

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
TUESDAY, JANUARY 20, 2026
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 REGULAR MEETING OF JANUARY 5, 2026:

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 Housing 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 assist in the improvement of owner-occupied, single-family homes of low- to moderate- income residents and consider authorizing said application, approval of a substantial amendment to the grant, and further approval of the related authorizing resolution, procurement procedure, and determination of level of environmental review.

Master Plan Implementation Goals: 1.9, 1.10, 1.13, 2.6, 6.6

CITIZEN COMMENTS

COUNCIL COMMENTS

CONSENT AGENDA

1. Proposed Special Assessment Project—Woodlawn Avenue. Authorize Resolution No. 2 for proposed Special Assessment District No. 2026-01 for Woodlawn Avenue from Monroe Street to Corunna Avenue for street rehabilitation, schedule public hearing for February 2, 2026.

Master Plan Implementation Goals: 3.4, 3.10

2. Purchase Order Amendment-Bulk Carbon Dioxide. Authorize amendment to Purchase Order with Matheson Tri-Gas, Inc. for bulk carbon dioxide, increasing the unit price from \$0.11 per pound or \$220 per ton to \$0.12 per pound or \$240 per ton, raising the total estimated cost for the FY 2025-2026 to \$17,020.20, and further authorize payment to the supplier up to the increased amount based on unit prices for actual quantities required.

Master Plan Implementation Goals: 3.4

3. Change Order- Valve Replacement Project. Approve Change Order No. 1 to the Valve Replacement Project with John E. Green Company increasing the amount by \$11,134.00 for additional work and materials needed to dismantle, clean and reinstall a section of pipe, and further approve payment to the contractor up to the amount of \$70,134.00.

Master Plan Implementation Goals: 3.4

4. Contract Authorization – Owosso Charter Township Ambulance Service. Approve contract with Owosso Charter Township to provide ambulance services on their behalf to the township in the amount of \$125.00 per residence, plus charges for businesses, churches, and campgrounds.

Master Plan Implementation Goals: 3.1

5. Bid Award — 2026 Water Main Replacement — Contract 1. Approve bid award to Fleis & Vandenbrink Engineering, Inc., for the 2026 Water Main Replacement Project — Contract 1, in the amount of \$377,600.00 for engineering and construction administration services, contingent upon the receipt of DWSRF bond proceeds, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof.

Master Plan Implementation Goals: 3.4, 3.7, 5.3, 5.27, 6.6

6. Bid Award — 2026 Water Main Replacement —Contract 2. Approve bid award to Fishbeck, Thompson, Carr & Hubber, Inc., DBA Fishbeck for the 2026 Water Main Replacement Project — Contract 2 in the amount of \$358,400.00, contingent upon the receipt of DWSRF bond proceeds, and further approve payment up to the contract amount upon satisfactory completion of the work or portion thereof.

Master Plan Implementation Goals: 3.4, 3.7, 5.3, 5.27, 6.6

7. Contract Amendment – City Hall Improvements Project – Engineering Services Contract. Approve Amendment No. 2 to the engineering services contract with Spicer Group for the City Hall Improvements Project adding \$4,400.00 for additional engineering services during the pre-bid and post-bid processes, and authorize payment to the vendor up to the amount of \$48,400.00.

Master Plan Implementation Goals: 3.8, 4.7, 6.7

8. Warrant No. 661. Authorize Warrant No.661 as follows:

Date	Vendor	Description	Fund	Amount
1/7/2026	Waste Management	WWTP Refuge Disposal Services	WWTP	\$10,366.20
1/8/2026	Caledonia Twp	25% payment per Water District Agreement	Water	\$73,886.07
1/8/2026	Owosso Twp	25% Payment per Water Agreement	Water	\$22,242.59
				Total \$106,494.86

ITEMS OF BUSINESS

1. Contract Approvals – Ludington Electric, Inc. Reiterate acknowledgement of the pecuniary interest of Councilmember in the contract(s) in question and consider approval of \$757.74 in contracts with Ludington Electric, Inc. for the period of December 2025.
2. Mortgage Discharge – 520 Comstock Street. Consider authorizing discharge of mortgage as it relates to 520 Comstock Street and further authorize the Mayor and City Clerk to execute appropriate documents.

3. Charter Amendment Chapter 15 section 4 – Collection of Delinquent Utility Charges. Authorize the resolution proposing a Charter amendment to Chapter 15, Section 4 of the Owosso City Charter and approving ballot language for submission to the voters at the August 4, 2026 regular election, consistent with City Council's Fiscal Year 2025–26 annual goals.

Master Plan Implementation Goals: 3.1, 3.3

CITIZEN COMMENTS

COUNCIL COMMENTS

COMMUNICATIONS

1. Tanya S. Buckelew, Planning & Building Director. December 2025 Building Department Report.
2. Tanya S. Buckelew, Planning & Building Director. December 2025 Code Violations Report.
3. Tanya S. Buckelew, Planning & Building Director. December 2025 Inspections Report.
4. Tanya S. Buckelew, Planning & Building Director. December 2025 Rental Report.
5. Tanya S. Buckelew, Planning & Building Director. December 2025 Certificates Issued Report.
6. Kevin D. Lenkart, Public Safety Director. December 2025 Police Report.
7. Kevin D. Lenkart, Public Safety Director. Year end 2025 Police Statistics.
8. Kevin D. Lenkart, Public Safety Director. December 2025 Fire Report.
9. Downtown Development Authority. Minutes of January 7, 2026.
10. Owosso Historical Commission. Minutes of January 12, 2026.

NEXT MEETING

Monday, February 02, 2026

BOARDS AND COMMISSIONS OPENINGS

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

Building Board of Appeals – Alternate - term expires June 30, 2027

Historical Commission – term expires 12-31-2026

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 January 20, 2026. Citizens may view and listen to the meeting using the following link and phone numbers.

**OWOSO CITY COUNCIL
Tuesday, January 20, 2026 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/87059860458?pwd=M48nLaVCeYNoqMTDXWUbmQtLySi3xo.1>
Meeting ID: 870 5986 0458
Passcode: 543510

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/hIkCmbvAHQQ>
- 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 December 15, 2025 may do so by calling or e-mailing the City Clerk's Office prior to the meeting at (989)725-0500 or city.clerk@ci.owosso.mi.us. 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 JANUARY 5, 2026
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: MAYOR ROBERT J. TEICH, JR.

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

ABSENT: Councilmember Carl C. Ludington.

APPROVE AGENDA

Motion by Councilmember Olson to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 15, 2025

Motion by Mayor Pro-Tem Haber to approve the Minutes of the Regular Meeting of December 15, 2025
as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

***Audit Presentation**

Presentation of the annual audit for the fiscal year ending June 30, 2025 by Ken Berthiaume, Principal CPA, with Berthiaume & Co. CPAs, via Zoom. He reported that the audit went smoothly, there were no problems with procedures and controls, and very few adjusting journal entries were required. He further noted that the City appears to be healthy financially, with a strong balance sheet, stable business funds, and adequate cash balances. Mr. Berthiaume gave the City an unmodified opinion and said that its financial statements fairly state the condition of the City as of June 30, 2025.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

Brandon Albrecht, 1307 Young Street, said he was saddened to see the problems with drug use and homelessness just down the street from his house. He expressed frustration that calling the police

doesn't seem to resolve the problem. He went on to comment that the direction the town is headed is not good and will eventually result in people leaving, including his family.

Joseph Moore, property owner of 304 Michigan Avenue, said he thought the City's enforcement of the rental inspection policy is unequal and unfair with some landlords getting away without having their property inspected for years at a time and are not fined for violations. He said he works hard to be a good landlord and wondered why the rules seem to apply to some, but not all, landlords.

COUNCIL COMMENTS

Councilmember Osmer gave positive comments about the sled library at the sledding hill and the New Year's Eve Ball Drop event. She went on to say that two local churches continue to serve as warming centers and are looking for volunteers to cook meals and monitor the overnight shelter. She encouraged the City to do more this year to help the community, suggesting it could start by helping to preserve and repair existing homes and protect renters and single-family homes.

Mayor Teich and Councilmember Olson expressed an interest in reviewing the rental inspection policy. City Manager Henne noted that the current policy requires an inspection once every five years, though a reduction to three years had been discussed in the past. He went on to say that the Building Department is slightly behind in the rental inspection process, and he has spoken to them.

Councilmember Fear inquired how many rental properties the City has? Mr. Henne noted that he will see that that information is included in future Building Department reports.

Councilmember Olson suggested maybe grant funding could be made available for single-family residential owners to build accessory dwelling units on their property to help ease the shortage of homes. City Manager Henne suggested she pass the idea along to Representative BeGole and Senator Singh.

Mayor Teich asked Public Safety Director Lenkart to speak to Mr. Albrecht about his issues. He went on to thank Councilmember Owens for another great New Year's Eve event downtown, as well as Pastor Bill Moull for being a constant positive presence and for all of his efforts to support Council.

CONSENT AGENDA

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

Set Public Hearing – CDBG Grant Acceptance. Set a public hearing for Tuesday, January 20, 2025 to receive citizen comment regarding the proposal to accept CDBG grant funding for interior and exterior improvements on eight qualified residential homes as follows:

RESOLUTION NO. 01-2026

SETTING A PUBLIC HEARING RECEIVE CITIZEN COMMENT REGARDING THE CITY OF OWOSSO CDBG HOUSING IMPROVEMENT PROGRAM

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has received an additional CDBG grant to assist single family homeowners with interior and exterior improvements to their homes; and

WHEREAS, the CDBG program requires a public hearing to receive citizen comment regarding the objectives of the grant, permitted activities, eligible locations, and the amounts allocated to each 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 Tuesday, January 20, 2026 at 6:30 p.m. in the City Hall Council Chambers to receive citizen comment regarding the City's CDBG Housing Improvement Program.

Master Plan Implementation Goals: 1.1, 1.9

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

Name	Board/Commission	Term Expires
Jayne Brown*	Board of Review	12-31-2030

* Indicates reappointment

Designation of Street Administrator. Authorize resolution designating DPW Superintendent Thomas Wheeler as Street Administrator to represent the City in transactions with the State Transportation Department pursuant to Act 51 as follows:

RESOLUTION NO. 02-2026

DESIGNATION OF STREET ADMINISTRATOR

WHEREAS, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

THEREFORE, BE IT RESOLVED, that this Honorable Body designates DPW Superintendent Thomas Wheeler as the single Street Administrator for the City of Owosso in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Master Plan Implementation Goals: 3.4, 3.22

Professional Services Agreement Extension – Audit Services. Approve extension of the professional services agreement with Berthiaume & Company for auditing services for the 2026 and 2027 fiscal years as follows:

RESOLUTION NO. 03-2026

**AUTHORIZING EXTENSION OF A MULTI YEAR SERVICE AGREEMENT WITH
BERTHIAUME & COMPANY**

WHEREAS, the city of Owosso, Michigan is required to have an independent audit performed annually according to the Government Accounting Standards Board, American Institute of Certified Public Accountants, Government Accountability Office and the State of Michigan; and

WHEREAS, the city of Owosso Charter states an independent audit shall be made of all accounts of the city government at the close of each fiscal year....(section 8.14); and

WHEREAS, the City Council approved a contract with Berthiaume & Company of May 1, 2023 for auditing services and now wishes to extend said contract to include the audits for the 2026 and 2027 fiscal years.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OWOSSO,
SHIAWASSEE COUNTY, MICHIGAN:

FIRST: that the city of Owosso has heretofore determined that extending the agreement with Berthiaume & Company, certified public accountants, is advisable and necessary, for the conduct and preparation of audit of the basic financial statements and single audit for the city of Owosso, Michigan;

SECOND: that the City of Owosso chooses to act on optional years 4 and 5 of the service agreement; and

THIRD: that the city clerk and mayor is hereby instructed and authorized to sign a service agreement for the city of Owosso reflecting optional years 4 and 5.

FOURTH: Annual payments are hereby approved per the submitted auditing proposal as indicated below from various funds being audited.

1. \$31,715 (Year 4)
2. \$33,135 (Year 5)

Professional Services Agreement - Private Credit Assessment Services. Approve professional services agreement with S&P Global, Inc., for the provision of private credit assessment services in the amount of \$40,950.00, which price may increase in 2026, for DWRF Project No. 7920.01, and CWRF Project No. 6034.01 and further approve payment to the firm upon satisfactory completion of the contracted tasks as follows:

RESOLUTION NO. 04-2026

**AUTHORIZING A CREDIT ASSESSMENT SERVICES FROM
S&P GLOBAL RATINGS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, will be asked to approve a resolution of intent to issue revenue bonds per Public Act 94 of 1933, as amended; and

WHEREAS, such revenue bonds will be purchased by the State of Michigan under their Drinking Water Revolving Loan Fund program and Clean Water Revolving Loan Fund program; and

WHEREAS, the State of Michigan programs require municipalities to include a private credit assessment with their application; and

WHEREAS, professional services are exempt from the city's adopted purchasing ordinance; and

WHEREAS, S&P Global, Inc., provides such service that meets the requirements of the State of Michigan programs.

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 enter into a professional service agreement with S&P Global, Inc., to provide a private credit assessment.

SECOND: Private credit rating assessment services are associated with a revenue bond issuance involving the State of Michigan Drinking Water Revolving Loan Fund Program and Clean Water Revolving Loan Fund Program.

THIRD: The accounts payable department is authorized to pay S&P Global, Inc., for work

satisfactorily completed at a cost estimate of \$40,950 under said professional service agreement, which may increase.

FOURTH: This expense shall be paid from the Water Fund 591.901.972.000-DWRF792001 and WWTP Fund 599.901.977.000 CWSR603401.

Master Plan Implementation Goals: 3.4, 3.7

Professional Services Agreement - Governmental Accounting Services. Authorize a professional services agreement with Taylor and Morgan, C.P.A., P.C. for the provision of onsite governmental accounting services in an amount not to exceed \$30,000.00 for the 2026 calendar year, and further authorize payment to the firm for services rendered in accordance with the contract as follows:

RESOLUTION NO. 05-2026

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH
TAYLOR & MORGAN, P.C.
FOR GOVERNMENTAL ACCOUNTING SERVICES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is required to complete an independent audit per Section 8.4 of the Owosso City Charter; and

WHEREAS, the Finance Department has statutory responsibilities per Section 7.5 of the Owosso City Charter; and

WHEREAS, Taylor & Morgan, P.C., a full service public accounting firm, has submitted a proposal for onsite accounting services for the calendar year ending December 31, 2026; and

WHEREAS, the employment of professional services is an exception to competitive bidding per Section 2-346(2) 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 enter into a professional service agreement with Taylor & Morgan P.C. for governmental accounting services, annual budget creation, monthly reconciliation and annual independent audit preparation services.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Professional Services Agreement between the City of Owosso and Taylor & Morgan P.C.

THIRD: The accounts payable department is authorized to pay Taylor & Morgan P.C. for work satisfactorily completed under said professional services agreement, estimated at \$30,000.

FOURTH: The above expenses shall be paid from General Fund Account 101.201.818.000.

Purchase Authorization - Bentley Park Splashpad. Waive competitive bidding requirements, authorize the purchase and installation of splashpad equipment from Waterplay Solutions Corp., in the amount of \$166,046.00 and further authorize payment to the vendor upon satisfactory delivery and installation of the splashpad equipment as follows:

RESOLUTION NO. 06-2026

**AUTHORIZING THE PURCHASE OF A
WATERPLAY SPLASHPAD VIA
SOURCEWELL CONTRACT #010521-WTR**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Parks and Recreation Commission requiring the purchase and installation of splashpad equipment; and

WHEREAS, the City of Owosso may waive competitive bidding requirements when purchasing equipment in coordination with another unit of government.

WHEREAS, the City of Owosso desires to purchase splashpad equipment from Waterplay Solutions Corp., holder of the Sourcewell contract #010521-WTR with the State of Minnesota; and it is hereby determined that Waterplay Solutions Corp., is qualified to provide such equipment and that it has submitted the responsible and responsive bid; and

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

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary, and in the public interest to purchase splashpad equipment, utilizing Sourcewell Contract No. #010521-WTR, for a cost to the City of Owosso of \$166,046.00.
- SECOND: The Finance Director and the City Manager are hereby instructed and authorized to sign necessary documents to complete the purchase.
- THIRD: Authorize payment to Waterplay Solutions Corp., in the amount of \$166,046.00 upon delivery and installation of the splashpad equipment.
- FOURTH: The above expenses shall be paid from the parks millage fund 208-751-974.000 in the amount of \$166,046.00.

Payment Authorization - Legal Services Payment. Authorize payment to Dickinson Wright PLLC, in the amount of \$7,753.06 for bond counsel services associated with the installment purchase agreement to purchase a street sweeper and vactor/jetter truck, as approved in Resolution No. 99-2025 as follows:

RESOLUTION NO. 07-2026

AUTHORIZING PAYMENT TO DICKINSON WRIGHT PLLC

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is a city located in the state of Michigan; and

WHEREAS, Public Act 99 of 1933 authorizes cities to enter into contracts and agreements for the purchase of real or personal property for public purposes for no more than 15 years; and

WHEREAS, the City of Owosso financed the purchase of a single curb side gutter broom street sweeper and vactor combination sewer cleaner truck via PA 99 of 1933; and

WHEREAS, Dickinson Wright PLLC was appointed bond counsel to complete the installment purchase agreement between the City of Owosso and Huntington Bank; 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 pay Dickinson Wright PLLC for services rendered as bond counsel.

SECOND: Bond counsel services were associated with an installment purchase agreement as authorized under Public Act 99 of 1933.

THIRD: The accounts payable department is authorized to pay Dickinson Wright PLLC for work satisfactorily completed at a cost of \$7,753.06.

FOURTH: The above expense shall be paid from the Fleet Fund (661.901.979.000)

***AP Check Register – December 2025.** Affirm Accounts Payable check disbursements totaling \$3,671,044.75 for December 2025.

***Payroll Check Register – December 2025.** Affirm Payroll check disbursements totaling \$408,371.58 for the period from November 27, 2025 to December 20, 2025.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

ITEMS OF BUSINESS

***Audit Acceptance**

Motion by Councilmember Olson to approve a resolution accepting and placing on file the City of Owosso Financial Report for the Fiscal Year Ended June 30, 2025 as follows:

RESOLUTION NO. 08-2026

ACCEPTING AND PLACING ON FILE THE CITY OF OWOSSO, MICHIGAN FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2025

WHEREAS, the City of Owosso is required by the laws of the state of Michigan to annually have an independent audit performed in accordance with generally accepted auditing standards; and

WHEREAS, the Owosso City Charter requires an independent audit be made of all accounts of the city government at the close of each fiscal year per section 8.14; and

WHEREAS, the City of Owosso employed Berthiaume and Company, certified public accountants, to audit the financial records of the City of Owosso and said audit has been completed and is presented this date to the city council.

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso Annual Financial Report for the Fiscal Year Ended June 30, 2025, attached hereto and made a part hereof as Exhibit A, is hereby accepted and placed on file.

SECOND: A copy of the City of Owosso, Annual Financial Report for the Fiscal Year Ended June 30, 2025 will be maintained on file in the office of the city clerk for public examination, a copy will be placed in the Shiawassee District Library Owosso Branch for public examination, and copies will be sent to those required by law and agreement.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

Notice of Pecuniary Interest

Motion by Councilmember Owens to 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 December 2025 as follows:

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 following proposed contract(s) with the City of Owosso as described as:

PO NUMBER	DEPT.	VENDOR	DESCRIPTION	AMOUNT
000047425	862	LUDINGTON ELECTRIC, INC.	REPLACING BURNED UP WIRES ON WASHINGTON STREET	185.26
000047456	862	LUDINGTON ELECTRIC, INC.	NEW 20 AMP CIRCUIT FOR CHRISTMAS TREE	452.48
000047501	863	LUDINGTON ELECTRIC, INC.	INVOICE NO. 28935 09-26-25, REPLACED CONTRACTOR SILO	120.00
				\$ 75.74

For the Period of: December 2025

Vendor: Ludington Electric, Inc

Total Amount: \$757.74

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 January 20, 2026 meeting of the Owosso City Council.

Declared this 5th day of January, 2026.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

Set Special Meeting

Motion by Councilmember Olson to set a special meeting for Thursday, February 26, 2026 at 6:30 p.m. in the City Hall Council Chambers for the Council's annual goal setting session.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Ludington.

CITIZEN COMMENTS

Brandon Albrecht, 1307 Young Street, said he's not here tonight simply to complain, he recognizes that the City Council is already dealing with challenges, but we've tried the same techniques year after year without seeing real change. He said its time to try something new, it starts right here, and he would like to be part of it.

Joseph Moore, 641 N. Shiawassee Street, said he had just purchased a rental home that had not been inspected in 10 years. He suggested the City do better.

COUNCIL COMMENTS

None.

CITY MANAGER REPORT

*Nathan R. Henne, City Manager. City Manager Report – December 2025.

COMMUNICATIONS

Brad A. Barrett, Finance Director. FY2025 Pension and OPEB Report.
Brad A. Barrett, Finance Director. Financial Report – November 2025.
Owosso Historical Commission. Minutes of December 08, 2025.

NEXT MEETING

Tuesday, January 20, 2026

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2026
Building Board of Appeals – Alternate - term expires June 30, 2027
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 7:40 p.m.

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

Robert J. Teich, Jr., Mayor

Amy K. Kohagen, 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: January 9, 2026

TO: Mayor Teich and the Owosso City Council

FROM: Tanya Bucklew, 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 proposed objectives, activities, locations and amounts to be used for each activity of the Community Development Block Grant and to approve the substantial amendment and change to the existing grant agreement by adopting the Authorizing Resolution.

BACKGROUND:

- The City applied for and has been awarded a CDBG Grant for \$454,300 (City match is not required). This includes reimbursement for administrative costs.
- This grant is for interior and exterior renovations to owner-occupied, single-family homes (i.e. roofing, windows, furnace, water heater, electrical updates) that will benefit low- to moderate- income households.
- Each household can receive up to \$40,000 for improvements.
- **ADDITIONAL AWARD – On December 16, 2025, the City was awarded an additional CDBG grant for \$472,000.**
- The current grant agreement (#NDD-2023-37-MIN) will be amended for a total award of \$926,300.

FISCAL IMPACTS:

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

RESOLUTION NO.

**APPROVING AN AMENDMENT TO THE 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 (MIN 1.0) for \$454,300 to assist low- to moderate-income residents, owning and occupying permanent single-family homes in funding interior and exterior home improvements to meet code requirements such as roof replacement, windows, plumbing, electrical, mechanical and insulation. This excludes cosmetic only renovations and upgrades; and

WHEREAS, the City of Owosso has received an additional CDBG grant (MIN 2.0) in the amount of \$472,000 to assist more of said single-family homeowners, and

WHEREAS, the City of Owosso wishes to amend the current grant agreement (#NDD-2023-37-MIN) to reflect the additional award for a new grant total of \$926,300, and

WHEREAS, the City of Owosso will not be required to match any grant dollars, but will serve as the administrator of the grant and 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 residents of the City of Owosso with qualified incomes that meet the CDBG requirements; and

WHEREAS, each household can receive up to \$40,000 for improvements; and

WHEREAS, qualification for the program is determined by the application process; and

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

WHEREAS, the City Council voted and approved this Resolution on January 20, 2026 to submit along with the grant amendment request; 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 CDBG grant amendment 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: Planning & Building Director Tanya S. Buckelew is designated as the Certifying Officer for the NEPA Environmental Review.

GRANT AMENDMENT REQUEST

Date	01/20/2026	Amendment #	1
Grantee Name	City of Owosso		
Grant #	NDD-2023-37-MIN		
Project Title	MIN 1.0 & 2.0 Housing Renovations		
Type of Amendment Request(s)	<input checked="" type="checkbox"/> 1. Budget <input type="checkbox"/> 2. Grant Extension <input checked="" type="checkbox"/> 3. Scope		
NOTE: Substantive change(s) may require revised documents, see Items 4, 5, 6 below.			

1. BUDGET

Reason and justification: **To combine MIN 2.0 with MIN 1.0**

Attach cost estimate, bid tabulation, change order, OR other supporting documentation.
If UGLG or Private match increase, attach verification of additional funding.

COMPLETE BUDGETS BELOW AND LIST ALL GRANT AGREEMENT ACTIVITIES

A. ACTIVITY DESCRIPTION	B. CURRENT APPROVED BUDGET					C. REQUESTED BUDGET				
	CDBG	LOCAL	STATE	PRIVATE	OTHER	CDBG	LOCAL	STATE	PRIVATE	OTHER
MIN 1.0 Housing Rehab	385,000					385,000				
MIN 1.0 Admin	69,300					69,300				
MIN 2.0 Housing Rehab						400,000				
MIN 2.0 Admin						72,000				
SUBTOTAL	454,300					926,300				
TOTAL	\$ 454,300 and 100% of CDBG funds (not admin)					\$ 926,300 and 100% of CDBG funds (not admin)				

2. GRANT EXTENSION

Current Approved Grant Period

10/01/2024 to 08/31/2026

Proposed Grant Period

_____ to _____

Reason and justification: **No change**

ACTIVITIES	CURRENT END DATE	REQUESTED END DATE
Engineering and/or Design		
Property Acquisition		
Bidding		
Construction		
COMMENCEMENT	CURRENT START DATE	REQUESTED START DATE
Commencement Date		

3.	SCOPE Describe any changes in project scope: Adding 10 homes to the original 10 proposed Reason and justification: With the additional funding award of \$472,000, the City is proposed to renovate a total of 20 homes
----	--

SUBSTANTIVE CHANGE(S) MAY REQUIRE THE FOLLOWING:	
4.	New/Updated Environmental Review <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, attach documentation. Comments: Tier I review was approved for MIN 1.0 and is valid for MIN 2.0
5.	Revised Map <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, attach revised maps, highlighting changes. Comments:
6.	Special Public Hearing <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach publication, minutes from meeting and brief description. Comments: A public hearing was held on January 20, 2026 and the attached Authorized Resolution was adopted.

7.	REQUESTED BY: Sign: 	
	Tanya S. Buckelew, Planning & Building Director	Date 01/20/2026

FOR STATE USE ONLY	Approved By	Disapproved By	Date
CDBG Specialist			
CDBG Program Manager			
Comments:			



MEMORANDUM

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

DATE: January 12, 2026
TO: Owosso City Council
FROM: Nathan Henne, City Manager
SUBJECT: Woodlawn Avenue Rehabilitation – Special Assessment Resolution No. 2

Each year the City considers a street program to improve selected city streets. Streets are selected for inclusion in the program either by citizen initiated petition or by selection by the City. **Woodlawn Avenue, from Monroe Street to Corunna Avenue (M-71)**, is proposed by the City for street rehabilitation. Reconstruction and or resurfacing of these streets is funded in part via special assessment. Special Assessment is the process by which a portion of the cost for making a local improvement is assessed against a property owner based upon the value that the property receives from the improvement. The City assumes the remaining portion of the cost (public benefit portion). In recent years, the City has spread this amount as 60% public benefit and 40% property benefit for assessable items. The City usually finances special assessments for property owners over a 10, 15, or 20 year period (determined by method of construction) at 3% interest. The property owner can pay an assessment in one lump sum or in installments over the 10, 15, or 20 year period.

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

Step One/Resolution No. 1 identifies the special assessment district(s), directs the City Manager to estimate project costs and the amounts to be specially assessed, and determines the life of the proposed improvements. Resolution No. 1 for the proposed improvement was approved by City Council at its **November 17, 2025** meeting.

Step Two/Resolution No. 2 sets the date for the hearing of necessity on the projects. It directs notices to be sent to each affected property owner detailing the proposed project, notifying them of the public hearing date, and the estimated amount of their assessment. City Council is asked to act upon Resolution No. 2 on **January 20, 2026** for the proposed improvement, setting a public hearing for Tuesday, **February 2, 2026**.

Step Three/Resolution No. 3 documents the hearing of necessity. This hearing provides affected residents with the opportunity to comment on whether they feel the project is necessary and of the proper scale. After hearing citizen comment on the project the City Council has three options: 1) If council agrees that the project should proceed as proposed, the district is established and staff is directed to go on with the next steps of the proposed project, including obtaining bids; 2) If council agrees the project should go forward, but with some adjustments they may direct staff to make those adjustments and proceed; 3) If council determines the project is not warranted and should not proceed at all they would simply fail to act on Resolution No. 3, effectively stopping the process.

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

second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

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

Tonight the council will be considering Resolution No. 2 for the proposed district as a part of the Consent Agenda.

Staff recommends authorization of Resolution No. 2 for the following district, setting the hearing of necessity for Tuesday, **February 2, 2026**:

Woodlawn Avenue, a Public Street, from Monroe Street to Corunna Avenue (M-71)

For the following work:

STREET REHABILITATION: REPLACEMENT OF PAVEMENT SECTION; SELECT CURB AND GUTTER REPLACEMENT; SELECT SIDEWALK REPLACEMENT; ADA SIDEWALK RAMP INSTALLATION

Attachments: Resolution No. 2 – Woodlawn Avenue
Special Assessment Roll – Woodlawn Avenue
Engineer's Estimate - Woodlawn Avenue
Special Assessment District Map – Woodlawn Avenue

MASTER PLAN IMPLEMENTATION GOALS: 3.4, 3.10

Special Assessment Resolution No. 2 for Woodlawn Avenue

Special Assessment District No. 2026-02

**Woodlawn Avenue, a Public Street, from Monroe
Street to Corunna Avenue (M-71)**

RESOLUTION NO.

**WOODLAWN AVENUE
FROM MONROE STREET TO CORUNNA AVENUE (M-71)
SPECIAL ASSESSMENT RESOLUTION NO. 2**

WHEREAS, the City Council has ordered the City Manager to prepare a report for public improvement, more particularly hereinafter described; and

**WOODLAWN AVENUE, A PUBLIC STREET, FROM MONROE STREET TO CORUNNA
AVENUE (M-71);
STREET REHABILITATION**

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Owosso and the Council has reviewed said report.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council hereby determines that the Public Improvement hereinafter set forth may be necessary.
3. The City Council hereby approves the estimate of cost of said public improvement to be \$345,816.00 and determines that \$60,874.70 thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that \$284,941.30 of the cost thereof shall be paid by the City at large because of benefit to the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits to be received.
5. The City Council shall meet at the Owosso City Hall Council Chambers on Monday, February 2, 2026 for the purpose of hearing all persons to be affected by the proposed public improvement.
6. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The Argus Press, the official newspaper of the City of Owosso, not less than seven (7) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
7. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF SPECIAL ASSESSMENT HEARING
CITY OF OWOSSO, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

Woodlawn Avenue, a Public Street, from Monroe Street to Corunna Avenue (M-71)

TAKE NOTICE that the City Council intends to acquire and construct the following described public improvement: **Street Rehabilitation**.

The City Council intends to defray a part or all of the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that City Council has caused plans and an estimate of the cost and report for the above described public improvement to be prepared and made by the City Manager and the same is on file with the City Clerk and available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall Council Chambers, Owosso, Michigan at 6:30 p.m. on Monday, February 2, 2026 for the purpose of hearing any person to be affected by the proposed public improvement.

