.90)	127.49
497	TRUNKLINE SNOW & ICE CONTROL	12,784.00	17,230.00	0.00	30,988.93	(13,758.93)	179.85
TOTAL EXPENDITURES		3,219,472.00	3,108,229.00	44,095.08	2,465,235.52	642,993.48	79.31
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		2,394,472.00	2,639,640.00	166,931.10	2,174,104.78	465,535.22	82.36
TOTAL EXPENDITURES		3,219,472.00	3,108,229.00	44,095.08	2,465,235.52	642,993.48	79.31
NET OF REVENUES & EXPENDITURES		(825,000.00)	(468,589.00)	122,836.02	(291,130.74)	(177,458.26)	62.13

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL STREET FUND							
Revenues							
203-000-502.000	GRANT-FEDERAL	175,000.00	0.00	0.00	0.00	0.00	0.00
203-000-502.000-SRTS2024GR	GRANT-FEDERAL	0.00	225,283.00	0.00	225,283.25	(0.25)	100.00
203-000-540.000	STATE SOURCES	43,500.00	43,500.00	45,408.55	45,408.55	(1,908.55)	104.39
203-000-542.000	GAS & WEIGHT TAX	564,856.00	564,856.00	46,161.08	433,431.81	131,424.19	76.73
203-000-665.000	INTEREST INCOME	10,000.00	50,000.00	3,161.97	39,983.19	10,016.81	79.97
203-000-678.000	SPECIAL ASSESSMENT	0.00	20,689.00	1,128.17	75,920.72	(55,231.72)	366.96
203-000-699.202	MAJOR STREET TRANSFER	350,000.00	350,000.00	0.00	175,000.00	175,000.00	50.00
TOTAL REVENUES		1,143,356.00	1,254,328.00	95,859.77	995,027.52	259,300.48	79.33
Expenditures							
451	CONSTRUCTION	307,350.00	307,350.00	157,262.80	157,507.02	149,842.98	51.25
463	STREET MAINTENANCE	716,373.00	812,177.00	33,235.74	620,796.98	191,380.02	76.44
474	TRAFFIC SERVICES-MAINTENANCE	1,500.00	1,750.00	450.42	1,507.46	242.54	86.14
478	SNOW & ICE CONTROL	79,256.00	79,031.00	1,203.79	54,202.56	24,828.44	68.58
480	TREE TRIMMING	126,409.00	126,073.00	8,007.12	90,229.29	35,843.71	71.57
482	ADMINISTRATION & ENGINEERING	122,490.00	122,217.00	7,006.83	90,140.92	32,076.08	73.75
TOTAL EXPENDITURES		1,353,378.00	1,448,598.00	207,166.70	1,014,384.23	434,213.77	70.03
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		1,143,356.00	1,254,328.00	95,859.77	995,027.52	259,300.48	79.33
TOTAL EXPENDITURES		1,353,378.00	1,448,598.00	207,166.70	1,014,384.23	434,213.77	70.03
NET OF REVENUES & EXPENDITURES		(210,022.00)	(194,270.00)	(111,306.93)	(19,356.71)	(174,913.29)	9.96

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 208 - PARK/RECREATION SITES FUND							
Revenues							
208-000-665.000	INTEREST INCOME	500.00	2,000.00	82.85	1,513.90	486.10	75.70
208-000-674.100	PRIVATE DONATIONS	8,000.00	11,650.00	0.00	12,650.00	(1,000.00)	108.58
TOTAL REVENUES		8,500.00	13,650.00	82.85	14,163.90	(513.90)	103.76
Expenditures							
751	PARKS	31,700.00	31,700.00	15,000.00	27,545.57	4,154.43	86.89
TOTAL EXPENDITURES		31,700.00	31,700.00	15,000.00	27,545.57	4,154.43	86.89
Fund 208 - PARK/RECREATION SITES FUND:							
TOTAL REVENUES		8,500.00	13,650.00	82.85	14,163.90	(513.90)	103.76
TOTAL EXPENDITURES		31,700.00	31,700.00	15,000.00	27,545.57	4,154.43	86.89
NET OF REVENUES & EXPENDITURES		(23,200.00)	(18,050.00)	(14,917.15)	(13,381.67)	(4,668.33)	74.14

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 239 - OMS/DDA REVLG LOAN FUND							
Revenues							
239-000-644.000	PENALTIES - LATE CHARGES	250.00	250.00	0.00	29.08	220.92	11.63
239-000-665.000	INTEREST INCOME	10,000.00	24,000.00	2,003.47	24,263.61	(263.61)	101.10
239-000-670.000	LOAN PRINCIPAL	0.00	0.00	5,478.03	10,939.27	(10,939.27)	100.00
239-000-670.100	LOAN INTEREST	15,000.00	12,500.00	764.64	9,325.87	3,174.13	74.61
TOTAL REVENUES		25,250.00	36,750.00	8,246.14	44,557.83	(7,807.83)	121.25
Expenditures							
200	GEN SERVICES	2,814.00	2,581.00	155.00	26,286.00	(23,705.00)	1,018.44
TOTAL EXPENDITURES		2,814.00	2,581.00	155.00	26,286.00	(23,705.00)	1,018.44
Fund 239 - OMS/DDA REVLG LOAN FUND :							
TOTAL REVENUES		25,250.00	36,750.00	8,246.14	44,557.83	(7,807.83)	121.25
TOTAL EXPENDITURES		2,814.00	2,581.00	155.00	26,286.00	(23,705.00)	1,018.44
NET OF REVENUES & EXPENDITURES		22,436.00	34,169.00	8,091.14	18,271.83	15,897.17	53.47

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 243 - BRA / OBRA #12 WOODWARD LOFT							
Revenues							
243-000-402.300	OBRA:TAX CAPTURE	135,052.00	135,052.00	0.00	135,361.83	(309.83)	100.23
243-000-402.300-BRA-DIST22	OBRA:TAX CAPTURE	16.00	16.00	0.00	16.19	(0.19)	101.19
243-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	6,072.00	0.00	6,072.19	(0.19)	100.00
243-000-665.000	INTEREST INCOME	50.00	250.00	0.00	243.76	6.24	97.50
TOTAL REVENUES		135,118.00	141,390.00	0.00	141,693.97	(303.97)	100.21
Expenditures							
721	PROFESSIONAL SERVICES	1,003.00	1,003.00	0.00	1,017.11	(14.11)	101.41
964	TAX REIMBURSEMENTS	134,065.00	140,137.00	0.00	140,434.02	(297.02)	100.21
TOTAL EXPENDITURES		135,068.00	141,140.00	0.00	141,451.13	(311.13)	100.22
Fund 243 - BRA / OBRA #12 WOODWARD LOFT:							
TOTAL REVENUES		135,118.00	141,390.00	0.00	141,693.97	(303.97)	100.21
TOTAL EXPENDITURES		135,068.00	141,140.00	0.00	141,451.13	(311.13)	100.22
NET OF REVENUES & EXPENDITURES		50.00	250.00	0.00	242.84	7.16	97.14

