



City Council Chamber  
129 W. Emerson St  
Ithaca, MI 48847

**City of Ithaca  
City Council  
Regular Meeting Agenda  
Tuesday, April 7, 2026 @ 5:30 PM**

1. Call to Order
2. Pledge of Allegiance to the American Flag
3. Approval of Minutes: Regular Meeting March 17, 2026
4. Approval of Agenda (including the Consent Agenda)
5. Public Comments (*General comments, including items on this Agenda*)
6. \*Consent Agenda (Roll Call Vote)
  - a. City Manager's Written Report
  - b. Claims and Accounts
  - c. Correspondence (*none*)
7. Department/Committee Reports (*none*)
8. City Manager Comments
9. Unfinished Business
  - a. Union Street Funding & Engineering
  - b. Employee Discussion & Staffing
  - c. City Hall Lobby
  - d. Woodland Park
10. New Business
  - a. Delinquencies to be Placed on Summer 2026 Property Tax Roll
11. Public Comments
12. Announcements
13. Adjournment

Cathy Cameron  
City Clerk

*\*All matters listed under Item 6, Consent Agenda, are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the consent agenda and considered separately.*

**CITY OF ITHACA  
CITY COUNCIL MEETING  
March 17, 2026  
5:30 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Brett Baublitz at 5:30pm. and followed by the Pledge of Allegiance to the Flag.

Present were Mayor Brett Baublitz, Councilpersons James Andrew, Rob Endter, Brandon Ester, Kristyn Roethlisberger and Brooke Vernon. Staff present was City Clerk Cathy Cameron and City Treasurer Luke Klifman.

Absent was Councilperson Clark Hubbard and City Manager Jamey Conn.

Audience in attendance was Marne Daggett with MERS of Michigan.

**Moved by Andrew, seconded by Endter to approve the minutes of the regular meeting held March 3, 2026. Motion carried.**

**Moved by Ester, seconded by Vernon to excuse Councilperson Hubbard and Manager Conn. Motion carried.**

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Councilperson Endter requested to remove the Claims and Accounts from the Consent Agenda to discuss a specific check. Mayor Baublitz placed it under New Business as item 10c.

**Moved by Endter, seconded by Andrew to approve the Agenda including the Consent Agenda; as amended by removing Claims and Accounts from the Consent Agenda and placing under New Business as item 10c. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comment. There was none.

**Consent Agenda**

**Moved by Roethlisberger, seconded by Ester to approve the consent agenda items as listed:**

- **City Manager's written report included updates and information on Board of Review, Deputy Treasurer Opening, Bendzinski & Company, MERS Retirement, Planning Commission and Sidewalk Bid Opening.**
- **Financial Reports for February.**
- **Correspondence received was none.**

**Motion carried by Roll Call Vote:**

**Ayes: (6) Andrew, Endter, Ester, Roethlisberger, Vernon, Baublitz**

**Nos: (0) None**

**Absent: (1) Hubbard**

**Committee/Department Reports**

There was none.

**City Manager Comments**

There was none.

**Unfinished Business**

There was none.

**New Business**

Mayor Baublitz introduced Marne Daggett with MERS to present the 2024 Annual Actuarial Valuation Report. The report includes the determination of liabilities and contribution rates resulting from the participation in the Municipal Employees' Retirement System of Michigan. Ms. Daggett stated that if the city continues to contribute more than the minimum required contributions; as they have for the past several years; the city will be fully funded in 2028. Discussion was held.

Treasurer Klifman reported on the sidewalk bid opening. Three bids were received with the lowest bid submitted by Seifert Concrete. Recommendation is to award the bid to Siefert Concrete for the two-year project.

**Moved by Endter, second by Ester to award the bid for the 2026-2027 Sidewalk Project (Zones 5 & 6) to Siefert Concrete in the amount of \$7.75 per square foot (removal and replacement with four inch thick concrete). Motion carried.**

Councilperson Endter requested a closed session to discuss an employee's approval of a check issued under Claims and Accounts. Clerk Cameron requested clarification of the request; as to the compliance under the Open Meetings Act. Discussion was held.

Mayor Baublitz asked for a motion to enter into a closed session under OMA (MCL 15.268(1)(a)).

**Moved by Enter, seconded by Andrew to enter into a closed session.**

**Motion carried by Roll Call Vote:**

**Ayes: (6) Endter, Ester, Roethlisberger, Vernon, Andrew, Baublitz**

**Nos: (0) None**

**Absent: (1) Hubbard**

Clerk Cameron was excused from closed session. Entered closed session at 6:10pm.

**Moved by Endter, second by Roethlisberger to exit closed session. Motion carried.**

Exit closed session, back into open meeting at 6:44pm.

**Moved by Andrew, seconded by Endter to remove AP Check #51361 in the amount of \$60,153.00 payable to Baker Auto Group as unapproved; with authorization to pay all other claims submitted to the Ways and Means Committee being Accounts Payable Checks #51328-51360, \$51362 and Payroll Checks #17163-17165, DD #3637-3653, EFT #2151-2154 as listed in the Check Register Book. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. There was none.

**Announcements**

Treasurer Klifman provided an update on the search for a Deputy Treasurer.

**Moved by Endter, second by Andrew to adjourn. Motion carried.**

The meeting adjourned at 6:49pm.

*Cathy Cameron*

Cathy Cameron, City Clerk



**CITY OF ITHACA, MICHIGAN**  
**City Manager Report to the City Council**  
**April 7, 2026**

1. **127 BRIDGE**: MDOT held a pre-construction meeting on their upcoming construction on the 127 Overpass on Center St. The project should not effect city traffic too much. It will commence in the near future.
2. **ROWE**: We held our initial kickoff meeting with ROWE on the West Center Street TED F project. We are also checking on including a drainage fix on part of that stretch to see how much it would add to the project.
3. **WOODLAND PARK**: I met with another playground rep from a different company recently, and hope to have a new quote before our meeting. We also have quotes on the refurbishing of the big pavilion, along with an ice-rink estimate. Additionally, I met with Unified Network Consulting at the park to look at possible camera locations and counts. They were able to give me a ballpark estimate.
4. **AT&T**: We have been working with AT&T for some time on their plan to upgrade their equipment on the West Tower (Cemetery). The tower will need to be drained for some of the work, so we have set the timeline up to follow our scheduled cleaning of the tower this summer. Any additional cost outside of our regular maintenance will be incurred by AT&T.
5. **CITY HALL ROOF**: DPW Superintendent Smith has scheduled the maintenance for the City Hall roof. The quote came in under budget and we plan to exhaust the Gibbs Fund that will pay all but about 4% of the full cost.
6. **RANGEBID**: We currently have the old water truck and some equipment for auction on RANGEBID.COM. Some of our trucks in the past have done very well on this site, so we plan to continue using it for the foreseeable future when needed.
7. **CITY HALL LOBBY**: We have an RFP pending for the safety changes for the lobby area. I've already met with two contractors and hope to receive some bids very soon. Contractor, Chuck Efaw has agreed to draw up some specs for bidding consistency.
8. **CODE DEPARTMENT**: I have asked Code Officer Foster to compile a spreadsheet with the progress we have made since his coming on board. This spreadsheet is attached to the packet. Zach has done a great job tackling code issues and restarting the rental inspection program in the last year and a half. He started in June of 2024.
9. **DEPUTY TREASURER**: Deputy Treasurer Space's last day was April 2<sup>nd</sup>. However, Jamie has very graciously agreed to help us on an as-needed basis during the transition before a new deputy can begin.