19-Dec-25

RESO 2

WOODLAWN AVENUE FROM MONROE STREET TO COURNNA AVENUE (M-71) ENGINEER'S ESTIMATE

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	ELIGIBLE AMOUNT	CITY COST 60 PERCENT	ASSESSMENT AT 40% RESIDENTIAL	ASSESSMENT AT 40% COMMERCIAL
Mobilization, Max ___, (Road and Storm)	1	LSUM	\$ 24,400.00	\$ 24,400.00	\$ 24,400.00	\$ 14,640.00	\$ 9,760.00	\$ 9,760.00
Sewer, Rem, Less than 24 inch	40	Ft	\$ 40.00	\$ 1,600.00	\$ -	\$ -	\$ -	\$ -
Curb and Gutter, Rem	550	Ft	\$ 15.00	\$ 8,250.00	\$ -	\$ -	\$ -	\$ -
Pavt, Rem	100	Syd	\$ 15.00	\$ 1,500.00	\$ 1,500.00	\$ 900.00	\$ 600.00	\$ 600.00
Sidewalk, Rem	200	Syd	\$ 15.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -
Embankment, CIP	50	Cyd	\$ 30.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
Excavation, Earth	300	Cyd	\$ 40.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -
Non Haz Contaminated Material Handling and Disposal, LM	50	Cyd	\$ 75.00	\$ 3,750.00	\$ -	\$ -	\$ -	\$ -
Subgrade Undercutting, Type II	50	Cyd	\$ 50.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
Erosion Control, Inlet Protection, Fabric Drop	6	Ea	\$ 150.00	\$ 900.00	\$ 900.00	\$ 540.00	\$ 360.00	\$ 360.00
Subbase, CIP	65	Cyd	\$ 50.00	\$ 3,250.00	\$ -	\$ -	\$ -	\$ -
Aggregate Base, 8 inch, Modified	1290	Syd	\$ 32.00	\$ 41,280.00	\$ -	\$ -	\$ -	\$ -
Maintenance Gravel	50	Ton	\$ 40.00	\$ 2,000.00	\$ 2,000.00	\$ 1,200.00	\$ 800.00	\$ 800.00
Approach, CI I	10	Ton	\$ 60.00	\$ 600.00	\$ 600.00	\$ 360.00	\$ 240.00	\$ 240.00
Geotextile, Separator, Modified	1290	Syd	\$ 3.00	\$ 3,870.00	\$ -	\$ -	\$ -	\$ -
Sanitary Service, Conflict	2	Ea	\$ 1,500.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -
Abandoned Gas Main, Conflict	2	Ea	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
HMA Surface, Rem	1240	Syd	\$ 5.00	\$ 6,200.00	\$ 6,200.00	\$ 3,720.00	\$ 2,480.00	\$ 2,480.00
HMA, 3EML @ 3.5"	265	Ton	\$ 150.00	\$ 39,750.00	\$ 39,750.00	\$ 23,850.00	\$ 9,085.71	\$ 15,900.00
HMA, 5EML @ 2.0"	150	Ton	\$ 170.00	\$ 25,500.00	\$ 25,500.00	\$ 15,300.00	\$ 10,200.00	\$ 10,200.00
Cement	2	Ton	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
Driveway, Nonreinf Conc, 7 inch	70	Syd	\$ 110.00	\$ 7,700.00	\$ 7,700.00	\$ 4,620.00	\$ -	\$ 3,080.00
Curb and Gutter, Conc, Det F4	550	Ft	\$ 40.00	\$ 22,000.00	\$ 22,000.00	\$ 13,200.00	\$ 8,800.00	\$ 8,800.00
Detectable Warning Surface, Modified	30	Ft	\$ 150.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -
Curb Ramp Opening, Conc	14	Ft	\$ 50.00	\$ 700.00	\$ -	\$ -	\$ -	\$ -
Sidewalk, Conc, 4 inch	905	Sft	\$ 10.00	\$ 9,050.00	\$ -	\$ -	\$ -	\$ -
Sidewalk, Conc, 7 inch	740	Sft	\$ 20.00	\$ 14,800.00	\$ -	\$ -	\$ -	\$ -
Curb Ramp, Conc, 7 inch	125	Sft	\$ 20.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
Barricade, Type III, High Intensity, Double Sided, Lighted, Furn & Oper	2	Ea	\$ 150.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -
Minor Traf Devices, Max \$10,000	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Plastic Drum, Fluorescent, Furn & Oper	25	Ea	\$ 30.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -
Sign, Type B, Temp, Prismatic, Furn & Oper	265	Sft	\$ 10.00	\$ 2,650.00	\$ -	\$ -	\$ -	\$ -
Pedestrian Type II Barricade, Temp	10	Ea	\$ 150.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
Turf Establishment, Performance	300	Syd	\$ 10.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -
Post, Steel, 3 lb	50	Ft	\$ 10.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -
Sign, Type III, Erect, Salv	4	Ea	\$ 75.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -
Sign, Type III, Rem	4	Ea	\$ 20.00	\$ 80.00	\$ -	\$ -	\$ -	\$ -
Miscellaneous Work Items	1	LSUM	\$ 20,000.00	\$ 20,000.00	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
SUB TOTALS				\$ 288,180.00	\$ 140,550.00	\$ 84,330.00	\$ 46,325.71	\$ 56,220.00
ENGINEERING AT 15% ASSESSABLE COST				\$ 43,227.00	\$ 21,082.50	\$ 12,649.50	\$ 6,948.86	\$ 8,433.00
ADMINISTRATIVE AT 5% ASSESSABLE COST				\$ 14,409.00	\$ 7,027.50	\$ 4,216.50	\$ 2,316.29	\$ 2,811.00
GRAND TOTALS				\$ 345,816.00	\$ 168,660.00	\$ 101,196.00	\$ 55,590.86	\$ 67,464.00

MAJOR STREET

WEST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING TYPE
	Monroe St	Huron & Eastern Railway Co., Inc	050-420-001-015-00	100		0.6	60.00	\$82.38	\$4,942.80
	Corunna Ave	Huron & Eastern Railway Co., Inc	050-420-001-014-00	50		1	50.00	\$82.38	\$4,119.00
518	Woodlawn	Consumers Energy, Co	050-542-000-028-00	55.21		1	55.21	\$82.38	\$4,548.20
512	Woodlawn	Sutliff, Roger	050-542-000-027-00	68		1	68.00	\$82.38	\$5,601.84
638	Corunna Ave	Carlson, Lonnie J	050-542-000-026-00	132		1	132.00	\$82.38	\$10,874.16
				405.21			365.21		\$30,086.00

EAST SIDE

ADDRESS NO.	STREET	PROPERTY OWNER NAME	ROLL NUMBER	FRONT FOOTAGE	CORNER LOT DISCOUNT	ASSESSABLE FRONT FEET	FRONT FOOT RATE	AMOUNT OF ASSESSMENT	ZONING TYPE
	S Gould St	Huron & Eastern Railway Co., Inc	050-542-000-048-00	100		0.6	60.00	\$82.38	\$4,942.80
	S Gould St	Huron & Eastern Railway Co., Inc	050-542-000-047-00	50		1	50.00	\$82.38	\$4,119.00
	Woodlawn Ave	Consumers Energy, Co	050-542-000-030-00	90		1	90.00	\$82.38	\$7,414.20
515	Woodlawn Ave	Carlson, Lonnie J	050-542-000-031-00	50		1	50.00	\$82.38	\$4,119.00
702	Corunna Ave	Carlson, Lonnie J	050-542-000-029-00	123.74		1	123.74	\$82.38	\$10,193.70
				413.74			373.74		\$30,788.70

TOTAL FRONT FEET:

818.95

TOTAL ASSESSABLE FRONT FEET:

738.95

TOTAL AMOUNT OF ASSESSMENTS:

\$60,874.70

WOODLAWN AVENUE FROM MONROE STREET TO CORUNNA AVENUE (M-71)
MAJOR STREET

SPECIAL ASSESSMENT ROLL 2026-02

RESO 2

ENGINEER'S ESTIMATE ASSESSABLE AMOUNT	\$168,660.00
TOTAL FRONT FOOTAGE	818.95

CALCULATING ASSESSABLE FRONT FOOT RATE AND AMOUNTS:

PROPERTY TYPE

	RESIDENTIAL PROPERTY	COMMERCIAL PROPERTY	TOTAL
TOTAL ASSESSMENT PER TYPE	\$168,660.00	\$168,660.00	
CITY SHARE \geq 60%	\$113,069.14	\$101,196.00	
PROPERTY SHARE @ <40%	\$55,590.86	\$67,464.00	
FRONT FOOT RATE: PROP SHARE/TOTAL FRONT FOOTAGE:	\$67.88	\$82.38	
TOTAL ASSESSABLE FRONT FEET PER TYPE:	0.00	738.95	
TOTAL AMOUNT OF ASSESSMENT PER TYPE:	\$0.00	\$60,874.70	\$60,874.70

SUMMARY: SPECIAL ASSESSMENT AMOUNTS PER SIDE OF STREET:

WEST SIDE	\$	30,086.00
EAST SIDE	\$	30,788.70
TOTAL SPECIAL ASSESSMENT	\$	60,874.70



City of Owosso

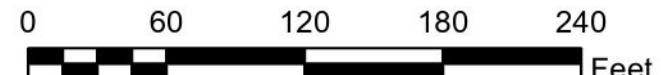
Proposed Special Assessment No. 2026-02

Woodlawn Avenue
from Monroe St. to Corunna Ave.



Legend

- Special Assessment Parcels
- Other City of Owosso Parcels
- Railroads
- 501 Street Address Number



15 December 2025



MEMORANDUM

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

DATE: January 20, 2026

TO: Mayor Teich and City Council

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

SUBJECT: Increase Purchase Order for Bulk Carbon Dioxide

RECOMMENDATION:

Authorization to increase Purchase Order with Matheson Tri-Gas, Inc. of Irving, Texas for bulk CO2 necessary for treatment of potable water in response to price increases by the supplier.

BACKGROUND:

At the October 6, 2025 meeting, Council authorized purchase agreement with Matheson Tri-Gas, Inc. for the supply of bulk CO2 to the Water Filtration Plant. Now Matheson Tri-Gas, Inc. is utilizing their ability to increase their price due to recent cost increases, *see table below*. This necessitates an increase to the previously approved purchase order.

<u>Chemical</u>	<u>New Price</u>	<u>Old Price</u>
CO2	\$0.12/pound or \$240/ton	\$0.11/pound or \$220/ton

FISCAL IMPACTS:

The current price increase to \$240 per ton (\$0.12 per pound)

This pricing increase is **9.1%** more than the previous price. As the initial 2025 price was \$220 per ton (\$0.11 per pound), 2024 price was \$210 (\$0.105 per pound), 2023 price was \$194 per ton (\$0.097 per pound, 43% higher than the year before), and 2022 price was \$136 per ton (\$0.068 per pound).

Funded from the Operations & Maintenance Budget account 591-553-743.000

CO2 estimated remaining usage for FY2025-2026 is 37 tons

With an estimate 37 tons @ \$240/ton for a cost of\$ 8,880.00

Which is an estimated increase for the FY2025-2026 of\$ 740.00

Bringing the total estimated cost of CO2 for FY2025-2026 to \$17,020.20

Document originated by: Ryan E. Suchanek

Attachments: (1) Resolution
(2) Price Increase Notice

Master Plan Implementation Goals: 3.4

RESOLUTION NO.

**AUTHORIZING INCREASE TO THE PURCHASE ORDER
FOR BULK CARBON DIOXIDE WITH MATHESON TRI-GAS INC.
DUE TO RECENT COST INCREASES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan approved a Purchase Order with Matheson Tri-Gas Inc. for the supply of bulk carbon dioxide for the FY 2025-2026; and

WHEREAS, the recent costs have increased, and Matheson Tri-Gas Inc. is utilizing its ability to increase the price per pound necessitating amendment to said purchase order.

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 purchase carbon dioxide from Matheson Tri-Gas Inc. at the increased price of \$0.12 per pound or \$240 per ton with an estimated remaining usage of 37 tons for FY2025-2026:

SECOND: the accounts payable department is authorized to submit payment to Matheson Tri-Gas Inc., the estimated increase amount of \$740.00 (estimated total of \$17,020.20, which may exceed based on usage and actual need).

THIRD: the above expenses shall be paid from the water fund following delivery, and chargeable to account 591-553-743.000.



MATHESON

The Gas Professionals

909 Lake Carolyn Pkwy 1100
Irving, TX 75039

Tel: (972) 560-5700

December 31, 2025

MR. DAVID HAUT
CITY OF OWOSSO MI WATER TREATMENT PLANT
301 WEST MAIN STREET
OSWOSO, MI 48867

Dear MR. HAUT,

Thank you for choosing Matheson.

Due to the need to continue to invest in capabilities to meet current and future customer requirements as well as recent cost increases, MATHESON is revising prices in accordance with the terms and conditions of your agreement. Listed below are the related accounts with the corresponding pricing revisions and effective dates.

Effective Date: 1/15/2026

Account(s): U5403

Product	Revised Price
Carbon Dioxide	\$0.12

*Fees on your account will be increased by 11.25%.

We appreciate your business and should you have any questions, please do not hesitate to contact us.

Sincerely,

Jon Owen

*New
Unit Prices*
Current per Ton \$220.-
New piece \$240.00
Typical truckload cost
Old \$16,000.00
New \$17,760.00



MEMORANDUM

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

DATE: January 20, 2026

TO: Mayor Teich and the Owosso City Council

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

SUBJECT: WTP – Valve Replacement Change Order #1

RECOMMENDATION:

Approval of increased payment for construction work by John E. Green Company (Saginaw, MI) for the Water Treatment Plant (WTP) Valve Replacement project in the amount of \$11,134.00.

BACKGROUND:

The WTP Valve Replacement project scope includes the purchase and installation of two (2) replacement 20-inch butterfly valves with chain wheel operators. Valves #11 and #13 through #18 are scheduled for replacement, generally two at a time. New gaskets will be installed for all seven (7) valves. Between each set of replacements, WTP staff will chemically clean and refurbish the removed valves, restoring them to working condition in preparation for their reinstallation in subsequent phases of the project.

On October 7, 2025, the City received bids for the Valve Replacement Project at the Water Treatment Plant (WTP). The 20-inch valves included in this project are critical to maintaining proper system flow and effective operational control at the facility.

On October 20, 2025, City Council approved the low responsive bid from John E. Green Company (Saginaw, MI) for the WTP Valve Replacement Project in the amount of \$59,000.00.

Recently, as part of the WTP Valve Replacement Project, it was discovered that the existing state of the pipe interior, specifically calcium build up, mechanical joints are unable to be separated. John E. Green proposes cutting an existing spool piece in half in order to dismantle. After removal of the two spool pieces, the pipe can be cleaned and reinstalled with a pipe repair clamp. Thus this change in project scope requires a change order to the original contract with Jon E. Green Company.

FISCAL IMPACTS:

The project is funded by the Account No. 591-901-972.200, with the additional costs of

\$11,134.00. Final expenses in the amount of \$70,134.00.

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

ATTACHMENTS: (1) Resolution
(2) Change Order

Master Plan Implementation Goals: 3.4

RESOLUTION NO.

**AUTHORIZING CHANGE ORDER NO. 1
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
JOHN E. GREEN COMPANY OF SAGINAW, MICHIGAN FOR VALVE
REPLACEMENT CONSTRUCTION AT THE WATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract with John E. Green Company, on October 20, 2025 for the valve replacement project, at the Water Treatment Plant (WTP); 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) Valve Replacement Project contract with John E. Green to increase the contract amount to update contract work and supplies to be used for additional work due to extraordinary calcium buildup.
- SECOND:** The Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 1 in the amount of \$11,134.00; an increase to the Contract for Services between the City of Owosso and John E. Green, revising the total current contract amount from \$59,000.00 to \$70,134.00.
- THIRD:** The Accounts Payable department is authorized to pay John E. Green for work satisfactorily completed up to the revised contract amount of \$70,134.00.
- FOURTH:** The above expenses shall be paid from Account No. 591-901-972.200



John E. Green Company
220 Victor Avenue
Highland Park, MI 48203
P: 313-868-2400 • F: 313-868-0011
johnegreen.com

CHANGE ORDER

PROJECT: City of Owosso WFP
20" Valve Replacement

CONTRACT INFORMATION:
Contract for: 000047346
Date: 10/22/2025

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 1/12/2026

OWNER: City of Owosso
1111 Allendale Ave
Owosso, MI 48867

ARCHITECT/ ENGINEER: Fishbeck

THE CONTRACT IS CHANGED AS FOLLOWS:

With the existing state of the pipe interior (calcium build-up), mechanical joints are unable to be separated. JEG proposes cutting an existing spool piece in half in order to dismantle. After removal of the two spool pieces, the pipe can be cleaned and reinstalled with a pipe repair clamp.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ 59,000.00
The net change by previously authorized Change Orders	\$ 0.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 59,000.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) [REDACTED] [REDACTED] by this Change Order in the amount of	\$ 11,134.00
The (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$ 70,134.00
The Contract Time will be (increased) [REDACTED] by	(0) days
The new date of Substantial Completion will be	6/30/2026

NOT VALID UNTIL SIGNED BY THE ARCHITECT or ENGINEER, CONTRACTOR, AND OWNER.

ARCH./ ENGIN. *(Firm name)*

JOHN E. GREEN COMPANY
CONTRACTOR

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

Jake Shook – Project Manager
PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

1/12/2026
DATE

DATE



202 S. WATER • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 •

MEMORANDUM

DATE: December 18, 2025

TO: Owosso City Council

FROM: Kevin Lenkart
Chief of Public Safety

RE: Contract Authorization - Owosso Charter Township Ambulance Service

Recommendation:

Staff recommends approval of the contract between The City of Owosso (Owosso) and Owosso Charter Township (Township) to have Owosso provide ambulance coverage to Owosso Charter Township, Shiawassee County Michigan.

Background:

The Township wishes to renew the contract with Owosso to provide ambulance coverage to the residents of Owosso Charter Township.

Since April 1, 2024, the Owosso Fire Department has provided ambulance coverage to Owosso Charter Township. This contract will renew our current agreement with the township.

Fiscal Impacts:

The Township shall pay the city the sum of \$120.00 per residence plus its charges for businesses, churches, and campgrounds.

RESOLUTION _____

**AUTHORIZING AN AGREEMENT FOR AMBULANCE
SERVICES BETWEEN THE CITY OF OWOSSO AND OWOSSO
CHARTER TOWNSHIP**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Public Safety Department and Owosso Charter Township desire to renew the contract for the provision of ambulance coverage to Owosso Charter Township by the City of Owosso Fire Department; and

WHEREAS, City of Owosso operates a Fire Department which has the ability to provide said ambulance service to Owosso Charter Township.

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 enter into an agreement with Owosso Charter Township to provide ambulance coverage to the township.

SECOND: The mayor and city clerk are instructed and authorized to sign the documents in the form attached, Contract for Ambulance Services with Owosso Charter Township/City of Owosso.

AGREEMENT FOR AMBULANCE SERVICES
OWOSO CHARTER TOWNSHIP /CITY OF OWOSSO
Page 1 of 5

This Agreement for Ambulance Services is entered into the 12 day of January 2026, by Owosso Charter Township ("Township"), a Michigan Municipal Corporation of 410 S. Delaney Road, Owosso, Michigan 48867, and the City of Owosso, ("City"), a Michigan municipal corporation, of 301 West Main Street, Owosso, Michigan 48867.

WHEREAS THE TOWNSHIP wants to make available ambulance services to the residents of Owosso Charter Township, Shiawassee County, Michigan and others; and

WHEREAS THE TOWNSHIP wishes to contract with the City to provide ambulance services to the residents and others of Owosso Charter Township, Shiawassee County, Michigan.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The definitions contained in Act 368 of 1978, MCL 333.20901 through 333.20979 shall apply to this Agreement.
2. The City shall provide basic and advanced life support and non-emergent ambulance service within Owosso Charter Township as it is now furnishing to any company or resident within the City of Owosso on a 24 hour per day, seven days a week basis during the term of this Agreement.
3. The parties understand and agree that the City shall provide its ambulance service from its location at 202 South Water Street, Owosso, Michigan.
4. The City shall maintain such mutual aid agreements as are necessary to provide back-up service to Owosso Charter Township.
5. The City when making a run to provide service to the Township, shall have a response time of not less than 12 minutes, no less than 80% of the time. The city will report these run times to the Township monthly.
6. The City shall charge users of the ambulance service and their insurers for services provided. It is agreed that the City shall be responsible for billing users of the service. The City shall use collection methods that are legally acceptable. All accounts receivable for ambulance service prior to the effective date of this Agreement shall remain the property of the prior ambulance provider.

7. The city will provide a monthly report to the Township as to the number of runs in the Township and run times as well as a breakdown of the nature of the run e.g. residence, business, mutual aid, transfer.

8. The number of dwellings/households, churches, businesses and campgrounds shall be determined as of December 31st, preceding the year in which the annual installments are due. The Township shall advise the City no later than January 31st, of each year of the number of dwellings/households, churches and businesses (including the number of employees) in order for the City to plan its budget.

A. The city will provide a yearly financial report of the expense and income for providing its services to the Township.

B. The Township shall pay the city the sum of \$120.00 per residence plus its charges for businesses, churches and campgrounds. This is based upon the Township's Special Assessment.

C. Payment by Township to the city shall be made no later than the 30th day of June for each calendar year of the duration of the contract.

9. Both Township and City shall annually review the terms of this agreement.

10. The Township and the City may review the assessment upon request of either party. However, based on increases in costs, loss of revenue and other unforeseen circumstances the City may request an increase in assessment after one (1) year. The City will submit all documentation to the Township for their evaluation prior to requesting an increase. It shall be the responsibility of the Township to communicate with its citizens the need for the rate increase and/or adjustment.

11. Township and the City shall immediately establish agreements, protocols, policies and procedures with Shiawassee County Central Dispatch which are necessary to properly implement this Agreement.

12. The City shall comply with all applicable laws in the United States, State of Michigan, and local ordinances now or hereafter existing, and with all applicable Federal and State rules and regulations now or hereafter existing relating to any of the services provided to this contract. The City shall specifically comply with applicable provisions of 1990 PA 1979 (MCLA 333.20901 through 333.20979), including any future amendments or additions thereto, together with any rules and regulations promulgated thereunder, now or hereafter existing or amended.

13. City shall acquire and maintain during the term, and thereafter, extending through the term of this Agreement, liability insurance covering services provided by City of the following types and limits:

- a. Commercial general liability insurance with minimum limits of One Million and No/100 (\$1,000,000.00) Dollars, each occurrence, and Two Million and No/100 (\$2,000,000.00) Dollars, general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad from property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, products and completed operations. The policy shall contain a severability of interest provision and shall be endorsed to include the following as Additional Named Insured: Owosso Charter Township and all elected and appointed officials, all employees and volunteers, agents, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the Municipality as additional insured, coverage afforded is considered to be primary and any other insurance the Municipality may have in effect shall be considered secondary and/or excess. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
- b. Automobile Liability insurance including Michigan No-Fault coverages with minimum limits of One Million and NO/100 (\$1,000,000.00) Dollars, each occurrence, combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- c. Professional Liability insurance with minimum limits of Five Million and No/100 (\$5,000,000.00) Dollars, each claim, and Five Million and No/100 (\$5,000,000.00) Dollars, general aggregate. If this policy is claims made form, the contractor shall be required to keep the policy in force or purchase "tail" coverage for a minimum of three (3) years after the termination of this contract.
- d. Worker's Compensation Insurance as required by State statute.
- e. Cancellation Notice: Policies, as described above, shall be endorsed to state the following: Its understood and agreed Thirty (30) days, Ten (10) days for non- payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to the Owosso Charter Township, 410 S. Delaney Road, Owosso, Michigan 48867.

14. The legal relationship of the City to the Township is that of an independent contractor. The employees of either party shall not be considered an agent or employee of other party for any purpose.

15. The City agrees to defend, hold harmless and indemnify the Township, its members, agents, officials and employees from any and all claims of liability arising directly or indirectly from the City's acts or omissions in furtherance of this Agreement.

16. The terms of the Agreement shall commence January 1, 2026, and shall continue indefinitely, unless terminated as provided below:

- a. by mutual agreement of the parties;
- b. by either party with or without cause upon ninety (90) days prior written notice.

Termination shall not affect any liability or any other obligation which may accrue prior to such termination. In which case the subsidy payments referenced in Paragraph 6 shall be prorated to the effective termination date unless otherwise mutually agreed by the parties.

17. This Agreement shall be construed and applied in such manner as to minimize unenforceability of any provision. In the event that any provision of this Agreement, in whole or in part (or the application of any provision to a specific situation), is held to be invalid or unenforceable, if possible, such provision shall be deemed rewritten and revised in a manner which eliminates the offending language but maintains the overall intent, in context, of this Agreement. However, if that is not possible, the offending language shall be deemed removed, with this Agreement otherwise remaining in full force and effect, so long as doing so would not result in substantial unfairness or injustice to any of the parties.

18. This Agreement shall be construed and enforced in accordance with, and governed by, the law and decisions of the State of Michigan.

19. No person or entity, apart from participating municipalities as public or corporation entities, is intended to be nor is, in fact, a beneficiary entitled to enforce, use or rely upon this Agreement for any reason or any legal proceeding.

20. This Agreement constitutes the entire agreement of the parties. All prior agreements between the parties, whether written or oral, are merged herein and shall be of no force or effect.

[Signatures on next page]

AGREEMENT FOR AMBULANCE SERVICES
OWOSO CHARTER TOWNSHIP /CITY OF OWOSSO

CITY OF OWOSSO

Date: _____

BY: Robert J. Teich
ITS: Mayor

OWOSO CHARTER TOWNSHIP

Dave Johnson Date: 1-12-26

BY: Dave Johnson
ITS: Supervisor

ATTEST:

Date: _____

BY: Amy Kirkland
ITS: City Clerk

Pat Skvarenina Date: 1-12-26

BY: Pat Skvarenina
ITS: Township Clerk



MEMORANDUM

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

DATE: January 20, 2026

TO: Mayor Teich and the Owosso City Council

FROM: Ryan Suchanek, Director of Public Services & Utilities

SUBJECT: Engineering Services for 2026 DWSRF Water Main Replacement Project-Contract 1

RECOMMENDATION

Approval of the proposal provided by Fleis & Vandenbrink Engineering, Inc. in the amount of \$377,600.00, for design engineering and construction administration services for the 2026 DWSRF Water Main Replacement Project-Contract 1, construction administration is contingent upon the city securing FY2026 DWSRF funding.

BACKGROUND

As part of the Drinking Water State Revolving Fund (DWSRF) project during the 2026 construction season, the City of Owosso is preparing plans to replace water mains on:

- Clinton St (S. Cedar to S. Shiawassee/M52)
- Gilbert St (Mason to Oliver)
- Williams St (Shiawassee/M52 to Washington)
- Dewey St (Main/M21 to Oliver)
- Mason St (N. Dewey to Gilbert)

In addition to the water main work, this proposal also includes design engineering and construction administration services for:

- Gilbert St (Mason to Oliver):
 - Street reconstruction with select storm water replacement
 - 8" and 10" sanitary sewer replacement
- Dewey St (Exchange to Mason)
 - 12" sanitary sewer replacement

Construction engineering services are necessary for quality control, construction oversight, and final acceptance of the project. Attached is a copy of the Fleis & Vandenbrink Engineering, Inc. proposal.

FISCAL IMPACTS

Funds for design engineering and construction administration (construction administration is contingent upon the City receiving FY2026 DWSRF funding) services in the amount of \$377,600.00 will be issued from: Water fund account number 591-901-972.000-DWSRF792001, Sanitary Sewer Fund 590-901-973.000, Local Street Fund Account No. 203-451-818.000, and other funds as appropriate.

ENCLOSURES: (1) Resolution
(2) Fleis & Vandenbrink Proposal

MASTER PLAN IMPLEMENTATION GOALS: 3.4, 3.7, 5.3, 5.27, 6.6

RESOLUTION NO.

**AUTHORIZING CONTRACT ADDENDUM NO. 2026-02
TO THE FY2025-2026 GENERAL ENGINEERING SERVICES CONTRACT
WITH FLEIS & VANDENBRINK ENGINEERING, INC., FOR ENGINEERING SERVICES
FOR THE 2026 WATER MAIN REPLACEMENT PROJECT-CONTRACT 1**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved a contract 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 for general engineering services; and

WHEREAS, the City desires to make necessary upgrades to its water distribution system through the State of Michigan Department of Environment, Great Lakes, and Energy Drinking Water State Revolving Fund (DWSRF) for Fiscal Year 2026; and

WHEREAS, this work requires the services of a professional engineering firm to complete design engineering and construction engineering of the project; and

WHEREAS, Fleis & Vandenbrink Engineering, Inc., has submitted a proposal to perform such work and offers to complete design and construction engineering services of said project, in an amount not to exceed \$377,600.00.

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

- FIRST:** The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Fleis & Vandenbrink Engineering, Inc., to provide design and construction engineering services for the 2026 DWSRF Water Main Replacement Project-Contract 1.
- SECOND:** The mayor and city clerk are instructed and authorized to sign the necessary documents as an Agreement for General Engineering Services 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 \$377,600.00 to Fleis & Vandenbrink Engineering, Inc., upon successful completion of engineering work, and construction administration is contingent upon the City receiving FY2026 DWSRF funding.
- FOURTH:** The above engineering expenses shall be paid per their specific category, from the following funds: Water Fund Acct No. 591-901-972.000-DWSRF792001, Sanitary Sewer Fund 590-901-973.000, Local Street Fund Account No. 203-451-818.000, and other funds as appropriate.

2026 DWSRF WATER MAIN PROJECT CONTRACT 1



Submitted to:
City of Owosso

January 8, 2026
P51964

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

800.494.5202 | www.fveng.com

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

January 8, 2026

Mr. Clayton Wehner, PE, Director of Engineering and Mr. Thomas Wheeler, DPW Superintendent
City of Owosso
City Hall, 301 W. Main Street
Owosso, MI 48867

City of Owosso
Owosso DPW Garage, 522 Milwaukee Street
Owosso, MI 48867

RE: 2026 DWSRF WATER MAIN PROJECT - CONTRACT 1

Dear Clayton and Thomas:

The City of Owosso is a community defined by its natural beauty, historic character, and strong sense of place. With a vibrant downtown, walkable neighborhoods, tree-lined streets, neighborhood schools, and an extensive park system, Owosso exemplifies a traditional urban community that offers an excellent quality of life for its nearly 16,000 residents. Maintaining reliable and safe public infrastructure is essential to preserving these qualities.

Fleis & VandenBrink (F&V) appreciates the opportunity to support the City's commitment to protecting public health and sustaining its infrastructure. Water main extensions, looping systems, and water service taps are core areas of F&V's expertise, and our team is well-positioned to deliver improvements that support Owosso's long-term vitality and continued success.

Highlights of how F&V is best suited to assist on this project include:

- **Extensive water system experience:** Each year, F&V partners with communities across Michigan to deliver water system improvements, including water main extensions, loops, service taps, and conversions from private wells.
- **Depth in SRF projects:** F&V has a strong and successful history with DWSRF-funded projects ranging from small-scale installations to multi-year, multi-contract efforts involving more than 200 miles of water main.
- **Regulatory knowledge:** Our team stays current with EGLE requirements and understands how specific staff interpret and apply the rules, which helps streamline compliance and approvals.
- **Design and construction expertise:** F&V's civil engineers design and oversee construction on more than 100 miles of road and utility improvements annually.
- **Familiarity with Owosso's system:** We've previously designed and constructed system improvements in and around the City, including the City's FY2025 Design & Construction Engineering project.
- **Consistent cost control:** Our projects average less than a 1% change between the as-bid and final construction costs. This is a testament to our attention to detail and thorough project management.

We appreciate the opportunity in providing our services to the City of Owosso. If you need any additional information or have any questions regarding our proposal, please contact me at 810.244.1729.

Sincerely,

FLEIS & VANDENBRINK


Geric L. Rose, PE, PS
Regional Manager, Associate

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

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- SECTION 2: STATEMENT OF UNDERSTANDING AND SCOPE OF SERVICES**
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- SECTION 4: SIMILAR PROJECTS**
- SECTION 5: LEVEL OF EFFORT ESTIMATE**
- SECTION 6: CRITICAL PATH BAR SCHEDULE**
- SECTION 7: COST PROPOSAL**



FIRM INTRODUCTION

Fiels & VandenBrink (F&V) is an employee-owned, multi-disciplined civil engineering firm with 11 offices serving Michigan and Indiana. Our team encompasses a broad range of services designed to provide our clients with a one-stop-shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects - on time and on budget. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work. Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards successful projects.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1 billion in grants and low interest loans for our clients.

CORE PRINCIPLES

Understand our customers' needs and satisfy them...

Employ, value, and empower good people...

Do what we say we are going to do...

Have fun!

VISION STATEMENT

F&V is the leader for delivering efficient, effective, innovative projects by top professionals who are making a difference.

As a strategic partner, F&V listens to clients needs to provide customized solutions to design, build and operate successful projects.

CORPORATION

Fiels & VandenBrink Engineering, Inc. (F&V) was established in January of 1993 as a firm of Professional Consulting Engineers.

F&V currently operates as a Corporation in the States of Michigan and Indiana.

Years in Business: 33

John DeVol, PE
President

Craig Shumaker, PE
Sr. Vice President

www.fveng.com | 800.494.5202



SECTION 2: STATEMENT OF UNDERSTANDING AND SCOPE OF SERVICES

STATEMENT OF UNDERSTANDING

The City has been awarded FY2026 DWSRF funding for water system improvements for water main replacement, LSLR, and booster station improvements. The total \$12 million project includes 18% in principal forgiveness per the PPL, resulting in \$2,160,000! The remaining amount would be financed through a low-interest loan.

The proposed DWSRF project will consist of multiple construction contracts, and the design and construction administration will be completed by several of the City's pre-qualified engineering consultants. The overall SRF project will be administered and managed by the City.