PERIOD ENDING 05/31/2025

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CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
248-000-402.000	GENERAL PROPERTY TAX	38,963.00	37,641.00	0.00	34,672.57	2,968.43	92.11
248-000-402.100	TIF	234,378.00	237,912.00	0.00	237,912.19	(0.19)	100.00
248-000-540.000-MATCHMAIN3	STATE SOURCES	0.00	0.00	0.00	20,856.92	(20,856.92)	100.00
248-000-573.000	LOCAL COMMUNITY STABILIZATION S	21,478.00	26,454.00	0.00	26,454.48	(0.48)	100.00
248-000-665.000	INTEREST INCOME	5,000.00	8,000.00	853.51	7,940.81	59.19	99.26
248-000-670.100	LOAN INTEREST	1,577.00	1,577.00	118.07	1,405.25	171.75	89.11
248-000-674.400	INCOME-PROMOTION	15,000.00	10,000.00	4,875.00	13,693.00	(3,693.00)	136.93
248-000-674.500	INCOME-ORGANIZATION	0.00	0.00	0.00	3,500.00	(3,500.00)	100.00
248-000-674.600	INCOME-DESIGN	0.00	635.00	100.00	735.00	(100.00)	115.75
248-000-674.700	EV STATION REVENUE	2,400.00	5,000.00	774.46	7,989.64	(2,989.64)	159.79
248-000-699.101	TRANFERS FROM GENERAL FUND	35,133.00	35,133.00	0.00	25,055.54	10,077.46	71.32
TOTAL REVENUES		353,929.00	362,352.00	6,721.04	380,215.40	(17,863.40)	104.93
Expenditures							
200	GEN SERVICES	240,104.00	241,345.00	7,147.58	163,091.77	78,253.23	67.58
261	GENERAL ADMIN	89,179.00	88,962.00	11,388.76	81,130.48	7,831.52	91.20
704	ORGANIZATION	750.00	1,250.00	0.00	942.47	307.53	75.40
705	PROMOTION	15,050.00	17,500.00	75.00	10,292.56	7,207.44	58.81
706	DESIGN	7,000.00	10,000.00	3,547.56	5,950.40	4,049.60	59.50
707	ECONOMIC VITALITY	1,500.00	2,000.00	20,856.92	21,532.92	(19,532.92)	1,076.65
TOTAL EXPENDITURES		353,583.00	361,057.00	43,015.82	282,940.60	78,116.40	78.36
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		353,929.00	362,352.00	6,721.04	380,215.40	(17,863.40)	104.93
TOTAL EXPENDITURES		353,583.00	361,057.00	43,015.82	282,940.60	78,116.40	78.36
NET OF REVENUES & EXPENDITURES		346.00	1,295.00	(36,294.78)	97,274.80	(95,979.80)	7,511.57

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 249 - BUILDING INSPECTION FUND							
Revenues							
249-000-476.100	MARIJUANA LICENSE FEE	55,000.00	55,000.00	5,000.00	60,000.00	(5,000.00)	109.09
249-000-490.000	PERMITS-BUILDING	105,000.00	105,000.00	6,301.80	110,221.13	(5,221.13)	104.97
249-000-490.100	PERMITS-ELECTRICAL	30,000.00	30,000.00	3,135.00	36,580.00	(6,580.00)	121.93
249-000-490.200	PERMITS-PLUMBING & MECHANICAL	55,000.00	55,000.00	10,825.00	58,404.00	(3,404.00)	106.19
249-000-628.000	RENTAL REGISTRATION	9,000.00	9,000.00	650.00	3,550.00	5,450.00	39.44
249-000-665.000	INTEREST INCOME	5,000.00	10,000.00	923.59	10,876.39	(876.39)	108.76
249-000-675.000	MISCELLANEOUS	0.00	0.00	0.00	(120.00)	120.00	100.00
TOTAL REVENUES		259,000.00	264,000.00	26,835.39	279,511.52	(15,511.52)	105.88
Expenditures							
200	GEN SERVICES	100,506.00	92,201.00	9,309.60	83,745.79	8,455.21	90.83
371	BUILDING AND SAFETY	161,834.00	151,799.00	13,464.57	117,502.31	34,296.69	77.41
TOTAL EXPENDITURES		262,340.00	244,000.00	22,774.17	201,248.10	42,751.90	82.48
Fund 249 - BUILDING INSPECTION FUND:							
TOTAL REVENUES		259,000.00	264,000.00	26,835.39	279,511.52	(15,511.52)	105.88
TOTAL EXPENDITURES		262,340.00	244,000.00	22,774.17	201,248.10	42,751.90	82.48
NET OF REVENUES & EXPENDITURES		(3,340.00)	20,000.00	4,061.22	78,263.42	(58,263.42)	391.32

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REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/25 INCR (DECR)	YTD BALANCE 05/31/2025 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 254 - HOUSING & REDEVELOPMENT							
Revenues							
254-000-540.000-114116MAIN	STATE SOURCES	0.00	49,232.00	0.00	49,232.21	(0.21)	100.00
254-000-540.000-MSHDANEP24	STATE SOURCES	72,500.00	57,262.00	0.00	57,261.80	0.20	100.00
254-000-540.000-MSHDMIHOPE	STATE SOURCES	53,000.00	252,741.00	0.00	157,055.87	95,685.13	62.14
254-000-665.000	INTEREST INCOME	0.00	1,370.00	143.87	2,204.49	(834.49)	160.91
254-000-675.000-114116MAIN	MISCELLANEOUS	0.00	157,339.00	0.00	157,339.16	(0.16)	100.00
TOTAL REVENUES		125,500.00	517,944.00	143.87	423,093.53	94,850.47	81.69
Expenditures							
200	GEN SERVICES	125,500.00	516,574.00	15,000.00	436,269.02	80,304.98	84.45
TOTAL EXPENDITURES		125,500.00	516,574.00	15,000.00	436,269.02	80,304.98	84.45
Fund 254 - HOUSING & REDEVELOPMENT:							
TOTAL REVENUES		125,500.00	517,944.00	143.87	423,093.53	94,850.47	81.69
TOTAL EXPENDITURES		125,500.00	516,574.00	15,000.00	436,269.02	80,304.98	84.45
NET OF REVENUES & EXPENDITURES		0.00	1,370.00	(14,856.13)	(13,175.49)	14,545.49	961.71

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 259 - OBRA-DIST#15 -ARMORY BUILDING							
Revenues							
259-000-402.300	OBRA:TAX CAPTURE	48,103.00	48,103.00	0.00	51,182.04	(3,079.04)	106.40
259-000-699.248	TRANSFER FROM DDA	0.00	0.00	0.00	33,963.58	(33,963.58)	100.00
TOTAL REVENUES		48,103.00	48,103.00	0.00	85,145.62	(37,042.62)	177.01
Expenditures							
721	PROFESSIONAL SERVICES	6,232.00	6,232.00	0.00	6,006.50	225.50	96.38
964	TAX REIMBURSEMENTS	41,871.00	41,871.00	0.00	78,915.57	(37,044.57)	188.47
TOTAL EXPENDITURES		48,103.00	48,103.00	0.00	84,922.07	(36,819.07)	176.54
Fund 259 - OBRA-DIST#15 -ARMORY BUILDING:							
TOTAL REVENUES		48,103.00	48,103.00	0.00	85,145.62	(37,042.62)	177.01
TOTAL EXPENDITURES		48,103.00	48,103.00	0.00	84,922.07	(36,819.07)	176.54
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	223.55	(223.55)	100.00