Respectfully submitted,  
 Jamey Conn



## 2024 & 2025 Annual Report Ordinance/Code Enforcement

Code Enforcement Action by Mailed Notification and/or On-Site Inspection

	2024	2025	2024	2025	2024	2025	2024	2025
	Noxious Weeds		Blight (junk/debris)		Inoperable Vehicles		Rental Inspections	
January				1		5		18
February				2				9
March				3				25
April			2					76
May	8	50		2				18
June	11	16		2		2		40
July	39	18	1	3		1		
August	22	15	1	3	5	1		2
September	11	1	1		3	4		4
October	2	2	3		10	3		
November			4		3	4		
December			1				31	
<b>TOTALS</b>	<b>93</b>	<b>102</b>	<b>13</b>	<b>16</b>	<b>21</b>	<b>20</b>	<b>31</b>	<b>192</b>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL FUND					
04/08/2026	GEN	51363	0095	ABC FASTENER GROUP, INC.	162.72
04/08/2026	GEN	51364	7519	ALMA FORD	1,378.98
04/08/2026	GEN	51365	7609	AMAZON CAPITAL SERVICES	917.44
04/08/2026	GEN	51366	7533	BRODART CO	175.11
04/08/2026	GEN	51367	1453	CENGAGE LEARNING INC / GALE	676.44
04/08/2026	GEN	51368	0801	CENTRAL CONCRETE PRODUCTS	528.45
04/08/2026	GEN	51369	7296	CMS INTERNET LLC	377.35
04/08/2026	GEN	51370	7405	COLLABORATIVE SUMMER LIBRARY PROGRA	215.53
04/08/2026	GEN	51371	0860	CONSUMERS ENERGY	40.31
04/08/2026	GEN	51372	7522	CSZ SERVICES, LLC	1,838.92
04/08/2026	GEN	51373	7494	FREDRICKSON SUPPLY	234.22
04/08/2026	GEN	51374	7608	INGRAM LIBRARY SERVICES	167.49
04/08/2026	GEN	51375	0975	KEN'S CULLIGAN	43.00
04/08/2026	GEN	51376	2517	MILLER, CANFIELD, PADDOCK AND STONE	396.00
04/08/2026	GEN	51377	2294	MMNET - GIRESD	600.00
04/08/2026	GEN	51378	2683	PARAGON LABORATORIES INC	1,900.00
04/08/2026	GEN	51379	2696	PEERLESS-MIDWEST, INC.	8,071.86
04/08/2026	GEN	51380	7401	PITNEY BOWES GLOBAL FINANCIAL SVCS	243.66
04/08/2026	GEN	51381	2910	RENT-RITE INC	120.00
04/08/2026	GEN	51382	7564	SMART BUSINESS SOURCE	93.98
04/08/2026	GEN	51383	7167	STATE INDUSTRIAL PRODUCTS	2,544.06
04/08/2026	GEN	51384	2407	STATE OF MICHIGAN - EGLE	800.00
04/08/2026	GEN	51385	7453	UNIFIED NETWORK CONSULTING	600.00
04/08/2026	GEN	51386	0241	VC3 INC	235.20
04/08/2026	GEN	51387	7500	WEATHERBYS PLUMBING & HEATING	19,025.00

GEN TOTALS:

Total of 25 Checks:	41,385.72
Less 0 Void Checks:	0.00
Total of 25 Disbursements:	<u>41,385.72</u>

INVOICE NUMBER	DESCRIPTION	AMOUNT	NOTES
VENDOR NAME: ABC FASTENER GROUP, INC.			
A614452	GLOVES	162.72	
TOTAL VENDOR ABC FASTENER GROUP, INC.		162.72	
VENDOR NAME: ALMA FORD			
F0CS601131	FORD F450 DIAGNOSTIC REPAIRS	1,378.98	
TOTAL VENDOR ALMA FORD		1,378.98	
VENDOR NAME: AMAZON CAPITAL SERVICES			
ACCT# A63CO90J384P	3/2026 PURCHASES	917.44	
TOTAL VENDOR AMAZON CAPITAL SERVICES		917.44	
VENDOR NAME: BRODART CO			
673254	BOOK JACKET COVERS	175.11	
TOTAL VENDOR BRODART CO		175.11	
VENDOR NAME: CENGAGE LEARNING INC / GALE			
ACCT# 100299792	3/2026 PURCHASES	676.44	
TOTAL VENDOR CENGAGE LEARNING INC / GALE		676.44	
VENDOR NAME: CENTRAL CONCRETE PRODUCTS			
179448	COLD PATCH	528.45	
TOTAL VENDOR CENTRAL CONCRETE PRODUCTS		528.45	
VENDOR NAME: CMS INTERNET LLC			
N5783-118	4/2026 PHONE SERVICE	377.35	
TOTAL VENDOR CMS INTERNET LLC		377.35	
VENDOR NAME: COLLABORATIVE SUMMER LIBRARY PROGRA			
723702	SUMMER READING PROGRAM MATERIALS	215.53	
TOTAL VENDOR COLLABORATIVE SUMMER LIBRARY PROGRA		215.53	
VENDOR NAME: CONSUMERS ENERGY			
STATEMENTS	3/2026 CHARGES	40.31	
TOTAL VENDOR CONSUMERS ENERGY		40.31	
VENDOR NAME: CSZ SERVICES, LLC			
1518	2026 ASSESSMENT CHANGE NOTICES	1,838.92	
TOTAL VENDOR CSZ SERVICES, LLC		1,838.92	
VENDOR NAME: FREDRICKSON SUPPLY			
20017	JOINT	234.22	
TOTAL VENDOR FREDRICKSON SUPPLY		234.22	
VENDOR NAME: INGRAM LIBRARY SERVICES			
93970104	BOOKS	100.01	
94505684	BOOKS	15.66	
95234523	BOOKS	51.82	
TOTAL VENDOR INGRAM LIBRARY SERVICES		167.49	
VENDOR NAME: KEN'S CULLIGAN			
0706920	BOTTLED WATER	43.00	
TOTAL VENDOR KEN'S CULLIGAN		43.00	
VENDOR NAME: MILLER, CANFIELD, PADDOCK AND STONE			
1733342	2/2026 LEGAL SERVICES	396.00	
TOTAL VENDOR MILLER, CANFIELD, PADDOCK AND STONE		396.00	
VENDOR NAME: MMNET - GIRESD			
13071	7/2025 - 6/2026 INTERNET	600.00	
TOTAL VENDOR MMNET - GIRESD		600.00	
VENDOR NAME: PARAGON LABORATORIES INC			
36037-261162	MARCH AMR EFF - LAGOON	504.00	
36037-261161	MARCH AMR INFLUENT - LAGOON	504.00	
36037-261160	MARCH DIS. PFAS	405.00	
36037-261088	EFF LL HG	229.00	

04/01/2026 02:33 PM  
User: JAMIE  
DB: Ithaca

INVOICE APPROVAL REPORT FOR CITY OF ITHACA  
POST DATES 04/07/2026 - 04/07/2026  
JOURNALIZED OPEN AND PAID  
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT	NOTES
VENDOR NAME: PARAGON LABORATORIES INC			
36037-261087	ITHACA MARCH DISCHARGE	258.00	
TOTAL VENDOR PARAGON LABORATORIES INC		1,900.00	
VENDOR NAME: PEERLESS-MIDWEST, INC.			
90252	REPAIR WELL 4 MOTOR	8,071.86	
TOTAL VENDOR PEERLESS-MIDWEST, INC.		8,071.86	
VENDOR NAME: PITNEY BOWES GLOBAL FINANCIAL SVCS			
3322058115	12/2025 - 3/2026 POSTAGE METER LEASE	243.66	
TOTAL VENDOR PITNEY BOWES GLOBAL FINANCIAL SVCS		243.66	
VENDOR NAME: RENT-RITE INC			
204897DW-1	3/2026 PORTABLE BATHROOM	120.00	
TOTAL VENDOR RENT-RITE INC		120.00	
VENDOR NAME: SMART BUSINESS SOURCE			
WO-284919-1	PAPER	93.98	
TOTAL VENDOR SMART BUSINESS SOURCE		93.98	
VENDOR NAME: STATE CHEMICAL SOLUTIONS			
904151019	3/2026 WASTE WATER PROGRAM	2,544.06	
TOTAL VENDOR STATE CHEMICAL SOLUTIONS		2,544.06	
VENDOR NAME: STATE OF MICHIGAN - EGLE			
761-11409504	MONITORING VIOLATION	200.00	
761-11340086	MONITORING VIOLATION	200.00	
761-11343213	MONITORING VIOLATION	200.00	
761-1335654	MONITORING VIOLATION	200.00	
TOTAL VENDOR STATE OF MICHIGAN - EGLE		800.00	
VENDOR NAME: UNIFIED NETWORK CONSULTING			
2579	ANNUAL IT SERVER/DOOR SYSTEM CONTRACT	600.00	
TOTAL VENDOR UNIFIED NETWORK CONSULTING		600.00	
VENDOR NAME: VC3 INC			
242289	4/2026 MIRCOSOFTE 365	181.70	
VC3-242873	4/2026 CLOUD PROTECTION	53.50	
TOTAL VENDOR VC3 INC		235.20	
VENDOR NAME: WEATHERBYS PLUMBING & HEATING			
D-38290	50% DEPOSIT - BASEMENT FURNACE REPLACEME	13,250.00	
D38291	50% DEPOSIT ROOFTOP CHANGEOUT - FURNACES	5,775.00	
TOTAL VENDOR WEATHERBYS PLUMBING & HEATING		19,025.00	
GRAND TOTAL:		41,385.72	



# Memo

**To:** *City of Ithaca (the “City”)*  
**From:** *Andy Campbell, CPA, Registered Municipal Advisor*  
**Date:** *January 12, 2026*  
**Re:** *Union Street Project*

This memo is being written to discuss various financial estimates related to the Union Street Project. Below are some key assumptions:

- 2025 State Equalized Value (SEV) – 123,423,600
- Capital Improvement Bond Debt Limit (5% of SEV) – \$6,171,630
- Michigan Transportation Fund Debt Limit – Yearly Debt Payments of \$266,258
- Revenue Bond Debt Limit – Unlimited (as long as user rates can afford the debt payments)
- Project Cost Estimates:
  - Major/Local Street - \$2,550,000
    - Typically cannot exceed a 15-year term for the borrowing
  - General Fund - \$450,000
    - Typically cannot exceed a 15-year term for the borrowing
  - Water - \$1,200,000
    - Borrowing can be for 30 years or less
  - Sewer - \$1,800,000
    - Borrowing can be for 30 years or less
  - Total - \$6,000,000