The City is requesting this proposal to assist with the water main and non-compliant water service line replacement portion of the project. The water main replacement is proposed to be split into two separate construction contracts, similar to how the FY2025 DWSRF project was administered. This proposal is for **Contract 1**, which will include limited design engineering and full construction administration for water main improvements. In addition to the DWSRF funded water improvements, this contract also includes EGLE non-participating sanitary sewer replacement and street reconstruction with select storm sewer replacement funded through City local street and sewer funds. Construction costs are estimated at \$3,250,000 for water main and LSLR, \$815,000 for sanitary sewer, and \$950,000 for street reconstruction and select storm sewer replacement, for a total cost of \$5,015,000.

Per the Project Milestone Schedule, the City is seeking 4th Quarter Financing for FY2026 with an anticipated loan closing on August 27, 2026. Draft plans and specifications are due to EGLE on February 20, 2026, and final plans and specifications for permitting are due to EGLE on April 20, 2026.

DESIGN SERVICES for **Contract 1** will involve assembling and updating the water main plans for Williams Street previously prepared by F&V in 2018, finalizing the preliminary water main replacement, sanitary sewer replacement, and street reconstruction plans for the other streets prepared by the City engineer to approximately the 80% completion level, and assisting the City with the administration of a DWSRF project including assistance with bidding, contract award, and Part II and Part III application related to this contract.

Contract 1 will consist of the following street segments and improvements:

- **Clinton Street – S. Cedar Street to S. Shiawassee Street (M-52)**
 - » 6-inch water main replacement
- **Gilbert Street – Mason Street to Oliver Street**
 - » 6-inch water main replacement
 - » Street reconstruction with select storm sewer replacement
 - » 8-inch and 10-inch sanitary sewer replacement
- **Williams Street – Shiawassee Street (M-52) to Washington Street**
 - » 8-inch water main replacement
- **Dewey Street – Main Street (M-21) to Oliver Street**
 - » 12-inch water main replacement
 - » 12-inch sanitary sewer replacement from Exchange Street to Mason Street
- **Mason Street – N. Dewey Street to Gilbert Street**
 - » 12-inch water main replacement

The design and specifications will be completed in accordance with EGLE, 10 States, and City standards. We will utilize the previously completed topographic survey and draft plans prepared by F&V and the City engineer to assemble a set of plans and specs for EGLE review, approval and permitting. Quality assurance review will be completed at the preliminary and final submittal levels.



During the design phase we will also solicit the assistance of a professional archaeologist for the archaeological monitoring during ground disturbing activities along Williams Street. Once a subconsultant has been procured, they will assist in preparing the Unanticipated Discoveries Plan (UDP) required to be submitted to SHPO prior to construction activities.

We understand that the other federal cross-cutter coordination required for this equivalency project and the submittal of the responses received to EGLE are being completed by others, and that the City has already completed the MISS DIG design ticket.

CONSTRUCTION ADMINISTRATION SERVICES will include field construction staking, construction observation and record keeping, material quality control testing, archaeological monitoring, preparation of pay applications and contract modifications, prevailing wage compliance review, assistance with resident complaints and claims, project closeout, and preparing record drawings at conclusion of construction.

In accordance with the RFP, we have budgeted for a construction schedule of up to 60 hours per week of construction administration. In review of the proposed improvements and the noted tentative construction schedule from April 5, 2027 to July 1, 2027, consisting of approximately 12 weeks, we are recommending and have budgeted for a slightly longer construction duration of approximately 16 weeks for the proposed \$5 million in infrastructure improvements. The construction schedule and duration will be further evaluated as the project progresses and coordinated with Contract 2 as well.

SCOPE OF SERVICES

DESIGN ENGINEERING

- Water main design including updating the 2018 Williams Street plans, reviewing and completing the draft improvement plans prepared by the City, and performing quality assurance reviews
- Preparing technical specifications and bidding documents
- Scheduling and coordinating Utility Review Meeting with all affected public utilities
- Submittal and draft plans and specs to EGLE
- Revising draft plans and specs per comments received from EGLE and other reviewing/permitting agencies
- Submittal of final plans and specs to EGLE
- Quantity takeoffs and preparing engineer's opinion of probable construction costs
- Assistance with Act 399 Water Supply Systems, Part 41 Wastewater, County Drain, and SESC permit applications
- Assistance with EGLE Part II and Part III applications
- Assist with bid advertisement, distribution of bidding documents, contractor questions, and related addendums during the bidding phase
- Tabulate and review contractor bids, including DBE good faith efforts, and make recommendation of award
- Completion of Unanticipated Discoveries Plan (UDP) as required by SHPO for the Williams Street location



CONSTRUCTION ADMINISTRATION SERVICES

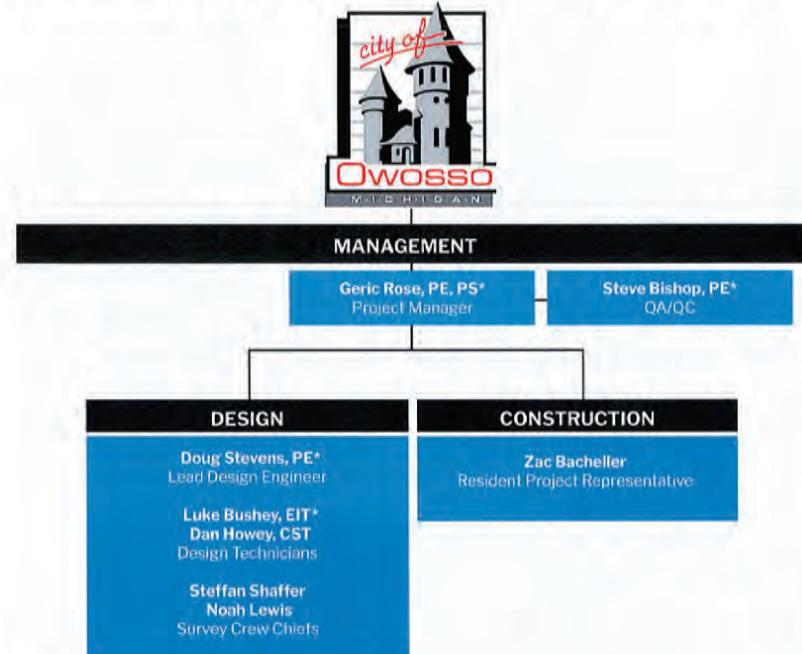
- Organize and conduct preconstruction and progress meetings
- Provide project oversight by professional engineer
- Submittal reviews
- Provide resident project representative (RPR) services during construction.
- Maintain IDRs, testing, and SESC reports
- Prepare work orders and contract change orders as necessary
- Coordinating project with private utilities
- Provide construction staking
- Perform field quality assurance testing of materials
- Prepare contract change orders
- Prepare contractor pay estimates
- Assist with citizen inquiries and address construction related issues
- Prevailing wage compliance review*
- Prepare punch list items
- Assist with EGLE closeout
- Prepare record drawings

* Prevailing wage compliance is anticipated to be completed with assistance from Michigan Fair Contracting Center (MFCC), who we have successfully teamed with many times in the past. MFCC offers turn-key prevailing wage compliance services, including preconstruction meeting attendance, on-site wage rate interviews, certified payroll review, and expertise with employee classifications, rate of pay, and fringe benefits.



SECTION 3. PROJECT TEAM AND WORKLOAD / CAPACITY

F&V is providing a project team highly experienced in the design of water main projects of similar nature to the water main replacements outlined in Contract 2. Our project team's experience excels in water system improvements, ranging from 6-inch to 42-inch transmission and distribution mains, and extremely short to more 68,000 feet long projects. Simply put, there isn't a water main project our team can't handle.



CURRENT WORKLOAD & CAPACITY

F&V recognizes that the City of Owosso has committed to FY2026 4th Quarter Financing and the specific milestones that must be met to help ensure a loan closing at the end of August 2026. With a notice-to-proceed anticipated on or around January 20, 2026, we will have one month to assemble and submit the draft plans and specifications for EGLE review.

The project manager and team proposed for this Contract 1 have significant experience with the DWSRF program and with collaborating and assisting the City with design and construction administration and are based primarily out of our Grand Blanc and Midland offices. With our design team's familiarity with the city's standards and plan preparation and having completed the topographic surveying and the previous plans for the Williams Street water main replacement portion of this project, we are confident that our team has the expertise and capacity to deliver this project in accordance with the executed milestone schedule.





GERIC ROSE, PE, PS

Project Manager | Associate

In his nearly 30 years of experience, Geric has been involved in the planning, design, and construction of municipal, county, and private engineering and surveying projects. Having experience in both design and construction, he is typically involved in a project from the initial planning/programming phase through completion of construction.

Geric is instrumental in completing engineering assignments including utility master planning, roadway and utility design, pathways and trails, cost estimation, project bidding, construction engineering, grant writing, funding assistance, and plan reviews.

PROJECT EXPERIENCE

- 2025 DWSRF Water Main Improvements - Owosso
- 2021 Water Main Improvements - Owosso
- DWSRF Water System Improvement Project - Vassar
- DWSRF Water System Improvement Project - Brown City
- DWSRF Water System Improvement Project - Montrose
- DWSRF Water System Improvement Project - Capac
- Water Main Improvements - Grand Blanc
- M-55 Water Main Replacement - West Branch
- Sewer and Water main Extension - Peck
- Belsay Road Reconstruction and Rehabilitation - Burton
- Atherton Road Water Main Extension - Burton
- Taylor Drive Water Main Extension - Mundy Township
- Water main Replacement - Brown City
- DWSRF Water System Improvement Project - Grand Blanc
- Terrace Drive and Grant Street Water Main Replacement - Grand Blanc
- Potter Road Water Main - Genesee County Drain Commission
- Coldwater Road Rehabilitation and Water Main Improvements - Genesee County Road Commission
- Karegnondi Water Authority - Genesee and Lapeer County
- DWRF Water System Improvement Project - Beecher Metropolitan District, Genesee County
- Baldwin Road Water Main - Genesee County Drain Commissioner



FEATURED PROJECT COLDWATER ROAD WATER MAIN IMPROVEMENTS

Beecher Metropolitan District

Project Engineer responsible for the design and construction engineering of 15,200 feet of 6-, 8-, and 12-inch water main. This project was designed and constructed under an expedited schedule due to funding and timing of the roadway reconstruction to follow. F&V secured funding from the USDA Rural Development in December 2015, completed design work, secured easements, and provided construction engineering on the project to allow the GCRC to start the reconstruction of Coldwater Road.



STEVE BISHOP, PE

Project Manager | Associate

Steve has more than 32 years of experience delivering civil engineering services to municipal, private, and institutional clients. He specializes in the planning, design, and execution of infrastructure, utility, and transportation projects, with a strong focus on utility and roadway improvements, industrial park development, and capital improvement project planning. His technical expertise includes water supply and distribution system design, water system hydraulic analyses, wastewater collection network evaluations, and the design of wastewater pump stations and potable water storage tanks. His work consistently supports the long-term needs of communities through efficient, cost-effective solutions.

PROJECT EXPERIENCE

- State Street Water Main Improvements - Big Rapids
- Water System Improvements - Scottville
- Alley Water Main Replacement - Scottville
- Water Tower Design - Plainwell
- Water Tower Design - Yankee Springs
- Amity Avenue Reconstruction and Water Main Improvements - Muskegon
- Water main and Water Tower Painting - Scottville
- Shelp Lake Force main Extension - Southwest Barry County Sewer and Water Authority, Prairievile Township
- Water main Projects - Delta Township
- Birdseye Foods Water Main Extension - Fennville
- West South Street Water main Improvements - Sturgis
- Wiley Road Water Main Extension - Saugatuck Township
- Orchard Valley Water Main Improvements - Fennville
- Hillcrest Road Water Main Improvements - Hudsonville
- McDevitt Road Water Main Improvements - Summit Township
- Kiel Street Water Main Improvements - Hudsonville
- Street and Water Main Improvements Program - Au Sable
- Street and Water Main Improvements Program - Vermontville
- DWSRF Water Main Improvements - Shelby
- DWSRF Water Main Improvements - Westphalia
- Local Streets and Water Main Improvements - Northville



FEATURED PROJECT WATER AND ROAD IMPROVEMENTS

Norton Shores, MI

Project Manager for the design and construction engineering for the replacement and looping of existing 6-inch water main with an 2,960 feet of new 8-inch ductile iron main in a residential neighborhood, replacement (up-sizing) of 375 feet of existing water main, new 1,200 feet 8-inch water main loop at the Mona Shores Middle School, new 1,800 feet 12-inch water main loop, and replacement of existing cast iron water main with new 1,820 feet of 12-inch and 1,270 feet of 8-inch.

 Professional Engineer
Michigan (No. 6201055609)
Professional Surveyor
Michigan (No. 4001047972)

 BS: Surveying Engineering,
Ferris State University



 Professional Engineer
Michigan (No. 6201043299)

 BS: Civil Engineering,
Michigan State University





DOUG STEVENS, PE

Project Engineer

Doug is involved in the design and construction of civil and utility infrastructure projects for 25 years. These have included water distribution systems, parking area design, underground storm water storage systems, street design, sanitary sewer and site design. He has field and office experience in surveying, estimating and construction of a variety of projects from 13 years of experience working for a commercial/industrial general contractor as a project manager.

PROJECT EXPERIENCE

- Potter Road Water Main - Genesee County Drain Commission
- DWSRF Water System Improvements - Marine City
- Water Reliability Study - Huntington Woods
- Moll and Sycamore Street and Water Improvements - Auburn
- Karegnondi Water Main Extension - Genesee County Drain Commission
- Bush, Meek, and Ward Street Water Main Improvements - Caro
- Kent Street Water Main Improvements - Auburn
- Elm and Roberts Street Water Main Improvements - Auburn
- Street and Water Main Improvements Program - Au Sable
- DWSRF Water Main Improvements - Westphalia
- Water Main Replacement - Bangor
- Hilltop Water Main Improvements - Au Sable
- M-84 Water Main Loop - Frankenlust Township
- Water Main Phase 1 Design Improvements - Anderson
- Johnson Road Water Main Improvements - Au Sable
- Water Main Replacement Improvements - Croswell
- Water Main Improvements - Alma
- Lakeville Road Water Main Extension Improvements - Oxford
- DWSRF Improvements - Coleman
- DWSRF Water System Improvements - Memphis
- DWSRF Water System Improvements - Ovid



FEATURED PROJECT

POTTER ROAD WATER MAIN IMPROVEMENTS

Genesee County Drain Commission

PROJECT HIGHLIGHTS

Project Engineer responsible for the design of 7.5 mile of 42-inch water main replacement as part of a larger 100 mile water main replacement project. Work was completed in under eight weeks from contract authorization to design completion for approximately \$14 million.



LUKE BUSHEY

Project Engineer

Luke has three years of experience in design and construction engineering. His goal is to help improve community's infrastructure by using his technical knowledge and personal skills. He has construction inspection experience and bridge inspection with MDOT.

PROJECT EXPERIENCE

- DWSRF Water System Improvements - Marine City
- Drinking Water Improvements - Bangor Township
- Drinking Water Improvements - Coleman
- DWSRF Water System Improvements - Shepherd
- Wastewater Collection Improvements - Au Sable Charter Twp
- EDA Water System Upgrades - West Branch
- Water Main Improvements - Bangor Township
- DWSRF Water System Improvements - Carsonville
- DWSRF Water System Improvements - Memphis
- Hilltop Water Main Improvements - Au Sable
- DWSRF Water System Improvements - Ovid
- M-84 Water Main Loop - Frankenlust Township
- Water Main Replacement - Croswell
- Water Main Phase 1 Design Improvements - Anderson

 Professional Engineer
Michigan (No. 6201042685)

 BS: Civil Engineering,
Lawrence Technological University



 BS: Civil Engineering,
Lawrence Technological University



SECTION 4: SIMILAR PROJECTS

F&V has extensive experience with water main design and construction for hundreds of communities across Michigan, ranging from six to more than 42-inches. Our team [designed 25+ miles of water main in 2023](#), [more than 45+ miles of water main in 2024](#), and [30+ miles of water main in 2025](#), and have the capacity to design more.

An overview of our experience is provided below:

Project	Size (inches)	Length (feet)
Beecher Metropolitan District Coldwater Road Water Main	12 6 - 8	4,200 15,500
Beecher Metropolitan District Water System Improvements	6 - 8	3,100
City of Burton Atherton Road Water Main	12	1,800
City of Caro Various Water Main Improvements	8	1,900
City of Grand Blanc 2023 Water Main Improvements	8	4,260
City of Hesperia Water Main Improvements	8 12	17,000 885
City of Marine City Water System Improvements	8 - 12	48,000
City of Owosso* Water System Improvements	6 8	2,250 2,575
City of Royal Oak Water Main Replacements	8 - 12	9,000
Genesee County Drain Commission Potter Road Water Main	42	39,600
Genesee County Drain Commission Hill and Elms Road Water Main	12 - 16	9,800
Karegnondi Water Authority Water Supply Improvements	36	68,640
Standish Township Water and Sewer System Improvements	26 - 8	74,000
Village of Almont* East and West St. Clair Street Reconstruction	12	2,350
Village of Augusta Water System Improvements	6 8	280 6,700
Village of Capac* DWSRF Water System Improvements	8	9,000
Village of Eau Claire Water System Improvements	8	1,750
West Shore Community College Water System Improvements	12	23,000

Additional details of select projects (*) are provided on the following pages:



DWSRF DESIGN AND CONSTRUCTION ENGINEERING CITY OF OWOSSO, MICHIGAN



PROJECT HIGHLIGHTS

Date Completed: 2025

F&V provided design engineering and construction administration services for the City's FY2025 Drinking Water State Revolving Fund (DWSRF) water distribution system improvements. Services included updating previously prepared 2018 water main plans for Contract 1, preparing plans and specifications in accordance with EGLE, 10 States, and City standards, supplemental surveying as needed, permitting assistance, bidding support, and construction administration for Contracts 1 and 2.

The project supports the replacement of aging water mains and non-compliant service lines along multiple street segments, helping the City leverage DWSRF funding to complete critical infrastructure improvements.



EAST AND WEST ST. CLAIR STREET RECONSTRUCTION VILLAGE OF ALMONT, MICHIGAN



PROJECT HIGHLIGHTS

Date Completed: Antic. 2026
Construction Cost: Antic. \$4,000,000

F&V is providing surveying, grant administration support, design, and construction engineering services for the East and West St. Clair Street reconstruction, rehabilitation, and water main replacement project. The project is funded through the U.S. Environmental Protection Agency Community Grants Program, and included roadway, sanitary, and water infrastructure improvements to better serve the Village of Almont community.



DWSRF WATER SYSTEM IMPROVEMENTS VILLAGE OF CAPAC, MICHIGAN



PROJECT HIGHLIGHTS

Date Completed: Antic. 2026
Construction Cost: Antic. \$8,000,000
DWSRF Funding: \$8,000,000

F&V assisted the Village of Capac with project planning document preparation, design engineering, and construction administration for their FY2024 DWSRF project. Substantially completed in 2025, this project resulted in much needed improvements to the Village's supply, treatment, storage, and distribution system.

The proposed improvements to the Village's water system included:

- New well and abandonment of existing well
- Replacement of inoperable water main valves
- Replacement of aging, inaccurate water meters
- Removal and replacement of arsenic filter media at treatment plant
- Installation of a mixer in the elevated water storage tank
- Upgrading SCADA system
- Wellhouse repairs
- Replacement and upsizing of approximately 7,500 feet of aging and undersized 4-inch and 6-inch distribution main
- Looping of approximately 1,500 feet of distribution main



SECTION 5: LEVEL OF EFFORT ESTIMATES

Below is our anticipated level of effort estimate used in establishing our budget for this project.

WATER MAIN DESIGN ENGINEERING SERVICES

Classification	Name	Hours
Project Manager	Geric Rose, PE, PS	80
QA/QC Review	Steve Bishop, PE	8
Lead Design Engineer	Doug Stevens, PE	120
Design Technician	Luke Bushey, EIT	40
Design Technician	Dan Howey, CST	24
Administration	Carrie Smeznik	18

WATER MAIN CONSTRUCTION ADMINISTRATION SERVICES

Classification	Name	Hours
Project Manager	Geric Rose, PE, PS	116
Resident Project Representative	Zac Bacheller TBD	690
Survey Technician	Dan Howey, CST	72
Survey Manager	Kevin Cleaver, PS	4
Survey Crew Chief	Steffan Schaffer Noah Lewis	88
Office Technician	TBD	40
Administration	Carrie Smeznik	56

STREET RECONSTRUCTION DESIGN ENGINEERING SERVICES

Classification	Name	Hours
Project Manager	Geric Rose, PE, PS	12
QA/QC Review	Steve Bishop, PE	6
Lead Design Engineer	Doug Stevens, PE	35
Design Technician	Luke Bushey, EIT	12
Design Technician	Dan Howey, CST	12
Administration	Carrie Smeznik	4

STREET RECONSTRUCTION CONSTRUCTION ADMINISTRATION SERVICES

Classification	Name	Hours
Project Manager	Geric Rose, PE, PS	28
Resident Project Representative	Zac Bacheller TBD	160
Survey Technician	Dan Howey, CST	18
Survey Manager	Kevin Cleaver, PS	2
Survey Crew Chief	Steffan Schaffer Noah Lewis	20
Office Technician	TBD	10
Administration	Carrie Smeznik	14

SANITARY SEWER DESIGN ENGINEERING SERVICES

Classification	Name	Hours
Project Manager	Geric Rose, PE, PS	12
QA/QC Review	Steve Bishop, PE	8
Lead Design Engineer	Doug Stevens, PE	30
Design Technician	Luke Bushey, EIT	12
Design Technician	Dan Howey, CST	12
Administration	Carrie Smeznik	4

SANITARY SEWER CONSTRUCTION ADMINISTRATION SERVICES

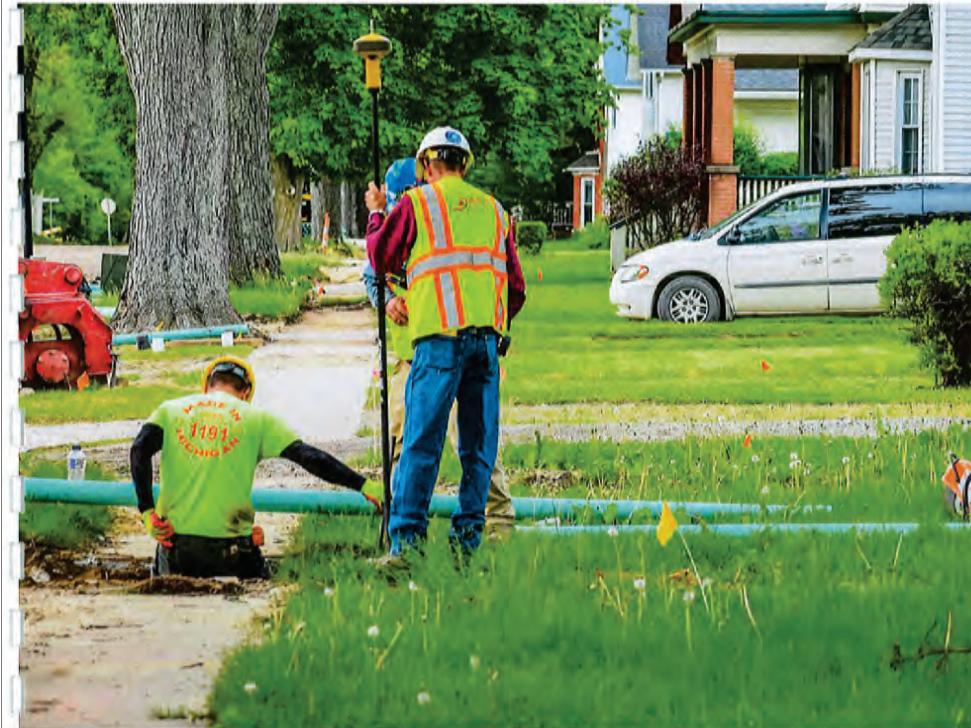
Classification	Name	Hours
Project Manager	Geric Rose, PE, PS	20
Resident Project Representative	Zac Bacheller TBD	120
Survey Technician	Dan Howey, CST	14
Survey Manager	Kevin Cleaver, PS	2
Survey Crew Chief	Steffan Schaffer Noah Lewis	16
Office Technician	TBD	8
Administration	Carrie Smeznik	10

SECTION 7: COST PROPOSAL

We propose to complete the services noted within this proposal for the following not-to-exceed fees.

Phase	Fee
Water Main Design Engineering:	\$51,500
Water Main Construction Administration:	\$215,000
Street Reconstruction Design Engineering:	\$14,700
Street Reconstruction Construction Administration:	\$44,600
Sanitary Sewer Design Engineering:	\$12,900
Sanitary Sewer Construction Administration:	\$38,900
Total Lump Sum Not-to-Exceed Fee:	\$377,600

Note: Review and permit fees are not included in our cost proposal and shall be paid by the City of Owosso.



FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

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

**ADDENDUM NO. 2026-02 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES WITH
FLEIS & VANDENBRINK ENGINEERING, INC.**

This addendum is attached and made part of the agreement for professional engineering services dated May 15, 2017 between the city of Owosso, Michigan (owner) and Fleis & Vandenbrink Engineering, Inc. (Engineer) providing for professional services.

ADDENDUM NO. 2026-02

2026 WATER MAIN REPLACEMENT PROJECT ENGINEERING SERVICES – CONTRACT 1

PROJECT SCOPE OF WORK

The project scope of work is attached as a proposal for the City of Owosso: 2026 DWSRF Water Main Project – Contract 1.

COMPENSATION

The cost proposal of the engineer for the project is attached as Addenda: Cost Proposal. Design Engineering which totals \$79,100.00 and Construction Administration in the amount of \$298,500.00. The engineer shall submit for payment based on monthly progress of the work.

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

Approved January 20, 2026.

For the engineer:

Fleis & Vandenbrink Engineering, Inc.

For the owner:

City of Owosso, Michigan

By: _____

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

By: _____

By: _____
Amy K. Kohagen, City Clerk

Executed: _____

Executed: _____



MEMORANDUM

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

DATE: January 20, 2026
TO: Mayor Teich and the Owosso City Council
FROM: Ryan E. Suchanek, Director of Public Services & Utilities
SUBJECT: Engineering Services for 2026 DWSRF Water Main Project-Contract 2

RECOMMENDATION

Approval of the proposal provided by Fishbeck, Thompson, Carr & Hubber, Inc., DBA Fishbeck, in the amount of \$358,400.00, for design and construction engineering services for the 2026 DWSRF Water Main Replacement Project-Contract 2, construction administration is contingent upon the City receiving FY2026 DWSRF funding.

BACKGROUND

As part of the Drinking Water State Revolving Fund (DWSRF) project during the 2026 construction season, the City of Owosso is preparing plans to replace water mains on:

Genesee St (Michigan to Green and Green St from Genesee to Cass)

Adams St (Oliver to King)

Tracy St (Frederick to Stewart)

Brandon St (Summitt to Dingwall)

Dingwall Dr (Brandon to north end)

Nafus St (Stewart to north end)

Woodlawn Ave (Farr to Auburndale)

In addition to the water main work, this proposal also includes design engineering and construction administration services for:

- Genesee St (Michigan to Green and Green St from Genesee to Cass):
 - Installation of supplemental catch basins at the Genesee and Green intersection along with a new storm sewer outlet to the river including riverbank installation

On January 8, 2026, the City received proposals from five of its QBS selected firms for engineering services for the 2026 DWSRF Water Main Project. These services are necessary for quality control and construction oversight of the project. All proposals were evaluated based on, 1) Firm's history & capabilities to perform similar projects, 2) Key personnel assigned, 3) Performance measures, and 4) Pricing. Fishbeck is considered the most qualified to provide services for this project based on the proposal submitted. Specifically, Fishbeck has a history with similar DWSRF projects, a strong staff, and a longstanding consistency of strong performance with the City of Owosso. Attached is a copy of the Fishbeck's proposal.

Firms listed in ranked order with scores (out of 600 total points) are:

- Fishbeck 570 points
- Spicer Group 565 points
- ENG, Inc. 525 points
- Fleis & Vandenbrink 445 points

- OHM Advisors

395 points

FISCAL IMPACTS

Funds for design engineering and construction administration (construction administration is contingent upon the City receiving FY2026 DWSRF funding) services in the amount of \$358,400.00 will be issued from: Water fund account number 591-901-972.000-DWSRF792001, Sanitary Sewer Fund 590-901-973.000, and other funds as appropriate.

ENCLOSURES: (1) Resolution
(2) Fishbeck Proposal

MASTER PLAN IMPLEMENTATION GOALS: 3.4, 3.7, 5.3, 5.27, 6.6

RESOLUTION NO.

**AUTHORIZING CONTRACT ADDENDUM NO. 15
TO THE AGREEMENT BETWEEN THE CITY OF OWOSSO AND
FISHBECK, THOMPSON, CARR & HUBBER, INC., FOR DESIGN AND
CONSTRUCTION ENGINEERING SERVICES
FOR THE 2026 DWSRF WATER MAIN PROJECT - CONTRACT 2**

WHEREAS, the City desires to make necessary upgrades to its water distribution system through the State of Michigan Department of Environment, Great Lakes, and Energy Drinking Water State Revolving Fund (DWSRF) for Fiscal Year 2026; and

WHEREAS, this work requires the services of a professional engineering firm to complete design engineering and construction engineering of the project; and

WHEREAS, the City sought proposals from its Qualification Based Selection (QBS) list of firms to perform such work; and

WHEREAS, Fishbeck, Thompson, Carr & Hubber, Inc., DBA Fishbeck is selected as the most qualified firm to perform such work and offers to complete design engineering and construction engineering services of said project, in an amount not to exceed \$358,400.00.

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

- FIRST:** The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Fishbeck to provide design and construction engineering for the 2026 DWSRF Water Main Project-Contract 2.
- SECOND:** The mayor and city clerk are instructed and authorized to sign the necessary documents as an Agreement for Engineering Services between the City of Owosso, Michigan and Fishbeck.
- THIRD:** The Accounts Payable department is authorized to make payment up to the amount of \$358,400.00 to Fishbeck upon successful completion of engineering work, and construction administration is contingent upon the City receiving FY2026 DWSRF funding.
- FOURTH:** The above engineering expenses shall be paid per their specific category, from the following funds: Water Fund Acct No. 591-901-972.000-DWSRF792001, Sanitary Sewer Fund 590-901-973.000, and other funds as appropriate.



2026 DWSRF Water Main Project

City of Owosso

Contract 2
January 8, 2026



4805 Towne Centre Road, Suite 100
Saginaw, MI 48604
989.220.3142 | fishbeck.com

January 8, 2026

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

Proposal for the City of Owosso 2026 DWSRF Water Main Project - Contract 2

Fishbeck is pleased to submit our proposal to assist the City of Owosso with its Drinking Water State Revolving Fund (DWSRF) water main improvement project. We bring extensive experience with SRF-funded projects and a strong commitment to delivering high-quality, timely solutions that fully comply with all funding and regulatory requirements.

For the past six years, we have had the privilege of supporting the City under its General Water and Engineering Services contract, including work at the Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP). This ongoing partnership has given us a deep understanding of the City's infrastructure and priorities, and we are excited to build on that foundation by expanding into water main distribution improvements, critical work that will enhance system reliability and protect public health.

Our team is highly experienced in delivering SRF-funded projects and understands the unique requirements and tight timelines associated with the DWSRF program. We are confident in our ability to provide the comprehensive services outlined in the RFP, from design and permitting through construction administration, while maintaining clear communication and keeping the City's goals at the forefront of every decision.

Brian Van Zee, with his deep understanding of the City's processes and systems, will serve as the Project Advisor and City liaison. Heather Bowers will act as the Project Manager, coordinating all aspects of the work to ensure seamless execution. Together, this partnership combines detailed design expertise with a strong focus on City expectations. Brian can be reached at bvanzee@fishbeck.com or 517.887.4099 and Heather can be reached at hbowers@fishbeck.com or 616.464.3869.

Please contact us if you have any questions regarding our proposal. We look forward to the opportunity to continue working with the City of Owosso and to deliver a successful project that meets all program standards.

