



CITY OF LINDEN

CITY COUNCIL MEETING AGENDA

LOCATION: LOOSE SENIOR CENTER, 707 NORTH BRIDGE STREET, LINDEN, MI 48451

Monday, January 26, 2026

6:30 P.M.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

III. ROLL CALL & INTRODUCTIONS

(A) Excuse Absent Member(s)

IV. SPECIAL PRESENTATIONS

(A) Annual Firefighter Awards, Presented By: Fire Chief Will

V. PUBLIC HEARINGS

VI. CORRESPONDENCE

VII. PUBLIC COMMENT

Any person wishing to address the City Council during a meeting will get 3 minutes under Public Comment. When the Public Comment is approached on the Agenda, individuals wishing to speak will be called upon utilizing the filled-out comment forms. Remarks should be addressed to the presiding officer and is not time for debate, but for questions or comments for Council and/or Staff. Questions will be answered if the information is readily available. If answers are not available during the meeting, Council or Staff will contact the individual within 48 hours and respond to the questions within 10 days or when the information becomes available.

VIII. CONSENT AGENDA

The following item(s) are considered routine and will be enacted by one motion. No separate discussion will occur unless a Council Member or citizen requests such discussion, in which event the item(s) will be removed from the Consent Agenda and considered in the normal sequence of business.

- (A) City Council Meeting Minutes from January 12, 2026
- (B) Parks and Recreation Commission Appointment: Stephanie Shaw
- (C) Street Corner Collection Application - Linden Lions Club: Saturday, May 9, 2026
- (D) Street Corner Collection Application – Old Newsboys: Friday, December 4, 2026
- (E) Application to Use Public Property-Serendipity Spa Kentucky Derby Party: Saturday, May 2, 2026
- (F) Financial Report

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

- (A) F.A.C.T. Consortium Cost Allocation for PEG Funding Applications
- (B) Resolution No. 01-26 MDOT Resolution and Contract Approval

XI. MANAGER'S UPDATE

XII. CITY ATTORNEY'S UPDATE

XIII. DEPARTMENT REPORTS

- (A) Police Department
- (B) Code Enforcement
- (C) Fire Department
- (D) Department of Public Works
- (E) Senior Services

XIV. COUNCIL COMMENTS & REPORTS

XV. CLOSED SESSION

- (A) Attorney consultation regarding pending litigation (Rice v Linden/Schuyler)/trial/settlement strategy as discussing same would have a detrimental financial effect on the litigation or settlement position of the City pursuant to MCL 15.268(e)

XVI. ADJOURNMENT



**CITY OF LINDEN
CITY COUNCIL MEETING**

MONDAY, JANUARY 12, 2026 AT 6:30 P.M.

LOCATION: LOOSE SENIOR CENTER, 707 NORTH BRIDGE STREET, LINDEN, MI 48451

CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Mayor Elizabeth Armstrong. The meeting was held at The Loose Senior Center located at 707 North Bridge Street, Linden, Michigan 48451.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present. A Moment of Silence was observed for fallen police and fire.

ROLL CALL & INTRODUCTIONS

City Council Present: Mayor Elizabeth Armstrong, Mayor Pro tem Jerry Link, Pam Howd, Denise Miller, Thomas Hicks, Brad Dick, Brenda Simons

Absent: None

Others Present: Ellen Glass, City Manager; Scott Sutter, Chief of Police; Brian Will, Fire Chief; Don Grice, Director of Public Works; Brooke Card, City Treasurer; Kristyn Kanyak, City Clerk; Michael Gildner, City Attorney; John Windlow, ROWE Professional Services

- a. Excuse Absent Member(s);

None.

SPECIAL PRESENTATIONS

- a. Dementia-Friendly Communities Workshop By: Jim Mangi, Dementia Friendly Services

Jim Mangi presented on dementia, causes and impacts; shared personal experiences; ways to incorporate dementia friendly services in our community; challenges people with dementia experience; public education, activities, community involvement; and shared resources.

PUBLIC HEARINGS

None.

CORRESPONDENCE

- a. Planning Commission 2025 Annual Report

Glass provided brief description of item. Armstrong acknowledged receipt of the item and also acknowledged receipt of a resident's email about trash collection.

PUBLIC COMMENT

None.