Capital Improvement Bonds are the most flexible bond issuance type. All capital improvements (Streets, General Fund, Water, Sewer, etc.) can be funded under this type of bond issue. The restricting aspect of this is the debt limit. Although the Union Street Project is under the debt limit, this would not leave any debt limit for future projects, until the principal is paid down over time (and thus opening the debt limit back up). This may put the City in a tough position to fund road, storm sewer, buildings, or other General Fund backed projects in the next 5+ years. Example debt payments are below:

\$1 million over 10 years at 4.00% - \$123,350/year  
 \$1 million over 15 years at 4.125% - \$90,700/year  
 \$1 million over 20 years at 4.25% - \$75,150/year  
 \$1 million over 25 years at 4.375% - \$66,550/year  
 \$1 million over 30 years at 4.50% - \$61,500/year



Michigan Transportation Bonds can be used to fund the Major/Local Street costs of the project. Example debt payments are below:

\$1 million over 10 years at 4.00% - \$123,350/year  
 \$1 million over 15 years at 4.125% - \$90,700/year

Revenue Bonds can be used to fund the Water and Sewer costs of the project, separately (two separate bonds would be needed to fund both). Example debt payments are below:

\$1 million over 10 years at 4.50% - \$126,325/year  
 \$1 million over 15 years at 4.625% - \$93,900/year  
 \$1 million over 20 years at 4.75% - \$78,450/year  
 \$1 million over 25 years at 4.875% - \$70,125/year  
 \$1 million over 30 years at 5.00% - \$65,000/year

For all the above scenarios, the debt payments are scalable. For example, a Major/Local Street project cost of \$2,550,000 paid over 10 years equates to yearly debt payments of \$314,542.50 (\$123,350 x 2.550 units).

As you can see from the above information, figuring out how to fund multiple project components according to the various available debt limits and interest rates can be complicated. A further discussion about the possibilities of cash funding one or more of the components, followed by a discussion about funding the debt with one or more bond issues will be needed.

If you have any questions or require additional information, please do not hesitate to contact us.



February 3, 2026

Mr. Jamey Conn, City Manager  
City of Ithaca  
129 W. Emerson Street  
Ithaca, MI 48847

RE: Union Street Reconstruction  
Professional Services Proposal

Dear Mr. Conn:

ROWE Professional Services Company is pleased to submit this professional services proposal for the above-referenced project. ROWE understands that the city is exploring the reconstruction of Union Street and Seaver Street, utilizing municipal bonds to fund the road and utility improvements. Based on our involvement in the development of the project for the past four years, ROWE has intimate knowledge of the project scope and development. Our involvement includes:

- Providing cost opinions for different construction scopes.
- Assisting the city with completing State Revolving Fund project plans, including portions of the Union Street scope.
- Assisting the city with securing a Transportation Economic Development Fund Category B grant (TEDF-Cat B) for a small portion of the roadway improvements.
  - It is assumed that if these funds are utilized for the roadway improvements, the direct grant method of project implementation will be utilized.
- Assisting the city with scoping the current project improvements on November 12, 2025.

The scope of the project includes:

- Union Street
  - Roadway reconstruction from Center Street (US127-BR) to Westwind Lane, with the removal of on-street parking (3,300 feet).
  - Water main replacement from Center Street (US127-BR) to Arcada Street, including services to the road right-of-way (ROW) (1,500 feet).
  - Sanitary sewer replacement from Center Street (US127-BR) to Barber Street, including services to the road ROW (2,650 feet).
  - Storm sewer replacement/improvements from Center Street (US127-BR) to Westwind Lane (3,300 feet). Storm sewer improvements will include coordination with the Gratiot County Drain Commissioner's office.
  - Replacement of all existing sidewalks within the project limits from Center Street (US127-BR) to the baseball field, north of Arcada Street.
- Seaver Street
  - Roadway reconstruction from Union Street, west to the roadway dead end (500 feet).
  - Storm sewer replacement/improvements, if required, based on roadway design.

**SINCE 1962**

Mr. Jamey Conn, City Manager  
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## SCOPE OF SERVICES

The project includes a topographic survey, geotechnical investigation, engineering design, bidding, construction administration and staking, and permitting for the proposed road improvements.

### ***Topographic Survey:***

ROWE will perform topographic survey services, including identifying and locating existing conditions of the project limits such as physical features, terrain elevations, ground surface types, determining road right-of-way along the project limits, existing utility location based on physical and visible evidence, and the record utility information obtained from a MISS DIG design ticket. ROWE will also set horizontal and vertical control required for construction. The Topographic Survey Phase deliverable will be a survey AutoCAD base drawing showing contours, spot elevations, along with utility, topographic, and property information in AutoCAD C3D format. Our fee is based on survey field work to be completed in non-snow-covered conditions.

### ***Geotechnical Investigation:***

ROWE will subcontract with and manage a geotechnical professional to perform six 20-foot-deep soil borings. The consultant's deliverable will be subsurface boring logs to be utilized by the design and construction teams.

### ***Design Phase:***

Once the design contract has been awarded, ROWE will begin with the Design Phase of the project. The phase includes the following tasks:

#### ***Project Kickoff and Field Review:***

ROWE will schedule a project kickoff meeting with the city staff to review the scope of the project, schedule, deliverables, expectations, and timelines. After the kickoff meeting, ROWE will visit the project location to review the existing conditions with city staff.

#### ***Preliminary Design:***

Based on the Project Plan, ROWE will develop 50 percent plans (2-dimensional layouts) for the city's review and approval. It is anticipated that the 50 percent plans will include roadway layout, sanitary sewer layout, storm sewer layout, water main layout, and sidewalk replacement layout. ROWE will schedule and attend a 50 percent plan review meeting to review the layout with the city.

After approval of the 50 percent design plans, ROWE will develop 90 percent plans for the city's review and approval. It is anticipated that the 90 percent plan package will include the following sheets:

- Cover Sheet
- Note Sheet
- Legend Sheet
- Typical Cross Sections
- Alignment and Control Sheet(s)
- Detail Sheet(s)
- Removal Sheet(s)
- Road and Storm Plan Sheet(s)
- Road Triple Profile Sheet(s)

Mr. Jamey Conn, City Manager  
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- Sanitary and Water Main Plan and Profile Sheet(s)
- Pavement Marking and Signing Sheets
- Maintaining Traffic Sheet
- Soil Erosion and Sedimentation Control (SESC) Detail Sheet
- Soil Boring Log Sheet

This task also includes preparing an Opinion of Probable Construction Costs for review by the city.

ROWE will schedule and attend a 90 percent plan review meeting to review the proposed improvements with the city.

This task includes two in-person meetings with the city at the design milestones (50 percent and 90 percent plans).

**Construction Documents:**

Once the 90 percent plans have been approved by the city, ROWE will incorporate relevant changes into the final construction plans. The final construction plans will be adequate for bidding and construction of the proposed improvements. ROWE will follow the milestone schedule agreed upon by the city and ROWE. The 90 percent plans will be used as a base for the construction plans and will be developed into the full construction plan package. Along with the construction plans, ROWE will also develop technical specifications, bidding documents, and an updated Opinion of Probable Construction Costs. If overruns are identified, we will work with the city to review reductions to the scope. This task includes two meetings with the city (one in-person and one virtual).

The following permits are anticipated for this project and ROWE will assist the city with their submittal and completion:

- Permit application for Utility Work on a County Drain (Gratiot County Drain Commission).
- Permit application for Community Water Supply Systems (Michigan Department of Environment, Great Lakes, and Energy (EGLE)).
- Permit application for Wastewater Construction Permits (EGLE).
- Right-of-way Construction permit application (Michigan Department of Transportation (MDOT)).
- Soil Erosion and Sedimentation Control Permit Application (Gratiot County).

**Bidding Phase:**

After the construction documents are completed, ROWE will assist the city with bidding the project. The following tasks are included:

- Preparing an advertisement for bids for the project to be published in the local newspaper and provided to contractor plan rooms.
- Include the necessary documents in the construction contract as required by the (TEDF-Cat B) Grant.
- Schedule and administer one on-site pre-bid meeting.
- Respond to any requests for information (RFI) submitted.
- Assist the city with bid openings, prepare bid tabulation, and make a recommendation of contractor award to the city council.

Mr. Jamey Conn, City Manager  
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**Construction Phase:**

Once the construction project has been awarded, ROWE will assist the city with the Construction Phase of the project. It is assumed that the project will take 31 weeks to complete and may require multiple construction inspectors during various phases of the project. The phase includes the following tasks:

Construction Administration:

- Coordinating the execution of contracts, including obtaining bonds and insurance from the Contractor.
- Schedule and administer a pre-construction meeting.
- Review material shop drawings for conformance with contract documents.
- Provide construction observation, including fresh concrete and soil density testing.
  - The budget is based on 2,434 hours of on-site observation and 340 hours of office time throughout the construction process.
- Provide contract administration, including creating any necessary change orders, and review the Contractor’s Application for Payments.
- Administer regularly scheduled meetings to review the progress of the project and to address any concerns by the Contractor and/or City.
- Schedule and attend a project walk-through upon completion and create a punch list, if necessary.
- Obtain, review, and submit all necessary project closeout documentation as required.
- Provide record drawings based on the Contractor’s red-line markups.