Sincerely,

Brian Van Zee
Project Advisor | Senior Water and Wastewater Engineer

Heather Bowers, PE LEED AP BD+C
Project Manager | Senior Civil Engineer

Jeffrey J. Brown, PE
Senior Vice President

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- 03 Firm History
- 04 Capability to Perform Services
- 05 Evaluation of Key Personnel
- 06 Performance Measures
- 07 Pricing Proposal

02

Statement of Understanding and Scope of Services



Statement of Understanding

The City of Owosso has secured funding from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) program to improve its aging water infrastructure. The proposed work includes replacing water mains and associated services, including replacing lead services, addressing localized flooding issues at the Genesee Street and Green Street intersection, and coordinating with existing survey data to expedite design. While funds as distributed through the DWSRF program cover multiple projects areas, only the following areas are included as part of the RFP and in this proposal:

- **Genesee Street** (Michigan Avenue to Green Street) & **Green Street** (Genesee Street to Cass Street)
Includes storm sewer improvements at the Genesee-Green intersection to mitigate flooding issues.
- **Adams Street** (Oliver Street to King Street)
- **Brandon Street** (Summit Street to Dingwall Street)
- **Dingwall Street** (Brandon Street to North End)
- **Nafus Street** (Stewart Street to North End)
- **Woodlawn Street** (Farr Street to Auburndale Street)

We recognize that the DWSRF schedule imposes a very tight timeframe for design and permitting deliverables, requiring strict adherence to deadlines to maintain funding eligibility. EGLE's submittal timeline for draft plans, specifications, and final bid documents offers little flexibility, making efficient coordination and timely decisions critical to meeting milestones and keeping the project on track. Fishbeck is prepared to hit the ground running by utilizing the provided survey data, supplemented with GIS information, to quickly develop water main layouts and deliver an early turnaround on draft plans.

Scope of Services

Fishbeck will provide comprehensive professional services, including:

Design

Kickoff Meeting and Scope Confirmation

- Conduct a project kickoff meeting with City staff and stakeholders to confirm project goals, expectations, and communication protocols.
- Review project schedule, funding requirements, and permitting needs.
- Identify potential risks, constraints, and coordination needs with other City initiatives.

Supplemental Topographic Survey

- Complete a field verification of the provided survey data.
- Conduct structure inventories and compare them with the City of Owosso record drawings to complete the existing utility layout.
- Collect supplemental topographic survey data as needed after field verification and pipe connectivity review.

Geotechnical Investigation—to be performed by Soils and Materials Engineers Inc. (SME)

- Stake boring locations and coordinate MISS DIG utility clearance before the start of the field investigation.
- Provide FULL Lane Closure and Flaggers per MUTCD.
- Core the existing pavement and conduct an Army Corp DCP test at each location.
- Drill 20 borings to 10 feet (total of 200 feet drilled).
- Perform standard laboratory testing on borings.
- Complete an engineering report with subsurface utility installation, trenching, and pavement section design recommendations.
- Boring locations will be patched with appropriate material upon completion.

Base Mapping and Preliminary Utility Layout

- Submit MISS DIG design tickets and request record drawings from all utility providers.
- Enhance provided AutoCAD survey base drawing with additional survey data and utility records.
- Commence preliminary utility layout and identify potential conflicts.
- Initiate coordination with all utility providers within the project limits by notifying them of the planned improvements, confirming existing utility locations, and identifying potential conflicts early to allow for timely resolution and minimize construction delays.
- Use survey and geotechnical data to inform pavement design, utility alignment, and constructability.
- Prepare preliminary plan and profile sheets for each street segment.
- Evaluate water main design needs, water service replacement extents, and surrounding restoration impacts.
- Develop traffic control concepts that maintain access and minimize disruption.

Permitting and Regulatory Coordination

- Begin early coordination with EGLE for Act 399 and SESC permits.
- Coordinate with DNR to determine impacts to the Shiawassee River and determining requirements for T&E impacts and mitigation.
- Identify any additional permitting needs and initiate applications as required.
- Conduct internal QA/QC reviews before EGLE Draft plans and specs submittal.
- Facilitate a design progress review workshop with City staff and stakeholders.

Final Design and Bid Document Preparation

- Incorporate City and EGLE feedback into final design documents.
- Complete detailed design including final utility layout, restoration, and ADA intersection grading where necessary due to water main routing.
- Prepare technical specifications in accordance with City and federal standards.
- Develop detailed cost estimates, including AJE for DWSRF submittal, and bid tabulations.
- Conduct internal QA/QC reviews before Owner Review and EGLE Final Plans and Specs submittal.
- Conduct a 100% review workshop with the City.
- Finalize all drawings, specifications, and estimates for bid letting.
 - Generate comprehensive front-end specifications and development of the bid manual
- Submit final plans and specs to EGLE by April 20, 2026.
- Submit final bid package to the City by May 20, 2026, for Bid Advertisement on May 22, 2026.

Bidding Period

- During the bidding process, Fishbeck will support City staff, address questions, and issue addenda, as needed.
- Set up and conduct pre bid meeting at location as preferable to the City.
- Evaluate bids, finalize the funding breakdown, and prepare recommendation for project award.

Fishbeck will communicate consistently with the City and project stakeholders throughout the design phase. As needed progress meetings will be held to provide updates, address challenges, and ensure alignment with project goals and expectations. With the quick pace of the design schedule, communication will be key for making decisions promptly, incorporating changes to the plans, to maintain the project schedule and ensuring quality and compliance with DWSRF requirements.

Our design team will work closely with Fishbeck's construction staff to review constructability, identify potential field constraints, and streamline the transition from design to construction. Our integrated approach supports the delivery of a thoroughly coordinated design package that positions the project for a successful construction phase.

Construction Administration

Fishbeck proposes to perform full construction engineering, administration, and inspection for the City's DWSRF Watermain project. We have extensive experience in administering SRF projects and the unique requirements they may place on the project. We anticipate providing construction administration (CA) services as requested by the City and are prepared to perform the following:

- Coordinate, arrange, and conduct the preconstruction meeting and distribute meeting minutes.
- Review shop drawings and other submittals and respond to requests for information in a timely manner.
- Ensure compliance with the approved construction documents, interpreting drawings and specifications, and regularly consulting with the City.
- Maintain detailed records and assist with required reporting in coordination with the EGLE Funding and Financing Project Manager.
- Coordinate with the contractor to verify installed quantities of work completed and prepare pay estimates. We will also work closely with City staff to determine and prepare any contract modifications.
- Resolve construction document discrepancies and/or provide clarification of design intent during construction.
- Monitor project progress and provide the City with updated findings on quantities and potential overruns.
- Provide the City with biweekly updates on construction progress.
- The construction management software Appia will be used for IDR generation, creating pay estimates and processing contract modifications.
- Coordinate, arrange, and conduct regular progress and other periodic meetings, and prepare and distribute meeting minutes.
- Provide appropriate coordination, contact, public relations, and cooperation with all affected local and state municipalities.
- Coordinate and cooperate with local and state agencies, other consultants and contractors, residents, utilities, businesses, and local police, as well as fire and emergency services that may be affected by the projects.
- Perform final negotiations and project closeout following completion of project punch list items.

One key aspect of our CA services is to work closely with our design team to incorporate timely constructability reviews as the design development progresses. Robb Welch will lead the constructability reviews, including a thorough evaluation for potential claim risks. Leveraging extensive construction experience, we will assess the proposed work to confirm that it is feasible to be constructed as designed. This review will ensure that construction sequencing is logical and clearly defined, and that the drawings provide the level of detail necessary for successful execution in the field.

Construction Inspection

We will provide experienced construction observers who are knowledgeable about state, county, and local requirements, as well as EGLE specific inspection and reporting procedures. We will provide full-time QA/QC inspection of contractor construction work and confirm substantial conformance with the specifications and drawings. All noncompliant work will be brought to the immediate attention of the Fishbeck project engineer and/or the City.

- Provide full-time QA/QC inspection of contractor construction work and confirm substantial conformance with the specifications and drawings.
- We will perform material sampling, testing, and density control, as required by the specifications and coordinate with the SME to perform lab tests of field sampled material.
- Measure and compute quantities for items of work and provide appropriate documentation of all materials incorporated into the project.
- Provide EGLE SESC-certified inspectors and stormwater operators who may be required to perform SESC reviews and generate NPDES reports per EGLE and project guidelines.

- Record account will be maintained using FieldManager or applicable replacement construction tracking software.
- Generate reports which may include, but are not limited to, IDRs, Moisture and Density Determination Reports, Inspector's Report of Concrete Placed, NPDES Stormwater Operator Reports, and force account records.
- Maintain markups of as-constructed drawings indicating field changes, final utility locations, and substantial quantity changes.
- Verify the as-constructed plan information provided by the contractor.

The proposed project includes the following key construction inspection and oversight items, which our field team is well prepared to oversee.

Underground Utilities

Our inspection team has extensive experience with local municipal water infrastructure projects. Assigned inspectors' responsibilities will encompass oversight of installation procedures, coordination of bacteriological and hydrostatic testing, monitoring of final tie-ins to the existing distribution system upon approval, and supervision of the abandonment, cutting, and capping of decommissioned water main segments.

This approach ensures that all water main work is constructed to meet city standards, integrated seamlessly with existing infrastructure, and inspected with a high degree of technical oversight and field experience.

Our field team will ensure all backfill placed in utility trenches are well compacted to avoid potential trench settlement during paving operations. In addition, our lead engineer will perform a thorough review in advance of the underground work to identify any potential utility conflicts and have the contractor perform exploratory excavations where needed, so that any conflicts can be resolved before the utility work begins, mitigating the potential for extra costs and delays. After any proposed water main, culverts, storm sewer, and drainage structures are installed, vibration and compaction forces from the remaining work may result in settlement of the utility trench, and therefore, settlement of any pavement placed above the utility, if the backfill is not fully compacted. Fishbeck's proposed field inspector will closely monitor the contractor's backfill operations for thoroughness and conformance with specifications, especially below pipe haunches and around structures, as these areas are more difficult for the contractor to reach and uniformly compact. He will perform and/or coordinate with SME to oversee thorough density testing and work with the contractor to enable best practices and facilitate the achievement of a well-compacted backfill for the entirety of the pipe trench.

SESC

All inspectors will be MDEQ Stormwater Operators and/or SESC Comprehensive certified. They will review the various construction sites throughout the project's duration for any needed adjustments or additions to SESC measures. Prior to any earth disturbance, silt fence and all applicable SESC measures must be installed. Our team will coordinate with the contractor to determine the best locations based on slope flatness and vegetative cover for placement of SESC best management practices. Once these locations are determined, our inspection team will ensure the contractor's operations do not exceed the capacity of the installed measures.

Any additions to the proposed SESC measures will be discussed with the City project manager prior to implementation. SESC measures will be reviewed daily and when the contractor completes required maintenance. Verifying controls stay in good working order will effectively prevent sediment from entering drainage facilities or the waters of the State, while still permitting positive drainage and avoiding impacts to the motoring public.

HMA Paving

Providing an HMA pavement that meets the highest possible quality is critical to project success. Our inspection team will closely monitor utility cover adjustments after HMA placement to ensure a smooth surface at each structure is attained. During paving, our staff will record temperature checks regularly, and document these on the delivery tickets to ensure compliance with specifications. We will monitor yield throughout paving operations to ensure the required lift thickness is uniformly met. We will also check the temperature on every truck placed. HMA below 250 degrees F, or more than 20 degrees above or below the maximum mixing temperature specified by the binder producer, will not be placed.

In addition, during the paving of the roadway, our team will:

- Monitor for segregation and work with the contractor to determine appropriate corrective actions should segregation be identified.
- Use a 10-foot straight edge to check longitudinal deflection requirements at each cold joint and in the HMA surface throughout paving operations.
- Work with the contractor to ensure the appropriate number and type of rollers are used, roller settings are correct, and that rollers do not sit static on the mat. These measures help ensure uniform compaction and a smooth, low-noise pavement.
- Ensure tack coat is placed uniformly and at the required application rate and breaks before paving begins.
- Monitor any unconfined edges to ensure excessive asphalt waste does not occur.
- Monitor longitudinal joints to ensure the freshly placed HMA does not excessively overlap onto existing cold surfaces and the joint is bumped where possible. This allows the rollers to compact the HMA downward into a solid surface instead of pushing it outward.

Minimizing Impacts to Pedestrians

Our team will ensure the contractor minimizes impacts to pedestrians and stakeholders needing access to these facilities. Our team will review the contractor's schedule and coordinate with the City's appointed Construction Administrator to ensure the time between existing sidewalk or driveway removal and replacement is scheduled to impact the public the least. Notification will be provided to stakeholders before the work is performed to allow them sufficient time to arrange alternative parking, deliveries, and/or access.

Project Closeout

Once the project is completed, Fishbeck will work with the City's appointed Construction Administrator to finalize it as soon as possible. This will include finalizing all work items with the contractor, generating contract modifications, documenting the final project quantities, and final auditing of the project files to ensure compliance with EGLE requirements.

Construction Staking

Fisbeck will provide staking for limited drainage and full water main layout with associated valves, hydrants, and tie-ins. Prior to construction, horizontal and vertical control will be uncovered and relocated as needed. It is assumed that water main will be trenched and no other infrastructure or roadway will need to be staked. All staking files and notes will be recorded and submitted to the city if desired.

As-Built Plans

Fishbeck will maintain real-time as-built documentation throughout construction by marking up PDF plan sets as work items are completed. These mark-ups will be attached to their Inspector Daily Reports (IDRs) and will simultaneously contribute to the development of a comprehensive as-built plan set. Layers will be created for critical work items, and updates will include essential details such as pipe and service depths, structure-to-structure pipe lengths, and curb and gutter quantities recorded daily. James, our field construction manager, will regularly review the working as-built set for accuracy and timely data entry.

Upon project completion, the design team will incorporate these field mark-ups into CAD to produce a final as-built plan set formatted to meet the City's requirements. Fishbeck survey staff may assist in verifying and finalizing as-built data to ensure accuracy.

03

Firm History



Fishbeck Overview

ESTABLISHED

1956

COMPANY TYPE

100% employee-owned corporation

TOTAL PERSONNEL

700+

LOCATIONS

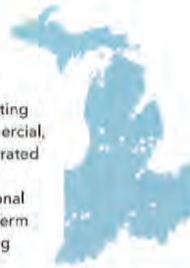
18 locations throughout Michigan, Ohio, and Indiana

WEBSITE

www.fishbeck.com

Fishbeck is a professional architectural/engineering, civil engineering, environmental, and construction services consulting firm that serves educational, governmental, healthcare, commercial, industrial, and private clients. Our range of services and integrated project approach provides our clients with specifically suited, innovative solutions. We are committed to delivering exceptional service, outstanding technical quality, and establishing long-term client relationships. Our specialists are committed to providing creative, value-driven services and exceptional results.

We are listeners, collaborators, and partners. Fishbeck's ability to connect across our numerous in-house disciplines allows us to see the big picture and, because we approach each project from many different perspectives, gives us an unparalleled ability to innovate.



ALL IN ONE. It's our mantra at Fishbeck as we strive to make your life easier. With so many services in-house, and so many offices to provide local service, Fishbeck is your all-in-one solutions provider.



ARCHITECTURE AND ENGINEERING

- Architecture
- Building Enclosure Commissioning
- Electrical
- Energy Assessment
- Facility Condition Assessment
- Interior Design
- Mechanical
- Parking Planning/Design/Restoration
- Structural
- Systems Commissioning

INFRASTRUCTURE ENGINEERING

- Construction Engineering/Inspection
- Geospatial Services
- Site Development
- Stormwater Management
- Traffic/TIS
- Transportation
- Wastewater Collection
- Wastewater Treatment
- Water Distribution
- Water Storage
- Water Supply/Treatment

ENVIRONMENTAL SCIENCES

- Air Quality
- Asbestos/Lead Demolition Management
- Site Development
- Stormwater Management
- Traffic/TIS
- Transportation
- Wastewater Collection
- Wastewater Treatment
- Water Distribution
- Water Storage
- Water Supply/Treatment

CONSTRUCTION

- Construction Management
- Cost Estimating
- Design/Build
- Due Diligence
- Environmental Management and Compliance
- Environmental Site Assessment
- Remediation
- Scheduling

04

Capability to Perform Services



Our Capability to Perform Required Services

Fishbeck has extensive experience assisting communities across Michigan with projects funded through the SRF programs, including both the DWSRF and CWSRF. Our team is highly familiar with the regulatory requirements, schedules, and administrative processes associated with this program, ensuring compliance and timely delivery of projects.

Heather Bowers, who will serve as Project Manager for this effort, has been deeply involved in SRF projects since 2020. She has successfully managed large, complex utility improvement projects for the City of Lansing and is currently leading a DWSRF-funded water infrastructure project for the City of Saginaw. Heather's experience includes direct coordination with EGLE staff, giving her a thorough understanding of submittal requirements, review processes, and critical timelines.

To further strengthen our partnership with the City, Brian Van Zee will serve as Client Advisor and Liaison for this project. Brian has extensive experience working with the City on process-side engineering and is well-versed in the City's systems, priorities, and expectations. His established relationship and direct communication with City staff will help ensure alignment throughout the project and facilitate efficient decision-making.

Fishbeck is currently assisting the City with the equivalency clearance for this fiscal years DWSRF projects, which include this proposed work. This depth of experience positions Fishbeck as a trusted partner to help guide the City through every phase of this project—from design and permitting to construction administration—while ensuring full compliance with EGLE and DWSRF requirements.

Subconsultants

Fishbeck offers a comprehensive range of in-house services, enabling efficient communication and minimizing the need for outsourcing. This integrated approach streamlines project delivery and ensures consistency across all phases. While Fishbeck will perform the majority of services internally for this project, we have partnered with two highly qualified subconsultants to provide specialized expertise. **Soils and Materials Engineers Inc.** will deliver geotechnical services, including drilling soil borings, evaluating subsurface conditions, and preparing geotechnical recommendations to support design. SME will also provide material testing during construction to verify compliance with specifications. In addition, **Chronicle Heritage** will provide archaeological oversight in designated areas during construction, as identified in the RFP, ensuring all cultural resource requirements are met.

Design Service Experience

Fishbeck brings decades of experience delivering water main distribution projects for municipalities across Michigan, both through the DWSRF program and other funding sources. Our team has successfully completed water main projects for numerous communities statewide, ranging from small neighborhood replacements to large-scale transmission main installations.

Fishbeck has designed hundreds of thousands of linear feet of water main, ranging in size from 6-inch distribution mains to 48-inch transmission mains. These projects often involve complex coordination with roadway reconstruction, storm sewer improvements, and lead service line replacement.

Our team has extensive experience with EGLE's Act 399 permitting process and DWSRF requirements. We routinely prepare and submit permit applications, project plans, and cost estimates for EGLE review and have worked closely with numerous EGLE reviewers and staff. This experience allows us to anticipate regulatory needs, streamline approvals, and keep projects on schedule.

Fishbeck's proven track record demonstrates our ability to manage design efficiently, meet strict funding deadlines, and deliver high-quality plans that support successful construction and long-term system reliability.

Construction Administration Experience

Fishbeck has extensive experience providing construction administration and observation services for municipal utility projects, including water main installations funded through DWSRF and other programs. Our team routinely manages construction contracts for communities across Michigan, ensuring compliance with EGLE requirements, maintaining schedules, and delivering projects within budget.

Each year, Fishbeck successfully administers and inspects over \$100 million in municipal, local agency, and MDOT construction projects, many of which involve complex underground utility work such as water main replacement, storm sewer improvements, and lead service line removal. Our construction administration services include preconstruction coordination, contractor oversight, pay estimate preparation, contract modifications, and project closeout. We also provide full-time QA/QC inspection, material testing coordination, and documentation using FieldManager and FieldBook software to maintain accurate records for EGLE and SRF compliance.

Fishbeck's familiarity with DWSRF requirements extends beyond design. We understand the critical role of construction phase documentation for reimbursement and eligibility. Our team regularly monitors quantities, verifies material certifications, and ensures all work meets EGLE standards. We have worked closely with EGLE reviewers and permitting staff on numerous projects, giving us the insight needed to anticipate requirements and avoid delays.

Our proven approach emphasizes collaboration with the City, contractors, and stakeholders to maintain schedule integrity and minimize disruptions. By combining experienced construction managers, certified inspectors, and in-house technical support, Fishbeck delivers efficient, high-quality construction administration that protects client interests and ensures successful project outcomes.

Quality Control Experience

Fishbeck has developed review checklists for use by our QA/QC reviewers as well as submittal checklists to confirm that all required items are properly submitted on time. QA/QC reviewers utilize permit agency and internal checklists for each submittal to document their thorough review. Beyond the checklists, each reviewer brings years of expertise and insights.

Jeremy Kramer will lead the engineering design review and Robb Welch will lead the constructability review, including a thorough evaluation for potential claims risks. Leveraging extensive construction experience, Robb will assess the proposed work to confirm that it is feasible as designed. This review will ensure that construction sequencing is logical and clearly defined, and that the drawings provide the level of detail necessary for successful execution in the field.

Fishbeck's company-wide QA/QC policy calls for the QA/QC process to begin well before the submittal, ensuring proper review and correction time. Identified issues are documented and brought to the appropriate team members' attention. Alternative solutions are then developed for review and consideration. All reviewer comments are addressed before the QA/QC coordinator signs the Fishbeck QA/QC certification.



05

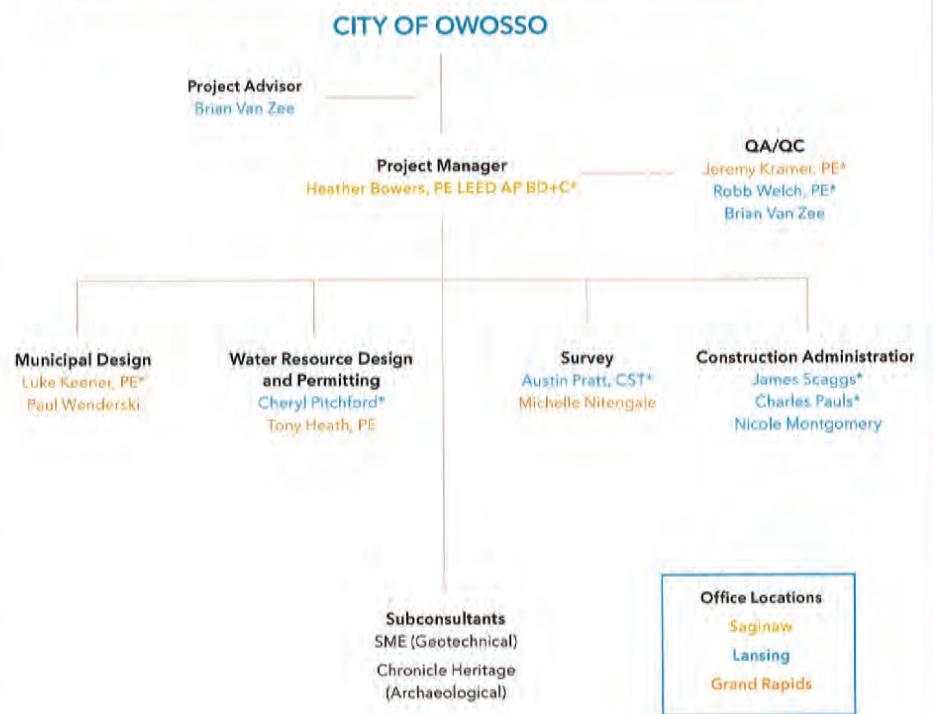
Evaluation of Key Personnel



Experience of Key Personnel

Fishbeck has assembled a highly qualified and collaborative team to deliver the City of Owosso's DWSRF water main improvement project. Our team combines expertise in municipal design, permitting, construction administration, and survey with vast experience managing SRF-funded projects. Together, we bring the technical depth and flexibility needed to meet the City's goals and all program requirements.

Organizational Chart



Leading this collaborative team is **Brian Van Zee** and **Heather Bowers**. Brian will provide strategic guidance and serve as the primary liaison with City leadership. His deep familiarity with the City's operational priorities and regulatory framework will help maintain alignment between project objectives and municipal expectations.

Heather brings 15 years of civil engineering design experience, including 7 years specializing in municipal utility design and project management. Since 2020, she has been actively involved in SRF-funded projects. In her role, Heather will focus on overall coordination, schedule management, and technical integration, ensuring that all disciplines work seamlessly together to meet project goals and DWSRF requirements.

The water main design effort will be led by experienced municipal engineers **Luke Keener** and **Paul Wenderski**, who bring extensive expertise in water main alignment, utility coordination, and roadway restoration design. They will be supported by water resource specialists **Cheryl Pitchford** and **Tony Heath**, whose strengths include storm sewer design, hydraulic analysis, and permitting strategies to address localized flooding and regulatory compliance.

Quality assurance and technical oversight will be provided by **Jeremy Kramer** and **Robb Welch**, leveraging decades of experience in municipal infrastructure projects to ensure accuracy, constructability, and adherence to EGLE standards throughout design and construction.

Our construction administration team includes **James Scaggs**, **Charles Pauls**, **Cole Goble**, and **Nicole Montgomery**, who offers proven capabilities in managing field operations, contractor coordination, and SRF documentation. Their experience includes overseeing complex utility installations, maintaining traffic control compliance, and ensuring timely resolution of field issues.

Survey professionals **Austin Pratt** and **Michelle Nitengale** will work together to deliver precise field and design data. Austin is well versed in municipal and DOT topographic surveys and construction staking using advanced Trimble GPS and robotic total station systems, while Michelle excels in compiling survey data into CAD files and preparing staking layouts to support efficient construction workflows.

To complement our in-house capabilities, Fishbeck has partnered with **SME** for geotechnical services, including soil borings, pavement cores, and material testing during construction, and **Chronicle Heritage** for archaeological oversight in designated areas identified in the RFP. This integrated team approach ensures seamless communication, efficient workflows, and a shared commitment to delivering a high-quality project on time and within budget.

Level of Effort and Task Breakdown		
Name of Principal Staff Member	Role	Hours
Brian Van Zee	Project Advisor & QA/QC	20
Heather Bowers, PE	Project Manager	125
Luke Keener, PE	Project Engineer	349
Paul Wenderski	Staff Engineer	272
Cheryl Pitchford	Senior Civil Engineering Specialist	30
Tony Heath	Senior Civil Engineer	30
Jeremy Kramer	QA/QC	26
Lisa Lopez	Administrative Assistant	58
Austin Pratt	Surveyor	104
Michelle Nitengale	Survey CAD Technician	34
James Scaggs	Construction Administrator	189
Charles Pauls	Construction Inspector	762
Nicole Montgomery	Office Technician	1,328
Robb Welch	Construction Engineer and QA/QC	8
Totals		3,635

HEATHER BOWERS, PE, LEED AP BD+C

PROJECT MANAGER



Heather is a senior civil engineer and project manager with a diverse background with site development and municipal projects and clients. She has experience with planning, designing, specifying, permitting, estimating, and inspecting a variety of projects. Her most recent experience is in municipal utility and road improvement design, including as project manager and lead designer for many large and complex combined sewer separation and water main projects for the City of Lansing. These projects included sanitary sewers, storm sewers, water mains, and road reconstruction planning, design, and construction.

EXPERIENCE

MUNICIPAL STREETS AND UTILITIES

CITY OF LANSING, MICHIGAN

CSO SUBAREA 016/017 PHASE 2

Project manager and lead design engineer for combined sewer separation project, including design of 8,300 feet of sanitary sewer, 2,100 feet of storm sewer, 6,000 feet of sewer rehab, abandonment of two sewer overflow chambers, 9,700 feet of water main replacement, and 11,000 feet of road reconstruction. Additional factors included coordination with multiple stakeholders and commercial properties for maintaining access and private separation needs, traffic control, multi-year construction phasing, and EGLE utility and MDOT permitting. Communication with two railroad companies for coordination and permitting of two new water main crossings and one sanitary sewer crossing. Assisted with preparation and participation in the public neighborhood awareness meeting. Provided quantity take off and eligibility calculations for CWSRF submittals.

CSO SUBAREA 015S

Project manager and lead design engineer for a combined sewer separation project, which included the design of 25,000 feet of sanitary sewer, 6,100 feet of storm sewer, 9,200 feet of sewer rehabilitation, abandonment of one sewer overflow chamber, 30,000 feet of water main replacement, and 28,000 feet of road reconstruction. Responsibilities also included coordinating with multiple stakeholders, participating in public meetings with neighborhood residents to raise project awareness and gather feedback for historical considerations, planning for multi-year phased construction, managing traffic control, and obtaining rigorous EGLE utility and MDOT permits. Additionally, provided quantity takeoffs and eligibility calculations for CWSRF and DWSRF submittals.

CSO SUB AREA 034E

Project manager and lead design engineer for combined sewer separation project, including design of 6,800 feet of sanitary sewer, 2,500 feet of storm sewer, 1,600 feet of sewer rehab, abandonment of sewer overflow chamber, 6,900 feet of water main replacement, and 8,700 feet of road reconstruction. Additional factors included coordination with multiple stakeholders, rerouting several private sewer services for abandonment of back lot sewers, traffic control, and rigorous EGLE utility permitting. Assisted with preparation and participation in the public neighborhood awareness meeting. Provided quantity take off and eligibility calculations for CWSRF and DWSRF submittals.

CSO SUBAREA 016/017 PHASE 1

Lead design engineer for combined sewer separation project, including 4,400 feet of new sanitary sewer, 2,800 feet of storm sewer, 1,400 feet of sewer rehab, 9,600 feet of water main replacement, and 8,800 feet of road reconstruction. Additional factors included coordination with multiple stakeholders, connection to adjacent bridge rehab design, coordination with MDOT repaving project within project limits, permitting with Adrian Blissfield Railroad for bore and jack of 12-inch sewer within a 24-inch casing under railroad, EGLE utility permitting, and MDOT LAP review process.



**HEATHER BOWERS,
PE, LEED AP BD+C**

PROJECT MANAGER

CSO SUBAREA 034D

Project manager and lead design engineer for new sanitary sewer for neighborhood combined sewer separation project including 15,600 feet of new sanitary sewer, 3,700 feet of new storm sewer, 4,600 feet of sewer rehab, 15,100 feet of water main replacement, and 16,500 feet of road reconstruction.

This project included coordination with MDOT for work within their ROW including sewer upgrade and traffic control, collaboration with MDOT and Adrian Blissfield Railroad for replacement of the rail crossing to facilitate utility installation, and SRF project plan review and submittal coordination with EGLE for funding allocations. Assisted with the preparation and participation in public neighborhood awareness meeting.

CITY OF SAGINAW, MICHIGAN

DEAD END ELIMINATION/LOOPING AND N. MASON STREET WATER MAIN REPLACEMENT
Currently serving as project manager for a water infrastructure improvement project funded through the DWSRF program. Overseeing the design and construction of approximately 4,400 LF of 8-inch water main and associated services, including full replacement of remaining lead service lines. Coordinated geotechnical efforts to complete soil borings and assisted with managing equivalency documentation and regulatory compliance.

CITY OF COLDWATER, MICHIGAN

MICHIGAN, WASHINGTON, AND PERKINS

Lead design engineer and project manager for utility improvements including 2,700 feet of water main, 560 feet of sanitary sewer, and 3,600 feet of road reconstruction. Coordination with local railroad company for water main install under rail crossing.

SAUK RIVER WATER MAIN REPLACEMENT

Lead design engineer and project manager for 3,000 feet water main capacity upgrade and road restoration.

SMITH AND NORTH MONROE

Lead design engineer of 1,300 feet of sanitary sewer replacement, 1,700 feet of water main size increase, and 1,900 feet of road reconstruction.

CITY OF LUDINGTON, MICHIGAN

WATER TREATMENT PLANT

Site and utility design for new back wash and raw water mains, relocation of sludge line, sanitary service, and storm drainage lines, and removal/replacement of asphalt parking lot all as part of plant renovations.

LUKE KEENER, PE

MUNICIPAL ENGINEER

**YEARS OF EXPERIENCE**5 years  total**EDUCATION**

BS, Civil Engineering
Michigan State University

REGISTRATIONS/**CERTIFICATIONS**

Professional Engineer - Michigan

EXPERIENCE**CITY OF IONIA | IONIA, MICHIGAN****LAWTON STREET WATER MAIN REPLACEMENT**

Lead design engineer for 400 ft of water main, water service, and hydrant replacement.

2026 RESURFACING PROJECT

Lead design engineer for road resurfacing and reconstruction project including 2,800 linear feet of road resurfacing, 1,400 linear feet of roadway reconstruction, and 600 linear feet of sanitary sewer replacement. The project also consisted of curb and gutter, driveway replacement, and ADA ramp upgrades.

CITY OF GRAND HAVEN | GRAND HAVEN, MICHIGAN**COLUMBUS AVENUE RECONSTRUCTION**

Lead design engineer for 3,600 linear feet of roadway reconstruction including sanitary sewer replacement, storm sewer replacement, water main replacement, ADA ramp grading, conversion of one-way traffic to two-way traffic, and railway coordination.