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8)							
Revenues							
272-000-402.300	OBRA:TAX CAPTURE	209,874.00	209,874.00	0.00	211,517.78	(1,643.78)	100.78
TOTAL REVENUES		209,874.00	209,874.00	0.00	211,517.78	(1,643.78)	100.78
Expenditures							
721	PROFESSIONAL SERVICES	12,050.00	12,050.00	0.00	11,368.50	681.50	94.34
905	DEBT SERVICE	167,999.00	167,999.00	0.00	167,998.20	0.80	100.00
TOTAL EXPENDITURES		180,049.00	180,049.00	0.00	179,366.70	682.30	99.62
Fund 272 - OBRA FUND-DISTRICT #17 CARGILL (PREV #8):							
TOTAL REVENUES		209,874.00	209,874.00	0.00	211,517.78	(1,643.78)	100.78
TOTAL EXPENDITURES		180,049.00	180,049.00	0.00	179,366.70	682.30	99.62
NET OF REVENUES & EXPENDITURES		29,825.00	29,825.00	0.00	32,151.08	(2,326.08)	107.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 273 - OBRA #9 ROBBINS LOFT							
Revenues							
273-000-402.300	OBRA:TAX CAPTURE	4,878.00	4,878.00	0.00	4,916.75	(38.75)	100.79
273-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	565.00	0.00	564.68	0.32	99.94
273-000-665.000	INTEREST INCOME	1,000.00	2,000.00	235.66	2,348.35	(348.35)	117.42
TOTAL REVENUES		5,878.00	7,443.00	235.66	7,829.78	(386.78)	105.20
Expenditures							
721	PROFESSIONAL SERVICES	1,200.00	1,200.00	0.00	1,200.00	0.00	100.00
964	TAX REIMBURSEMENTS	3,678.00	4,243.00	0.00	0.00	4,243.00	0.00
TOTAL EXPENDITURES		4,878.00	5,443.00	0.00	1,200.00	4,243.00	22.05
Fund 273 - OBRA #9 ROBBINS LOFT:							
TOTAL REVENUES		5,878.00	7,443.00	235.66	7,829.78	(386.78)	105.20
TOTAL EXPENDITURES		4,878.00	5,443.00	0.00	1,200.00	4,243.00	22.05
NET OF REVENUES & EXPENDITURES		1,000.00	2,000.00	235.66	6,629.78	(4,629.78)	331.49

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CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/25 INCR (DECR)	YTD BALANCE 05/31/2025 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA							
Revenues							
276-000-402.300	OBRA:TAX CAPTURE	12,253.00	12,253.00	0.00	12,348.97	(95.97)	100.78
276-000-674.200	DONATIONS	17,623.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		29,876.00	12,253.00	0.00	12,348.97	(95.97)	100.78
Expenditures							
721	PROFESSIONAL SERVICES	1,704.00	2,960.00	0.00	2,256.00	704.00	76.22
905	DEBT SERVICE	28,172.00	0.00	0.00	0.00	0.00	0.00
964	TAX REIMBURSEMENTS	0.00	9,997.00	0.00	8,132.97	1,864.03	81.35
TOTAL EXPENDITURES		29,876.00	12,957.00	0.00	10,388.97	2,568.03	80.18
Fund 276 - OBRA FUND DISTRICT #16 - QDOBA:							
TOTAL REVENUES		29,876.00	12,253.00	0.00	12,348.97	(95.97)	100.78
TOTAL EXPENDITURES		29,876.00	12,957.00	0.00	10,388.97	2,568.03	80.18
NET OF REVENUES & EXPENDITURES		0.00	(704.00)	0.00	1,960.00	(2,664.00)	278.41

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MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/25 INCR (DECR)	YTD BALANCE 05/31/2025 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL							
Revenues							
277-000-402.300	OBRA:TAX CAPTURE	54,752.00	54,752.00	0.00	55,180.85	(428.85)	100.78
TOTAL REVENUES		54,752.00	54,752.00	0.00	55,180.85	(428.85)	100.78
Expenditures							
721	PROFESSIONAL SERVICES	4,144.00	4,144.00	0.00	3,972.00	172.00	95.85
964	TAX REIMBURSEMENTS	50,608.00	50,608.00	0.00	51,037.62	(429.62)	100.85
TOTAL EXPENDITURES		54,752.00	54,752.00	0.00	55,009.62	(257.62)	100.47
Fund 277 - OBRA FUND DISTRICT #20 - J&H OIL:							
TOTAL REVENUES		54,752.00	54,752.00	0.00	55,180.85	(428.85)	100.78
TOTAL EXPENDITURES		54,752.00	54,752.00	0.00	55,009.62	(257.62)	100.47
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	171.23	(171.23)	100.00

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO

MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/25 INCR (DECR)	YTD BALANCE 05/31/2025 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 283 - OBRA FUND-DISTRICT#3-TIAL							
Revenues							
283-000-402.300	OBRA:TAX CAPTURE	16,824.00	16,824.00	0.00	16,956.28	(132.28)	100.79
283-000-573.000	LOCAL COMMUNITY STABILIZATION S	0.00	621.00	0.00	620.62	0.38	99.94
283-000-665.000	INTEREST INCOME	0.00	15.00	7.45	23.65	(8.65)	157.67
TOTAL REVENUES		16,824.00	17,460.00	7.45	17,600.55	(140.55)	100.80
Expenditures							
721	PROFESSIONAL SERVICES	750.00	750.00	0.00	750.00	0.00	100.00
905	DEBT SERVICE	19,391.00	19,391.00	0.00	19,391.28	(0.28)	100.00
TOTAL EXPENDITURES		20,141.00	20,141.00	0.00	20,141.28	(0.28)	100.00
Fund 283 - OBRA FUND-DISTRICT#3-TIAL:							
TOTAL REVENUES		16,824.00	17,460.00	7.45	17,600.55	(140.55)	100.80
TOTAL EXPENDITURES		20,141.00	20,141.00	0.00	20,141.28	(0.28)	100.00
NET OF REVENUES & EXPENDITURES		(3,317.00)	(2,681.00)	7.45	(2,540.73)	(140.27)	94.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO
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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO								
MONTHLY REVENUE AND EXPENDITURE REPORT								
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE		% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE		
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		USED
Fund 284 - OPIOID SETTLEMENT FUND								
Revenues								
284-000-665.000	INTEREST INCOME	100.00	1,800.00	94.09	1,443.39	356.61		80.19
284-000-685.000	OPIOID SETTLEMENT REVENUE	0.00	11,647.00	0.00	12,620.84	(973.84)		108.36
TOTAL REVENUES		100.00	13,447.00	94.09	14,064.23	(617.23)		104.59
Fund 284 - OPIOID SETTLEMENT FUND:								
TOTAL REVENUES		100.00	13,447.00	94.09	14,064.23	(617.23)		104.59
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		100.00	13,447.00	94.09	14,064.23	(617.23)		104.59