Construction Staking:

- Provide construction staking for the proposed project, including:
  - Top back of curb alignment and grades at 50-foot intervals and changes in alignment.
  - Sidewalk alignment and grades as given on the plans.
  - Locations of water main fittings and hydrants.
  - Location of each proposed drainage structure.
  - Location of each proposed sanitary structure.
  - Related office work for the staking plan and checking.
  - The budget is based on six trips to the project site.

**SCHEDULE**

It is our understanding that the City of Ithaca is exploring municipal bonding and working through your strategic bonding for this project and it does not have a specific schedule identified. However, we understand that the city would like to construct the project in either 2026 or 2027. ROWE will work with the city to develop a more detailed schedule following the award of the project.

**COMPENSATION**

Compensation for our services is as follows:

- Topographic Survey: ..... \$18,200
- Geotechnical Investigation:..... \$6,600
- Design and Bidding Phase: ..... \$115,500
- **Survey, Geotech, and Design Phase TOTAL ..... \$140,300**

Mr. Jamey Conn, City Manager  
February 3, 2026  
Page 5

- Construction Phase
    - Construction Administration (full-time inspection).... \$368,600
    - Construction Staking..... \$14,400
- Construction Phase TOTAL..... \$383,000**

Note: The scope and fee for the Construction Phase include full-time construction inspection. If the city would like to reduce the fee of the construction phase by reducing the ROWE's scope, we are open to discussing it further.

**CLARIFICATIONS TO OUR SCOPE OF SERVICES**

1. The city will provide utility records or information regarding the location of the utilities.
2. The proposal does not include stormwater detention improvements, if required by the Gratiot County Drain Commissioner's Office. If required, a contract modification with updated scopes and fee will be provided.
3. All permits not listed in the scope of services will be obtained by the Owner or Contractor.
4. All review and permit fees will be paid for by the Owner or Contractor.
5. The proposal does not include environmental testing.
6. The proposal does not include the preparation of any easements.
7. The proposal does not include utility exploration, televising, or ground-penetrating radar.
8. The proposal does not include provisions for the mitigation of contaminated soils but can be provided for an additional fee and proposal.
9. The proposal assumes that municipal bonds and a direct grant implementation of the TEDF-CatB will be utilized to fund the project. If other funding mechanisms are identified later that require additional design scope, a contract modification with updated scopes and fee will be provided.

We appreciate the opportunity to continue providing professional engineering services to the City of Ithaca for your infrastructure improvement projects. Our standard contract is attached and considered part of this proposal. If you have any questions or concerns, please feel free to contact me at (616) 272-7125.

Sincerely,  
ROWE Professional Services Company

Aaron J. Wendzel, PE  
Project Manager



Wade Trim, Inc.  
2851 Charlevoix Drive SE, Suite 108 • Grand Rapids, MI 49546  
616.956.3304 • www.wadetrim.com

February 23, 2026

City of Ithaca  
129 West Emerson Street  
Ithaca, MI 48847

Attention: Jamey Conn  
City Manager

Re: Union Street Reconstruction Project – Professional Engineering Services

Dear Jamey:

We are pleased to submit this professional engineering services letter proposal for the Union Street Reconstruction project. Our proposal confirms our scope of work, proposed schedule, and budget effort estimate which are based on past planning work and information shared at our in-person meetings. Our submittal format outlines the design, bidding, construction, and closeout services, as well as procedures to provide additional services if they are required.

#### **PROJECT UNDERSTANDING/SUMMARY**

The City proposes to reconstruct Union Street from East Center Street to Westwind Lane to improve roadway conditions, upgrade underground utilities, and enhance drainage and pedestrian infrastructure. The project includes rebuilding the roadway with two 12-foot travel lanes and standard MDOT F4 curb and gutter. The design will consider lowering the roadway profile to improve drainage within the right-of-way.

Major utility improvements include installation of a new 8-inch PVC water main west of the existing roadway, abandonment of the existing main, and 1-inch PEX water services. The sanitary sewer between East Center Street and East Barber Street will be replaced in kind, with sizing verified if the existing sewer is found to be 8 inches. Sanitary service leads will be replaced as part of the project from the new sanitary sewer to the ROW. The storm sewer throughout the project corridor will also be replaced, with alignment coordinated closely with the County Drain Commission due to the presence of two county drains. Storm leads for future sump pump connections will be included as part of this project.

Pedestrian improvements include sidewalk replacement for ADA compliance, concrete driveway replacement from back of curb to the sidewalk or right-of-way regardless of existing materials, and new crosswalks at St. Paul the Apostle Catholic Church, East Arcada Street, and the baseball field near 411 Union Street.

Additionally, a 500-foot segment of East Seaver Street from Union Street to the dead end will be reconstructed using a crush-and-shape process with asphalt overlay, with no utility upgrades currently planned. Grading of the improved roadway will consider drainage improvements along this street.

We understand that a majority of the project is anticipated to be funded locally by the city who is working on bonding options with Bendzinski & Co. The city is also the recipient of a \$250,000 grant from the MDOT Transportation Economic Development Fund (TEDF) program that will be used to fund a portion of the roadway improvements.

## **PROJECT SCOPE OF WORK**

Wade Trim will provide design and construction services to the City of Ithaca as outlined in the task descriptions that follow. Services were developed based on discussions with City of Ithaca staff. Sean Beckman, PE, will be the project manager for this project. He has worked on numerous projects for the City of Ithaca and understands your expectations and procedures for delivering a successful project. He is familiar with the proposed scope of the project and assisted the city with preliminary planning efforts at his previous firm. Work will begin upon receipt of written notice to proceed from the City of Ithaca.

The proposed project includes the full reconstruction of Union Street from East Center Street to Westwind Lane, along with the reconstruction of approximately 500 feet of East Seaver Street from Union Street to its dead end. The roadway will be rebuilt to include two 12-foot travel lanes and standard MDOT F4 curb and gutter is proposed throughout the corridor. Per the client's direction, the design team will evaluate opportunities to lower the roadway profile to improve drainage and maintain stormwater management within the public right-of-way.

### **1.0 WATER MAIN IMPROVEMENTS**

The existing water main between East Center Street and East Arcada Street, located near the centerline of the roadway based on conversations with the client, will be abandoned in place with flowable-fill non-structural concrete. A new 8-inch PVC water main will be installed, with placement preferably within the green space west of the existing roadway, pending confirmation of conflicts during preliminary investigations.

Some existing water services may contain lead components; where present, the client will complete lead service line replacements from the main to the home, as required. Existing non-lead service lines will be replaced from the new main to the ROW line, consisting of 1-inch PEX.

### **2.0 SANITARY SEWER IMPROVEMENTS**

The sanitary sewer from East Center Street to East Barber Street, currently located in the approximate center of the northbound travel lane, will be replaced in kind and in close proximity to its existing alignment to avoid known service connection constraints. If investigations reveal that the existing sanitary trunk is 8 inches in diameter, calculations will be performed to verify appropriate sizing. We anticipate the proposed sewer main will be constructed at a lower elevation than the existing system to mitigate issues with making services connections to the city sewer customers. Sanitary service leads will be replaced as part of this project from the new sewer main to the ROW within the sewer replacement limits.

### **3.0 STORM SEWER IMPROVEMENTS**

The project will include stormwater management system and surface drainage improvements within the entire length of the roadway improvements from Center Street to Westwind Lane. The drainage along Seaver Street will likely consist of surface runoff directed to Union Street. Final storm sewer alignment will be coordinated closely with the County Drain Commission due to the presence of two county drains within the project limits. The project will include storm leads to the right-of-way for future sump pump connections for adjacent homes. Wade Trim will prepare necessary design exhibits for use during discussions with the Drain Commission regarding drainage improvements. We understand that preliminary discussions between the Drain Commissioner and City have been held

and there are no known issues at this time. Close coordination with the County throughout the project will avoid unanticipated project delays.

#### 4.0 DRIVEWAYS, SIDEWALKS, ADA, AND CROSSWALKS

Existing sidewalks will be removed and replaced as necessary to meet ADA requirements and accommodate revised drainage patterns. Sidewalk currently exists on both sides of Union Street from East Center Street to East Emerson Street, and only on the east side from East Emerson Street to Westwind Lane; reconstruction limits will follow these existing conditions unless adjustments are required for compliance or as directed by the City.

Driveways within the project limits will be replaced from the back of curb to the sidewalk or right-of-way line (whichever is applicable) using concrete construction, regardless of the existing driveway material.

Crosswalks are proposed at three locations with specific location recommendations provided during the detailed design phase:

- St. Paul the Apostle Catholic Church
- East Arcada Street
- The baseball field near 411 Union Street

#### 5.0 EAST SEAVER STREET RECONSTRUCTION

East Seaver Street, from Union Street to the dead end (approximately 500 feet), will be reconstructed using a crush-and-shape process followed by a new asphalt overlay. This method will recycle the existing pavement structure, improve uniformity, and provide a stable base for the new surface. No utility upgrades are proposed at this time, and only limited grading adjustments will be made to improve drainage.