CITY OF ST. JOSEPH | ST. JOSEPH, MICHIGAN**UPTON DRIVE RECONSTRUCTION**

Design engineer for project including roadway reconstruction, storm sewer replacement, sanitary sewer replacement, water main replacement, and ADA ramp upgrades. The project design also included a horizontal directional drill of sanitary sewer underneath the St Joseph River and boring and jacking utilities under a railroad.

WILLA AND LESTER RECONSTRUCTION

Design engineer on multi-roadway reconstruction project including utility replacement and ADA ramp upgrades.

BROOKHAVEN ESTATES | NEWAYGO, MICHIGAN**BROOKHAVEN ESTATES LIFT STATION STUDY AND SITE EXPANSION**

Design engineer for site expansion of mobile home park including site grading and utility design. The project work also consisted of lift station testing and evaluation.

CITY OF BENTON HARBOR | BENTON HARBOR, MICHIGAN**COLFAX AVENUE RECONSTRUCTION**

Design engineer for 1,300 linear feet of roadway reconstruction including stormwater replacement, sanitary sewer replacement, and ADA ramp grading.





CHERYL PITCHFORD

SENIOR CIVIL ENGINEERING SPECIALIST

Cheryl is an engineering specialist on the civil division water resources team. Her responsibilities include managing all phases of stream restoration and stormwater planning projects. She has extensive experience with watercourses including evaluation, natural channel design, and construction of county and municipal stream projects. She takes part in design of corrective measures, permitting, construction activities, and post-construction monitoring to ensure long-term channel stability. Cheryl has served as a project manager on projects involving complex regulatory issues, including those with state and federal protected species, and has excellent relationships with state regulators.

EXPERIENCE

CLINTON COUNTY DRAIN COMMISSIONER, MICHIGAN

STONY CREEK DRAIN SYSTEM

Geomorphic assessment of the Stony Creek Drain and five high priority watercourses was completed to develop a prioritized drain maintenance plan. Site specific projects were later designed and implemented based on available funding. Obtained permits and coordinated with regulatory agencies to satisfy concerns with protected mussels.

BLACK RIVER INTERCOUNTY DRAIN DRAINAGE BOARD | SANILAC, LAPEER, AND ST. CLAIR COUNTIES, MICHIGAN

DRAIN IMPROVEMENTS

Extensive regulatory coordination, design, and construction sequencing considerations were given to address five known state and federal protected mussels in the project area.

MIDDLEVILLE, MICHIGAN

THORNAPPLE RIVER CLEAN UP

EGLE permitting to remove large debris from river. Negotiate construction methods to mitigate impacts to state protected mussels and reduce project costs.

MICHIGAN STATE UNIVERSITY | EAST LANSING, MICHIGAN

FARMLANE BRIDGE

Provide regulatory coordination/guidance and permit strategy for construction of two critical bridges over the Red Cedar River. Prepared EGLE permit application and all supporting documentation.

CITY OF HOLLAND, MICHIGAN

M40 STORMWATER TREATMENT

Regulatory coordination and permit guidance for multifaceted stormwater treatment complex, including wetland impacts, stream enclosure and relocation, and culvert replacement. Coordinated with EGLE to negotiate acceptable stream and wetland mitigation activities. Prepared EGLE permit and supporting documentation.

WELLER DRAIN

EGLE permitting for critical culvert replacement and floodplain improvements. Floodbench design to improve floodplain connectivity and alleviate flooding concerns through residential area.

CITY OF GRAND RAPIDS, MICHIGAN

Permitting and regulatory coordination for multiple projects along the Grand River, including riverfront revitalization, trailways and storm outfall initiatives. Coordinated with agencies to address concerns with federal and state protected mussels.

MERIDIAN TOWNSHIP, MICHIGAN

MSU TO LAKE LANSING TRAIL

Design and permitting for stabilization of the pathway along the Red Cedar River. Coordination with MDNR to ensure no impact to state protected mussels.



JEREMY KRAMER, PE

SENIOR CIVIL ENGINEER | QA/QC

Jeremy has been involved with numerous design projects for various municipal and state agencies. His expertise includes water main design, sanitary sewer design, traffic and highway design, site layout, and hydraulic engineering. Jeremy has also been involved with construction engineering, project management, and inspection of various construction projects.

EXPERIENCE

CITY OF GRAND RAPIDS, MICHIGAN

Managed multiple water main improvement projects for the City of Grand Rapids, overseeing all phases from planning through construction. Led the design of complex transmission and distribution water mains along with associated utility and roadway reconstruction. Prepared EGLE water main construction permits for several projects, including east side sewer separation and transmission water main contracts. Provided QA/QC reviews to ensure technical accuracy and compliance with regulatory standards, and coordinated inspection activities during construction to verify adherence to design specifications.

RECONSTRUCTION OF IONIA, OTTAWA, MICHIGAN, AND NEWBERRY

Project engineer for road reconstruction and utility replacement including water main, sanitary and storm sewer, street lighting, and traffic signals associated with the reconfiguration of the Ionia and Ottawa Avenue off-ramp from I-196 downtown Grand Rapids.

RECONSTRUCTION OF HASTINGS STREET CONTRACT NOS. 1-4

Project engineer for road reconstruction and full utility replacement including water main, sanitary and storm sewer, street lighting, and traffic signals associated with the reconstruction of Hastings Street from Coit Avenue to College Avenue – including a roundabout at the Sinclair Avenue and Hastings Street intersection and new connection to College Avenue.

SECOND DISCHARGE FROM LIVINGSTON PUMPING STATION – CONTRACT NOS. 1-3

Project engineer for utility and street reconstruction, including 30-inch water main, storm sewer, sanitary sewer construction, HMA pavement, and sidewalk.

TAYLOR AVENUE AND GROVE STREET

Project engineer for road reconstruction and complete utility replacement including water main, sanitary and storm sewer.

LOGAN STREET AND JEFFERSON AVENUE

Project engineer for utility and street reconstruction including water main, storm sewer, HMA pavement, and sidewalk streetscape.

CITY OF WALKER, MICHIGAN

WATER MAIN IN MAYNARD AVENUE CONTRACT NOS. 1-3

Designed 9,400 feet of 12-inch water main, including pressure reducing valves and chambers.

HOLLAND BOARD OF PUBLIC WORKS, MICHIGAN

WATER TRANSMISSION MAIN IMPROVEMENTS AND HIGH-SERVICE PUMP UPGRADE STUDY

Preliminary design report for the construction of a second 36-inch transmission main for the BPW from 160th Avenue east to Division Avenue (144th Avenue).

JAMES SCAGGS**SENIOR CONSTRUCTION MANAGER**

James is a construction superintendent/manager with over two decades of experience. He has worked on a wide range of construction projects for municipal, residential, and commercial clients. James specializes in bridge construction and has a comprehensive understanding of MDOT standards and expectations for bridge design and construction. He has also served as a project manager and estimator for civil projects through MDOT and other municipalities with a focus on bridge work.

**YEARS OF EXPERIENCE**25 years  total**EDUCATION**

BS in Civil Engineering,
University of North Dakota*

Pre-Engineering Program,
General Associates Degree,
Lansing Community College

*In progress

**REGISTRATIONS/
CERTIFICATIONS**

Residential Builder – Michigan
NCCCO Crane Operator
OSHA 10-hour Safety Certified
OSHA 30-hour Safety Certified
EGLE SSOO Certification
EGLE PID Operator Certification
NASSCO PACP, LACP, and MACP
Certification
MDOT Bridge Construction/
Rehabilitation Inspection and
Bridge Paint Certification

**EXPERIENCE****CITY OF COLDWATER, MICHIGAN****2025 MICRO-SURFACE**

Performing construction management and contract administration duties for micro-surfacing on numerous streets.

2025 STREET IMPROVEMENTS

Performing construction management and contract administration duties for road reconstruction, including curb and gutter, water main, sidewalk, ADA ramps, HMA paving, and pavement markings.

BUTTERS AVE RECONSTRUCTION

Performing construction management and contract administration duties for road reconstruction, including curb and gutter, water main, sidewalk, ADA ramps, HMA paving, and pavement markings.

WILLOWBROOK ROAD PATHWAY

Performing construction management and contract administration duties for new shared-use pathway construction, including concrete sidewalk, curb and gutter, ADA ramps, storm sewer, embankment, and HMA paving.

RECONSTRUCTION OF NORTH CLAY STREET

Performing construction management and contract administration duties for road reconstruction, including curb and gutter, water main, sidewalk, ADA ramps, HMA paving, and pavement markings.

2024 STREET MAINTENANCE

Performed construction management and contract administration duties for road reconstruction, including cold milling, HMA paving, casting adjustment, and traffic loops.

2024 STREET OVERLAY

Performed construction management and contract administration duties for road reconstruction, including cold milling, HMA paving, casting adjustments, curb and gutter, sidewalk, ADA ramps, and SESCs.

2024 STREET MICROSURFACE AND CHIP SEAL

Performed construction management and contract administration duties for micro-surfacing on numerous streets.

WESTERN MEADOWS PHASE I

Performed construction management and contract administration duties for new subdivision development, including site fill, sanitary sewer, storm sewer, water main, road construction, curb and gutter, HMA paving, and pavement markings.

MDOT**CITY OF CLARKSTON MICHIGAN****I-75 FROM M-15 TO NORTH OAKLAND COUNTY LINE**

Performed bridge operations management duties for 15.04 miles of hot mix asphalt cold milling and resurfacing, concrete curb and gutter, asphalt stabilized crack relief, culvert replacement, sewer, steel sheet piling, install headwalls, wingwalls, spillway, and guardrail,

JAMES SCAGGS**SENIOR CONSTRUCTION
MANAGER**

bridge rehabilitation, including epoxy overlay, concrete surface coating, superstructure repair, railing replacement, heat straightening and pavement markings.

MONROE COUNTY, MICHIGAN**I-75 FROM OTTER CREEK TO LAPLAISANCE ROAD**

Performing bridge operations management duties for 3.23 miles of roadway reconstruction, concrete curb and gutter, guardrail work and pavement markings and bridge rehabilitation, including deck replacement, superstructure repair, substructure patching, full paint and approach work on I-75.

I-75 FROM ERIE ROAD TO OTTER CREEK ROAD

Performed bridge operations management duties for 3.74 miles of roadway reconstruction, bridge construction and bridge rehabilitation, including concrete and hot mix asphalt pavement, weigh station reconstruction, ITS, drainage improvements, pavement markings and deep overlay, full paint, substructure and barrier patching, thrie beam retrofit and approach work.

CITY OF EAST LANSING, MICHIGAN**FARM LANE OVER RED CEDAR RIVER**

Performed bridge operations management duties for bridge removal and replacement, including utility work, cofferdams, concrete abutments, pedestrian bridge, bulb-tee beams, aesthetic treatments, approach work, sidewalks, and concrete surface coatings.

I-69 OVER PEACOCK ROAD

Performed general superintendent, project management, and safety director duties for part-width full-deck replacement on two bridges.

CITY OF PORTLAND, MICHIGAN**CUTLER ROAD OVER THE LOOKING GLASS RIVER**

Performed estimating and superintendent duties for bridge replacement, timber bridge removal, cofferdams, foundation piling, footings, abutments, riprap, EPS lightweight backfill, permanent sheeting, 7'x173' bulb-tee beam erection, and superstructure.

CUTLER ROAD OVER I-96

Performed superintendent duties for a 2-span bridge replacement, demolition, cofferdam, spread footings, abutments, pier, slope paving, steel I-beam erection, superstructure, drainage improvements, and road reconstruction.

CITY OF LANSING, MICHIGAN**CSO CONTROL PROGRAM SUB AREA 016/017 PHASE II**

Performed junior construction management duties for sewer separation and road reconstruction project, including utility work, jack and bore, sanitary sewer, storm sewer, water main, concrete curb and gutter, approach work, sidewalks, and HMA paving.

AURELIUS ROAD OVER GRAND TRUNK WESTERN RAILROAD

Performed superintendent duties for bridge replacement, watermain reconstruction, demolition, foundation piling, integral abutments, MSE wall, bulb-tee beam erection, superstructure, storm sewer, road reconstruction, pedestrian pathway construction, and road abandonment.

CITY OF ANN ARBOR, MICHIGAN**DEPOT STREET TO ARGO DAM PEDESTRIAN CROSSING**

Performed superintendent duties for pedestrian pathway with tunnel under Amtrak and pedestrian bridge over Allen Creek. The project included trestle removal, retaining wall removal, site dewatering, contaminated groundwater treatment, permanent sheeting, 4-sided box culverts (one pedestrian, two for flood control), weir construction, retaining walls, path construction, pedestrian bridge construction (new footings and abutments), beautification, storm sewer replacement, and parking lot reconstruction.



CHARLIE PAULS

CIVIL FIELD TECHNICIAN

Charlie is experienced in quality assurance inspection and reporting. He has performed inspection for many different projects and work types including proof roll, undercut, underground utilities, jack and bore, geogrid, compaction, soil density, footing, rammed aggregate geopier, and concrete and HMA construction.

EXPERIENCE

WATER PROCESS

CITY OF COLDWATER, MICHIGAN

SPARTAN STUDY

Contract work included installing 22,900 feet of 12-inch and 16-inch ductile iron water main on numerous roads and a submersible pump station and 28,600 feet of 18-inch PVC force main connecting the pump station with the treatment plant. The project also included constructing one mile of new Fiske Road, and installing 4,400 feet of 8-inch ductile iron water main and reconstructing Marshall, Pierce, Hanchett, and Harrison.

ROADS/HIGHWAYS CONSTRUCTION

MDOT | VARIOUS COUNTIES, MICHIGAN

STATEWIDE REST AREA DESIGN-BUILD ADA UPGRADES FULL CE

Performed full construction engineering services for nine separate contracts that upgraded MDOT Welcome Centers and rest areas to current ADA standards both internal and external to each building. Work was performed at 78 sites.

MDOT | CITY OF FARMINGTON, WAYNE COUNTY, MICHIGAN

M-5 REHABILITATION FULL CONSTRUCTION ENGINEERING

Construction engineering oversight for ten miles of pavement rehabilitation and HMA resurfacing between 8 Mile and 13 Mile Roads on M-5. The project included new truss and cantilever signs, superstructure replacement on S11 of 63022; rehabilitation of S10 of 63022 including hydromulching and overlay; and concrete pavement reconstruction.

MDOT | MACOMB COUNTY, MICHIGAN

M-59 CONCRETE PATCHING, ROMEO PLANK ROAD TO ELIZABETH STREET

As a subconsultant to ROWE, Fishbeck provided as-needed inspection services for this project for 2.38 miles of concrete pavement repairs, curb and gutter repairs, and pavement markings on M-59 from Romeo plank Road to Elizabeth Street. Work was performed nights and weekends. Fishbeck assisted with inspection for saw cutting, traffic control, pavement repair preparation and pouring, and some concrete testing.

MDOT | WASHENAW COUNTY, MICHIGAN

US-12 RECONSTRUCTION AND STREETSCAPE

Full construction engineering and construction staking verification for HMA reconstruction, concrete paving, driveways, curb and gutter, sidewalk and ADA ramps, water main, sanitary sewer, drainage, lighting, streetscaping, signing, traffic signals, decorative concrete, brick pavers, retaining wall, SESC, and pavement markings on US-12 from the Saline River to Maple Road. The project required multiple traffic stages and extensive coordination with utilities, businesses, residents, and the City to maintain daily access and facilitate City events such as weekly concerts and Summerfest during construction.

CHARLIE PAULS

CIVIL FIELD TECHNICIAN

TRAINING

MDOT Concrete

Paving Inspection

MDOT Structural Steel

Bolting Workshop

MDOT Structural Steel

Welding Workshop

Testing for Density, Yield, and Air Content of Concrete

Making and Curing Concrete Test Specimens in the Field

Testing Air Content of Concrete By Pressure Method

Sampling and Measuring Temperature of Freshly Mixed Concrete

Slump of Hydraulic-Cement Concrete

Testing Air Content of Concrete by the Volumetric Method

Nuclear Gauge

Safety Certification

ACPA Pipe School

COLDWATER BOARD OF PUBLIC UTILITIES, MICHIGAN

NORTHEAST ROAD AND UTILITY IMPROVEMENTS

Provided inspection services for water, sewer, and road improvements. The overall project includes pump station, 5 miles of 18-inch force main, 5 miles of 12- and 16-inch water main, and the construction of 1 mile of Fiske Road.

CITY OF JACKSON, MICHIGAN

LANSING AVENUE AND GANSON STREET INTERSECTION IMPROVEMENTS

Designed intersection widening to provide center left turn lane and upgraded existing diagonal span traffic signal to a box span configuration. Due to ROW constraints and the existing intersection utilities, the traffic signal design included using two existing wood poles and installation of two new steel poles for the box span configuration.

MDOT BRIGHTON TSC | MONROE COUNTY, MICHIGAN

I-75 FROM OHIO STATE LINE TO ERIE ROAD COMPLETE RECONSTRUCTION

Inspector for concrete paving operations for the complete reconstruction of 5.06 miles of concrete pavement with cement treated permeable base and box culvert installation as part of overall drainage improvements. Responsibilities included coordination among several consultant teams for concrete pavement material testing and joint layout in compliance with all applicable regulations.

CITY OF LANSING, MICHIGAN

AURELIUS ROAD OVER GTW RAILROAD BRIDGE CONSTRUCTION

Provided full construction engineering services for installation of the new structure on Aurelius Road over the GTW Railroad. Project details include installation of MSE walls as part of integral abutments for the new structure and roadway reconstruction and expansion of pedestrian pathway. The project also involved extensive coordination with the GTW Railroad on construction provisions for affected section of tracks that support up to 26 daily train movements at up to speeds of 79 mph.

CITY OF UNION CITY, MICHIGAN

BROADWAY STREET OVER THE ST. JOE RIVER

Superstructure removal and replacement with 27-inch prestressed concrete beams; HMA approach work; concrete curb and gutter and sidewalk; sewer, drainage, and pavement markings.

CITY OF COLDWATER, MICHIGAN

JEFFERSON STREET BRIDGE CONSTRUCTION OVERSIGHT

Performed bridge rehabilitation construction oversight including railing replacement, milling of existing asphalt overlay with deck repairs and replacing with a shallow concrete overlay, joint and approach replacement, and substructure repairs. The project included removing and replacing deck drains in new locations and a roadway crown correction. Approach guardrails were added to update roadway protection, including special details in the northwest to accommodate a residential driveway.

WASTEWATER PROCESS

CASCADE TOWNSHIP, MICHIGAN

CASCADE THORNAPPLE RIVER DRIVE UTILITY EXTENSIONS

1,100 feet of water main and sanitary sewer extension to serve properties with failing septic systems. Project also included full roadway replacement and widening. Coordination with City of Grand Rapids for utility review and approval and Kent County Road Commission for roadway replacement.

ROBB WELCH, PE**VICE PRESIDENT | SENIOR CIVIL ENGINEER****YEARS OF EXPERIENCE**6 years Fishbeck
19 years total**EDUCATION**BS in Civil Engineer,
Michigan State University**REGISTRATIONS/
CERTIFICATIONS**Professional Engineer - Michigan,
IndianaEGLE Stormwater
Management OperatorEGLE SESC Plan
Review and DesignMDOT Computerized
Office Technician

MDOT Certified Project Engineer

MEMBERSHIPSNational Society of
Professional Engineers**EXPERIENCE****CITY OF LANSING, MICHIGAN****COMBINED SEWER OVERFLOW SEPARATION AND EARTHEN ARCH BRIDGE
REHABILITATION**

Provided full CE oversight for 1.79 miles of HMA rehabilitation, concrete curb and gutter, sidewalk, sidewalk ramps, drainage, sewer, water main, bridge rehabilitation, steel sheet piling, sewer overflow separation, and pavement markings on North Grand River Avenue over the Grand River. The project required extensive coordination with property owners during sewer and water main operations.

AURELIUS ROAD OVER GTW RAILROAD BRIDGE CONSTRUCTION

Provided full construction engineering services for installation of the new structure on Aurelius Road over the GTW Railroad. Project details include installation of MSE walls as part of integral abutments for the new structure and roadway reconstruction and expansion of pedestrian pathway. The project also involved extensive coordination with the GTW Railroad on construction provisions for affected section of tracks that support up to 26 daily train movements at up to speeds of 79 mph.

**WASHTENAW COUNTY ROAD COMMISSION | WASHTENAW COUNTY,
MICHIGAN****BAKER ROAD ROUNDABOUT**

Construction inspection oversight for Baker Road reconstruction, including construction of two roundabouts, water main and sanitary sewer, road resurfacing, and drainage improvements.

CITY OF ANN ARBOR, MICHIGAN**ALLEN CREEK RAILROAD BERM OPENING AND TRAIL EXTENSION**

Construction engineering services included project engineering, office technician, construction staking, and field inspection for installation of side-by-side large precast box culverts for stormwater control, and pedestrian access extension to the border-to-border trail system under the existing railroad berm. The project also involved extensive coordination with MDOT Office of Rail and Amtrak on design aspects and construction impacts to facilities owned and operated by the two entities.

MDOT | OAKLAND COUNTY, MICHIGAN**M-59 RECONSTRUCTION AND REHABILITATION FULL CE, TIPSCO LAKE ROAD TO
MILFORD ROAD**

Provided full construction engineering for 3.20 miles of HMA reconstruction, cold milling and resurfacing, shared-use path and reconstruction, tree removal, earthwork, shoulders, aggregate base, OGDC, underdrain, storm sewer concrete curb, gutter, driveway, sidewalk and ramps, signing, signals, and pavement markings. The project required coordination with multiple businesses, residents, and local stakeholders.

**AUSTIN PRATT, CST****SURVEY TECHNICIAN****YEARS OF EXPERIENCE**3 years Fishbeck
3 years total**EDUCATION**BS in Environmental Studies,
Northern Michigan UniversityGIS Professional Certificate,
Michigan State University**REGISTRATIONS/
CERTIFICATIONS**

Certified Survey Technician

HAZWOPER**EXPERIENCE****CITY OF EAST LANSING, MICHIGAN****SRF 2023 COLLECTION SYSTEM IMPROVEMENTS PROJECT**

Provide design survey mapping of CSO subareas throughout the City of East Lansing to aide in the combined sewer separation project. Horizontal and vertical control networks established for both design and construction staking purposes. Upon design completion, Fishbeck provides construction staking services for underground utilities including sanitary sewer, storm sewer, and water. Fishbeck also provided construction staking for the street improvements including curb and gutter, sidewalk, ADA ramps, and driveways.

CITY OF LANSING, MICHIGAN**WET WEATHER CONTROL PLAN**

Provide design survey mapping of CSO subareas throughout the City of Lansing to aide in the combined sewer separation project. This project is an on-going contract that includes a comprehensive plan to address CSO/SSO issues over the next 20 years. Horizontal and vertical control networks established for both design and construction staking purposes. Upon design completion, Fishbeck provides construction staking services for underground utilities including sanitary sewer, storm sewer, and water. Fishbeck also provided construction staking for the street improvements including curb and gutter, sidewalk, ADA ramps, and driveways.

MDOT | MONROE COUNTY, MICHIGAN**US-23 FROM SCHOOL ROAD TO IDA CENTER ROAD**

As part of the MDOT as-needed survey contract Fishbeck's Survey Department was tasked with the mapping of mainline US-23 along with associated ROW, alignment, and ramps from School Road to Ida Center Road for the purpose of full reconstruction. Primary and secondary control were established, and a least squares adjustment was performed on all control used for mapping. Along with mapping, Fishbeck was tasked with completing a legal ROW and alignment for the project. All Section corners within project limits were occupied utilizing RTK GNSS to establish state plane coordinates on each corner from primary control monuments. The ROW was then retraced and monumented for the length of the corridor. Fishbeck crews utilized RTK GNSS, Robotic Total Station, digital levels, and mobile LiDAR to complete the mapping and associated ROW tasks for this project.

I-75 RECONSTRUCTION FROM ERIE ROAD TO OTTER CREEK

Full construction engineering and survey services for 3.74 miles of concrete roadway reconstruction, including rehabilitation of two bridges and reconstruction of five bridges on I-75. Project included concrete pavement rehabilitation for maintaining traffic purposes.



Familiarity with Similar Projects

As highlighted in previous sections, Fishbeck has a long-standing record of successfully delivering water infrastructure projects for communities across Michigan, including numerous projects funded through DWSRF as well as other funding sources. Our team has partnered with numerous municipalities statewide, providing design and construction administration services for water main replacements, lead service line removals, and associated utility improvements. Collectively, we have designed and administered the installation of hundreds of thousands of linear feet of water main, ranging from small distribution mains to large transmission mains.

Our experience extends beyond technical design, we understand the administrative and regulatory requirements that accompany SRF-funded projects. Fishbeck routinely prepares and submits project plans, cost estimates, and EGLE Act 399 permit applications, and we have worked closely with EGLE reviewers to meet strict deadlines and compliance standards. During construction, we provide full administration and inspection services, including material testing coordination, documentation for SRF reimbursement, and adherence to Buy America/Build America (BABA) and American Iron and Steel (AIS) requirements. This depth of experience ensures that projects are delivered on time, within budget, and in full compliance with funding program requirements.

The project histories on the following pages highlight Fishbeck's proven ability to manage complex water infrastructure projects from initial design through construction closeout.



PROJECT DATA

Construction Completion:
September 2024
Construction Cost: \$13.3 million

REFERENCE

Nicole McPherson
517.483.4458

WET WEATHER CONTROL PROGRAM, SEWER SEPARATION OF AREA 034E

CITY OF LANSING, MICHIGAN

Fishbeck provided the City of Lansing with comprehensive design and construction engineering services for separating sanitary and storm sewers throughout the city as part of its Wet Weather Control Program. In conjunction with sewer replacement, the Lansing Board of Water and Light (LBWL) evaluated and upgraded water mains while the roadway was under construction.

Services performed as part of the 034E subarea project included preliminary site investigation and data gathering through manhole inspections, smoke testing, a full topographic survey, and flow monitoring of the existing underground sewer infrastructure. Fishbeck's design team analyzed the collected data for modeling and design efforts. The firm administered the construction project using engineering staff, office technicians, field inspectors, and surveyors to ensure quality and compliance.

Fishbeck oversaw the 034E project from initial data gathering and design through completion of construction. The scope of work included full construction administration, management of subconsultants, and coordination of material testing during construction. The project involved complete separation of the combined sewer system and roadway reconstruction, including installation of new sanitary sewer, water main, rehabilitation of existing sewer, curb and gutter, sidewalks, ADA-compliant improvements, and HMA paving. Fishbeck ensured submitted materials met BABA and AIS requirements and assisted with SRF reimbursement throughout construction, ensuring accurate documentation and timely processing of payment requests.

In addition to design and construction services, Fishbeck played a critical role in securing project funding through EGLE's State Revolving Fund program. The team prepared and submitted the Intent to Apply and project plans, coordinated required agency clearances, and developed the Adjusted Justifiable Expenses cost estimate for EGLE review. The project was unique in its use of both DWSRF and CWSRF funding sources, requiring cross-allocation of costs during the submittal process and close coordination with EGLE and the City.



Evaluation of Key Personnel | 31



PROJECT DATA

Anticipated Completion:
November 2026
Construction Cost: \$9.35 million

REFERENCE

Daniel Siminski
616.456.4253

WATER MAIN REPLACEMENT, RECONSTRUCTION, AND RESURFACING IN BURTON STREET

CITY OF GRAND RAPIDS, MICHIGAN

This project for the City of Grand Rapids includes the reconstruction of 8,900 feet of 12-inch water main along Burton Street from just east of Division Avenue to Giddings Avenue including side street connections. The project also includes replacement of approximately 190 lead water services within the limits of the project.

In addition to the water main and water services, intersection geometry and pavement upgrades will be completed at three major intersections along Burton including a new traffic signal at Burton Street and Easter Avenue.

The project is partially funded by the State of Michigan Drinking Water State Revolving Fund (DWSRF). Fishbeck assisted the City with various stages of the program including the Intent to Apply, Project Plan, Alternative Justifiable Expenditures (AJE) and Contracting Requirements.

Fishbeck has also been retained by the City for the construction engineering and inspection phase of the project. The Construction is planned for the Summer of 2026.



Evaluation of Key Personnel | 32



PROJECT DATA

Construction Completion: October 2025
Construction Cost: \$3.2 million

REFERENCE

Jeff McCaul
616.456.3075

WATER MAIN REPLACEMENT - 60TH STREET AND BROADMOOR AVENUE, PATTERSON AVENUE, AND EAST PARIS AVENUE

CITY OF GRAND RAPIDS, MICHIGAN

This project included water system improvements that allowed the City of Grand Rapids (City) to provide additional water to the Caledonia Township water system.

Hydraulic modeling for the Caledonia Township connection was performed by Fishbeck as part of the 2020 Update to the City of Grand Rapids Comprehensive Master Plan. It was determined that water main improvements were necessary to convey water to a new booster pump station planned by the City and Caledonia Township. The two water main improvements included 1,980 feet of 24-inch water main on East Paris Avenue from 40th Street to Broadmoor Avenue, and a total of 2,500 feet of 16-inch water main along Broadmoor Avenue from Patterson Avenue to 60th Street. The 16-inch water main construction also included a crossing of Broadmoor Ave at 60th Street and connected an existing 16-inch water main at 60th Street which will supply the new Pump Station to the east. The Pump Station was completed by Fishbeck with a separate project.

The project was funded through the State of Michigan Drinking Water State Revolving Fund (DWSRF). Fishbeck assisted the City with various stages of the program including the Intent to Apply, Project Plan, Alternative Justifiable Expenditures (AJE) and Contracting Requirements.

Fishbeck also completed the construction engineering and inspection phase of the project and assisted the City with the required information for the grant disbursement requests.

06

Performance Measures



Performance Measures

Ability to meet schedule

Fishbeck monitors workload and capacity at a department level every month. We review and discuss deadlines, staff involvement, and capabilities of pursuing more work. We pursue projects only when we ensure proper attention and care can be provided to our clients and projects. Fishbeck has multiple staff members who are familiar with DWSRF and water main projects specifically including the type of work outlined in the scope of services and have worked on a number of similar projects. As a collaborative company, we can shift workloads to prioritize projects and meet deadlines. We take pride in meeting all expectations for completing projects promptly and efficiently while being thorough and detailed. We are confident we can meet the required timeline for this project.

To achieve this, Fishbeck will implement several design strategies:

- **Leverage Existing Survey Data:** Since topographic survey data is already available, we will utilize GIS tools to approximate invert elevations while completing supplemental survey work, accelerating early design decisions.
- **Prioritize Water Main Routing and Design:** Our initial focus will be on water main alignment and design to meet EGLE's draft plan submittal requirements quickly.
- **Early Utility Coordination:** We will initiate coordination with utility providers immediately to identify and resolve potential conflicts, reducing delays during design and construction.
- **Proactive Geotechnical Planning:** To ensure soil boring information is available early in design, we have reserved a time slot for drilling the last week of February. Current industry availability shows drill rigs booking 6 to 8 weeks out. By securing a slot now, we mitigate schedule risk and keep early design tasks on track.
- **Parallel Detailing During Agency Review:** While EGLE and other agencies review utility submittals, we will refine demolition and restoration limits and complete detailed design elements. This approach minimizes rework by ensuring utility design is finalized before restoration details are locked in.
- **Collaborative Project Oversight:** Our team will maintain open communication with the City and stakeholders to address challenges promptly and keep the project on track.

The proposed construction schedule for the project in the spring of 2027 encompasses the timeframe of April 5th to July 1st. This preliminary schedule proposed over the six locations will require sequential staging to complete, as multiple sites will be under active construction operations at once. The Fishbeck Team has extensive experience with construction scheduling on high impact projects. We are aware of the importance of maintaining the proposed construction schedule and understand the impacts to the public can be significant if a project is delayed. Potential costs associated with project delays include user delay costs incurred by the motoring public, lost revenue incurred by impacted businesses, additional contract administration costs, contractor claims, and public perception.

To support the successful execution of this schedule, we have anticipated one full-time inspector working 60 hours per week for the duration of the project, as indicated in the RFP. Additionally, we have included a part-time inspector to provide coverage during periods when multiple operations requiring inspection and testing occur concurrently. Fishbeck will continuously review the schedule to ensure work is progressing as planned and working with the contractor to keep the project on track.

The Fishbeck team encourages the use of a contractor-submitted CPM schedule on all projects and will use our expertise to ensure the contractor is on track to complete the project within the time provided in the contract documents. Bi-weekly updates will indicate if the contractor falls behind, allowing early detection and response by the Fishbeck team. If it is a contractor-caused delay, early detection allows documentation to be formed to defend potential claims or support the assessment of liquidated damages at the end of the contract. The earlier a scheduling issue is caught, the better chance the construction team has of getting the project back on track by accelerating portions of the work or modifying construction staging. We believe in partnering with the contractor to the extent possible to get the project back on schedule. Everyone wins in the public's eye when a project is delivered on time and within budget.