CONSENT AGENDA

- a. City Council Meeting Minutes from December 8, 2025
- b. Application to Use Public Property - LAFF Pathways Paddle & Pedal Festival: Saturday, June 13, 2026
- c. Amendment to the Fiscal Year 2025-2026 Fee Schedule (Cemetery Administrative Fee)
- d. Financial Reports

Motion by Howd, second by Miller to accept the consent agenda. Roll call. Motion carried 7-0.

AYES: Dick, Miller, Hicks, Simons, Link, Armstrong, Howd

NAYS: None

ABSENT: None

DISCUSSION ITEMS

- a. F.A.C.T. Consortium Cost Allocation for PEG Funding Applications

Glass explained the topic will return next meeting, referenced applications and reviewed breakdown provided. No public comment was received. No questions or comments were received from Council. Glass further explained the application review and approval process.

- b. Downtown Parking/Intersection Reconfiguration

Grice reviewed reasoning for the topic; presented on parking locations and availability within the downtown. Sutter explained monitoring of parking availability, referenced memo provided. Grice reviewed discussion with Church, their concerns and an agreement; shared potential parking scenario for design and number of spaces; and explained getting Council's direction. No public comment was received. Council and Grice discussed further engagement with the Church and inquire about their plans for the lot. Brief discussion between Link and Gildner regarding an agreement. Link and Grice discussed the DDA-owned lot; using grindings from Broad street re-paving and reasoning; current temporary gravel lot now; properties along river. Simons discussed public parking signage; number of spaces available and questioned if perceived issue and cost. Armstrong explained looking and pursuing.

Motion by Link, second by Armstrong to engage with the Presbyterian Church in conversation for the possibility of sharing public parking and to engage with our engineers to help with design and guide. Also, to look further at that parking lot, cost and if we can get those millings for free.

Grice clarified property details. Kanyak requested motion clarification, Gildner clarified and confirmed no objections with Council. Motion carried 7-0.

Grice introduced intersection reconfiguration topic. John Windlow, from Rowe Professional Services, provided an introduction; shared a presentation on truck turn model scenarios and reviewed in detail; shared potential reconfiguration; discussed option to re-stripe the median and impact on bike land and parking spaces at intersection; further discussed traffic signal type/programming change and reasoning, further discussion with Will regarding route and reasoning.

Public comment regarding bike lane removal down by the boardwalk toward Clover Beach, Grice explained sharrows.

Councilors, Windlow and staff discussed bike route; light cycle, type and timing and current difficulties turning at that intersection for semis, large trailers; secondary stop mark suggestion by gas station; fire truck routes and signal; requested more information and cost for both striping and new light poles and lights; and shared concerns and observations at intersection. Discussion between Armstrong and staff regarding bikes and sidewalks, and grants for lights, Grice explained.

Motion by Armstrong, second by Simons to research all of the things pertaining to the traffic. Motion carried 7-0.

c. Budget Priorities

Glass explained purpose of topic; shared brief overview of budget process and explained wanting Council's requests and priorities. Referenced update email; documents from session with Lew, explained ongoing and planned projects. No public comment was received.

Dick discussed projects needing to be finished before new ones; include what was discussed tonight and some additional road projects. Miller asked about work sessions regular meetings and voting, and about 1013 North Bridge Street, Glass explained. Simons asked about the city's LAFF Pathway investment and about Triangle Park, Glass explained. Hicks commented on looking forward to seeing more in the budget and briefly discussed Triangle Park restoration with staff. Howd discussed current projects getting done, water wells decommissioned and DPW property, and safe city facilities. Link discussed current projects and also recording of meetings for the budget. Armstrong referenced conversation about budget items with Glass, including things discussed tonight and the Mill. Miller asked about changing welcome signage at Triangle Park, Glass explained; also Miller thanked Dick for serving as pro tem.

Card reviewed budget process and timeline for draft; engaged with PFM for water fund analysis; and budget adoption in May for Fiscal year 2026-2027, explained some projects will be finalized and some will carry into the new budget; and requested Council share additional thoughts with staff. Link discussed sharing a grant writer with another municipality and reasoning, brief discussion with Glass regarding challenges; current staff's success with obtaining grants and can explore options; Miller requested seeing the grants applied for. Howd shared a grant resource for intersections, brief discussion with Staff. Link asked if we have a list of grants applied for with status of current grants and reason. Glass explained importance of getting Council's priorities and reasoning; and brief discussion with Armstrong about Departments tracking grants.