To accomplish the scope outlined above, five tasks are proposed as follows:

- Task 1 – Preliminary Engineering Phase Services
  - Task 1.1 – Scope Clarification and Kick-Off Meeting
  - Task 1.2 – Topographic Survey
  - Task 1.3 – Geotechnical Investigation
  - Task 1.4 – Pre-Design Analysis and Meeting
- Task 2 – Design Phase Services
  - Task 2.1 – 30% Plans, Engineer’s Opinion of Cost, and a Specifications Summary
  - Task 2.2 – 60% Plans, Engineer’s Opinion of Cost, preliminary contract documents and a Special Provision Summary
  - Task 2.3 – 90% Plans, Engineer’s Opinion of Cost, permit applications, draft final contract documents and preliminary Special Provisions
  - Task 2.4 – Final Contract Documents
- Task 3 – Bidding Phase Services
- Task 4 – Construction Phase Services (Future Proposal)
- Task 5 – Close-out Services (Future Proposal)

Specific services and deliverables included with each task are described in the sections that follow.

## 6.0 PRELIMINARY ENGINEERING PHASE SERVICES

### 6.1 Scope Clarification and Kick-Off Meeting

- A. Wade Trim will meet with the Owner to clarify and define the project requirements and review available data. We will advise the Owner if additional project information is needed including reports and data relative to previous designs or investigation at/or adjacent to the site. We will assist the Owner in obtaining such data and services.

*Deliverables:* Kick-off Meeting Minutes.

### 6.2 Topographic Survey

- A. The survey shall be completed on the North American Datum of 1983 (NAD83), State Plane Coordinate System, Michigan South Zone - 2113, international feet, and on the North American Vertical Datum of 1988 (NAVD88).
- B. At least eight horizontal control points and eight vertical benchmarks shall be established within the survey limits. Since control can move or shift prior to construction, benchmarks and control points must be verified prior to construction by any contractor or other party who uses them for construction.
- C. The horizontal and vertical locations of visible features shall be surveyed such as, visible utility appurtenances (manholes, valve boxes, hydrants, utility poles etc.), curb and gutter, ditches, drives, edge of concrete, edge of water, edge of pavement, edge of landscaping, fences, flag poles, guardrails, mailboxes, monitoring wells, parking paint stripes, posts, road centerline, retaining walls, roads, signs, survey monuments, tops of banks, bottoms of banks, and other features encountered during the survey within the defined survey limits.
- D. Utility structures will be opened, and pipe sizes, types, depths, direction, and connectivity (where possible) will be recorded. Pipe sizes will be recorded to the nearest one-inch interval. Structures that are not visible or not accessible will not be surveyed or opened. Pipes that are hidden, not visible, or where the view is obstructed with water or debris will not be measured. One structure upstream and downstream outside of the survey limits shall also be opened, and pipe sizes, types, depths, direction, and connectivity (where possible) will be recorded within the defined survey limits.
- E. Utility information provided by local authorities will be included on the CAD drawing. A Miss Dig design e-ticket will be submitted and the Miss Dig ticket information will be included as part of the survey. If any utility information is received after the submittal of the survey, the information will be forwarded to the owner.
- F. Parcel boundaries within the topographic survey limits shall be shown on the survey according to publicly provided data. Any parcel boundaries shown on the survey should be considered approximate, as a full Certified Survey according to Michigan Public Act 132 of 1970 is not included in this proposal. Parcel identification such as ID, owner name, and address will be shown, based on current tax map information.
- G. Existing rights-of-way of adjoining roads shall be shown on the survey and noted as "Public" or Private."
- H. Areas will be adequately mapped to display one-foot contours within the mapping limits. Areas that are not accessible to our survey personnel, that are obstructed, not accessible, or covered with debris will not be surveyed and noted as "Public" or "Private".

**Deliverables:** An electronic version of the base map containing the items noted above will be provided in 2025 AutoCAD Civil 3D (or current version) .dwg format in Wade Trim layers with the corresponding point file. The base map shall include rights-of-way widths, approximate property boundaries, surfacing types (bituminous, concrete, and gravel) depicted with hatching, survey control points and benchmark data with elevations and descriptions, linework of onsite features, and locations (or approximate locations) of utilities. The AutoCAD .dwg will include an AutoCAD Civil 3D surface of the existing conditions. This map will be used as our base design file in completing the project design and construction documents.

### 6.3 Geotechnical Investigation

- A. Wade Trim proposes using G2 Consulting as one of our preferred partners to complete the geotechnical exploration required for this project. We propose to complete the following scope of services.
  1. Six borings to a depth of 10-foot along Union Street varying lanes throughout the project limits. Three borings will be completed within the existing roadway pavement, and three borings will be completed in green space within the public ROW.
  2. One pavement core on Seaver Street to document the existing pavement section that is planned to be crushed, shaped, and resurfaced.

### 6.4 Pre-Design Analysis and Meetings

- A. Wade Trim will identify, consult with, and analyze the requirements of other agencies and/or governmental authorities that have jurisdiction to approve the portions of the project designed or specified by Wade Trim.
- B. Based on results of agency meeting and data gathering efforts, Wade Trim will analyze the Owner's needs, planning surveys, site evaluations, and comparative studies of prospective sites and solutions. Potential alternative solutions will be identified and evaluated and, after consultation with the Owner, we will recommend the solutions that best meet the Owner's project requirements.

**Deliverables:** Meeting Minutes with Agencies and Owner documenting efforts and decisions; Needs Assessment, Alternatives, and Budget Evaluation Meeting with The City of Ithaca.

## 7.0 DESIGN PHASE SERVICES

### 7.1 30% Design Submittal

- A. Based on the Owner's acceptance, selection, and authorization, preliminary design phase documents will be prepared. The 30% design submittal will include final design criteria, preliminary drawings, outline anticipated specifications, and written descriptions of the project. A revised Engineer's Opinion of Probable Construction Cost based on a 30% complete set of plans will also be submitted.

**Deliverables:** 30% Plans and 30% Engineer's Opinion of Probable Construction Cost in PDF format, via email.

- B. A review of the 30% design submittal will be facilitated to collect feedback from the Owner and other project stakeholders including the Gratiot County Drain Commissioners office and MDOT TSC. Based on comments received, the Owner will identify specific modifications or changes to the scope, extent, character, or design requirements to carry forward in the 60% design submittal. It is anticipated that major design decisions will be agreed upon at this step so the design concept can be further detailed for the 60% design submittal.

**Deliverables:** Technical Memo or Meeting Summary of Review Comments and Design Decision Updates.

## 7.2 60% Design Submittal

- A. A 60% design submittal will be developed and submitted to the City of Ithaca for review and comment. This submittal will include:
1. Preliminary horizontal and vertical alignments as necessary to convey the intent of the design to the Owner.
  2. Preliminary contract documents and special provisions that may be required based on the selected contracting method.
  3. Preliminary typical cross-sections of the improvements.
  4. Preliminary plan sheets of the proposed utilities.
  5. Preliminary Maintenance of Traffic plans.
  6. A revised Engineer's Opinion of Probable Construction Cost based on a 60% complete set of plans.
- B. Wade Trim will perform an in-house quality assurance and quality control review of the 60% design submittal and make necessary updates prior to submittal for City of Ithaca review. A review meeting with the City of Ithaca will be facilitated and meeting minutes provided within 7 days of the meeting date. If temporary or permanent easements are identified during the review meeting, as required to construct improvements, the appropriate scope of work and corresponding fee will be negotiated between Wade Trim and the Owner.

***Deliverables:*** 60% Plans and 60% Engineer's Opinion of Probable Construction Cost in PDF format, via email.

- C. A review of the 60% design submittal will be facilitated to collect feedback from the Owner and other stakeholders. Based on comments received, the Owner will identify any issues to address. At this stage of the project, it is anticipated that no further changes to design concepts or parameters will be made. The remainder of the design effort will focus on further detailing the design concept. Significant changes in design parameters or concepts may lead to additional effort and cost.

***Deliverables:*** Technical Memo or Meeting Summary of Review Comments and Plan Updates.

## 7.3 90% Design Submittal

- A. A 90% design submittal will be developed and submitted to the City of Ithaca for review and comment. A final in-house quality assurance and quality control review of the 90% plans will be performed, and revisions will be incorporated into the plans as necessary. This submittal will include:
1. Input gathered from preliminary comments.
  2. 90% complete horizontal and vertical alignments of the project.
  3. 90% complete contract documents and special provisions.
  4. 90% complete typical cross-sections of the future right-of-way.
  5. 90% complete plan sheets of the proposed utility improvements.
  6. 90% complete maintenance of traffic plans and special provisions.
  7. A revised Engineer's Opinion of Probable Construction Cost based on a 90% complete set of plans.

***Deliverables:*** 90% Contract Documents and 90% Engineer's Opinion of Probable Construction Cost in PDF format, via email.

- B. Wade Trim will submit the plan review package to the Owner for approval prior to developing administratively complete permit applications for the regulatory agencies listed below. Wade Trim will attend the plan review meeting with the Owner and other affected agencies and utility companies and prepare meeting minutes, as necessary. Please note, if necessary, the Owner will be responsible for all permit fees.