Following is our anticipated critical path bar schedule for both design and construction efforts.

Anticipated Design Schedule

	Week Starting Date	Jan 8	Jan 22	Feb 5	Feb 19	March 5	March 19	April 2	April 16	April 30	May 14	May 28	Jun 11	Jun 25
2026 Design	Key Dates													
Notice to Proceed	1/21													
Preliminary Design	1/21-2/20													
Water main Layout Review with City	2/11-2/13													
EGLE Draft Plans and Specs Submittal	2/20													
Soil Borings	2/23-2/25													
Final Design	2/21-5/20													
Internal Review	3/16-3/20													
Owner Review	4/6-4/10													
EGLE Final Plans and Specs Submittal	4/20													
Final Detailing and Final QA/QC	4/21-5/19													
Final Owner Review	5/11-5/13													
Plans and Specs to City	5/20													
Bid Advertisement	5/22													
Bidding Period	5/23-6/21													
Bid Opening	6/22													

*Contractor Notice to Proceed no later than 10/26/2026.

Estimated Construction Schedule

2027 Construction	Duration	Week Starting Date	April 4	April 11	April 18	April 25	May 2	May 9	May 16	May 23	May 30	June 6	June 13	June 20	June 27	July 4
Mobilize/Traffic Set up	4/5-4/6															
Genesee Street Removals	4/6-4/12															
Genesee Street Water main Install	4/12-4/20															
Genesee Street Sewer	4/20-4/27															
Genesee Street Water main Testing	4/28-5/2															
Genesee Street Paving	5/3-5/5															
Adams Street Removals	4/15-4/22															
Adams Street Water main Install	4/23-5/2															
Adams Street Water main Testing	5/3-5/6															
Adams Street Paving	5/7-5/10															
Brandon Street Removals	5/6-5/11															
Brandon Street Water main Install	5/12-5/18															
Brandon Street Water main Testing	5/19-5/22															
Brandon Street Paving	5/23-5/25															
Dingwall Drive Removals	5/11-5/17															
Dingwall Drive Water main Install	5/18-5/26															
Dingwall Drive Water main Testing	5/27-5/31															
Dingwall Drive Paving	6/1-6/4															
Nafus Street Removals	5/26-5/31															
Nafus Street Water main Install	6/1-6/4															
Nafus Street Water main Testing	6/9-6/12															
Nafus Street Paving	6/13-6/15															
Woodlawn Avenue Removals	6/5-6/11															
Woodlawn Avenue Water main Install	6/12-6/21															
Woodlawn Avenue Water main Testing	6/22-6/29															
Woodlawn Avenue Paving	6/27-6/29															
Clean Up	6/30-7/1															

*Assumption is only two locations are under active construction at a time.

Meeting Established Project Budget

Fishbeck understands the importance of maintaining the project within the established budget and will take a proactive approach to cost control throughout the design and construction phases. While the initial construction budget was prepared prior to this proposal, our focus will be on providing accurate and timely cost information to support informed decision-making.

During preliminary design, Fishbeck will prepare cost estimates and present them in a per-street format, allowing the City to clearly see how costs are distributed across the project areas. These early estimates will enable the design team, along with the City, time to make any scope adjustments or cost-saving decisions before final design is complete.

As the project advances to final design, Fishbeck will develop a comprehensive cost estimate and Adjusted Justifiable Expense (AJE) for EGLE's final submittal. At this stage, we will again engage the City to review pricing trends and confirm alignment with budget expectations.

During construction, Fishbeck will actively monitor progress and expenditures. Our construction administration team works closely with contractors to ensure quality work and control requests for additional costs. We thoroughly vet any change orders or extra work request before presenting it to the City, maintaining transparency and accountability. While unforeseen conditions can arise, our collaborative approach between design and construction administration helps identify and mitigate constructability issues early, reducing the likelihood of costly field changes.

This proven process has resulted in many Fishbeck-managed projects being delivered under budgeted bid pricing, demonstrating our commitment to fiscal responsibility and client satisfaction.

Past Performance

Fishbeck's reputation for excellence is reflected in the number of communities that repeatedly select us for their water infrastructure projects. Municipalities trust Fishbeck because we consistently deliver high-quality designs, maintain clear and proactive communication, and keep their priorities at the forefront of every decision. Our approach ensures that each project is tailored to the community's needs, resulting in solutions that are practical, cost-effective, and sustainable.

Clients return to Fishbeck because we understand that success is measured not only by technical accuracy but also by the overall experience. We work collaboratively with municipal staff, providing timely updates, addressing concerns promptly, and fostering transparency throughout the process. By anticipating challenges and implementing efficient design and construction strategies, we help communities stay within budget while achieving long-term reliability. This commitment to partnership and performance has built strong relationships and a proven record of delivering projects that exceed expectations.

07

Pricing Proposal



Pricing Proposal

Fishbeck's pricing is based on the comprehensive scope of services outlined in this proposal and reflects our commitment to delivering a complete, high-quality project without unnecessary change orders or repeated requests for additional funds. Our cost proposal assumes alignment with the project areas and services described in the Statement of Understanding and Scope of Work, including design, permitting, bidding assistance, and full construction administration and inspection. The pricing is structured to fulfill all services described in the proposal, ensuring that the City receives a complete and compliant project package. Fishbeck's proactive approach, integrating design, QA/QC, and constructability reviews early in the process, minimizes the risk of scope gaps and reduces the likelihood of unforeseen changes, protecting the City's budget.

The following assumptions have also been considered in developing our proposal

- Installation of a new storm sewer outfall into the Shiawassee River will require a Part 301 Joint Permit application from EGLE. Review of Michigan Natural Features Inventory Mussel Mapper notes state protected mussels exist in the project area. Coordination with Michigan DNR will be required to determine if detailed mussel survey or relocation will be required to ensure no adverse impact to species. Should detailed mussel survey or relocation be required, we will coordinate with a subconsultant to perform this work. We have anticipated preparation of the EGLE permit application and coordination with MDNR effort as part of our proposal. However, subconsultant costs associated with mussel survey or relocation is not included with this proposal because the extent of work is dependent on direction from MDNR.
- For geotechnical investigation, we have assumed completion of twenty (20) soil borings to a depth of 10 feet each, for a total of 200 feet of drilling. We are anticipating no major traffic control is needed for the locations of the soil borings.
- In the three designated areas, archaeological monitoring will be required any time excavation occurs, which includes not only for installation of the water main but all the services as well. Our cost assumes approximately 25 days of on-site oversight, based on sequential construction activities and typical installation rates.
- Staking services are assumed to include water main alignment only. Since restoration is anticipated to be limited to trench width, we do not expect long stretches of curb to be replaced and therefore staking for curb and gutter or full-width restoration is not included in this scope.
- Our construction administration and inspection fee assumes one full-time inspector working 60 hours per week for the duration of the construction schedule, as outlined in the RFP.

Fishbeck understands that municipalities value predictability and transparency. We are committed to honoring the agreed-upon scope while providing clear communication throughout the project. Our goal is to deliver a successful project, reinforcing our reputation for reliability and client-focused service.

Cost Proposal	
Task	Price
Design - Water	\$98,000
Design - Storm Sewer	\$6,000
Construction - Water	\$160,000
Construction - Storm Sewer	\$12,000
Geotechnical (SME) - Design Soils Reporting	\$24,900
Geotechnical (SME) - Construction Testing	\$30,000
Archaeological (Chronicle Heritage)	\$27,500
Total	\$358,400

**ADDENDUM NO. 15 TO AN AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES WITH
FISHBECK, THOMPSON, CARR & HUBER, INC. DBA FISHBECK**

This addendum is attached and made part of the agreement for professional engineering services dated May 15, 2017 between the city of Owosso, Michigan (owner) and Fishbeck, Thompson, Carr & Huber, Inc. DBA Fishbeck (Engineer) providing for professional services.

ADDENDUM NO. 15

2026 WATER MAIN REPLACEMENT PROJECT ENGINEERING SERVICES – CONTRACT 2

PROJECT SCOPE OF WORK

The project scope of work is attached as Proposal for the City of Owosso: 2026 DWSRF Water Main Project – Contract 2.

SCHEDULE

The schedule for the project is attached as Addenda: Anticipated Design Schedule / Estimated Construction Schedule - Schedule shown beginning by January 21, 2026 and completed by July 4, 2026.

COMPENSATION

The cost proposal of the engineer for the project is attached as Addenda: Pricing Proposal. Design Engineering which totals \$104,000.00, Construction Administration in the amount of \$172,000.00, and Geotechnical/Archaeological in the amount of \$82,400.00. The engineer shall submit for payment based on monthly progress of the work.

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

Approved January 20, 2026.

For the engineer:

Fishbeck, Thompson, Carr & Huber, Inc.
DBA Fishbeck

For the owner:

City of Owosso, Michigan

By: _____

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

By: _____

By: _____
Amy K. Kohagen, City Clerk

Executed: _____

Executed: _____



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

DATE: January 12, 2025

TO: City Council

FROM: City Manager

SUBJECT: Change Order #2 – City Hall Improvements Project – Engineering Services

Background

The City of Owosso entered into a professional services agreement with Spicer Group, Inc. for engineering and construction administration services related to the City Hall Improvements Project. The original project amount was \$44,000.00. Previously approved amendment increased the total contract amount by \$4,400.00, bringing the current contract total to \$48,400.00.

During the construction administration phase, the scope of professional services increased beyond what was anticipated in the original agreement. These additional services were required due to contractor performance-related issues, the need for extra site inspections, coordination and review of multiple change orders, and the calculation and documentation of airflow rate selections for the building's variable volume HVAC system after the removal of the existing temperature control system.

Spicer Group, Inc. has submitted a request for additional services in the amount of \$5,200.00 to account for this expanded scope of work.

Approval of Change Order #2 will increase the total professional services contract amount to \$53,600.00. This expense is budgeted in account 101.265.975.000.

Recommendation

Approve Resolution No. ____ authorizing Change Order #2 to the professional services agreement with Spicer Group, Inc. in the amount of \$5,200.00 for additional construction administration services related to the City Hall Improvements Project.

MASTER PLAN GOALS: 3.8, 4.7, 6.7

RESOLUTION NO.

**AUTHORIZING AMENDMENT NO. 2 TO THE
CITY HALL IMPROVEMENTS PROJECT – ENGINEERING SERVICES CONTRACT
WITH SPICER GROUP, INC.**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, entered into a professional services agreement with Spicer Group, on December 2, 2024, for engineering and construction administration services related to the City Hall Improvements Project with an original project amount of \$44,000; and

WHEREAS, the previously approved amendment to the project increased the contract amount by \$4,400.00, bringing the current total contract amount to \$48,400.00; and

WHEREAS, the scope of professional services increased during the construction administration phase due to performance-related issues, additional site inspections, coordination and review of multiple change orders, and the need to calculate and document airflow rate selections for the building's variable volume air-handling system; and

WHEREAS, Spicer Group, Inc. has submitted a request for Additional Services in the amount of \$5,200.00 for work performed beyond the original contract scope; and

WHEREAS, approval of Amendment No. 2 will increase the total professional services contract amount to \$53,600; and

WHEREAS, this is a budgeted item from account 101.265.975.000.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary, and in the public interest to approve Amendment No. 2 to the professional services agreement with Spicer Group, Inc. in the amount of \$5,200.00 for additional construction administration services related to the City Hall Improvements Project.

SECOND: the Mayor and City Clerk are instructed and authorized to approve the document Request for Additional Services for Existing Professional Services Contract in the amount of \$5,200.00; an increase revising the total current amount from \$48,400.00 to \$53,600.00.

THIRD: the Accounts Payable department is authorized to pay Spicer Group for work satisfactorily completed up to the revised amount of \$48,400.00.

FOURTH: the above expenses shall be paid from the General Fund 101-265-975.000.

December 8th, 2025**REQUEST FOR ADDITIONAL SERVICES****Project:** Owosso City Hall Improvements**To:** Nathan Henne, City Manager
City of Owosso, Michigan
301 W. Main Street
Owosso, MI 48867**From:** Andrew Farron, Project Manager
Spicer Group, Inc.
230 S Washington Ave.
Saginaw, MI 48607**RE:** Additional Services for Existing Professional Services Contract

Nathan,

The scope of professional services for the Owosso City Hall Improvements project increased throughout the Construction Administration phase. We are requesting **\$5,200** in additional services for this added effort.

The following are the services that Spicer Group has provided that were not included in the original agreement:

1. Additional site visits/inspections – our agreement included a project kickoff meeting and final punchlist inspection. Due to performance concerns, Spicer was asked to conduct a progress site visit in November and is now expecting (2) punch list inspections due to scopes of work not yet complete.
2. Change orders – we have now coordinated and reviewed (5) change orders, also confirming the billing documents match the new contract amounts.
3. Airflow rate selections – the controls contractor was instructed to record the minimum and maximum airflow rates for each variable volume box prior to removing the existing Johnson Controls temperature control system. This task was not completed and Spicer now needs to calculate and provide these values.

Please reach out if you have any remaining questions regarding this request.

Thank you for your consideration,



Andrew Farron, Project Manager
Mobile: 231-499-9400
andrew.farron@spicergroup.com

**AMENDMENT NO. 2 TO
A CONTRACT FOR SERVICES WITH
SPICER GROUP, INC.
CITY HALL IMPROVEMENT PROGRAM**

This amendment is attached and made part of the contract for services for the City Hall Improvements Project – Engineering Services Contract, authorized by City Council December 2, 2024, between the city of Owosso, Michigan (City) and Spicer Group, Inc. (Contractor).

CITY HALL IMPROVEMENTS PROJECT – ENGINEERING SERVICES CONTRACT

PROJECT SCOPE OF WORK

The project scope of work is increased to include the additional services shown on the attached Request for Additional Services, dated December 8, 2025.

SCHEDULE

The schedule for the project remains as stated in the original contract.

COMPENSATION

The additional services proposed are not to exceed \$5,200.00.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

For the Contractor:

By: _____

Its: _____

By: _____

Its: _____

Executed: _____, 2026

For the City:

By: _____

Robert J. Teich, Jr., Mayor

By: _____

Amy Kohagen, City Clerk

Executed: _____, 2026



Warrant 661
January 7 2026

Date	Vendor	Description	Fund	Amount
1-7-2026	Waste Management	WWTP Refuge Disposal Services	WWTP	\$10,366.20
1-8-2026	Caledonia Twp	25% payment per Water District Agreement	Water	\$73,886.07
1-8-2026	Owosso Twp	25% payment per Water Agreement	Water	\$22,242.59
				\$106,494.86

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: December 1 – December 22 2025

Vendor: Ludington Electric, Inc

Total Amount: 757.74

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 January 20 2026 meeting of the Owosso City Council.

Carl Ludington
Signature

Date

Declared: January 5 2026

12/22/2025

CUSTOM PURCHASE ORDER REPORT

PO NUMBER	PURCHASE				DESCRIPTION	AMOUNT	REMAINING			
	ORDER TYPE	REQUESTED BY	DEPARTMENT	VENDOR NAME						
PO STATUS: OPEN										
PO TYPE: QUICK PO										
000047425	QUICK PO	tswheeler	862	LUDINGTON ELECTRIC, INC.	REPLAING THE BURNED UP WIRES ON WASHINGTON STREET	185.26	0.00	185.26		
000047456	QUICK PO	tswheeler	862	LUDINGTON ELECTRIC, INC.	NEW 20 AMP CIRCUIT FOR CHRISTMAS TREE.	452.48	0.00	452.48		
000047501	QUICK PO	DHHaut	863	LUDINGTON ELECTRIC, INC.	INVOICE NO.: 28935 9-26-25-REPLACED (1) CONTACTOR SILO	120.00	0.00	120.00		
TOTAL PO TYPE: QUICK PO						757.74	0.00	757.74		
TOTAL PO STATUS: OPEN						757.74	0.00	757.74		
						757.74	0.00	757.74		



301 WEST MAIN STREET • OWOSO, MICHIGAN 48867-2958

MEMORANDUM

TO: Owosso City Council

FROM: Scott J. Gould, City Attorney

DATE: January 14, 2026

RE: MORTGAGE DISCHARGE of 1997 Mortgage (Buckley/Wysong - 520 Comstock St.)

Summary

Recently a request to discharge mortgage was submitted to the City of Owosso pertaining to property commonly known as 520 Comstock Street, whereby the City was the mortgagee. Said mortgage was a part of a Housing Rehabilitation Program. Based on the mortgage age and the amount of money in question, I am of the opinion that the City should discharge the mortgage and clear title for the reasons stated below.

Terms of the Housing Rehabilitation Program Mortgage:

The mortgage dates back to December 3, 1997, executed by Elsie D. Buckley and Barbara J. Wysong and the City of Owosso for the sum of \$3,400.00. This instrument is a mortgage with a 0% interest promissory note.

Based on the 29-year age of the document, the City's ability to enforce this lien has likely expired.

Legal Analysis

The 1997 mortgage creates two distinct legal pathways for the City, both of which are currently outside the statute of limitations provided by the Michigan Law.

1. Action on the Covenant (MCL 600.5807)

The recorded Mortgage states that the Mortgagor "covenants" to pay the sum of \$3,400.00. Under Michigan law, an action to recover money based on a covenant in a mortgage must be brought within ten (10) years.

- **Accrual:** If the note was due upon signing or shortly thereafter in 1997, the City's right to sue for the money expired in 2007 or shortly thereafter.

2. Power of Sale / Foreclosure (MCL 600.5803)

The Mortgage explicitly grants the City the authority to "sell the premises at public auction" in the event of default. However, MCL 600.5803 provides that no person shall maintain an action to foreclose a mortgage unless it is commenced within fifteen (15) years from the time the mortgage becomes due or from the last payment made on the mortgage.

- **Expiration:** Assuming the \$3,400.00 was a standard housing assistance grant or loan due upon execution or a specific project completion in 1997, the City's right to foreclose expired in 2012 or shortly thereafter.

Specific Considerations Regarding 520 Comstock St.

A. The "Due on Sale" or "Due on Death" Possibility

Many City-held mortgages from this era were structured to become due only when the property was sold or when the owner no longer occupied the residence. However, to date, the City does not have a record copy of the note or terms thereof to assert such provision(s).

B. Property Taxes and Waste

The Mortgage requires the Mortgagor to pay all taxes and "abstain from the commission of waste." It is my understanding that the City has not been paying taxes on behalf of the owner nor has the property fallen into disrepair within the last 15 years.

C. Marketability of Title

Even if the City cannot legally foreclose, this mortgage remains a "cloud" on the title at the Shiawassee County Register of Deeds. The owners (or their heirs) cannot sell the property with clear title without a Discharge of Mortgage from the City.

Conclusion

The City, as a Plaintiff, is likely barred by MCL 600.5821 from initiating a foreclosure or a lawsuit for the \$3,400.00 because more than 15 years have passed since 1997. Further, any action pursued would likely cost more in legal fees than a full recovery of the loan. Given the age of this mortgage, an attempted claim being barred by law, and the nominal amount of controversy, I am of the opinion that the City of Owosso should discharge this mortgage, thus clearing title for the private interest.

SJG

RESOLUTION NO.

**AUTHORIZING DISCHARGE OF HOUSING REHABILITATION PROGRAM
MORTGAGE FOR 520 COMSTOCK STREET**

WHEREAS, on December 3, 1997 the City of Owosso, Shiawassee County, Michigan filed a lien on the property at 520 Comstock Street after a \$3,400 loan was issued by the City's Housing Rehabilitation Program; and

WHEREAS, as the terms of this loan can no longer be determined, the statute of limitations on said loan has expired, and a majority of Housing Rehab loans were forgivable after a set period of time staff recommends discharge of the mortgage to clear the way for private sale.

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 discharge its mortgage lien for the Housing Rehabilitation Program loan for the property located at 520 Comstock Street.

SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Housing Rehabilitation Program Mortgage Discharge of Rehabilitation Mortgage.

**HOUSING REHABILITATION PROGRAM MORTGAGE
DISCHARGE OF REHABILITATION MORTGAGE**

The Housing Rehabilitation Mortgage, dated December 3, 1997, executed by Elsie D. Buckley, of 520 Comstock St., Owosso, Michigan 48867 and Barbara J. Wysong of 1509 Boston Blvd, Lansing, Michigan 48910, to the City of Owosso, of 301 West Main Street, Owosso, Michigan 48867, a Michigan municipal corporation, and recorded in the Office of the Register of Deeds for Shiawassee County, Michigan, in Liber 912 on Page 883 is hereby discharged.

Witness my hand this _____ day of _____, 2026.

City of Owosso

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

By: Nathan Henne
Its: City Manager

By: Amy Kohagen
Its: Clerk

By: Scott J. Gould
Its: City Attorney

STATE OF MICHIGAN)
COUNTY OF SHIAWASSEE)
)ss)

On this _____ day of _____, 2026, before me, a Notary Public in and for said City, personally appeared Robert J. Teich, Jr., Mayor, and Amy Kohagen, Clerk, and Nathan Henne, City Manager, and Scott J. Gould, City Attorney for the City of Owosso, a Michigan municipal corporation, signed on behalf of said corporation.

, Notary Public
Shiawassee County, Michigan
My Commission Expires:



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

DATE: January 12, 2025

TO: City Council

FROM: City Manager

SUBJECT: Charter Amendment – Chapter 15, Section 4 – Collection of Delinquent Utility Charges

Background

As part of the City Council's Fiscal Year 2025–26 annual goals, Council directed staff to pursue a charter amendment to modernize the City's approach to the collection of delinquent municipal utility charges, specifically unpaid water bills.

Chapter 15, Section 4 of the Owosso City Charter currently fixes the timing for placing delinquent utility charges on the property tax roll to a single annual cycle tied to quarterly billing. This structure limits the City's flexibility, constrains utility fund cash flow, and contributes to the continued use of water shutoffs as an enforcement mechanism for nonpayment.

The proposed charter amendment would allow City Council, by resolution, to establish when unpaid utility charges may be placed on the tax roll, provided that such placement occurs at least once per year but no more than twice per year. This change is intended to:

- Provide flexibility to place delinquent charges on both the summer and winter tax rolls if Council so chooses;
- Support the potential elimination of water shutoffs for nonpayment;
- Preserve adaptability should the City transition to a different billing cycle in the future, including monthly billing; and
- Maintain compliance with state law while avoiding the need for future charter amendments tied to specific dates.

The attached resolution proposes the charter amendment pursuant to the Home Rule City Act and approves the ballot language for submission to voters at the August 4, 2026 regular election. The accompanying public notice includes the ballot question, full text of the proposed amendment, and election information as required by statute.

Recommendation

Approve the resolution proposing a Charter amendment to Chapter 15, Section 4 of the Owosso City Charter and approving ballot language for submission to the voters at the August 4, 2026 regular election, consistent with City Council's Fiscal Year 2025–26 annual goals.

MASTER PLAN GOALS: 3.1, 3.3

RESOLUTION NO.

PROPOSING CHARTER AMENDMENT TO CHAPTER 15, SECTION 4 OF THE
OWOSO CITY CHARTER AND APPROVING BALLOT LANGUAGE FOR AUGUST 4,
2026 ELECTION REGARDING THE COLLECTION OF DELINQUENT MUNICIPAL
UTILITY CHARGES

WHEREAS, the City Council of the City of Owosso, Michigan (the "City"), is authorized under the Home Rule City Act (1909 PA 279, as amended, MCL 117.1 et seq.) to propose amendments to the City Charter by a vote of at least three-fifths (3/5) of its members-elect; and

WHEREAS, Chapter 15, Section 4 of the Owosso City Charter governs the collection of municipal utility rates and charges, including the placement of delinquent utility charges on the City's tax roll; and

WHEREAS, the City currently bills municipal utility charges on a quarterly basis, resulting in delinquent utility charges being eligible for placement on the tax roll only once per year under existing Charter language; and

WHEREAS, the City Council desires to provide flexibility to place delinquent municipal utility charges on both the summer and winter property tax rolls, in order to maintain utility fund cash flow and to allow the City to discontinue water shutoffs for nonpayment, if Council so chooses; and

WHEREAS, the City Council further desires to preserve flexibility in the event that utility billing cycles change in the future, including a potential transition to monthly billing, by authorizing the Council to establish delinquency and lien timelines by resolution rather than fixing specific dates in the Charter.

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

FIRST: The City Council hereby proposes that Chapter 15, Section 4 of the City Charter be amended to read as follows (new language underlined, old language struck):

Section 15.4. - Collection of Municipal Utility Rates and Charges.

- a) *The Council shall provide by ordinance for the collection of rates and charges for public utility services furnished by the city. When any person fails or refuses to pay to the city any sums due on utility bills, the service upon which such delinquency exists may be discontinued and suit may be brought for the collection thereof.*
- b) *As permitted by law, the city shall have a lien upon the premises to which utility services are supplied for such services and, for such purpose, shall have all the powers granted to cities by law. The lien shall become effective immediately on the distribution or supplying of utility services to such premises. In each case where a lien to secure the payment of utility charges is not available to the city by operation of law or otherwise, the Council shall require that an adequate deposit be made by the person to whom city utility services are furnished, for the purpose of guaranteeing the collection of charges for such utility services.*
- c) ~~*Except as otherwise provided by law, all unpaid charges for utility services which constitute a lien upon the premises to which they are supplied or furnished which, on the last day of March of each year, have remained unpaid for a period of three months or more, shall be reported to the Council by the Finance Director at the first meeting thereof in the month of April. The Council thereupon shall order the publication in a newspaper of general circulation in the city of notice that all such unpaid utility charges not paid by the last day of April will be spread upon the city's tax roll against the premises to which such utility services were supplied or furnished, and such charges shall then be spread upon the city's tax roll, with a*~~

~~surcharge of ten percent thereof added thereto to defray the cost of making such spread, and shall be collected in the same manner as the city taxes.~~

c) **Except as otherwise provided by law, all unpaid charges for utility services which constitute a lien upon the premises to which they are supplied or furnished and which have remained unpaid for a period of time established by resolution of the City Council shall be reported to the Council by the City Treasurer at such time or times as determined by resolution. The Council shall order the publication in a newspaper of general circulation in the city of notice that all such unpaid utility charges not paid by the deadline established by resolution will be spread upon the city's tax roll against the premises to which such utility services were supplied or furnished. Such charges shall then be charged upon the city's tax roll, with a surcharge of ten percent (10%) thereof added to defray the cost of making such charge, and shall be collected in the same manner as city taxes. The City Council may, by resolution, provide for the placement of such charges on the tax roll at least once per year but no more than twice per year.**

SECOND: The purpose of the proposed Charter amendment (as it will appear on the ballot) shall be designated as follows:

Shall Chapter 15, Section 4 of the Owosso City Charter be amended to allow the City Council, by resolution, to decide when unpaid water bills may be added to property tax bills – at least once per year but no more than twice per year – to allow the City to end its policy of shutting off water service for nonpayment?

THIRD: The full text of the proposed Charter amendment and, where relevant, the existing provisions of the Charter to be altered or abrogated, shall be published in full, as required by statute.

FOURTH: The City Clerk is authorized and directed to transmit a certified copy of this Resolution — along with the full text of the proposed amendment — to the Governor of the State of Michigan (and the Attorney General if required by law) for review and approval as required by statute.

FIFTH: The proposed Charter amendment is to be submitted to the qualified electors of the City at the next regular election to be held on August 4, 2026. The City Clerk is directed to take all necessary and lawful actions to provide for the submission of the Charter amendment to the electors, including giving notice, publishing required material, and preparing ballots or voting machine language as required.

SIXTH: If adopted by a majority vote of those voting on the proposition, the Charter amendment shall become effective in accordance with law and the Charter's provisions.

PUBLIC NOTICE

CITY OF OWOSSO, MICHIGAN **NOTICE OF PROPOSED CHARTER AMENDMENT AND ELECTION**

NOTICE IS HEREBY GIVEN that at the regular election to be held in the City of Owosso, Shiawassee County, Michigan, on **August 4, 2026**, the following proposed amendment to the Owosso City Charter will be submitted to the qualified electors of the City of Owosso.

This notice is given pursuant to Act 279 of the Public Acts of 1909, as amended (the Home Rule City Act), and contains the ballot question and the full text of the proposed Charter amendment that will appear before the voters.

BALLOT QUESTION

Shall Chapter 15, Section 4 of the Owosso City Charter be amended to allow the City Council, by resolution, to decide when unpaid water bills may be added to property tax bills – at least once per year but no more than twice per year – to allow the City to end its policy of shutting off water service for nonpayment?

FULL TEXT OF PROPOSED CHARTER AMENDMENT

(New language underlined; old language struck)

CHAPTER 15 — UTILITIES

Section 15.4. - Collection of Municipal Utility Rates and Charges.

- a) The Council shall provide by ordinance for the collection of rates and charges for public utility services furnished by the city. When any person fails or refuses to pay to the city any sums due on utility bills, the service upon which such delinquency exists may be discontinued and suit may be brought for the collection thereof.
- b) As permitted by law, the city shall have a lien upon the premises to which utility services are supplied for such services and, for such purpose, shall have all the powers granted to cities by law. The lien shall become effective immediately on the distribution or supplying of utility services to such premises. In each case where a lien to secure the payment of utility charges is not available to the city by operation of law or otherwise, the Council shall require that an adequate deposit ~~by be~~ made by the person to whom city utility services are furnished, for the purpose of guaranteeing the collection of charges for such utility services.
- c) ~~Except as otherwise provided by law, all unpaid charges for utility services~~

~~which constitute a lien upon the premises to which they are supplied or furnished which, on the last day of March of each year, have remained unpaid for a period of three months or more, shall be reported to the Council by the Finance Director at the first meeting thereof in the month of April. The Council thereupon shall order the publication in a newspaper of general circulation in the city of notice that all such unpaid utility charges not paid by the last day of April will be spread upon the city's tax roll against the premises to which such utility services were supplied or furnished, and such charges shall then be spread upon the city's tax roll, with a surcharge of ten percent thereof added thereto to defray the cost of making such spread, and shall be collected in the same manner as the city taxes.~~

- c) Except as otherwise provided by law, all unpaid charges for utility services which constitute a lien upon the premises to which they are supplied or furnished and which have remained unpaid for a period of time established by resolution of the City Council shall be reported to the Council by the City Treasurer at such time or times as determined by resolution. The Council shall order the publication in a newspaper of general circulation in the city of notice that all such unpaid utility charges not paid by the deadline established by resolution will be spread upon the city's tax roll against the premises to which such utility services were supplied or furnished. Such charges shall then be charged upon the city's tax roll, with a surcharge of ten percent (10%) thereof added to defray the cost of making such charge, and shall be collected in the same manner as city taxes. The City Council may, by resolution, provide for the placement of such charges on the tax roll at least once per year but no more than twice per year.

ELECTION DATE

The vote on this proposed Charter amendment will occur on:

Tuesday, August 4, 2026

Polls will be open from 7:00 a.m. until 8:00 p.m.

ADDITIONAL INFORMATION

A complete copy of the resolution proposing this charter amendment is available for public inspection at the Office of the City Clerk, City Hall, 301 West Main Street, Owosso, Michigan, during regular business hours.