CITY MANAGER'S REPORT

Glass provided an update on the following items:

- Recent Planning Commission conditional rezoning approval
- Annex project completion
- Mill project update
- Contact Staff for training registrations
- Upcoming Chamber Forecast Breakfast
- Alpine Pharmacy ribbon cutting success and grand reopening
- Staff working on getting meeting recording information for upcoming budget

No public comment was received. No questions were received from Council.

COUNCIL COMMENTS AND REPORTS

Armstrong apologized for Dick being skipped during last meeting's Council Comments. Dick commented on the Lindenwood Project, commended ROWE on hand delivered letters to residents regarding recutting of driveways; and thanked volunteers for Christmas parade.

Miller thanked staff and volunteers.

Hicks thanked everyone, commented on 2026 and briefly discussed Rolston Road completion and speed signs with Grice.

Howd provided a Metro meeting update and commented on team building opportunities, training and CapCon.

Link thanked Dick and team for Holiday Happening; thanked staff and ROWE regarding curbs in Lindenwood; commented on Rolston and briefly discussed speed limit with Sutter; and thanked everyone for year-round budget efforts.

Armstrong thanked staff and Dick for service as pro tem; provided Small Cities update on America 250, if any events being planned to share, shared passport project and email to contact her. Miller commented on Armstrong being Vice Chair for Small Cities.

Hicks shared seasonal issue with car wash and ice at intersection, with Grice. No comments were received from Councilor Simons.

CLOSED SESSION

None.

ADJOURNMENT

Motion by Miller, second by to Howd to adjourn the meeting. Motion carried 7-0. The meeting was adjourned by Mayor Armstrong at 8:34 p.m.

Respectfully Submitted,

Kristyn Kanyak, City Clerk

Approved: _____



CANDIDATE QUESTIONNAIRE

The City of Linden wishes to thank you for your interest in serving as a Volunteer Citizen Representative on a Board, Commission or Committee. Your Candidate Questionnaire will be kept on file and entered for consideration for posted openings on any Board, Commission or Committee that you expressed an interest in for a period of two years. Please feel free to submit an updated Candidate Questionnaire at any time.

Please be advised that the information contained in this Questionnaire is not confidential, and will be reviewed by the Mayor, City Council and other appropriate personnel as vacancies or openings occur on the various Boards, Commissions and Committees. This Candidate Questionnaire may also be included in any City Council Meeting Packet which is published and made available for public inspection in print and on the Internet. Your address, phone numbers and e-mail, will not be published, even in the Meeting Packet.

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU WANT TO SERVE (please check up to five applicable boxes; see attachment for descriptions):

Appointed by Mayor-Confirmed by City Council

☒ Planning Commission

Other:

☐ Zoning Board of Appeals

☐ Board of Review

☐ Historic District Commission

☐ Library Board

☒ Parks and Recreation Commission

☐ Downtown Development Authority

☐ Election Inspector

*Per Stephanie, please add Parks & Recreation Commission (Email received August 6, 2025)



NAME Stephanie Shaw CITY OF LINDEN RESIDENT FOR 23 YEARS

ADDRESS 225 Hyatt Ln. ZIP 48451

PHONE (home) _____ PHONE (business or cell) _____

EMAIL _____

OCCUPATION: Prior Authorization Specialist

INTERESTS/REASONS/QUALIFICATIONS: (Resume may be attached)
Resume Attached

BOARDS/COMMISSIONS/COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES):

None

ELECTIVE OFFICES THAT YOU HAVE HELD:

None

OTHER ORGANIZATIONS: (Ex. Homeowners Association, Volunteer Groups, PTA etc. . .)

Ayso Coach 2011-2015, ERG recycle volunteer in Livonia
Concessions at high school events,

ADDITIONAL INFORMATION:

As a life long resident of Linden, I am committed
to the growth and development of our community. I

Value transparency and public input and will work to represent
the interests of all residents

Signature Stephanie Shaw Date 05/14/2025

STEPHANIE SHAW

Linden, MI 48451

PROFESSIONAL SUMMARY

Authorization Specialist

Healthcare professional prepared for role with strong background in managing prior authorizations and fostering positive relationships with healthcare providers and insurance companies. Known for collaborative approach and consistently achieving results despite changing needs. Proficient in medical terminology, insurance guidelines, and effective communication.