Anticipated permits for this project:

1. EGLE Act 399 – water system improvements.
  2. EGLE Part 41 – sanitary system improvements.
  3. Gratiot County SESC – soil erosion and sedimentation control.
  4. MDOT ROW – temporary traffic control signs.
  5. Gratiot County Drain Commission.
  6. ***Deliverables:*** *Permit Applications and/or Letter of Transmittal.*
- C. A review of the 90% design submittal will be facilitated to collect feedback from the Owner and other stakeholders previously mentioned. Based on comments received, the Owner will identify any issues to address. It is anticipated that design decisions will be finalized at the 60% stage. The remaining design effort is anticipated to focus on resolving review and quality control comments. Any significant changes to design at this stage will likely lead to additional effort and cost.

***Deliverables:*** *Technical Memo or Meeting Summary of Review Comments and Final Design Decisions.*

#### 7.4 100% Design Submittal (Final Contract Documents)

- A. Wade Trim will submit final contract documents to the Owner for bidding, including one clean and unbound set for reproduction and one bound set in CSI format for the Owner's records. This submittal will include any necessary final changes to the plans discussed at the 90% plan review. This submittal will include:
1. Final horizontal and vertical alignments.
  2. Final contract documents and special provisions.
  3. Final typical cross-sections of the future right-of-way.
  4. Final plan sheets of the proposed utility improvements.
  5. Final maintenance of traffic plans and special provisions.
  6. Final Engineer's Opinion of Probable Construction Cost.

***Deliverables:*** *Revised Contract Documents in PDF format, via email.*

*Final drawings will be provided in PDF and native file electronic formats for the Owner's records. Wade Trim does not warrant, guarantee, or provide assurances that dimensions, details, and other information are exact or endorse the future use of these files outside of the project. If files are used for other purposes than the project, it is the sole responsibility of the Owner to determine if information presented in provided digital files has been changed or updated, and Wade Trim is exempt from any claims arising from or in any way related to use of provided digital files outside of the project.*

- B. A review of the 100% design submittal will be facilitated to collect feedback from the Owner and other stakeholders. Based on comments received, the Owner will identify any issues to address for final bid document preparation. Changes to design extent, character, or requirements are not anticipated at this stage.

***Deliverables:** Technical Memo or Summary of Review Comments and Final Bidding Document Updates.*

## 8.0 BIDDING PHASE SERVICES

### 8.1 Bidding Documents

- A. After the Bidding Phase has been authorized to proceed, Wade Trim will provide electronic final copies of the Bidding Documents and a revised Engineer's Opinion of Probable Construction Cost to the Owner within 5 days of acceptance of final plans.

***Deliverables:** Bidding Documents in PDF format, via email.*

### 8.2 Bid Advertisement and Addenda Services

- A. Wade Trim will prepare and coordinate the bid advertisement by providing five hard copies of the bidding documents to the City of Ithaca and on Wade Trim's website for prospective bidders to review. Contract documents will be distributed to bidders, upon request. Any bid advertisement costs are to be paid for directly by the City of Ithaca.
- B. Addenda will be prepared and issued as appropriate to clarify, correct, or change the Bidding Documents. It is assumed that up to two Addenda will be prepared (if necessary).

***Deliverables:** Two Addenda.*

### 8.3 Contract Award

- A. Wade Trim will support and/or conduct the bid opening per the Owner's direction.
- B. All bids will be tabulated and checked for responsiveness to bid requirements. It is assumed that the lowest and best bid will be recommended. Wade Trim will support the Owner, if requested, in further review of the low bidder's qualifications.
- C. A bid review letter will be provided to the City of Ithaca for contract award to the selected Contractor.

***Deliverables:** Bid tabulation and bid review letter for Contract Award.*

## 9.0 CONSTRUCTION PHASE SERVICES

Please note that the construction phase services in section 9 are not included in our proposed fee currently. We have provided a budget estimate for planning purposes only. Once the final scope of the project improvements is finalized, the contractor has been selected, and the contractor's progress schedule is available, Wade Trim will provide a separate letter proposal with our fee to provide construction phase services. The information below is our anticipated scope of services for this phase of the Union Street Reconstruction project.

### 9.1 Construction Administration Services

- A. Wade Trim will coordinate and conduct a pre-construction conference with the Contractor to review communication, coordination, and other procedures, and discuss the Contractor's general work plan and requirements. Wade Trim will establish the agenda and meeting location, and record/distribute the meeting summary within 7 days after the meeting.

***Deliverables:** Pre-Construction Meeting Summary.*

- B. Bi-weekly construction meetings will be conducted while the Contractor is mobilized to the site. A senior construction engineer will be assigned to preside over monthly meetings about status progress, and to review schedule implications and cost issues. Meeting summaries will be distributed within 7 days after the meeting.

***Deliverables:*** Meeting Summaries.

- C. Cloud-based construction management software will be used to manage, track, report, and store relevant documents between the Contractor, Engineer, and Owner that are produced during the construction and closeout phases. Wade Trim will use its in-house software unless otherwise specified by the Owner.

***Deliverables:*** Digital copies of documents exported from system.

- D. Wade Trim will review and work with the Contractor to obtain an acceptable schedule of values for basis of payment applications, review the Contractor's monthly payment applications to verify quantities and progress of the Contractor's work in accordance with the contract terms, and recommend acceptability of requests to the Owner.

Recommendations for payment will be based upon knowledge, information, and data from Wade Trim's onsite observations of the work. These recommendations do not represent that continuous or detailed examinations have been made relative to exact accordance with the contract, but that Wade Trim has examined the work to ascertain how or for what purpose the Contractor has completed work and that work, materials, or equipment has passed to the Owner free and clear of liens, claims, security interests, or encumbrances. Further, Wade Trim's recommendations for payment do not indicate a responsibility to supervise, direct, or control the Contractor's work in progress relative to the Contractor's means, methods, techniques, sequences, procedures, safety precautions, or other programs incident thereto, or the Contractor's compliance with laws and regulations applicable to the work.

***Deliverables:*** Pay Request Reviews.

- E. The Contractor's construction schedule will be reviewed monthly to verify consistency with the contract requirements and advise where the schedule is not in compliance.

Note: Comments related to schedule reviews will not be considered a guarantee or confirmation that the Contractor will complete the work in accordance with the contract for construction. Review of the Contractor's monthly schedule updates or other schedule submissions ascertains compliance with the contract. Wade Trim may also provide opinions of progress or issues regarding the risks or other pertinent updates relative to performance.

***Deliverables:*** Bi-weekly Schedule Reviews.

- F. Minor changes to design work will be addressed based on conditions encountered in the field and/or at the direction of the Owner, including:
1. Field Orders - Minor variations in the work will be made through field orders issued to the Contractor. Field orders do not involve adjustments to construction contract price nor time for construction and are not considered inconsistent with the Contract Documents.
  2. Change Proposal Requests (CPR) and Work Change Directives (WCD) - When RFIs or construction changes result in contract time or cost adjustments, Wade Trim will review and recommend acceptance or rejection to the Owner based on negotiations of the Contractor's proposal, as needed.
  3. Change Orders - Individual CPRs and WCDs will be combined into a change order and provided to the Owner for action.
  4. Claims and Disputes - Letters and notices about claims or disputes pertaining to the acceptability of the work or interpretation of the contract requirements for construction

will be logged and the Owner will be notified. Wade Trim will review these letters and notices and facilitate discussions with the Contractor, as necessary, to understand each claim or dispute. The Owner will be advised about the Contractor's compliance with the contract requirements for such claims and disputes and Wade Trim will assist in discussions with the Contractor to resolve the claims and disputes.

**Deliverables:** *Forms and Correspondence to Address Field Orders, CPRs/WCDs, Change Orders, and Claims.*

## 9.2 Resident Engineering Services

A. Wade Trim will assign a Resident Engineer (RE) to provide the following services during the construction period:

1. Review shop drawings, samples, and submittals using procedures outlined in the specifications including requests for proposed substitutions. The Contractor's proposed shop drawing and submittal schedule will be reviewed. Wade Trim will coordinate reviews with design engineers for conformance with the design concept and compliance with the specified requirements. Logs will be maintained using the construction document software to identify and track all shop drawings, samples, and O&M manuals.

**Deliverables:** *Submittal reviews.*

2. Review Contractor-provided inspections or tests required by the construction documents for conformance to specified parameters for materials, equipment, and/or installed work. Wade Trim's review of Contractor-provided certificates and test data, or other approvals information provided by the Contractor does not constitute that an independent evaluation was performed or validated.
3. Review Contractor's Requests for Information (RFIs) including coordination with design engineers for developing appropriate responses.

**Deliverables:** *Review and respond to RFIs.*

- B. Required warranties, guarantees, lien releases, and other similar documents will be coordinated and reviewed.
- C. Wade Trim will verify the Contractor is maintaining a marked-up, redline version of work installed and separately maintain a field version of marked-up, redline documents. Any observed differences with the Contractor's set will be reconciled regularly (at least monthly). At completion, a set of reconciled redline construction documents will be provided for development of record drawings.
- D. Wade Trim will establish survey control and perform construction staking for the project, including:
  1. Baselines and benchmarks shown on the construction documents for locating the work for the Contractor to begin work.
  2. Construction staking surveys to provide reference points, as shown on the construction documents, needed for layout of the work.