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT							
Revenues							
287-000-528.000	OTHER FEDERAL GRANTS	0.00	372,731.00	0.00	372,731.25	(0.25)	100.00
287-000-665.000	INTEREST INCOME	20,000.00	7,407.00	0.00	7,406.55	0.45	99.99
TOTAL REVENUES		20,000.00	380,138.00	0.00	380,137.80	0.20	100.00
Expenditures							
966	TRANSFERS OUT	1,413,573.00	488,441.00	0.00	488,440.95	0.05	100.00
TOTAL EXPENDITURES		1,413,573.00	488,441.00	0.00	488,440.95	0.05	100.00
Fund 287 - ARPA - AMERICAN RESCUE PLAN ACT:							
TOTAL REVENUES		20,000.00	380,138.00	0.00	380,137.80	0.20	100.00
TOTAL EXPENDITURES		1,413,573.00	488,441.00	0.00	488,440.95	0.05	100.00
NET OF REVENUES & EXPENDITURES		(1,393,573.00)	(108,303.00)	0.00	(108,303.15)	0.15	100.00

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*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 297 - HISTORICAL FUND							
Revenues							
297-000-643.000	SALES	3,000.00	3,000.00	661.00	3,359.00	(359.00)	111.97
297-000-665.000	INTEREST INCOME	2,000.00	3,000.00	1,015.11	3,621.78	(621.78)	120.73
297-000-665.100	ENDOWMENT SPENDABLE FUNDS	1,066.00	1,134.00	0.00	1,134.00	0.00	100.00
297-000-667.100	RENTAL INCOME	2,800.00	0.00	0.00	0.00	0.00	0.00
297-000-674.100	PRIVATE DONATIONS	20,000.00	19,775.00	1,626.00	15,764.00	4,011.00	79.72
297-000-674.200	DONATIONS	11,650.00	5,411.00	0.00	5,410.66	0.34	99.99
297-000-675.000	MISCELLANEOUS	0.00	1,000.00	0.00	1,001.96	(1.96)	100.20
297-000-699.101	TRANFERS FROM GENERAL FUND	17,500.00	252,193.00	0.00	247,818.00	4,375.00	98.27
TOTAL REVENUES		58,016.00	285,513.00	3,302.11	278,109.40	7,403.60	97.41
Expenditures							
797	HISTORICAL COMMISSION	30,598.00	31,437.00	5,843.31	27,471.36	3,965.64	87.39
798	CASTLE	14,806.00	21,806.00	665.33	11,927.08	9,878.92	54.70
799	GOULD HOUSE	10,329.00	2,419.00	12.95	1,391.17	1,027.83	57.51
800	COMSTOCK/WOODARD	2,000.00	4,200.00	107.76	541.04	3,658.96	12.88
TOTAL EXPENDITURES		57,733.00	59,862.00	6,629.35	41,330.65	18,531.35	69.04
Fund 297 - HISTORICAL FUND:							
TOTAL REVENUES		58,016.00	285,513.00	3,302.11	278,109.40	7,403.60	97.41
TOTAL EXPENDITURES		57,733.00	59,862.00	6,629.35	41,330.65	18,531.35	69.04
NET OF REVENUES & EXPENDITURES		283.00	225,651.00	(3,327.24)	236,778.75	(11,127.75)	104.93

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)							
Revenues							
301-000-402.000	GENERAL PROPERTY TAX	723,150.00	715,745.00	8.61	715,514.92	230.08	99.97
301-000-573.000	LOCAL COMMUNITY STABILIZATION S	50,000.00	50,000.00	33,243.73	50,231.97	(231.97)	100.46
301-000-665.000	INTEREST INCOME	0.00	205.00	0.00	458.53	(253.53)	223.67
TOTAL REVENUES		773,150.00	765,950.00	33,252.34	766,205.42	(255.42)	100.03
Expenditures							
905	DEBT SERVICE	773,150.00	773,150.00	500.00	773,150.00	0.00	100.00
TOTAL EXPENDITURES		773,150.00	773,150.00	500.00	773,150.00	0.00	100.00
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS):							
TOTAL REVENUES		773,150.00	765,950.00	33,252.34	766,205.42	(255.42)	100.03
TOTAL EXPENDITURES		773,150.00	773,150.00	500.00	773,150.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	(7,200.00)	32,752.34	(6,944.58)	(255.42)	96.45

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE	
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 401 - CAPITAL PROJECT FUND							
Revenues							
401-000-665.000	INTEREST INCOME	0.00	2,000.00	243.74	2,697.61	(697.61)	134.88
401-000-687.000	INSURANCE REFUNDS/REBATES	0.00	231,672.00	0.00	147,553.00	84,119.00	63.69
TOTAL REVENUES		0.00	233,672.00	243.74	150,250.61	83,421.39	64.30
Fund 401 - CAPITAL PROJECT FUND:							
TOTAL REVENUES		0.00	233,672.00	243.74	150,250.61	83,421.39	64.30
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	233,672.00	243.74	150,250.61	83,421.39	64.30

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO								
MONTHLY REVENUE AND EXPENDITURE REPORT								
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT	
		ORIGINAL	AMENDED BUDGET	MONTH 05/31/25	05/31/2025	BALANCE		
		BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		USED
Fund 588 - TRANSPORTATION FUND								
Revenues								
588-000-402.000	GENERAL PROPERTY TAX	104,307.00	103,877.00	1.32	103,881.02	(4.02)	100.00	
588-000-573.000	LOCAL COMMUNITY STABILIZATION S	1,581.00	1,581.00	0.00	0.00	1,581.00	0.00	
588-000-665.000	INTEREST INCOME	0.00	100.00	0.00	75.07	24.93	75.07	
TOTAL REVENUES		105,888.00	105,558.00	1.32	103,956.09	1,601.91	98.48	
Expenditures								
200	GEN SERVICES	105,888.00	105,655.00	0.00	105,654.83	0.17	100.00	
TOTAL EXPENDITURES		105,888.00	105,655.00	0.00	105,654.83	0.17	100.00	
Fund 588 - TRANSPORTATION FUND:								
TOTAL REVENUES		105,888.00	105,558.00	1.32	103,956.09	1,601.91	98.48	
TOTAL EXPENDITURES		105,888.00	105,655.00	0.00	105,654.83	0.17	100.00	
NET OF REVENUES & EXPENDITURES		0.00	(97.00)	1.32	(1,698.74)	1,601.74	1,751.28	