SKILLS

- National CPht certified
- Experienced in Microsoft Word
- Excel and Google Sheets Proficiency
- Willingness to learn
- Skilled in Navigating Epic and Insurance Platforms
- State Licensed pharmacy technician
- Prior authorization process
- Detail-Oriented Focus
- Collaborative Team Member

WORK HISTORY

10/2020 to ²⁰²⁵Current

Prior Authorization Specialist (remote)

Henry Ford Health System – Troy, MI

- Obtained authorization requests via specific insurance portals and confirmed insurance coverage was in place for the proposed services
- Addressed concerns regarding authorization denials with medical staff
- Communicated quickly with my clinics with any requests and tracked progress of my cases
- Verified information from clinic schedules to make sure a therapy plan was assigned

04/2015 to Current

OET COE Advisor

Diplomat Specialty Pharmacy – Flint, MI

- Liaison between company, patients, payors, pharmaceutical manufacturer and provider office
- Process prescriptions making sure all necessary information including insurance verification is available to process orders
- Contact patients and provider offices to schedule deliveries, inform of co-payments, confirm address

01/2015 to 04/2015

Certified Pharmacy Technician

Genesys Medical Center – Grand Blanc, MI

- Accurately pulled medications from shelves for pyxis replenishment and delivered them to various patient care areas

09/2013 to 04/2015 **Certified Pharmacy Technician**

Rite Aid – Linden, MI

- Accurately and efficiently prepared prescription orders
- Maintained inventory levels
- Excellent customer service

01/2001 to 01/2011 **Medical Insurance Bookkeeper/Biller**

Cookingham Allergy & Asthma – Flint, MI

- Performed general office duties
- Kept detailed financial records, Billed on HICFA 1500 forms, electronic billing
- Interviewed patients to obtain medical information and obtained vital signs

EDUCATION

05/2013

Pharmacy Technician Class

Mott Community College - Flint, MI

Certificate of Completion

09/2011

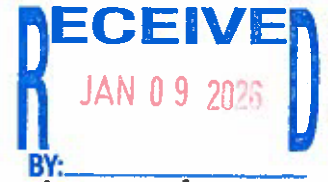
EMT-B

Stat EMS - Flint, MI

05/2000

Associates of Applied Science: Business Management

Mott Community College - Flint, MI



Street Corner Collection Application and Guidelines

Non-Profit/Charitable Organization: Linden Lions Club
Contact Person: Duane Wilcox Title: Chairperson
Phone: [REDACTED]
Date Requested for Collection: May 9th, 2026 7:45 PM

The City of Linden will allow street corner collections with the following conditions to apply:

1. Only non-profit/charitable organizations will be allowed to conduct street corner collections in the right-of-way within the City of Linden. ALL REQUESTS SHALL BE APPROVED BY THE LINDEN CITY COUNCIL.
2. Each non-profit/charitable organization will be allowed to collect one day per calendar year.
3. Only one event will be scheduled per week on a first come-first serve basis.
4. Any request to collect must be submitted to the City Offices at least 20 days prior to the event.
5. Requests will be considered on an annual basis starting January 1st of each year.
6. The organization/group can only collect donations. NO DISTRIBUTION OF POLITICAL LITERATURE OR CAMPAIGN ITEMS WILL BE ALLOWED.
7. Collections will take place only during daylight hours. COLLECTIONS TAKING PLACE ON A WEEKDAY (SCHOOL DAYS ONLY) MUST STOP OPERATION FROM 8:00 A.M. TO 9:00 AM AND FROM 2:30 P.M. UNTIL 4:00 P.M.
8. Only one person may collect per street (maximum of four per intersection). Collections must be made from the centerline. No curbside collections shall be permitted. No chairs or stools are permitted in the roadway during the collection. COLLECTION IS PROHIBITED ON NORTH BRIDGE ST.
9. Street Collections are subject to the Manual on Uniform Traffic Control Devices. Each person participating in the collection must be wearing a reflective fluorescent vest (orange-red, yellow-green, or a combination of the two as defined in the ANSI standard) that shall be visible from at least 1,000 feet. Additionally, one orange cone per person must be placed near the individual in the roadway where they will be standing. **Vests and Cones must be provided by the applicant organization.** (Full details of the requirements can be found in Part 6: Temporary Traffic Control of the Manual on Uniform Traffic Control Devices available here: http://mdotcf.state.mi.us/public/tands/Details_Web/mmutcdcompleteinteractive.pdf)
10. Please attach a description of your organization and the purpose of your collection.