## 9.3 Resident Project Representative Support Services

A. Wade Trim will assign a Resident Project Representative (RPR) to conduct onsite observations to document daily work by the Contractor and overall conformance with the construction documents. Typical responsibilities are:

1. Be familiar with and knowledgeable of the construction documents, approved construction standards, and submittals related to daily report of site activities and events.

2. Focus field observation services on documentation of completed work and its adherence to the construction documents and approved shop drawings using a standardized inspection daily report (IDR) template and photographic logs.
3. Accompany visiting inspectors representing public or other agencies permitted onsite and document feedback and interactions from any residents or passersby.
4. Promptly review and notify the Wade Trim project manager of deficient or non-compliant work using a non-conformance report and the Contractor's corrective.
5. Notify Wade Trim project manager of any unexpected site condition (such as archeological, geotechnical, or environmental).

The RPR is planned to provide full-time inspection to cover the entire construction and close-out period. The exact schedule will be established by the selected contractor. Five days per week observation is anticipated at 50 hours per week. The RPR will also attend meetings and assist with administration tasks throughout construction. Overtime payment above 50 hours per week is not anticipated.

***Deliverables:*** RPR IDRs and Non-conformance Forms, as appropriate.

- B. Wade Trim will provide independent material testing, specialty inspection, and/or other services to verify the quality of the Contractor's work including welds, compaction, or concrete parameters.

***Deliverables:*** Testing reports and other information prepared by independent firms to assess the quality of work installed.

- C. Substantial and final completion inspections will be facilitated to prepare punch lists of items requiring completion or correction. Promptly after the Contractor gives notice that the entire work is ready for its intended use, the RPR, along with the Owner and Contractor, will facilitate an inspection for substantial completion, considering any objections of the Owner and/or Wade Trim, and again, upon final completion. The RPR will reinspect work once after each initial inspection to confirm any outstanding items are addressed to allow for acceptance of the work and issuances of certificates of substantial completion and final completion.

***Deliverables:*** Certificates of Substantial Completion and Final Completion.

#### 9.4 Close-Out Services

- A. Wade Trim will document final review of the project using a detailed checklist and confirm, as part of final documentation, that project requirements are met. The review will include operation and maintenance instructions, schedules, guarantees, bonds, certificates, and/or other evidence of insurance not previously submitted and required by the Contract Documents, certificates of inspection, tests and approvals, shop drawings, samples, and other data for the Owner to accept the project as final. During this step, receipt of the Final Contractor's payment application will be verified.

Limitation of Responsibilities – Wade Trim is not responsible for acts or omissions of the Contractor, or their subcontractors, suppliers, or other individuals or entities performing or furnishing work for the project. Wade Trim is also not responsible for the failure of the Contractor to perform or furnish the work in accordance with the Contract Documents.

***Deliverables:*** Checklist/Letter of Final Project Review.

- B. Record drawings will be developed after completion of the construction and final survey of the completed work. As-built information documented by the RPR and the Contractor will update the construction drawings to reflect changes during construction.

***Deliverables:*** Digital Native and PDF files of Complete Record Drawing Set.

- C. Close-out files will be provided at project completion including documents and records received throughout the course of the project.

**Deliverables:** Digital PDF files on hard drive or provided through online file transfer site.

## SCHEDULE

We propose completing the design phase of the project in accordance with the dates for key activities, deliverables, and meetings provided below.

- Notice to Proceed – March 2026
- Task 1 – Preliminary Engineering Phase Services
  - Task 1.1 – Scope Clarification and Kick-Off Meeting – March 2026
  - Task 1.2 – Topographic Survey – April/June 2026
  - Task 1.3 – Geotechnical Investigation– April 2026
  - Task 1.4 – Pre-Design Analysis and Meeting - June 2026
- Task 2 – Design Phase Services
  - Task 2.1 – 30% Plans and associated documents listed previously – June/July 2026
  - Task 2.2 - 60% Plans and associated documents listed previously– August/September 2026
  - Task 2.3 - 90% Plans and associated documents listed previously– September/October 2026
  - Task 2.4 - Final Contract Documents – November/December 2026
- Task 3 – Bidding Phase Services
  - Task 3.1 – Produce Bidding Documents – January 2027
  - Task 3.2 – Advertisement and Addenda Services – February 2027
  - Bid Opening – February 2027
  - Task 3.3 - Contract Award – February/March 2027
- Task 4 – Construction Phase Services
  - Task 4.1 - Commence Construction – Spring 2027
  - Construction Substantially Complete – Fall 2027
  - Final Completion – TBD
  - Task 4.4 - As-Constructed Plans – TBD

Wade Trim’s fees are based on the schedule. Changes in the schedule may impact the presented fees. Depending on the actual notice-to-proceed date and desired completion date, Wade Trim reserves the right to renegotiate professional fees to account for additional effort required to accommodate the project schedule. The Wade Trim Project Manager will notify the Owner immediately if there is an expected change in schedule that would impact the presented fee.

## FEES AND COMPENSATION METHOD

Wade Trim proposes to provide the professional services described above for a lump sum fee based on the following breakdown of tasks. Please note that Task 4.0 Construction Phase Services is a budget estimate. A separate proposal for construction phase services will be provided upon completion of the design phase and once the contractors progress schedule is known.

Task	Description	Lump Sum Amount*
1.0	Preliminary Engineering Phase Services	\$59,300
2.0	Design Phase Services	\$176,300
3.0	Bidding Phase Services	\$9,300
4.0	Construction Phase Services (Budget Estimate)	\$500,000
<b>Total Fee – Design Services</b>		<b>\$244,900</b>

\* Scope sections detail assumptions and specific quantities assumed in fee development. Changes to assumptions, scope, or schedule may impact task fee.

**OWNER RESPONSIBILITIES**

- Provide access to the project site for Wade Trim and its subconsultants.
- Provide Wade Trim with as-built drawings and other pertinent information regarding the existing sanitary sewer, storm sewer, water, electrical, gas, and telecommunication services.
- Costs or expenses for permit application fees, obtaining maps, aerials, publications, bid advertisement fees, any recording or filing fees, environmental subconsultant, or other contractors are not included in our fees.
- Review documents prepared by Wade Trim and provide comments in a timely fashion.
- Attend review/approval agency meetings.

**EXCLUSIONS/ADDITIONAL SERVICES**

Wade Trim will provide additional services on a time and material basis in accordance with our current schedule of rates and charges (or negotiated fee). Services not identified in this proposal will be discussed as they arise. The services below are not included as part of the scope and fee presented in this proposal.

- Predesign or Preliminary Engineering Services
  - Hydraulic modeling or water flow test of water systems.
- Survey and Easement Services
  - No survey services, other than noted in this proposal, are included in our scope.
  - Effort and expenses related to drafting legal descriptions, drawings, or exhibits required establish easements or ROW acquisition.
  - Preparation of a Certificate of Survey or field work associated with the Certificate of Survey.
  - All effort and expenses required to combine/split lots and/or modifications to record subdivisions.
- Assessments and Permitting
  - Environmental assessments and permitting.
  - Coordination of permits and applications other than noted in our scope.
  - Wetland services including determination, delineation, permitting, and mitigation.
  - Preparation of permits and applications other than noted in our scope.

- Special Evaluations
  - Economic evaluations/rate schedules, financing assistance, and grant and loan applications.
  - Investigations into LEED initiatives unless noted in our scope.
  - Value Engineering revisions unless input is received during design, or plan changes requested after obtaining permits or during construction.
  - Traffic impact and/or signalization studies.
- Design Services
  - Effort and expenses required to obtain variances or design exceptions.
  - Evaluation of site layout, drive, or entrance options unless specifically included in our scope.
  - Preparation of renderings or exhibits.
  - Design of off-site utility extensions.
  - Design of potable water or fire protection pump stations or storage tanks.
  - Design of site elements for unusual circumstances such as high security or tornado wind loads.
  - Mechanical, plumbing, and electrical engineering.
  - Landscape, irrigation, and/or lighting designs and/or modifications.
  - Effort and expenses associated with design of retaining walls of significant height or that which would require specialized design professionals.
  - Gas station or underground storage tank design.
  - NEPA or SHPO permit applications. Anticipated permits are listed above, if additional permits are required, Wade Trim can prepare for an additional agreed upon fee.
- Construction and Post-Construction Services
  - Construction and post-construction services will be detailed in a future proposal.
- Other Services
  - Changes in scope.
  - Effort and cost associated with visits or trips to the project site, the Owner's office, or reviewing agencies other than noted in the project scope and fees.
  - Additional meetings or coordination activities not identified in our scope or required after the project commences or not disclosed to Wade Trim at the time of preparing the scope.
  - Effort and expenses required to attend, or participate in, dispute resolution or presentation of plans other than noted in this proposal.
  - Services associated with litigation or arbitration.