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

Category	Estimated Cost	Permit Fee	Number of Permits
COMMERCIAL ALTERATION	\$141,906	\$1,713	1
DECK	\$2,000	\$150	1
DEMOLITION	\$153,500	\$510	2
Electrical	\$0	\$860	5
FENCE PERMIT	\$0	\$170	2
Mechanical	\$0	\$3,825	23
Plumbing	\$0	\$910	6
RES. ADD/ALTER/REPAIR	\$38,454	\$475	1
RES. MOBILE NEW	\$150,000	\$1,450	5
ROOF	\$18,416	\$225	1
ROW-UTILITY	\$0	\$100	2
SIGN PERMIT	\$0	\$107	1
WINDOWS	\$10,482	\$180	2
Totals	\$514,758	\$10,675	52

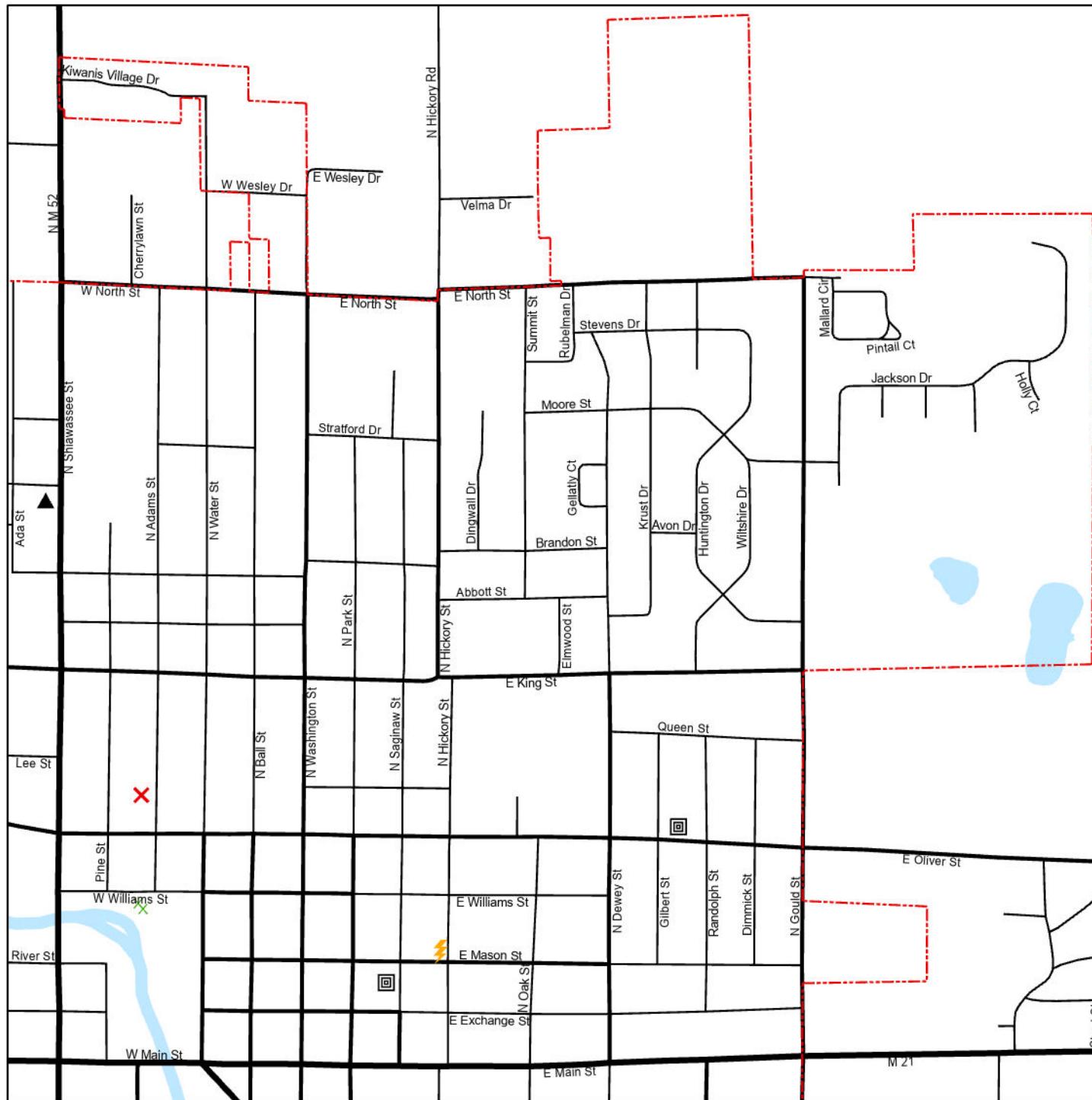
2024 COMPARISON TOTALS

DECEMBER 2024	\$1,430,308	\$22,180	52
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City of Owosso

Permit Activity
December 2025

NE Quadrant



Category

- ✖ Demolition
- ⚡ Electrical
- ✖ Fence
- ▣ Mechanical
- ▲ Roof

Other Features

- City Limit
- Railroads
- River & Lakes

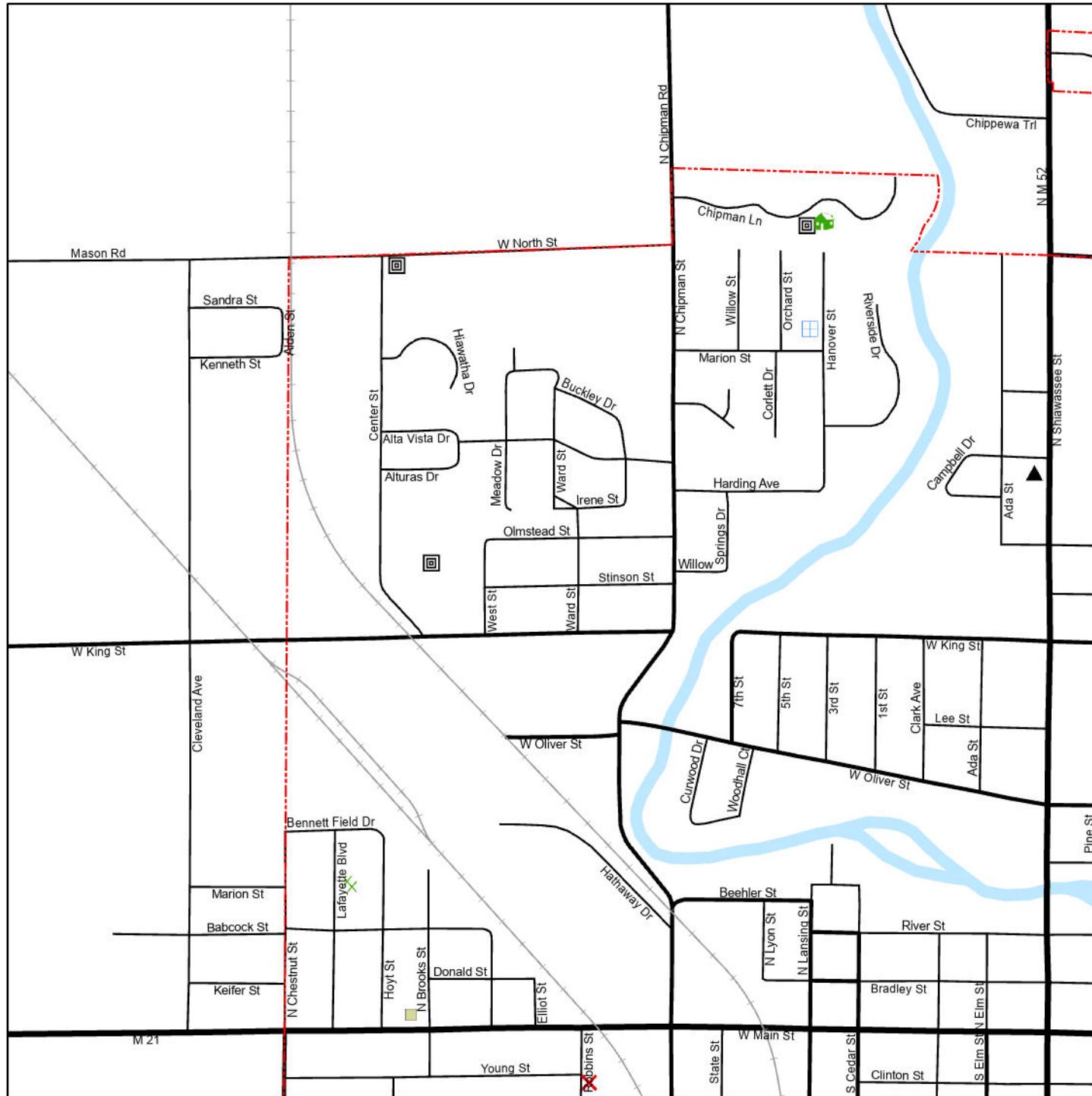
0 300 600 900 1,200
Feet



City of Owosso

Permit Activity December 2025

NW Quadrant



Category

- Deck
- ✗ Demolition
- ✗ Fence
- ▣ Mechanical
- ⌂ Res. Add/Alter/Repair
- ▲ Roof
- Windows

Other Features

— City Limit
— Railroads
River & Lakes

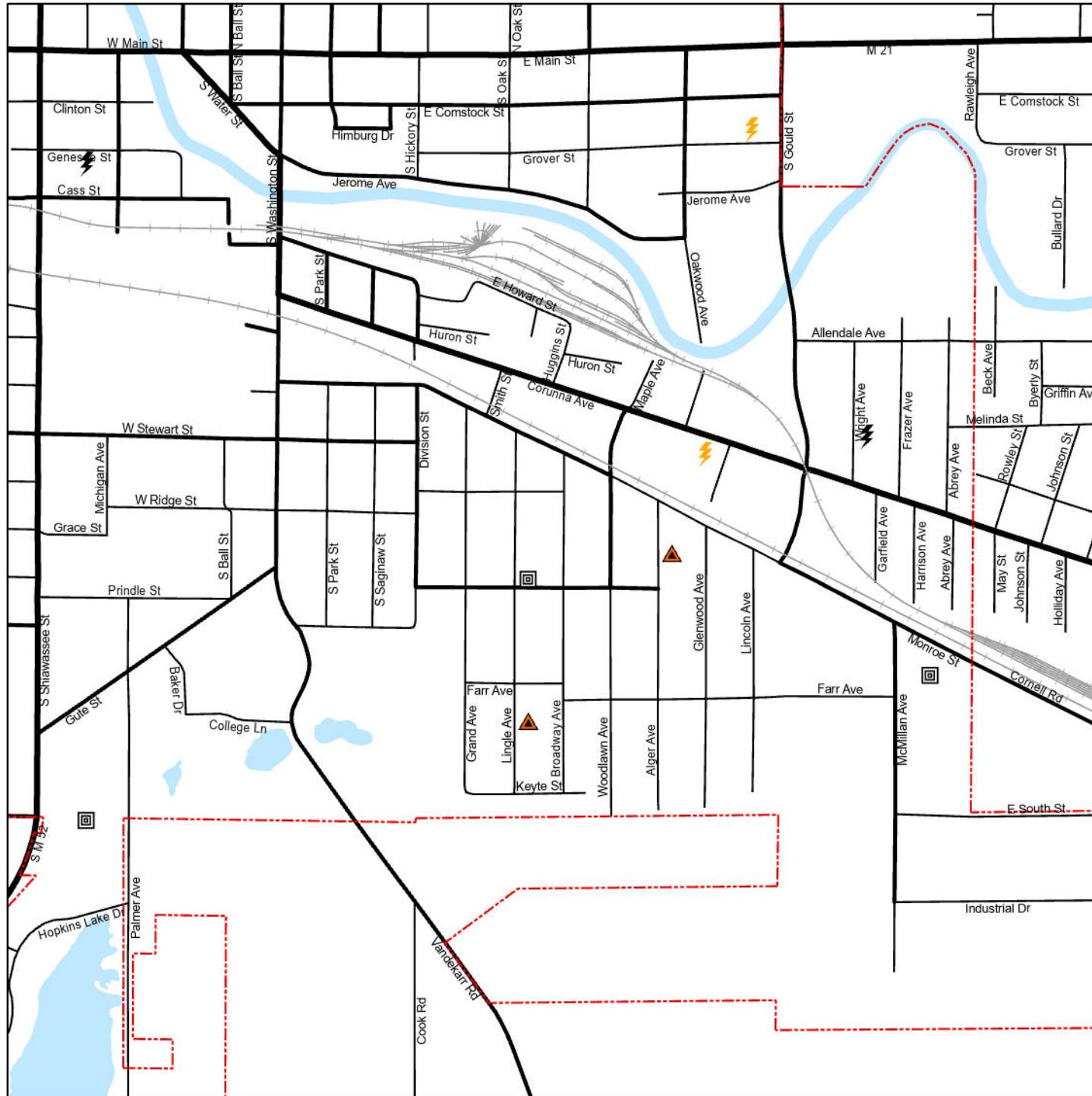
0 300 600 900 1,200 Feet



City of Owosso

Permit Activity December 2025

SE Quadrant



Category

-  Electrical
-  Electrical & Mechanical
-  Mechanical
-  ROW - Utility

Other Features

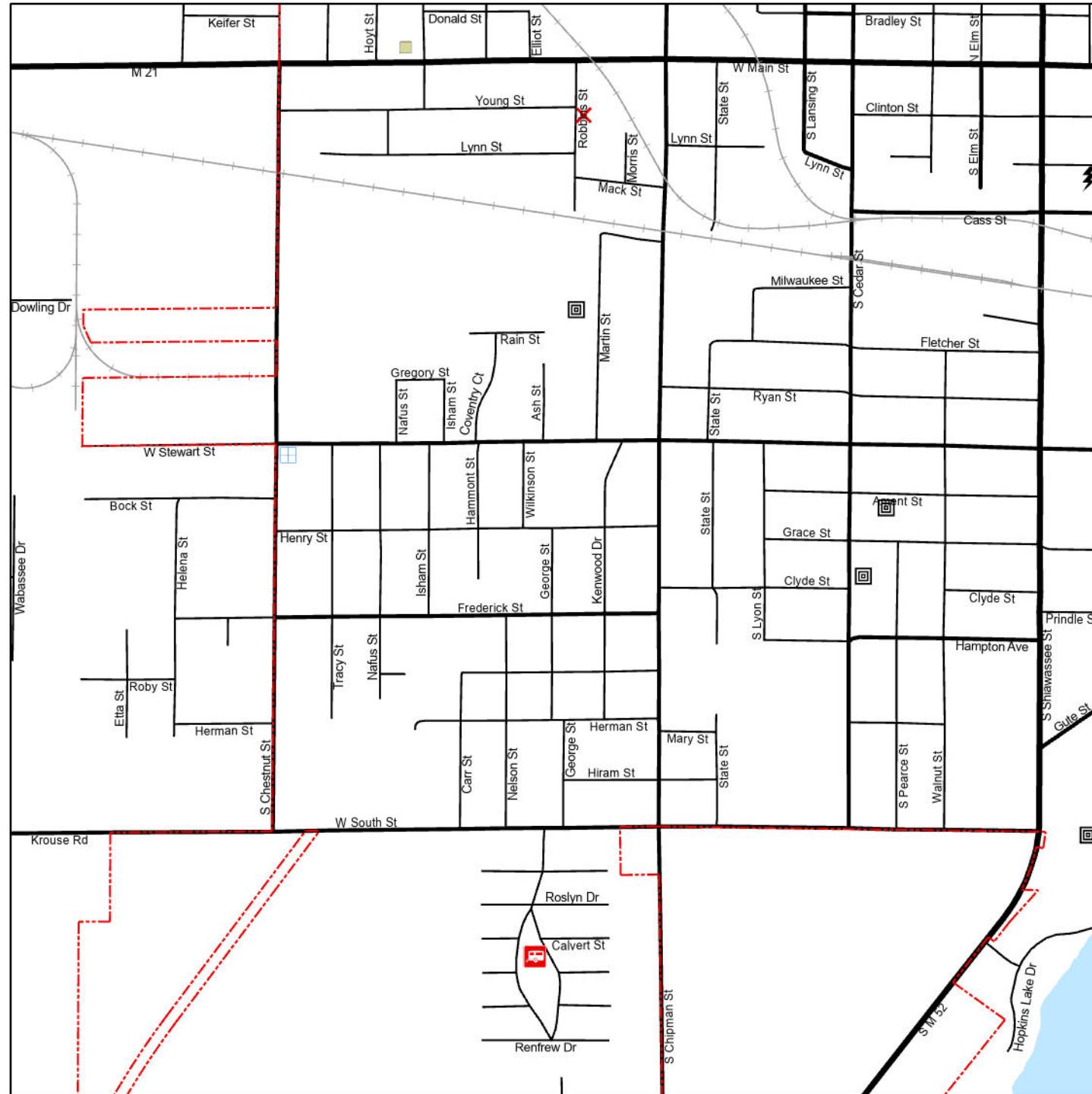
- City Limit
- Railroads
- River & Lakes



City of Owosso

Permit Activity
December 2025

SW Quadrant



Category

- Deck
- ✗ Demolition
- ⚡ Electrical & Mechanical
- ▣ Mechanical
- Res. Mobile New
- ▢ Windows

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200
Feet



DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
<u>ACCESSORY STRUCTURES</u>								
ENF 24-0655	DEWEY ST	FINAL NOTICE SENT	RECHECK SCHEDULED	04/17/2024	12/16/2025	01/20/2026		N
Total Entries								1
<u>AUTO REP/JUNK VEH</u>								
ENF 25-0840	MASON ST	INSPECTED PROPERTY	CLOSED	09/02/2025	12/09/2025		12/09/2025	Y
ENF 25-0952	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/15/2025	12/09/2025	01/12/2026		COMM
ENF 25-1082	GENESEE ST	LETTER SENT	RECHECK SCHEDULED	12/22/2025	12/22/2025	01/14/2026		N
Total Entries								3
<u>BRUSH</u>								
ENF 25-1011	WOODLAWN AVE	RESOLVED	CLOSED	11/11/2025	12/15/2025		12/15/2025	N
Total Entries								1
<u>BUILDING VIOL</u>								
ENF 21-1156	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/01/2023	12/08/2025	01/13/2026		N
ENF 21-1484	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/27/2021	12/08/2025	01/15/2026		VAC
ENF 22-0167	CEDAR ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/15/2022	12/16/2025	01/20/2026		N
ENF 23-0612	EXCHANGE	INSPECTED PROPERTY	DEMO PENDING	06/20/2023	12/16/2025	02/02/2026		N
Total Entries								4
<u>BUILDING VIOLATIONS</u>								
ENF 25-0346	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/29/2025	12/08/2025	01/08/2026		N
ENF 25-0916	LYNN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/02/2025	12/08/2025	01/08/2026		N
ENF 25-0987	STATE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/30/2025	12/01/2025	01/08/2026		N
ENF 25-0994	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/03/2025	12/15/2025	01/15/2026		COMM

Code Enforcement Activity

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-1045	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/25/2025	12/15/2025	01/15/2026		N
ENF 25-1096	EXCHANGE	EMAILED OWNER	RECHECK SCHEDULED	12/30/2025	01/02/2026	01/19/2026		COMM
ENF 24-1236	GREEN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/06/2024	12/16/2025	01/26/2026		VACANT
ENF 25-1083	DEWEY ST	LETTER SENT	RECHECK SCHEDULED	12/22/2025	12/22/2025	02/02/2026		N
ENF 25-0477	YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/20/2025	12/15/2025	02/16/2026		VACANT HOUSE
ENF 25-1023	SHIAWASSEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/17/2025	12/15/2025	02/16/2026		N
ENF 25-1077	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/15/2025	12/15/2025	02/16/2026		Y
ENF 25-1081	HOWELL ST	LETTER SENT	RECHECK SCHEDULED	12/22/2025	12/22/2025	04/10/2026		N

CHICKENS/DUCKS

ENF 25-0321	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	04/21/2025	12/16/2025	01/08/2026	N
ENF 25-0323	RIDGE ST	INSPECTED PROPERTY	LEGAL ACTION	04/21/2025	12/15/2025	01/20/2026	N

DOORS IN VIOLATION

ENF 25-1010 DIVISION ST INSPECTED PROPERTY RECHECK SCHEDULED 11/11/2025 12/02/2025 02/11/2026 N

FENCE VIOLATION

ENF 25-0914	HERMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/01/2025	12/09/2025	01/08/2026	N
ENF 25-1093	MASON ST	LETTER SENT	RECHECK SCHEDULED	12/30/2025	01/02/2026	02/02/2026	Y

FIRE DAMAGE

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-1816	GUTE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/08/2024	12/15/2025	01/08/2026		VACANT
Total Entries							1	
FRONT YARD PARKING								
ENF 25-0076	DIVISION ST	INSPECTED PROPERTY	CLOSED	02/04/2025	12/02/2025		12/02/2025	N
ENF 25-0695	MASON ST	INSPECTED PROPERTY	CLOSED	07/21/2025	12/15/2025		12/15/2025	N
ENF 25-0979	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/29/2025	12/08/2025	01/08/2026		N
ENF 25-1070	STATE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/11/2025	01/12/2026		N
ENF 25-1071	GEORGE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/11/2025	01/12/2026		N
ENF 25-1072	NAFUS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/11/2025	01/12/2026		N
Total Entries							6	
GARBAGE & DEBRIS								
ENF 25-0862	WILLIAMS ST	RESOLVED	CLOSED	09/08/2025	12/15/2025		12/15/2025	N
ENF 25-0894	MASON ST	INSPECTED PROPERTY	CLOSED	09/17/2025	12/09/2025		12/09/2025	Y
ENF 25-1026	RIDGE ST	RESOLVED	CLOSED	11/17/2025	12/01/2025		12/01/2025	N
ENF 25-1040	GENESEE ST	RESOLVED	CLOSED	11/24/2025	12/08/2025		12/08/2025	Y
ENF 25-1047	HICKORY ST	RESOLVED	CLOSED	11/26/2025	12/16/2025		12/16/2025	N
ENF 25-1084	MASON ST	RESOLVED	CLOSED	12/22/2025	12/22/2025		12/22/2025	N
ENF 25-0937	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/09/2025	12/09/2025	01/08/2026		N
ENF 25-0981	CLINTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/30/2025	12/03/2025	01/08/2026		VACANT
ENF 24-1991	BRANDON ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	12/19/2024	12/09/2025	01/09/2026		Y
ENF 25-0696	YOUNG ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/22/2025	12/16/2025	01/09/2026		N

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-0929	HAMPTON AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/07/2025	12/09/2025	01/09/2026		N
ENF 25-1007	GRAND AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/05/2025	12/09/2025	01/09/2026		N
ENF 25-1035	WOODLAWN AVE	CONTACT WITH OWNER	RECHECK SCHEDULED	11/24/2025	12/12/2025	01/09/2026		Y
ENF 25-1061	STEWART ST	LETTER SENT	RECHECK SCHEDULED	12/08/2025	12/08/2025	01/09/2026		N
ENF 25-0982	CLYDE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/30/2025	12/15/2025	01/12/2026		N
ENF 25-1074	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/16/2025	01/12/2026		Y
ENF 25-1085	GENESEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/22/2025	12/22/2025	01/12/2026		N
ENF 25-1086	GENESEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/22/2025	12/22/2025	01/12/2026		Y
ENF 23-1355	WILLIAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/12/2023	12/08/2025	01/13/2026		N
ENF 25-1080	RIVER ST	LETTER SENT	RECHECK SCHEDULED	12/22/2025	12/22/2025	01/13/2026		Y
ENF 25-1055	MICHIGAN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/02/2025	12/16/2025	01/20/2026		N
ENF 25-0844	KING ST	INSPECTED PROPERTY	RECHECK SCHEDULED	09/02/2025	12/16/2025	01/21/2026		Y
ENF 25-0869	LYNN ST	HOMEOWNER CALLED IN	RECHECK SCHEDULED	09/09/2025	12/08/2025	05/14/2026		N

Total Entries **23**

GARBAGE CANS

ENF 25-1095	BALL ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/30/2025	12/30/2025	01/08/2026		Y
ENF 25-1063	WOODLAWN AVE	CONTACT WITH OWNER	INSPECTION PENDING	12/08/2025	12/08/2025	01/12/2026		N

Total Entries **2**

GARBAGE/JUNK IN ROW

ENF 25-0632	PINE ST	INSPECTED PROPERTY	CLOSED	07/07/2025	12/02/2025		12/02/2025	N
ENF 25-1019	LYNN ST	RESOLVED	CLOSED	11/17/2025	12/09/2025		12/09/2025	N
ENF 25-1021	STEWART ST	RESOLVED	CLOSED	11/17/2025	12/02/2025		12/02/2025	N

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-1027	FRAZER AVE	RESOLVED	CLOSED	11/17/2025	12/01/2025		12/01/2025	N
ENF 25-1034	STATE ST	RESOLVED	CLOSED	11/19/2025	12/03/2025		12/03/2025	N
ENF 25-1041	MICHIGAN AVE	RESOLVED	CLOSED	11/25/2025	12/09/2025		12/09/2025	Y
ENF 25-1042	GRAND AVE	RESOLVED	CLOSED	11/25/2025	12/15/2025		12/15/2025	N
ENF 25-1046	COMSTOCK ST	RESOLVED	CLOSED	11/26/2025	12/15/2025		12/15/2025	Y
ENF 25-1049	CLYDE ST	RESOLVED	CLOSED	11/26/2025	12/15/2025		12/15/2025	N
ENF 25-1050	CASS ST	RESOLVED	CLOSED	11/26/2025	12/16/2025		12/16/2025	Y
ENF 25-1056	DIVISION ST	RESOLVED	CLOSED	12/02/2025	12/09/2025		12/09/2025	N
ENF 25-0974	KING ST	CONTACT WITH OWNER	RECHECK SCHEDULED	10/27/2025	12/15/2025	01/08/2026		N
ENF 25-1053	WASHINGTON ST	LETTER SENT	RECHECK SCHEDULED	12/02/2025	12/09/2025	01/08/2026		Y
ENF 25-1054	ROBBINS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/02/2025	12/15/2025	01/08/2026		Y
ENF 25-1060	LYNN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/08/2025	12/15/2025	01/08/2026		N
ENF 25-1066	SAGINAW ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/16/2025	01/08/2026		N
ENF 25-1075	DEWEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/16/2025	01/08/2026		N
ENF 25-1076	ADAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/15/2025	12/15/2025	01/08/2026		Y
ENF 25-1087	BRADLEY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/23/2025	12/23/2025	01/08/2026		N
ENF 25-1088	MASON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/23/2025	12/23/2025	01/08/2026		N
ENF 25-1089	MASON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/23/2025	12/23/2025	01/08/2026		N
ENF 25-1094	MASON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/30/2025	12/30/2025	01/08/2026		N

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-1079	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/16/2025	12/16/2025	01/09/2026		N
Total Entries								
HEALTH & SAFETY								
ENF 25-0978	PINE ST	CONTACT WITH OWNER	RECHECK SCHEDULED	10/28/2025	12/08/2025	01/08/2026		N
Total Entries								
HOUSE FIRE								
ENF 24-1057	CASS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/25/2024	12/09/2025	01/08/2026		N
ENF 25-0860	MICHIGAN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	09/05/2025	12/16/2025	01/20/2026		N
Total Entries								
HOUSE NUMBERS								
ENF 25-0959	KING ST	INSPECTED PROPERTY	CLOSED	10/20/2025	12/01/2025		12/01/2025	COMM
Total Entries								
IMMINENT DANGER OF STRUCTURE								
ENF 22-0059	DEWEY ST	INSPECTED PROPERTY	LEGAL ACTION	01/21/2022	12/09/2025	01/13/2026		VAC
Total Entries								
LIGHTING VIOLATION								
ENF 25-0977	HIAWATHA DR	RESOLVED	CLOSED	10/28/2025	12/02/2025		12/02/2025	N
Total Entries								
MULTIPLE VIOLATIONS								
ENF 25-0656	MAIN ST	INSPECTED PROPERTY	CLOSED	07/10/2025	12/01/2025		12/01/2025	N
ENF 25-0705	CORUNNA AVE	RESOLVED	CLOSED	07/23/2025	12/09/2025		12/09/2025	Y
ENF 25-0967	SUMMIT ST	INSPECTED PROPERTY	CLOSED	10/22/2025	12/02/2025		12/02/2025	N
ENF 25-1006	HAMPTON AVE	RESOLVED	CLOSED	11/05/2025	12/03/2025		12/03/2025	N

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-1039	AMENT ST	INSPECTED PROPERTY	CLOSED	11/24/2025	12/08/2025		12/08/2025	N
ENF 21-1578	ROBBINS ST	OBTAINED PERMIT	RECHECK SCHEDULED	10/14/2021	12/15/2025	01/08/2026		COMM
ENF 24-0890	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/21/2024	12/16/2025	01/08/2026		N
ENF 24-1789	HARRISON AVE	INSPECTED PROPERTY	PENDING 2ND TICKET	11/05/2024	12/01/2025	01/08/2026		N
ENF 25-0647	HOWELL ST	INSPECTED PROPERTY	RECHECK SCHEDULED	07/09/2025	12/15/2025	01/08/2026		N
ENF 25-0662	WOODLAWN AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	07/14/2025	12/15/2025	01/08/2026		N
ENF 25-0738	MAIN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/04/2025	12/15/2025	01/08/2026		N
ENF 25-0825	HICKORY ST	INSPECTED PROPERTY	PENDING 1ST TICKET	08/25/2025	12/15/2025	01/08/2026		N
ENF 25-0989	HOYT ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/30/2025	12/03/2025	01/08/2026		N
ENF 25-1078	WRIGHT AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	12/16/2025	12/16/2025	01/08/2026		Y
ENF 25-0704	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	07/23/2025	12/02/2025	01/09/2026		N
ENF 25-0737	STEWART ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/04/2025	12/08/2025	01/09/2026		VACANT LOT
ENF 25-0822	ISHAM ST	INSPECTED PROPERTY	RECHECK SCHEDULED	08/25/2025	12/08/2025	01/09/2026		N
ENF 25-0945	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/13/2025	12/08/2025	01/09/2026		COMM
ENF 25-0951	MACK ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/15/2025	12/09/2025	01/09/2026		N
ENF 25-0988	STEWART ST	LETTER SENT	RECHECK SCHEDULED	10/30/2025	12/09/2025	01/09/2026		N
ENF 25-1012	KENWOOD DR	INSPECTED PROPERTY	RECHECK SCHEDULED	11/11/2025	12/09/2025	01/09/2026		N
ENF 25-1020	FREDERICK ST	CONTACT WITH OWNER	RECHECK SCHEDULED	11/17/2025	12/09/2025	01/09/2026		N
ENF 25-1028	LINGLE AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	11/18/2025	12/09/2025	01/09/2026		VACANT LOT
ENF 25-1048	CHIPMAN ST	REF TO BLDG OFFICIAL	RECHECK SCHEDULED	11/26/2025	12/08/2025	01/09/2026		COMM

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 24-1262	LINGLE AVE	INSPECTED PROPERTY	LEGAL ACTION	08/08/2024	12/16/2025	01/12/2026		N
ENF 25-1064	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/09/2025	12/16/2025	01/12/2026		Y
ENF 24-0907	PINE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/23/2024	12/02/2025	01/13/2026		VAC
ENF 25-0679	CHIPMAN ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	07/16/2025	12/16/2025	01/13/2026		N
ENF 25-0764	CORUNNA AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	08/11/2025	12/15/2025	01/14/2026		COMM
ENF 25-0971	HARRISON AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	10/27/2025	12/15/2025	01/14/2026		N
ENF 25-1014	BROOKS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/12/2025	12/16/2025	01/14/2026		N
ENF 25-0993	PRINDLE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/03/2025	12/15/2025	01/15/2026		N
ENF 25-1032	EXCHANGE ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	11/19/2025	12/16/2025	01/15/2026		COMM
ENF 25-0082	OLMSTEAD ST	INSPECTED PROPERTY	RECHECK SCHEDULED	02/04/2025	12/16/2025	01/20/2026		N
ENF 25-0173	BROADWAY AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	03/05/2025	12/15/2025	01/20/2026		N
ENF 25-0922	OAK ST	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/02/2025	12/16/2025	01/20/2026		N
ENF 25-1015	CLEVELAND ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/12/2025	12/16/2025	01/22/2026		N
ENF 25-0962	PRINDLE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/20/2025	12/15/2025	01/28/2026		N
ENF 25-0965	JEROME AVE	INSPECTED PROPERTY	PARTIALLY RESOLVED	10/21/2025	12/15/2025	02/02/2026		N
ENF 25-1090	COMSTOCK ST	LETTER SENT	RECHECK SCHEDULED	12/30/2025	01/02/2026	02/02/2026		N
ENF 25-1091	MAIN ST	LETTER SENT	RECHECK SCHEDULED	12/30/2025	12/30/2025	02/02/2026		N
ENF 25-0628	WRIGHT AVE	INSPECTED PROPERTY	RECHECK SCHEDULED	07/07/2025	12/15/2025	02/16/2026		N
ENF 25-1059	LANSING ST	LETTER SENT	RECHECK SCHEDULED	12/03/2025	12/03/2025	05/13/2026		IND