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
 MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 590 - SEWER FUND							
Revenues							
590-000-491.000	PERMITS	1,000.00	1,000.00	25.00	1,050.00	(50.00)	105.00
590-000-605.350	MATERIAL & SERVICE	0.00	10,598.00	644.41	16,840.41	(6,242.41)	158.90
590-000-607.200	WATER AND SEWER FEES	0.00	1,178.00	0.00	1,178.00	0.00	100.00
590-000-643.100	METERED SALES	3,325,992.00	3,325,992.00	397.41	2,238,480.61	1,087,511.39	67.30
590-000-644.000	PENALTIES - LATE CHARGES	43,238.00	43,238.00	14,373.68	60,919.20	(17,681.20)	140.89
590-000-665.000	INTEREST INCOME	10,000.00	100,000.00	5,337.81	80,442.04	19,557.96	80.44
590-000-675.000	MISCELLANEOUS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		3,385,230.00	3,487,006.00	20,778.31	2,398,910.26	1,088,095.74	68.80
Expenditures							
200	GEN SERVICES	2,628,755.00	2,627,583.00	203,688.98	2,320,444.00	307,139.00	88.31
549	SEWER OPERATIONS	307,880.00	294,288.00	18,454.28	236,814.04	57,473.96	80.47
901	CAPITAL OUTLAY	427,500.00	427,500.00	9,636.24	219,860.27	207,639.73	51.43
905	DEBT SERVICE	124,302.00	124,302.00	0.00	124,302.94	(0.94)	100.00
TOTAL EXPENDITURES		3,488,437.00	3,473,673.00	231,779.50	2,901,421.25	572,251.75	83.53
Fund 590 - SEWER FUND:							
TOTAL REVENUES		3,385,230.00	3,487,006.00	20,778.31	2,398,910.26	1,088,095.74	68.80
TOTAL EXPENDITURES		3,488,437.00	3,473,673.00	231,779.50	2,901,421.25	572,251.75	83.53
NET OF REVENUES & EXPENDITURES		(103,207.00)	13,333.00	(211,001.19)	(502,510.99)	515,843.99	3,768.93

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Revenues							
591-000-491.000	PERMITS	1,500.00	1,500.00	125.00	1,700.00	(200.00)	113.33
591-000-493.000	PERMITS-OWOSSO TOWNSHIP	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
591-000-502.000-DWRLF24-25	GRANT-FEDERAL	1,745,000.00	1,205,360.00	0.00	972,813.43	232,546.57	80.71
591-000-538.000-DWRF755501	CAPITAL CONTRIBUTION-FEDERAL	500,000.00	0.00	0.00	0.00	0.00	0.00
591-000-538.000-DWRLF23-24	CAPITAL CONTRIBUTION-FEDERAL	617,634.00	0.00	0.00	0.00	0.00	0.00
591-000-538.000-DWRLF24-25	CAPITAL CONTRIBUTION-FEDERAL	1,745,000.00	1,817,500.00	0.00	153,104.43	1,664,395.57	8.42
591-000-605.100	WATER MAIN REPLACEMENT CHARGE	794,937.00	794,937.00	395.27	607,058.12	187,878.88	76.37
591-000-605.350	MATERIAL & SERVICE	35,000.00	56,181.00	21,224.26	121,482.02	(65,301.02)	216.23
591-000-607.200	WATER AND SEWER FEES	0.00	46,084.00	1,012.94	48,856.94	(2,772.94)	106.02
591-000-643.100	METERED SALES	3,732,072.00	3,732,072.00	2,749.61	2,786,871.93	945,200.07	74.67
591-000-643.200	METERED SALES-WHOLESALE-USAGE	339,900.00	339,900.00	24,937.87	283,025.18	56,874.82	83.27
591-000-644.000	PENALTIES - LATE CHARGES	67,905.00	67,905.00	18,021.26	73,422.11	(5,517.11)	108.12
591-000-665.000	INTEREST INCOME	10,000.00	200,000.00	15,004.01	205,128.40	(5,128.40)	102.56
591-000-667.100	RENTAL INCOME	1,320.00	1,320.00	120.00	1,320.00	0.00	100.00
591-000-667.300	HYDRANT RENTAL	33,000.00	33,000.00	0.00	4,163.28	28,836.72	12.62
591-000-670.100	LOAN INTEREST	1,929.00	1,872.00	0.00	1,797.57	74.43	96.02
591-000-673.000	SALE OF FIXED ASSETS	0.00	3,344.00	0.00	3,695.88	(351.88)	110.52
591-000-675.000	MISCELLANEOUS	0.00	300.00	17.60	1,449.37	(1,149.37)	483.12
591-000-675.200	UB FEES	2,000.00	2,500.00	265.00	3,020.00	(520.00)	120.80
591-000-699.287	ARPA TRANSFER IN	1,137,573.00	182,606.00	0.00	182,605.72	0.28	100.00
TOTAL REVENUES		10,774,770.00	8,496,381.00	83,872.82	5,451,514.38	3,044,866.62	64.16
Expenditures							
200	GEN SERVICES	895,857.00	912,418.00	23,667.54	651,951.02	260,466.98	71.45
552	WATER UNDERGROUND	2,042,741.00	1,474,891.00	89,098.49	1,130,277.71	344,613.29	76.63
553	WATER FILTRATION	1,878,385.00	1,877,656.00	109,609.08	1,092,779.51	784,876.49	58.20
901	CAPITAL OUTLAY	6,559,421.00	5,240,710.00	3,079.06	2,824,414.04	2,416,295.96	53.89
905	DEBT SERVICE	600,489.00	600,489.00	0.00	548,043.40	52,445.60	91.27
TOTAL EXPENDITURES		11,976,893.00	10,106,164.00	225,454.17	6,247,465.68	3,858,698.32	61.82
Fund 591 - WATER FUND:							
TOTAL REVENUES		10,774,770.00	8,496,381.00	83,872.82	5,451,514.38	3,044,866.62	64.16
TOTAL EXPENDITURES		11,976,893.00	10,106,164.00	225,454.17	6,247,465.68	3,858,698.32	61.82
NET OF REVENUES & EXPENDITURES		(1,202,123.00)	(1,609,783.00)	(141,581.35)	(795,951.30)	(813,831.70)	49.44