Signature: Duane Wilcox Date: Jan 9-2026



Street Corner Collection Application and Guidelines

Non-Profit/Charitable Organization: OLD NEWSBOYS OF FLINT, INC
Contact Person: LISA D. KIRK Title: DIRECTOR OF DEVELOPMENT & VOLUNTEERS
Phone: 810 744-1840 X301 [REDACTED]
Date Requested for Collection: December 4th, 2026, Friday

The City of Linden will allow street corner collections with the following conditions to apply:

1. Only non-profit/charitable organizations will be allowed to conduct street corner collections in the right-of-way within the City of Linden. ALL REQUESTS SHALL BE APPROVED BY THE LINDEN CITY COUNCIL.
2. Each non-profit/charitable organization will be allowed to collect one day per calendar year.
3. Only one event will be scheduled per week on a first come-first serve basis.
4. Any request to collect must be submitted to the City Offices at least 20 days prior to the event.
5. Requests will be considered on an annual basis starting January 1st of each year.
6. The organization/group can only collect donations. NO DISTRIBUTION OF POLITICAL LITERATURE OR CAMPAIGN ITEMS WILL BE ALLOWED.
7. ☒ Collections will take place only during daylight hours. COLLECTIONS TAKING PLACE ON A WEEKDAY (SCHOOL DAYS ONLY) MUST STOP OPERATION FROM 8:00 A.M. TO 9:00 AM AND FROM 2:30 P.M. UNTIL 4:00 P.M.
8. Only one person may collect per street (maximum of four per intersection). Collections must be made from the centerline. No curbside collections shall be permitted. No chairs or stools are permitted in the roadway during the collection. COLLECTION IS PROHIBITED ON NORTH BRIDGE ST.
9. Street Collections are subject to the Manual on Uniform Traffic Control Devices. Each person participating in the collection must be wearing a reflective fluorescent vest (orange-red, yellow-green, or a combination of the two as defined in the ANSI standard) that shall be visible from at least 1,000 feet. Additionally, one orange cone per person must be placed near the individual in the roadway where they will be standing. **Vests and Cones must be provided by the applicant organization.** (Full details of the requirements can be found in Part 6: Temporary Traffic Control of the Manual on Uniform Traffic Control Devices available here:
http://mdotcf.state.mi.us/public/tands/Details_Web/mmutcdcompleteinteractive.pdf)
10. Please attach a description of your organization and the purpose of your collection.

Signature: Lisa D Kirk Date: 1/15/26

**APPLICATION/PERMIT TO USE PUBLIC
PROPERTY, PUBLIC STREETS OR RIGHTS-
OF-WAY**

Your Approved form is your confirmation



132 East Broad Street • P.O. Box 507 • Linden, Michigan 48451-0507
Telephone: (810) 735-7980 • Fax: (810) 735-4793

Notes to Applicants: *Application and all attachments must be received by the city at least 90 days prior to event.*

Name of Event: Serendipity Spa of Linden Kentucky Derby Day Party

Serendipity Spa of Linden

1/5/2026

(Name of Sponsoring Organization)

(Date Submitted)

Behind Your Design

(Name of Organization Representative in Charge of Event)

(Tax Exempt Organization)

100 S. Adelaide St., Fenton, MI 48430

(Complete Mailing Address of Representative)

Tel. No.

Description of Event: (List times of any unusual events, i.e. Fireworks display, etc.) Give as much information regarding nature of event as possible. Attach additional sheet(s)/maps. We would like to park D&W Food Truck to cater our ticketed event on the sidewalk on the east side of our building. We'd like to block off the sidewalk so the truck and band are part of our event. We will keep alcohol inside the garden.

Date(s) of Event: Saturday, May 2, 2026

Time of Event: (Begin) 4 PM

(Each Day) (End) 7 PM

Identify the **Public Property** that you are requesting to use: i.e. Streets, Parks, Parking Lots, etc. Parking Spaces and sidewalk on the east side of our outside garden. We are going to keep the alcohol inside the garden.