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-1092	MASON ST	LETTER SENT	RECHECK SCHEDULED	12/30/2025	01/02/2026	07/01/2026		N
Total Entries							44	
NO BUILDING PERMIT								
ENF 25-1065	SHIAWASSEE ST	INSPECTED PROPERTY	CLOSED	12/10/2025	12/16/2025		12/16/2025	N
ENF 25-0947	CHIPMAN ST	INSPECTED PROPERTY	RECHECK SCHEDULED	10/14/2025	12/09/2025	01/12/2026		N
ENF 25-1058	CARMODY ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/03/2025	12/16/2025	01/15/2026		VACANT
Total Entries							3	
RENTAL REGISTRATION								
ENF 25-1052	OLIVER ST	COMPLAINT LOGGED	LETTER SENT	12/02/2025	12/02/2025	01/16/2026		Y
Total Entries							1	
SIGN VIOLATION								
ENF 25-0964	CHIPMAN ST	RESOLVED	CLOSED	10/21/2025	12/11/2025		12/11/2025	COMM
ENF 25-1044	MAIN ST	RESOLVED	CLOSED	11/25/2025	12/15/2025		12/15/2025	COMM
Total Entries							2	
TEMPORARY STRUCTURES								
ENF 25-0682	LINGLE AVE	RESOLVED	CLOSED	07/16/2025	12/02/2025		12/02/2025	N
ENF 24-1013	WASHINGTON ST	INSPECTED PROPERTY	RECHECK SCHEDULED	06/17/2024	12/08/2025	01/08/2026		N
ENF 25-1001	PRINDLE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	11/04/2025	12/02/2025	01/12/2026		N
ENF 25-1067	SHIAWASSEE ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/11/2025	05/28/2026		N
ENF 25-1068	CEDAR ST	CONTACT WITH OWNER	RECHECK SCHEDULED	12/11/2025	12/16/2025	05/28/2026		N
ENF 25-1069	GRACE ST	CONTACT WITH OWNER	RECHECK SCHEDULED	12/11/2025	12/15/2025	05/28/2026		N
ENF 25-1037	YOUNG ST	CONTACT WITH OWNER	RECHECK SCHEDULED	11/24/2025	12/01/2025	06/01/2026		N

DECEMBER 2025

Enf. Number	Address	Previous Status	Current Status	Filed	Last Action Date	Next Action Date	Date Closed	Rental
ENF 25-1038	HIRAM ST	CONTACT WITH OWNER	RECHECK SCHEDULED	11/24/2025	12/01/2025	06/01/2026		N
Total Entries								8
TIRES								
ENF 25-1062	AMENT ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/08/2025	12/08/2025	01/09/2026		Y
ENF 25-1057	CLEVELAND ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/03/2025	12/16/2025	01/13/2026		N
Total Entries								2
TREE VIOLATIONS								
ENF 25-1073	OLIVER ST	INSPECTED PROPERTY	RECHECK SCHEDULED	12/11/2025	12/11/2025	01/29/2026		Y
Total Entries								1
VACANT STRUCTURES								
ENF 24-0728	ADAMS ST	INSPECTED PROPERTY	RECHECK SCHEDULED	05/01/2024	12/15/2025	01/15/2026		VAC
Total Entries								1

Total Records:

149

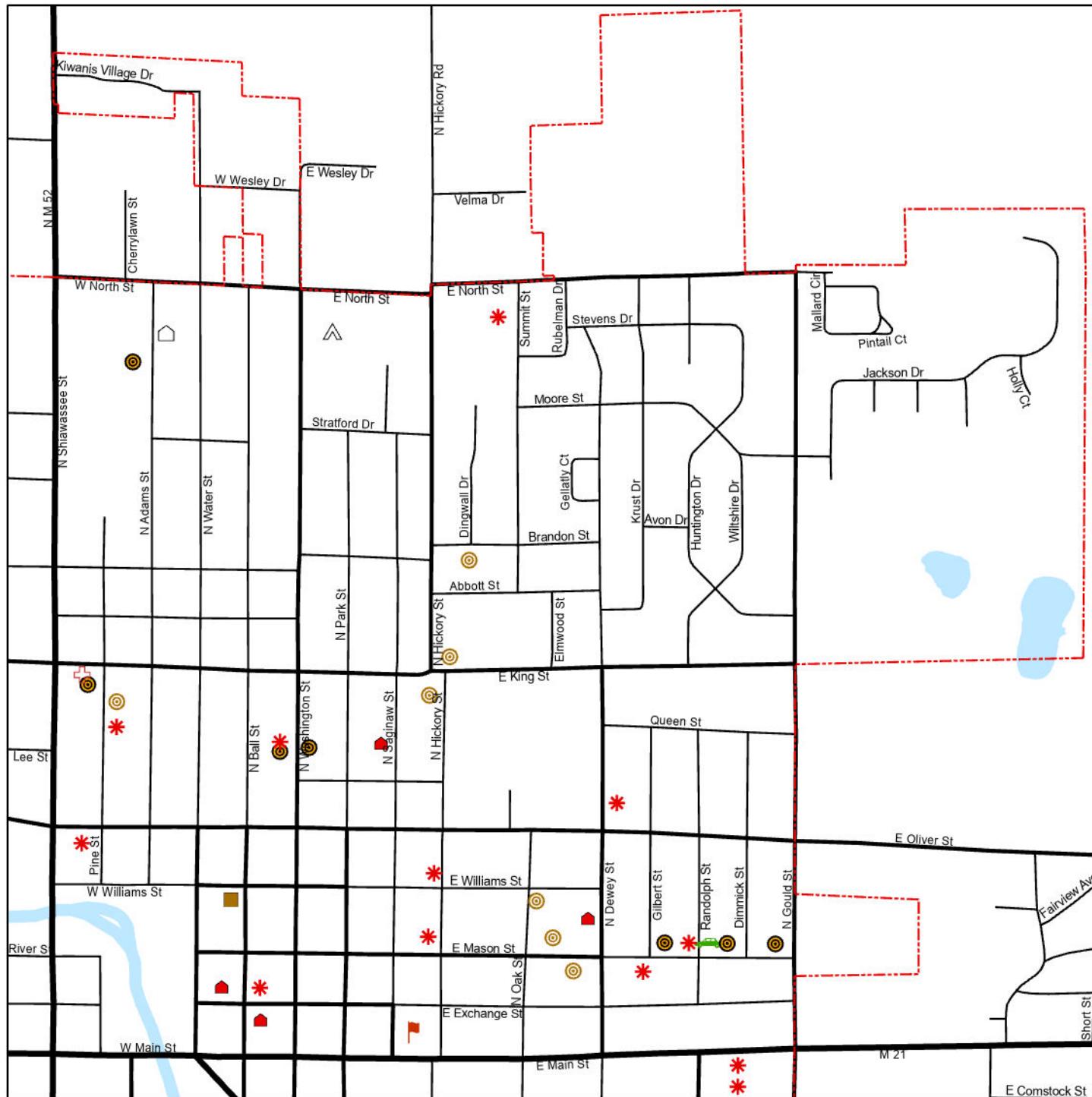
Total Pages: 10

City of Owosso

Code Enforcement Activity

December 2025

NE Quadrant



Category

- Building Violations
- Front Yard Parking
- Garbage & Debris
- Garbage Cans
- Garbage/Junk In ROW
- Health & Safety
- Multiple Violations
- Sign Violation
- Temporary Structures
- Vacant Structures

Other Features

- City Limit
- Railroads
- River & Lakes

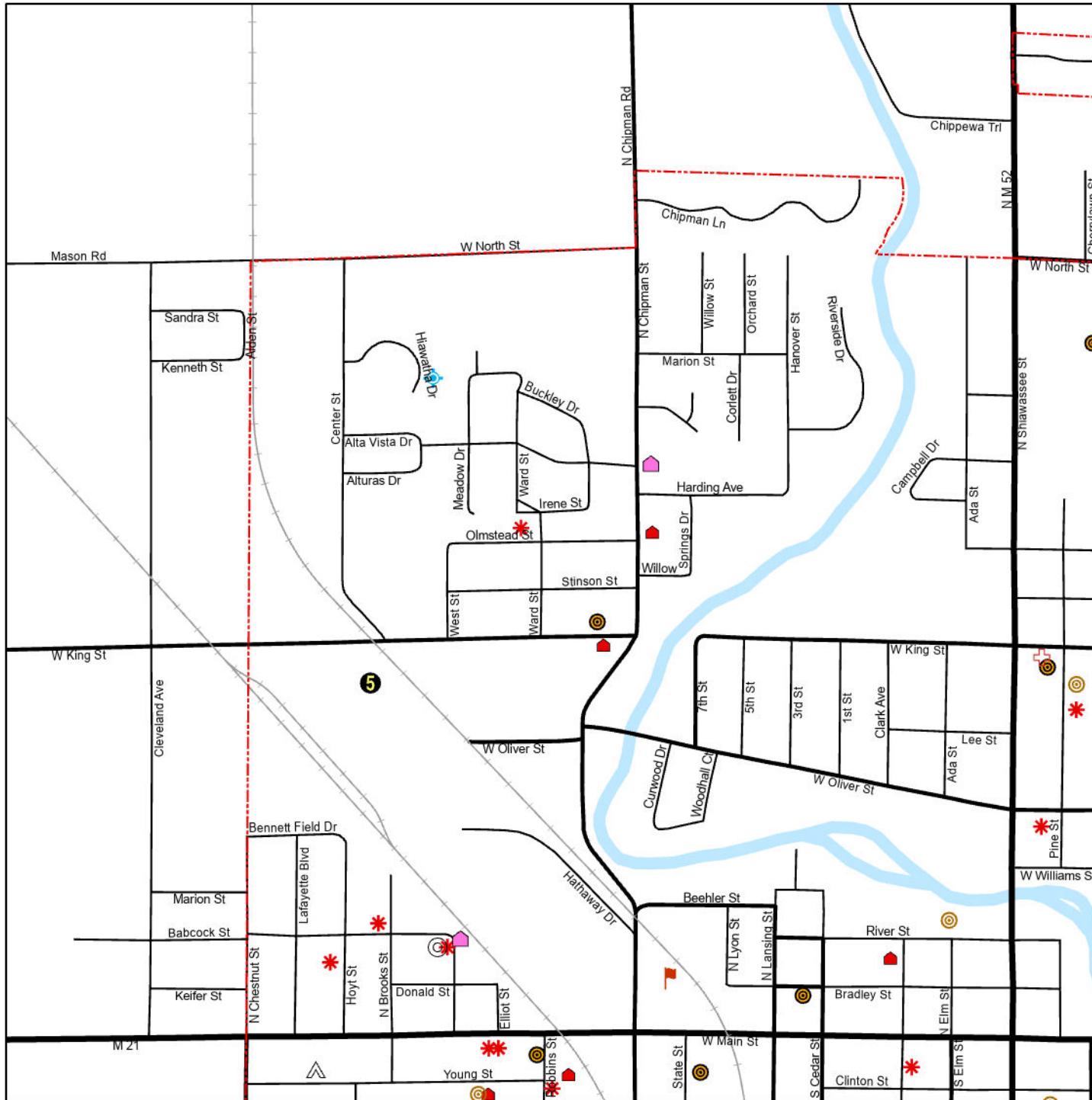
0 300 600 900 1,200
Feet



City of Owosso

Code Enforcement Activity
December 2025

NW Quadrant



Category

- Building Violations
- Garbage & Debris
- Garbage/Junk In ROW
- Health & Safety
- House Numbers
- Lighting Violation
- Multiple Violations
- No Building Permit
- Sign Violation
- Temporary Structures
- Tires

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200 Feet



City of Owosso

Code Enforcement Activity December 2025

SE Quadrant

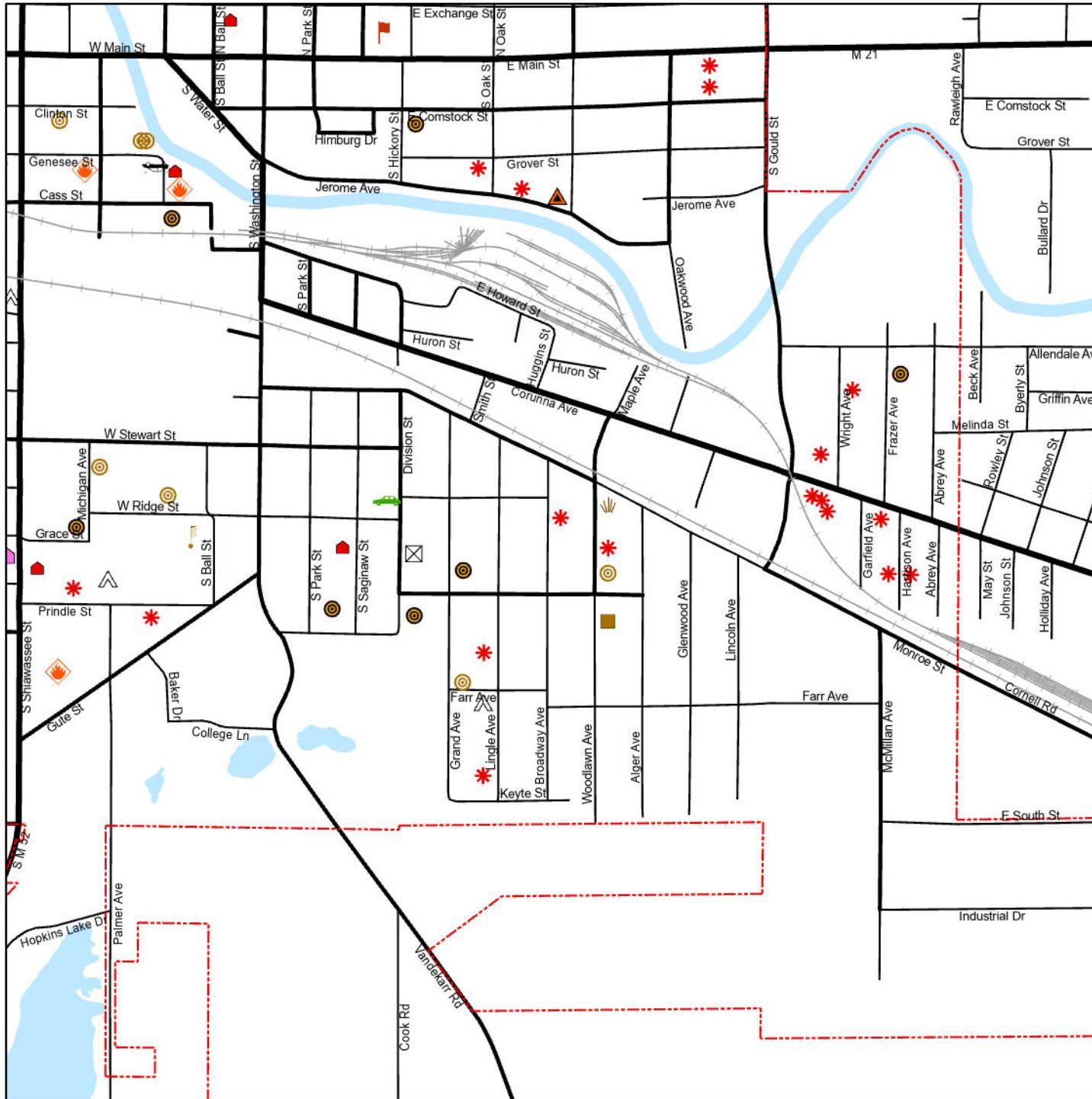
Category

-  Auto Repair/Junk Vehicle
-  Brush Piles
-  Building Violations
-  Chickens/Ducks
-  Doors In Violation
-  Fire Damage
-  Front Yard Parking
-  Garbage & Debris
-  Garbage Cans
-  Garbage/Junk In ROW
-  Imminent Danger Of Structure
-  Multiple Violations
-  No Building Permit
-  Sign Violation
-  Temporary Structures

Other Features

— City Limit
— Railroads
River & Lakes

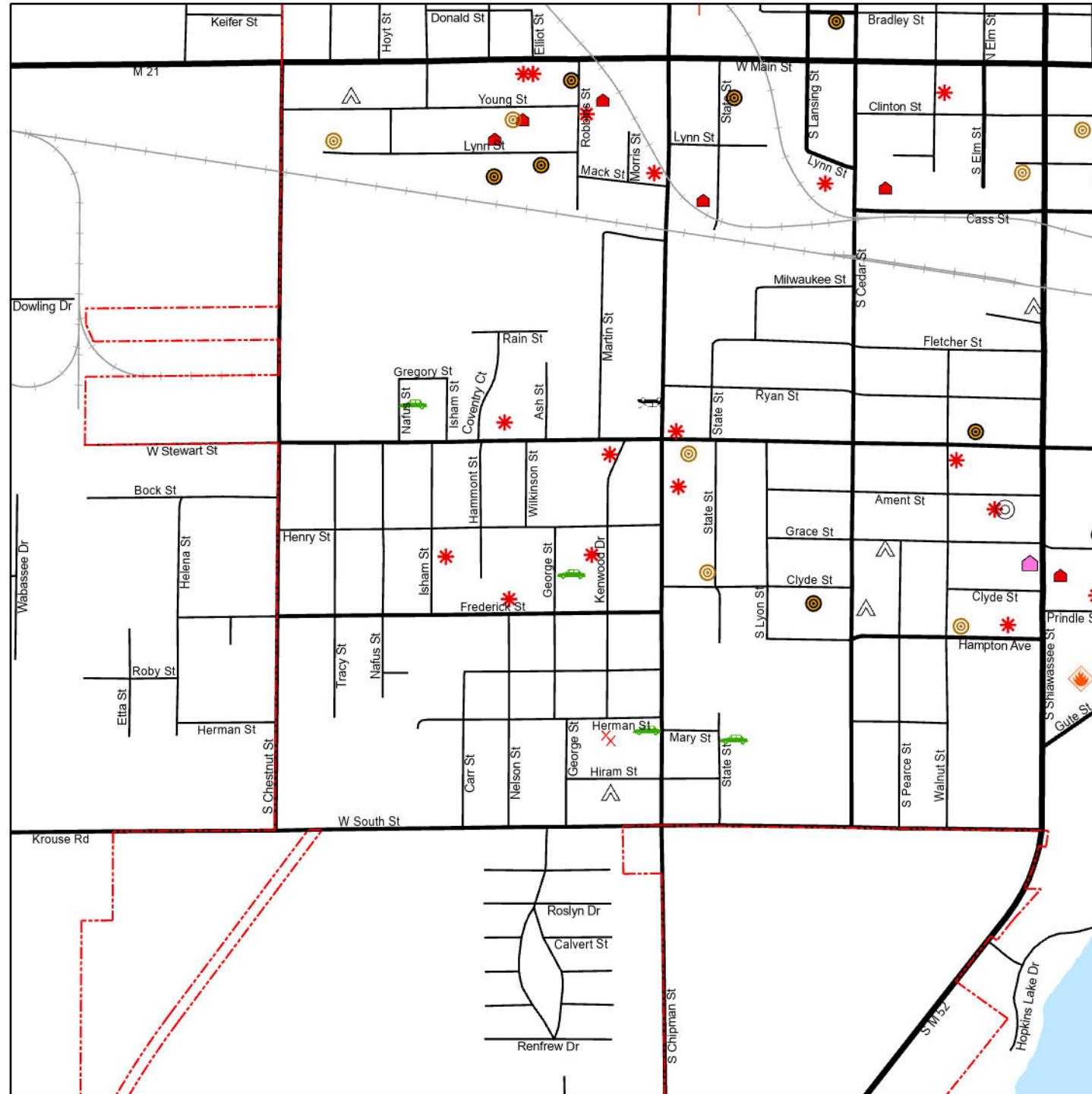
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Feet



City of Owosso

Code Enforcement Activity
December 2025

SW Quadrant



Category

- Auto Repair/Junk Vehicle
- Building Violations
- Fence Violation
- Fire Damage
- Front Yard Parking
- Garbage & Debris
- Garbage/Junk In ROW
- Multiple Violations
- No Building Permit
- Sign Violation
- Temporary Structures
- Tires

Other Features

- City Limit
- Railroads
- River & Lakes

0 300 600 900 1,200
Feet



**Monthly Inspection List
DECEMBER 2025**

CHARLES, NATHAN	BUILDING OFFICIAL	
	Total Inspections:	27
BOOTH, MARK	MECHANICAL & PLUMBING INSPECTOR	
	Total Inspections:	20
HARRIS, JON	ELECTRICAL INSPECTOR	
	Total Inspections:	14
FREEMAN, GREG	CODE ENFORCEMENT	
	Total Inspections:	147
	Grand Total Inspections:	208

Rental Inspection Program
DECEMBER 2025

Registrations are by property address. A property address may have multiple units.

Registered Properties	720
Properties Inspected	698
Properties Not Inspected	22

Properties that have not been inspected are mostly due to more recent/newer registrations.

Types of Registered Units and the Unit Count

Single Family	403
Duplex	338
Owner Occupied Duplex	44
Multi-Family	877
Owner Occupied Multi-Family	10
Apartments over Businesses	23
TOTAL UNITS	1,695

Final Notices and Civil Infractions are in process for those properties that have not been inspected within the five year ordinance period.

CERTIFICATES & LICENSES ISSUED BY MONTH FOR 2025



OWOSO POLICE DEPARTMENT

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

MEMORANDUM

DATE: January 13, 2026
TO: Owosso City Council
FROM: Kevin Lenkart & Eric E. Cherry
Public Safety Chief & Police Department Captain
RE: End of the year statistics and December 2025 Police Activity Report

Master Plan Goal 3.1, 3.2

December 2025 Police Activity

The Investigative Services Bureau attended the monthly Mult-Disciplinary Team (MDT) meeting to discuss open sexual assault cases with our partners; Shiawassee County Prosecutors, Child Protective Services, Voices for Children and other law enforcement agencies.

The Police Administration worked with total security to update building cameras and the door access control system.

The Police Administration meet with our Axon representative and then City Hall staff to look into upgrades with our tasers, body cameras, in-car cameras, their officer safety plan, transcription technology and AI technology to save on reporting time to increase patrolling time.

The Public Safety Administration and City Hall Administration meet with Veridus Advisors and the Spicer Group to outline the building improvements going into the Public Safety Building.

The Owosso Police Department covered emergency calls in the City of Corunna for over 350 hours last month or around 11 ½ hours a day.

2025 End of year Police Statistics

Listed below are the December 2025 crime statistics, with a comparison to the prior five-year average for the month of December.

December - 5 YEAR AVERAGE

	2021-December	2022-December	2023-December	2024-December	2025-December	December 5YR AVG
Part I Crimes	32	15	37	17	22	24.6
Part II Crimes	73	78	91	70	65	75.4
Violent Crimes	10	3	8	4	10	7
Total Reports	160	151	174	139	145	153.8
Felony Arrests	11	2	6	6	9	6.8
Total Arrests	23	35	36	23	33	30
Traffic Stops	133	192	112	48	66	110.2
All Dispatched Events	881	991	921	606	717	823.2

LAST 12 MONTHS

	2025-Jan	2025-Feb	2025-Mar	2025-Apr	2025-May	2025-Jun	2025-Jul	2025-Aug	2025-Sep	2025-Oct	2025-Nov	2025-Dec	Last 12 Months	Average
Part I Crimes	23	18	30	18	25	13	26	23	21	32	33	22	284	23.67
Part II Crimes	65	59	84	87	87	82	79	80	92	96	77	65	953	79.42
Violent Crimes	7	2	10	4	8	4	7	5	6	13	8	10	84	7
Total Reports	160	114	157	166	168	157	149	150	182	182	158	145	1,888	157.33
Felony Arrests	5	5	6	8	8	15	12	7	4	5	7	9	91	7.58
Total Arrests	22	20	27	33	35	42	37	28	31	26	26	33	360	30
Traffic Stops	105	109	43	87	84	35	118	23	40	36	28	66	774	64.50
All Dispatched Events	835	657	730	820	798	787	907	836	792	764	667	717	9,310	775.83



Owosso Public Safety

202 S. WATER • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 •

MEMORANDUM

DATE: January 13, 2026

TO: Owosso City Council

FROM: Kevin Lenkart
Chief of Public Safety

RE: 2025 End-of-Year Public Safety Administrative Statistics

2025 End-of-Year Administrative Activity Summary

Public Safety Administrative Staff: Amy Higley and Danielle Gilbank-Braids

The Public Safety Administrative Office processed a significant volume of requests and permits throughout 2025. Below is a summary of key administrative activities completed during the year:

- **Freedom of Information Act (FOIA) Requests:** 1,037
- **Medication Collected Through Drug Drop-Off Program:** 507 pounds
- **Traffic Control Orders Issued:** 23
- **Peddler Permits Issued:** 7
- **Golf Cart Registrations Issued:** 16
- **Gun Permit Applications Processed:** 58
- **Sex Offender Registrations:** 145

These figures reflect the ongoing administrative workload and support services provided by Public Safety staff to residents, businesses, and partner agencies throughout the year.

Master Plan Goals: 3.1, 3.2



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

MEMORANDUM

DATE: January 13, 2026

TO: Owosso City Council

FROM: Kevin Lenkart
Director of Public Safety

RE: December 2025 Fire & Ambulance Report

Master Plan Goal: 3.1, 3.2

Attached are the statistics for the Owosso Fire Department (OFD) for December 2025. The Owosso Fire Department responded to 248 incidents in the month of December.

OFD responded to 13 fire or rescue calls and EMS responded to 235 EMS calls.

Fire Calls		EMS Calls	
Illegal Burning	1	City of Owosso	161
Wires Down	1	Corunna EMS	7
Rescue	0	Fairfield Twp.	4
Car Fire	2	Laingsburg	2
False Alarm	1	Middlebury Twp.	5
Building Fire- Owosso	1	Owosso Twp.	43
Building Fire-Mutual Aid	1	Perry Area EMS	4
Gas Leak	2	Rush Twp.	6
Smoke Investigation	4	Out of County	4
Total	13	Total	236

In 2025, the Owosso Fire Department responded to 185 Fire/Rescue calls and 2,975 EMS Calls.

Month	Fire/Rescue Calls	EMS Calls	Total Incidents
January	15	232	247
February	15	232	247
March	17	258	275
April	19	242	261
May	20	240	260
June	19	254	273
July	20	265	285
August	10	253	263
September	13	235	248
October	12	264	276
November	12	264	276
December	13	236	248
TOTAL	185	2,975	3,160

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

January 7, 2026, at 7:30 A.M.

CALL TO ORDER: The meeting was called to order by Chair Daylen Howard at 7:31 A.M.

ROLL CALL: Taken by Lizzie Fredrick

PRESENT: Chair Daylen Howard, Vice-Chair Lance Omer, Mayor Robert J. Teich, Jr., and Commissioners Jill Davis, Jon Moore, Karen Parzych, and Colin McCallum. Commissioner Bill Gilbert arrived at 7:34 A.M.

ABSENT: Commissioner Josh Ardelean

STAFF PRESENT: Lizzie Fredrick, OMS & DDA Director, and Brad Barrett, Finance Director

AGENDA:

MOVED BY MOORE SUPPORTED BY OMER TO APPROVE THE JANUARY 7, 2026, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY AGENDA WITH PUBLIC COMMENTS AFTER DIRECTOR UPDATES AND TABLING THE FISCAL YEAR 2025 AUDIT EXCERPTS UNTIL THE FINANCE DIRECTOR ARRIVES.

AYES: ALL
MOTION CARRIED

MINUTES: Fredrick noted that the December meeting minutes were not included in the January meeting packet by mistake.

MOVED BY PARZYCH SUPPORTED BY TEICH TO TABLE THE DECEMBER 3, 2025, OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES UNTIL THE FEBRUARY MEETING.

AYE: ALL
MOTION CARRIED

REPORTS: Fredrick reviewed the December Check Disbursement and Revenue & Expenditure Reports.

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

Fredrick confirmed that the NACS cables replaced the CHAdeMO cables on the Electric Vehicle Charging Stations on December 17, 2025.

Fredrick noted that six CHAdeMO users charged a combined total of 20 times, generating \$144.98 from January 1st to December 17th, and four NACS users charged a combined total of nine times, generating \$84.53 from December 17th to 31st.

Barret reviewed the Fiscal Year 2025 Audit Excerpts including the OMS & DDA's financial position and activities, the Revolving Loan Fund's balance, and the downtown streetscape debt repayment schedule.

Fredrick presented the Fiscal Year 2025 Tax Increment Financing Report, Fiscal Year 2025 Impact Report, and the 2025 Main Street Program Assessment.

INFORMATIONAL MEETING: Fredrick presented a summary of the OMS & DDA's activities, projects, and programming over the past six months.

Fredrick reviewed upcoming projects including additional Main Street Meetups, the Volunteer Appreciation Party, new Social District signage, the Downtown Owosso Chocolate Walk, Main Street Plaza landscaping, plans for the Ground Bed Concrete Project, Steam Railroading Institute Historical Marker, and wayfinding and arch refurbishment.

ITEMS OF BUSINESS:

1. **2025 Volunteer Awards:** Moore presented the names of 12 volunteers nominated by the four committees for their 2025 contributions to OMS programming.

Moore asked each Board Member to select three names to be considered for a special acknowledgement at the February 19th Volunteer Appreciation Party.

Fredrick announced that Karen Parzych, Debbie Drenovsky, and John Hankerd received the most votes.

COMMITTEE UPDATES:

1. **Design:** Parzych provided updates on plans for new Social District signage.

Gilbert added that the Design Committee would like to get a-frames for the Social District establishments and noted the need for removal of any streetlight display brackets not being utilized.

2. **Organization:** Moore shared that the Organization Committee is updating the annual Sponsor Guide and briefly discussed hosting a 5k as a fundraiser.

Fredrick confirmed that online donations and sponsorship payments are now possible through the TicketSignup platform.

Moore announced plans for Board Spotlights to help the community get to know the Board Members.

3. **Promotion:** Davis provided updates on the Downtown Owosso Chocolate Walk taking place on April 25th including communications with the businesses and a potential increase in the ticket cost.

Davis notified the Board of third quarter photo assignments for The Mattesons Photography contract.

4. **Economic Vitality:** Howard announced Rustic Owl Furnishings was selected as the January Business of the Month.

Howard reminded the Board of the Downtown Business Owner Main Street Meetup scheduled for January 27th.

DIRECTOR UPDATES: None

PUBLIC COMMENTS: Rachel Osmer noted some outdated attraction information on the Downtown Owosso webpage and asked whether the Owosso Main Street Committee meetings were open to the public.

BOARD COMMENTS: Howard asked Fredrick to respond to Osmer's question.

Fredrick confirmed the committee meetings are not public meetings following Roberts Rules of Order, the committees need additional volunteers, and the public can go to DowntownOwosso.org or email Owosso Main Street to inquire about attending a meeting to see if they would like to join.

Davis said there is no formal policy on community members attending a committee meeting, but she would never turn anyone away wanting to get involved.

Moore offered to add public attendance at committee meetings as a discussion topic at the January Organization Committee meeting.

ADJOURNMENT:

**MOVED BY OMER, SUPPORTED BY DAVIS TO ADJOURN AT 8:51 A.M.
AYES: ALL
MOTION CARRIED**

NEXT MEETING FEBRUARY 4, 2026.

DRAFT



OWOSSO HISTORICAL COMMISSION

Regular Meeting of the Owosso Historical Commission

Minutes of January 12, 2026 – 6:00 P.M. at Owosso City Hall

PRESIDING OFFICER: Chairman Lance Little

MEMBERS PRESENT: Commissioners Rachel Osmer, Bill Moull, and Debra Adams

MEMBERS ABSENT: Commissioners Steve Teich and Lorraine Weckwert

CHAIRMAN LITTLE CALLED THE MEETING TO ORDER AT 6:00 P.M.

APPROVE MINUTES – December 8, 2025

Motion by Commissioner Osmer to approve with one correction to the minutes, supported by Commissioner Moull.

Approved by voice vote

APPROVE AGENDA – January 12, 2026

Motion by Commissioner Moull to approve the agenda as presented, supported by Commissioner Adams.

Approved by voice vote

FINANCIAL REPORTS:

Amy Fuller reviewed the Commission's revenue and expense report and the end of year financial report from the Shiawassee Community Foundation.

Denice Grace reported on the December numbers for Curwood Castle.

COMMITTEE REPORTS

Building and Grounds Committee: No updates.

Historic Appreciation Committee: The assessment rolls have been transferred to the state archives. There were no additional updates.

Time Traveler Committee: Lance and Amy met with the library. They were very supportive.

Educating our Youth Committee: The next meeting is 1/16.

ITEMS OF BUSINESS

Home Tour: Lance and Amy met with Sue Osika to discuss fundraising. The Commission reviewed the house list and made suggestions for additional homes.

Website: The Commission reviewed their website and made suggestions for improvements.

PUBLIC COMMENT PERIOD: Motion by Commissioner Adams to accept the offer of a Savage Model 1899 rifle on loan for display. Supported by Commissioner Osmer. Passed by voice vote.

COMMISSIONER COMMENTS:

Commissioner Little shared information on the Michigan History Association's annual conference. There was also discussion on moving the March 9th meeting to 7:00 p.m.

NEXT MEETING: Monday, February 9, 2026, 6:00 p.m.

ADJOURNMENT

Chairman Little adjourned the meeting at 7:13 p.m.

Respectfully submitted by:
Amy Fuller, Assistant City Manager