PERIOD ENDING 05/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO
MONTHLY REVENUE AND EXPENDITURE REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 599 - WASTEWATER FUND							
Revenues							
599-000-538.000-CWSRF23-24	CAPITAL CONTRIBUTION-FEDERAL (B	0.00	13,706,282.00	681,158.88	6,102,155.39	7,604,126.61	44.52
599-000-538.000-CWSRF24-25	CAPITAL CONTRIBUTION-FEDERAL (B	0.00	3,557,113.00	0.00	47,370.00	3,509,743.00	1.33
599-000-540.000-CWSRF571001	STATE SOURCES	0.00	175,366.00	0.00	175,366.00	0.00	100.00
599-000-540.000-CWSRF24-25	STATE SOURCES (GRANT)	2,600,000.00	2,600,000.00	356,210.85	1,897,494.34	702,505.66	72.98
599-000-602.100	OP & MAINT CHRG - OWOSSO	1,407,517.00	1,407,517.00	118,533.38	1,281,719.85	125,797.15	91.06
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	230,729.00	230,729.00	16,555.12	233,813.60	(3,084.60)	101.34
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWS	139,084.00	139,084.00	13,151.70	116,065.16	23,018.84	83.45
599-000-602.400	OP & MAINT CHRG - CORUNNA	264,539.00	264,539.00	21,913.80	241,404.40	23,134.60	91.25
599-000-603.100	REPLACEMENT CHRG - OWOSSO	265,554.00	265,554.00	22,304.80	242,036.77	23,517.23	91.14
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	59,624.00	59,624.00	4,590.84	57,809.20	1,814.80	96.96
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TW	40,136.00	40,136.00	3,565.40	35,175.67	4,960.33	87.64
599-000-603.400	REPLACEMENT CHRG - CORUNNA	48,954.00	48,954.00	4,060.96	44,720.37	4,233.63	91.35
599-000-606.100	DEBT SERVICE CHRG - OWOSSO	563,996.00	563,996.00	46,999.87	516,998.57	46,997.43	91.67
599-000-606.200	DEBT SERVICE CHRG - OWOSSO TWP.	228,791.00	228,791.00	19,065.99	209,725.89	19,065.11	91.67
599-000-606.300	DEBT SERVICE CHRG - CALEDONIA T	173,455.00	173,455.00	14,454.68	159,001.48	14,453.52	91.67
599-000-606.400	DEBT SERVICE CHRG - CORUNNA	97,901.00	97,901.00	8,158.47	89,743.17	8,157.83	91.67
599-000-665.000	INTEREST INCOME	10,000.00	60,000.00	5,760.89	59,787.61	212.39	99.65
599-000-675.000	MISCELLANEOUS	5,000.00	10,000.00	1,214.53	15,213.52	(5,213.52)	152.14
TOTAL REVENUES		6,135,280.00	23,629,041.00	1,337,700.16	11,525,600.99	12,103,440.01	48.78
Expenditures							
200	GEN SERVICES	34,700.00	32,298.00	2,702.02	30,443.39	1,854.61	94.26
548	WASTEWATER OPERATIONS	2,007,153.00	2,026,605.00	159,307.88	1,596,468.38	430,136.62	78.78
901	CAPITAL OUTLAY	3,581,400.00	20,382,007.00	0.00	10,002,645.01	10,379,361.99	49.08
905	DEBT SERVICE	1,064,144.00	1,064,144.00	0.00	379,584.86	684,559.14	35.67
TOTAL EXPENDITURES		6,687,397.00	23,505,054.00	162,009.90	12,009,141.64	11,495,912.36	51.09
Fund 599 - WASTEWATER FUND:							
TOTAL REVENUES		6,135,280.00	23,629,041.00	1,337,700.16	11,525,600.99	12,103,440.01	48.78
TOTAL EXPENDITURES		6,687,397.00	23,505,054.00	162,009.90	12,009,141.64	11,495,912.36	51.09
NET OF REVENUES & EXPENDITURES		(552,117.00)	123,987.00	1,175,690.26	(483,540.65)	607,527.65	389.99

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

CITY OF OWOSSO							
MONTHLY REVENUE AND EXPENDITURE REPORT							
GL NUMBER	DESCRIPTION	2024-25	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/25 INCR (DECR)	05/31/2025 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 661 - FLEET MAINTENANCE FUND							
Revenues							
661-000-502.000	GRANT-FEDERAL	0.00	50,000.00	0.00	0.00	50,000.00	0.00
661-000-665.000	INTEREST INCOME	50,000.00	100,000.00	8,465.98	112,740.43	(12,740.43)	112.74
661-000-667.200	EQUIPMENT RENTAL	859,648.00	881,669.00	103,564.61	881,727.29	(58.29)	100.01
661-000-675.000	MISCELLANEOUS	0.00	275.00	0.00	275.00	0.00	100.00
TOTAL REVENUES		909,648.00	1,031,944.00	112,030.59	994,742.72	37,201.28	96.40
Expenditures							
594	FLEET MAINTENANCE	474,411.00	478,364.00	18,265.89	295,920.65	182,443.35	61.86
901	CAPITAL OUTLAY	710,000.00	710,000.00	327.84	158,193.84	551,806.16	22.28
TOTAL EXPENDITURES		1,184,411.00	1,188,364.00	18,593.73	454,114.49	734,249.51	38.21
Fund 661 - FLEET MAINTENANCE FUND:							
TOTAL REVENUES		909,648.00	1,031,944.00	112,030.59	994,742.72	37,201.28	96.40
TOTAL EXPENDITURES		1,184,411.00	1,188,364.00	18,593.73	454,114.49	734,249.51	38.21
NET OF REVENUES & EXPENDITURES		(274,763.00)	(156,420.00)	93,436.86	540,628.23	(697,048.23)	345.63
TOTAL REVENUES - ALL FUNDS		38,452,515.00	56,296,085.00	2,160,217.01	37,702,797.91	18,593,287.09	66.97
TOTAL EXPENDITURES - ALL FUNDS		44,040,039.00	59,218,387.00	1,935,705.23	37,889,607.15	21,328,779.85	63.98
NET OF REVENUES & EXPENDITURES		(5,587,524.00)	(2,922,302.00)	224,511.78	(186,809.24)	(2,735,492.76)	6.39

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 05/01/2025 TO 05/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
Fund 101 GENERAL FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	43,808.01	94,912.77	939,695.70	(800,974.92)
001.201	MI CLASS ACCOUNT	102,554.71	85,184.01	0.00	187,738.72
001.204	HUNTINGTON LIQUIDITY PORTAL	680,186.89	2,308.65	0.00	682,495.54
001.205	CHOICEONE BANK	3,542,985.82	10,432.38	0.00	3,553,418.20
001.206	SWEEP ACCOUNT HUNTINGTON	135,743.04	6,312.34	0.00	142,055.38
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	1,758,195.77	5,295.87	0.00	1,763,491.64
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	1,903,357.24	1,999.37	0.00	1,905,356.61
002.203	AMBULANCE PAYMENT BANK ACCOUNT	374,097.61	73,837.58	51.05	447,884.14
004.000	PETTY CASH	1,715.00	0.00	0.00	1,715.00
005.401	MERS DC FUNDS - RESTRICTED	261.82	2.55	8.66	255.71
	GENERAL FUND	8,542,905.91	280,285.52	939,755.41	7,883,436.02
Fund 202 MAJOR STREET FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	(61,165.31)	128,386.09	44,108.56	23,112.22
001.201	MI CLASS ACCOUNT	1,246,558.25	27,994.72	0.00	1,274,552.97
001.204	HUNTINGTON LIQUIDITY PORTAL	2,627,824.24	8,917.62	0.00	2,636,741.86
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	546,518.29	1,646.15	0.00	548,164.44
	MAJOR STREET FUND	4,359,735.47	166,944.58	44,108.56	4,482,571.49
Fund 203 LOCAL STREET FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	341,373.48	47,301.70	207,179.15	181,496.03
001.201	MI CLASS ACCOUNT	43,596.49	45,569.50	0.00	89,165.99
001.204	HUNTINGTON LIQUIDITY PORTAL	399,271.36	1,354.87	0.00	400,626.23
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	546,518.29	1,646.15	0.00	548,164.44
	LOCAL STREET FUND	1,330,759.62	95,872.22	207,179.15	1,219,452.69
Fund 208 PARK/RECREATION SITES FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	1,240.90	0.00	15,000.00	(13,759.10)
001.204	HUNTINGTON LIQUIDITY PORTAL	24,414.36	82.85	0.00	24,497.21
	PARK/RECREATION SITES FUND	25,655.26	82.85	15,000.00	10,738.11
Fund 239 OMS/DDA REVLG LOAN FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	113,272.43	6,242.67	155.00	119,360.10
001.204	HUNTINGTON LIQUIDITY PORTAL	328,794.41	1,115.63	0.00	329,910.04
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	218,606.44	658.44	0.00	219,264.88
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	218,395.07	229.40	0.00	218,624.47
	OMS/DDA REVLG LOAN FUND	879,068.35	8,246.14	155.00	887,159.49
Fund 243 BRA / OBRA #12 WOODWARD LOFT					
001.200	POOLED CASH (HUNTINGTON BANK)	(6,134.65)	8,243.53	0.00	2,108.88
001.200-BRA-DIST22	POOLED CASH (HUNTINGTON BANK)	14.19	0.00	0.00	14.19
001.201	MI CLASS ACCOUNT	8,243.53	0.00	8,243.53	0.00