### **INVOICING PROCEDURES**


All effort and cost will be invoiced monthly for our effort to date. Payment of invoices is expected within 30 days. Any disputes related to the invoice amount will immediately be brought to the attention of Wade Trim. Wade Trim reserves the right to stop work when accounts receivable exceeds 60 days. All deliverables are the property of Wade Trim until payment obligations are met.

City of Ithaca  
February 23, 2026  
Page 15

We have enclosed a Professional Services Short Form Agreement for this project. If this meets with your approval, please sign, date, and return the Agreement to authorize Wade Trim to proceed. We look forward to working with you on this project and should you have any questions, please do not hesitate to call.

Very truly yours,

Wade Trim, Inc.

A handwritten signature in black ink, appearing to read "Sean N. Beckman", is written over a light gray rectangular background.

Sean N. Beckman, PE  
Vice President

SNB:reb  
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26-0157  
Enclosure



Professional Services Agreement (Short Form)

Agreement

To engage the Services of Wade Trim, Inc. as a Design, Planning, Testing and/or Land Survey Professional.

This Agreement, entitled Union Street Reconstruction Project – Professional Engineering Services between City of Ithaca of 129 West Emerson Street, Ithaca, Michigan 48847, hereinafter called "Owner," and Wade Trim, Inc., 2851 Charlevoix Drive SE, Suite 108, Grand Rapids, Michigan 49546, hereinafter called "Professional," is as follows:

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

A. Professional agrees to perform certain professional services for Owner as follows:

As outlined in Wade Trim’s letter proposal dated February 23, 2026.

B. Owner agrees to pay Professional as compensation for Professional’s services as follows:

A Lump Sum Total Fee of \$244,900.

C. Owner agrees to establish an allowance of \$N/A for additional services on this Project (not less than 10% of the compensation amount specified in Item B.)

D. The Owner and Professional agree to conditions as set forth on the reverse side in the General Provisions of this Agreement.

E. The Owner and Professional agree to the following schedule:

As outlined in Wade Trim’s letter proposal dated February 23, 2026.

F. Professional has the option to render this Agreement null and void, if it is not executed within 60 days.

Owner: \_\_\_\_\_

Professional: Sean N. Beckman

By: Jamey Conn  
(Print Name)

By: Sean N. Beckman, PE  
(Print Name)

Title: City Manager

Title: Vice President

Date Signed: \_\_\_\_\_

Date Signed: February 23, 2026

**1.01 Basic Agreement**

A. Professional shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Professional for such Services as set forth herein.

**2.01 Payment Procedures**

A. *Preparation of Invoices.* Professional will prepare a monthly invoice in accordance with Professional's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Professional for services and expenses within 30 days after receipt of Professional's invoice, the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Professional may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Professional has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

**3.01 Additional Services**

A. If authorized by Owner, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above.

B. Owner shall pay Professional for such additional services as follows: For additional services of Professional's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Professional's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Professional's consultants' charges with a 15% mark-up, if any.

**4.01 Termination**

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Professional:

1) upon seven days written notice if Professional believes that Professional is being requested by Owner to furnish or perform services which are outside of the agreed upon scope of services without compensation, which are contrary to Professional's responsibilities as a licensed professional; or

2) upon seven days written notice if the Professional's services for the Project are delayed or suspended for more than 90 days for reasons beyond Professional's control.

3) Professional shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Professional.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Professional to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Professional shall be compensated for Basic Services performed through the date of termination as set forth herein and for work performed per 4.01.B in the manner set forth in 3.01.

**5.01 Controlling Law**

A. This Agreement is to be governed by the law of the state in which the Project is located.

**6.01 Successors, Assigns, and Beneficiaries**

A. Owner and Professional each is hereby bound and the partners, successors, executors, administrators, employees and legal representatives of Owner and Professional (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Professional) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

**7.01 General Considerations**

A. The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with Professional's services. Professional and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers and Professional shall not be responsible for design services provided by others.

B. Professional shall not at any time supervise, direct, or have control over any contractor's work, nor shall Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Professional neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Professional shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Professional's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Professional.

E. The provisions in this Agreement supersede and render null and void any contrary provisions in the contract documents between Owner and Contractor.

F. All design documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Professional's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Professional, whichever is less.

H. The parties acknowledge that Professional's scope of services does not include any services related to a Hazardous Environmental Condition (including but not limited to the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Professional or any other party encounters a Hazardous Environmental Condition, Professional may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

**8.01 Dispute Resolution**

Except for debt collection cases for less than \$25,000, and except as otherwise provided herein, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the limitations and restrictions stated below. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith as provided in this paragraph will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action whether based in tort, contract, indemnity, contribution, or any other form of action, legal or equitable, shall be deemed to have accrued at the time the party asserting the claim either knew or, by the exercise of reasonable diligence, should have known of the existence of the facts underlying such claim, dispute or other matter in question regardless of when damages occur. After the expiration of said one year, any claim between the parties hereto shall be barred. No arbitration arising out of, or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered upon it in any court having jurisdiction thereof.

**9.01 Total Agreement**

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Professional, supersedes all prior written or oral understandings, and becomes binding as if fully executed at the time Professional commences work. To the extent that the terms of any appendices or documents referenced in this Agreement conflict with the terms of this Agreement, the terms of this Agreement shall govern. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument



Date: April 1, 2026  
 To: Mayor Baublitz and City Councilpersons  
 From: Luke Klifman, Treasurer-Finance Director

An attached listing of properties has delinquent water and sewer bills that are at least 90 days delinquent as of April 1, 2026. In accordance with the City Charter and upon City Council approval, it is requested that action be taken to place a Public Notice in the newspaper notifying taxpayers that they have until April 30, 2026 to make payment. If not paid, it is further requested that action be taken to place the delinquencies on the 2026 Summer Tax Roll as an assessment against the property. Individual direct mailings have also been issued.

In addition, there are delinquent invoices due to the city. It is requested that action be taken to place these delinquencies on the 2026 Summer Tax Roll if not paid by April 30, 2026. They are:

<u>Parcel #</u>	<u>Customer Name</u>	<u>Invoice #</u>	<u>Amount</u>
52-160-001-01	Shelia Eichorn-Allen	5528, 5534, 5547	\$700.00
52-163-002-10	Tony Scott Macklem II	5519	\$200.00
52-163-005-00	Cheldea M. Gomez	5518, 5527, 5535, 5546	\$1,450.00
52-503-008-00	Chrystal Lee Rockafellow	5548	\$250.00
52-663-046-00	Eric Lutge	5537	\$150.00
52-704-012-00	Timothy Ray Haas	5536	\$250.00
52-010-151-00	Raymond B. & Theresa A. Mills	5587	\$80.00
52-654-031-80	William Shaw & Alysha Murdock	5603	\$50.00
52-663-050-00	D & J Tire Crew LLC	5634	\$500.00
52-654-032-80	Nelda E. Akers Trust	5644	\$50.00
52-654-028-61	Brandon & Kelly Simmet	5589	\$80.00

I request that approval be given to begin the tax placement process, with the understanding that we will continue to work with property owners to collect the delinquencies before such time as placement on the property taxes becomes the last option.

## Delinquent Utility Bills List as of January 1, 2026

Account	Status Parcel Number	Service Address Customer Name	Owner Name	Delq Tax Amount
0241	Inactive-Balance Due 52-060-067-00	1010 E CENTER ST RITE-AID PHARMACY	RITE-AID PHARMACY	\$96.08
4681	Inactive-Balance Due 52-060-067-00	1010 E CENTER ST RITE AID CORPORATION	RITE AID CORPORATION	\$29.97
0281	Active 52-656-100-00	225 W CENTER ST BARDEN FUNERAL HOME	BARDEN FUNERAL HOME	\$73.50
4492	Inactive-Balance Due 52-655-090-01	427 N ELM STREET RMS PROPERTY MANAGEMENT LLC	RMS PROPERTY MANAGEMENT	\$50.13
4792	ACTIVE SHUTOFF 52-201-005-00	126 S GWINNER ST BRIMMER, MATTHEW	BRIMMER, MATTHEW	\$59.25
3112	ACTIVE SHUTOFF 52-160-001-10	326 N ITHACA ST EICHORN, SHELIA	EICHORN, SHELIA	\$309.43
1688	ACTIVE SHUTOFF 52-163-005-00	424 N ITHACA ST GOMEZ, CHELSEA	GOMEZ, CHELSEA	\$2171.09
4303	Inactive-Balance Due 52-010-219-00	211 S ITHACA ST FLEMING, NICHOLAS	FLEMING, NICHOLAS	\$13.99
4634	Inactive-Balance Due 52-655-076-00	515 N MAPLE STREET NOACK, JUSTIN	NOACK, JUSTIN	\$24.66
4518	ACTIVE SHUTOFF 52-658-122-00	520 S PINE RIVER ST SMITH, JENNIFER	SMITH, JENNIFER	\$382.11
4329	Inactive-Balance Due 52-658-123-50	528 S PINE RIVER ST ELLIOTT, REX	ELLIOTT, REX	\$9.99

**\$3220.20**