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 05/01/2025 TO 05/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
	BRA / OBRA #12 WOODWARD LOFT	2,123.07	8,243.53	8,243.53	2,123.07
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
001.200	POOLED CASH (HUNTINGTON BANK)	45,320.51	5,642.99	43,170.82	7,792.68
001.201	MI CLASS ACCOUNT	55,552.87	205.14	0.00	55,758.01
001.203	MAIN STREET OWOSSO / DDA CHECKING	4,799.34	774.46	0.00	5,573.80
001.204	HUNTINGTON LIQUIDITY PORTAL	191,095.95	648.37	0.00	191,744.32
	DOWNTOWN DEVELOPMENT AUTHORITY	296,768.67	7,270.96	43,170.82	260,868.81
Fund 249 BUILDING INSPECTION FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	47,730.18	23,061.80	22,796.17	47,995.81
001.204	HUNTINGTON LIQUIDITY PORTAL	272,131.22	923.59	0.00	273,054.81
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	BUILDING INSPECTION FUND	320,061.40	23,985.39	22,796.17	321,250.62
Fund 254 HOUSING & REDEVELOPMENT					
001.200	POOLED CASH (HUNTINGTON BANK)	(37,909.74)	0.00	15,000.00	(52,909.74)
001.204	HUNTINGTON LIQUIDITY PORTAL	42,353.29	143.87	0.00	42,497.16
	HOUSING & REDEVELOPMENT	4,443.55	143.87	15,000.00	(10,412.58)
Fund 259 OBRA-DIST#15 -ARMORY BUILDING					
001.200	POOLED CASH (HUNTINGTON BANK)	4,732.00	0.00	0.00	4,732.00
Fund 272 OBRA FUND-DISTRICT #17 CARGILL (PREV #8)					
001.200	POOLED CASH (HUNTINGTON BANK)	72,777.16	0.00	0.00	72,777.16
Fund 273 OBRA #9 ROBBINS LOFT					
001.200	POOLED CASH (HUNTINGTON BANK)	10,374.39	0.00	10,374.39	0.00
001.201	MI CLASS ACCOUNT	53,436.22	10,610.05	0.00	64,046.27
	OBRA #9 ROBBINS LOFT	63,810.61	10,610.05	10,374.39	64,046.27
Fund 276 OBRA FUND DISTRICT #16 - QDOBA					
001.200	POOLED CASH (HUNTINGTON BANK)	6,666.85	0.00	0.00	6,666.85
Fund 277 OBRA FUND DISTRICT #20 - J&H OIL					
001.200	POOLED CASH (HUNTINGTON BANK)	3,144.00	0.00	0.00	3,144.00
Fund 283 OBRA FUND-DISTRICT#3-TIAL					
001.200	POOLED CASH (HUNTINGTON BANK)	1,385.92	0.00	1,385.92	0.00
001.201	MI CLASS ACCOUNT	636.82	1,393.37	0.00	2,030.19
	OBRA FUND-DISTRICT#3-TIAL	2,022.74	1,393.37	1,385.92	2,030.19
Fund 284 OPIOID SETTLEMENT FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	36,016.97	0.00	0.00	36,016.97

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 05/01/2025 TO 05/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
001.204	HUNTINGTON LIQUIDITY PORTAL	27,730.74	94.09	0.00	27,824.83
	OPIOID SETTLEMENT FUND	63,747.71	94.09	0.00	63,841.80
Fund 297 HISTORICAL FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	248,387.37	1,443.00	256,590.87	(6,760.50)
001.202	HC CHECKING ACCOUNT	1,579.14	844.00	38.48	2,384.66
001.204	HUNTINGTON LIQUIDITY PORTAL	49,141.01	251,015.11	0.00	300,156.12
004.000	PETTY CASH	100.00	0.00	0.00	100.00
	HISTORICAL FUND	299,207.52	253,302.11	256,629.35	295,880.28
Fund 301 GENERAL DEBT SERVICE (VOTED BONDS)					
001.200	POOLED CASH (HUNTINGTON BANK)	(15,634.05)	50,699.11	500.00	34,565.06
001.201	MI CLASS ACCOUNT	17,446.77	33,243.73	50,690.50	0.00
	GENERAL DEBT SERVICE (VOTED BONDS)	1,812.72	83,942.84	51,190.50	34,565.06
Fund 401 CAPITAL PROJECT FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	78,189.00	0.00	0.00	78,189.00
001.204	HUNTINGTON LIQUIDITY PORTAL	71,817.87	243.74	0.00	72,061.61
	CAPITAL PROJECT FUND	150,006.87	243.74	0.00	150,250.61
Fund 588 TRANSPORTATION FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	(1,774.79)	1,877.68	0.00	102.89
001.201	MI CLASS ACCOUNT	1,876.36	0.00	1,876.36	0.00
	TRANSPORTATION FUND	101.57	1,877.68	1,876.36	102.89
Fund 590 SEWER FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	408,034.63	438,083.64	238,304.84	607,813.43
001.201	MI CLASS ACCOUNT	435,093.23	1,606.31	0.00	436,699.54
001.204	HUNTINGTON LIQUIDITY PORTAL	686,939.87	2,331.13	0.00	689,271.00
001.300	FRANKENMUTH CREDIT UNION	272,423.33	820.62	0.00	273,243.95
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	551,919.27	579.75	0.00	552,499.02
004.000	PETTY CASH	200.00	0.00	0.00	200.00
	SEWER FUND	2,354,610.33	443,421.45	238,304.84	2,559,726.94
Fund 591 WATER FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	1,553,714.48	585,381.14	1,631,892.07	507,203.55
001.201	MI CLASS ACCOUNT	1,677,559.76	6,193.65	0.00	1,683,753.41
001.204	HUNTINGTON LIQUIDITY PORTAL	1,246,236.97	1,358,810.36	0.00	2,605,047.33
	WATER FUND	4,477,511.21	1,950,385.15	1,631,892.07	4,796,004.29
Fund 599 WASTEWATER FUND					
001.200	POOLED CASH (HUNTINGTON BANK)	130,126.64	1,332,271.80	962,436.91	499,961.53

CASH SUMMARY BY ACCOUNT FOR CITY OF OWOSSO
 FROM 05/01/2025 TO 05/31/2025
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2025	Total Debits	Total Credits	Ending Balance 05/31/2025
001.201	MI CLASS ACCOUNT	407,927.91	1,506.05	0.00	409,433.96
001.204	HUNTINGTON LIQUIDITY PORTAL	108,756.64	803,083.87	0.00	911,840.51
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	272,423.33	820.62	0.00	273,243.95
001.306	DORT FEDERAL CREDIT UNION ACCOUNTS	333,522.36	350.35	0.00	333,872.71
	WASTEWATER FUND	1,252,756.88	2,138,032.69	962,436.91	2,428,352.66
Fund 661	FLEET MAINTENANCE FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	724,535.34	103,564.61	268,593.73	559,506.22
001.201	MI CLASS ACCOUNT	687,188.71	2,537.04	0.00	689,725.75
001.204	HUNTINGTON LIQUIDITY PORTAL	56,414.37	251,039.84	0.00	307,454.21
001.205	CHOICEONE BANK	1,091,441.34	3,213.81	0.00	1,094,655.15
001.300	FRANKENMUTH CREDIT UNION ACCOUNTS	556,193.76	1,675.29	0.00	557,869.05
	FLEET MAINTENANCE FUND	3,115,773.52	362,030.59	268,593.73	3,209,210.38
Fund 703	CURRENT TAX COLLECTION FUND				
001.200	POOLED CASH (HUNTINGTON BANK)	14,461.74	100.00	14,561.74	0.00
Fund 956	GASB 34 LONG TERM DEBT				
005.200	MMRMA CASH - RESTRICTED	225,494.57	0.00	0.00	225,494.57
	TOTAL - ALL FUNDS	27,870,159.30	5,836,508.82	4,732,654.45	28,974,013.67

MINUTES FOR REGULAR MEETING
OWOSSO HISTORIC DISTRICT COMMISSION
Wednesday, May 21, 2025 at 6:00 p.m.
City Hall Conference Room

MEETING CALLED TO ORDER: at 6:00 p.m. by Chairperson Steven Teich.

ROLL CALL: was taken by City Manager Nathan Henne.

PRESENT: Chairperson Steven Teich, Commissioner Ainsworth, Vice Chair Omer, Commissioner Powell, Commissioner Byrne

ABSENT: Commissioner VanEpps

OTHERS IN ATTENDANCE: Brent Jones, Steve Acton.

AGENDA APPROVAL: May 21, 2025.

MOTION FOR APPROVAL OF THE AGENDA BY BYRNE. SECONDED BY OMER.

AYES ALL. MOTION CARRIED.

MINUTES APPROVAL: April 16, 2025.

MOTION FOR APPROVAL OF MINUTES AS PRESENTED BY OMER. SECONDED BY AINSWORTH.

AYES ALL. MOTION CARRIED.

COMMUNICATIONS

Henne shared that the Michigan State Land Bank would not agree to fund the project at 117 E Exchange St because saving the façade does not fit with its goal of eliminating blight. Brent Jones and Henne explained that the county land bank would need to follow federal guidelines on the project and that if the city wanted to save the façade, it would have to pay for the entire project itself. Henne shared that the HDC could insist that the façade be saved but city council may not agree. He wasn't sure how the HDC could enforce its ruling through legal action but offered to discuss the matter with the city attorney to get his guidance if the HDC found itself at odds with city council. Acton outlined the future plans for the property and shared that in the absence of the façade, it may be easier to redevelop. Byrne asked how long after the demolition will the project start. Jones responded that it could take a while because demolition process needed to be reviewed by the Federal government and State Land Bank. Henne asked Jones how much was available in the grant. Jones said there was around \$178,000 for the project.

MOTION BY OMER TO RESCIND HDC'S DECISION TO SAVE THE FAÇADE AND RECOMMEND CITY COUNCIL ACCEPT THE GRANT FROM STATE LAND BANK TO CLEAR THE SITE. SECONDED BY NYRNE.

AYES ALL. MOTION CARRIED.

ITEMS OF BUSINESS:

NONE

PUBLIC COMMENTS:

BOARD COMMENTS:

NEXT MEETING: June 18, 2025

CHAIRMAN TEICH ADJOURNED THE MEETING AT 6:35 P.M.

**OWOSSO MID-SHIAWASSEE COUNTY WWTP REVIEW BOARD
MEETING MINUTES - DRAFT**

June 24, 2025

4:30 P.M.

W.W.T.P.

1. Roll (4:32 P.M.)
Members Present: R. Suchanek, L. Walker, J.Archer, A. Holek
Alternates Present: None
Others Present: T. Guysky, WWTP Superintendent/Board Secretary
J. Bloomfield, Owosso Twp/Caledonia Twp Utility Authority
B. Langtry, Owosso Twp/Caledonia Twp Utility Authority
2. Agenda Approval: Motion by Suchanek to approve agenda as presented. Support by Archer.
No discussion. Motion carries 4-0.
3. Minutes of the April 22, 2025 meeting: Motion by Holek to approve the April 22, 2025 meeting minutes. Support by Walker. No Discussion. Motion carries 4-0.
4. Secretary's Report:
 - a) Plant Performance Summary (April – May 2025): Guysky noted full permit compliance for the months of April - May 2025.
 - b) Plant Operations and Staffing: Guysky noted new disc filter and UV disinfection is working well, with some minor technical difficulties that are being addressed. He also noted energy usage for the UV system is being offset by the lower pumping usage that results from the new process design. Guysky informed the Board that the plant is currently at full staff.
 - c) WWTP Project Updates: Guysky updated the Board on the current projects. The Phase I Project work is progressing at the expected pace thus far, with demolition complete and mechanical/electrical/painting unimpeded now. The new secondary clarifier tank construction is almost complete, though a potential delay in the arrival of the mechanical equipment could push startup out to next Spring. Guysky discussed an expected internal bypass pumping event for the projects coming up, and Walker and Langtry confirmed their diesel pumps would be available to supplement the WWTP diesel pump during this event. Doing the bypass pumping with our pumps will save approximately \$50,000 in contractor fees. Suchanek requested an update on the Solids project and Guysky noted final payment is being held until a couple minor items are completed/resolved.
5. Old Business:
 - a) Board Alternate Requirement:
 1. Corunna: Walker noted she is still working on getting an alternate in place.

- b) H2S Mitigation Update: Langtry updated the Board on the Township Utility Authority's progress, which includes planned introduction of Ozone at Station 8 with a technology called Titus Twister. Results will be monitored in the collection system and at the WWTP. There are no plans for chemical addition this season while the unit is being setup and activated. Guysky also informed the Board that the City of Owosso will be adding a chemical to their flow incoming to the WWTP to ensure there is no effect at the screening room from small amounts of dissolved sulfides noted at times in that flow. This will be a trial that will begin in July.

7. New Business:
NONE

8. Citizens'/Members' Comments:
Suchanek informed the Board that Michigan EGLE has accepted his latest submittal regarding the Nitrification Tower rehabilitation project, making it eligible for CWSRF funding. These submittals were all executed internally, which saved consulting costs. He also noted a \$2.5 million Water Related Infrastructure grant has been submitted for this project to the MEDC.

9. Adjourn: Motion to adjourn by Walker. Support by Holek. No discussion. Motion carries 4-0. Meeting adjourned at 5:10 p.m.

Respectfully submitted, Timothy J. Guysky, Secretary
Approval by Review Board pending