(Use extra sheet if necessary. *Provide a map of all the areas you are requesting use of, showing placement of any temporary equipment/vehicles etc. and traffic pattern for vehicles, if applicable.)

Number of Volunteers or Workers you will supply 6-8 workers

If Street Closure is Necessary - Time of Barricading (Each Day): (Begin) 9 AM (End) 8 PM

Streets to be Closed: Parking Spaces and sidewalk east of building. Street will still be open.

(See instructions on SPECIAL EVENT CHECKLIST – Identify those streets that will be closed - *provide a map of the area indicating where barricades are to be placed)

- *Map of area to be used to be submitted indicating locations of **all** areas being used. Locate all existing structures and proposed festivities. In case of parades, parade route to be shown on a street map of the area.
- Charges may be imposed where cleanup of area is not satisfactory.
Charges may be imposed for use of utilities (water/electricity).
- Amount of liability insurance organization is required to furnish: \$_____ (to be submitted with application.)

NOTE: CITY OF LINDEN TO BE LISTED AS AN ADDITIONAL INSURED

- Hold Harmless Agreement to be submitted with application.
- Special Event Check List – Review and acknowledge receipt and compliance with same. (initial by applicant)
CJM. Return one copy with application; retain copy for your records.

Groups, organizations, or promoters of events will be held liable for damage to any streets, parking lots, sidewalks, or other public property, and must fully cooperate with all City Departments. Failure to cooperate can lead to immediate revocation of permit issued by the City of Linden. I understand that, by law and policy, alcohol and controlled substances are forbidden on public property and smoking is not allowed in any building and that abuse of this may cause eviction and loss of usage.

I/We agree to and will abide by these conditions.

Chelsea Mills

1/17/2026

Applicant's Signature

Date

(To be determined by City Administration)

Approval/Comments by:

Chief of Police:

[Signature]

Date: 1-20-26

Conditions of Approval:

Fire Chief:

[Signature]

Date: 1/16/26

Conditions of Approval:

City Manager:

Ellen Glaso

Date: 1/20/26

Conditions of Approval:

Director of Public Works:

Don Grace

Date: 1/20/26

Conditions of Approval:

Certificate of Insurance Furnished: Yes No

A copy of this approval/denial was provided to:

Applicant ☐ Date _____

Police Chief ☐ Date _____

Fire Chief ☐ Date _____

DPW ☐ Date _____

Street File (if applicable) ☐ Date _____



132 East Broad Street • P.O. Box 507 • Linden, Michigan 48451-0507
Telephone: (810) 735-7980 • Fax: (810) 735-4793

SPECIAL EVENT CHECKLIST

The following items need to be addressed by applicant when a Special Event is being planned within the City of Linden. Please place an "X" beside all items that are applicable to this request, indicate "N/A" beside those items that do not apply, return one copy with application, retain one copy for your records.

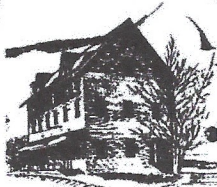
- ☒ Complete applicable application/permit form and submit to the City at least 90 days prior to event.
Include:
- Location map (drawing) of area being used showing set-up of all equipment, entrance and exit points, fencing and barricades, food and beverage booth, tents or trucks, handicap parking, entertainment locations (stage, bands, music), and any other pertinent information.
 - Date(s) and Times of Event.
 - Hold Harmless Agreement.
 - Insurance Certificate listing City of Linden as an Additional Insured.
- ☒ File an Application for any additional Signage which will be requested.
- ☐ Food/Beverage being served? If yes, make necessary arrangements with Genesee County Health Department for Required Permits. If alcohol will be served, list location(s).
- ☐ Additional Trash Receptacles required? If yes, must be arranged by the applicant.
- ☒ Barricades required? If yes, applicant is responsible to make request for specific location. Applicant must get clearance from Linden Schools Transportation Dept. if closure is on school days and prior to 5:00 p.m.
- ☒ Clean-Up of area to be responsibility of the applicant.
- ☐ Inflammables provided? List type and location.
- ☐ Porta-Johns requested? If yes, applicant is responsible for receipt and return of same. Must show on map (drawing) proposed location(s). Must provide handicap accessible restroom.
- ☐ Parking and Shuttles provided? Please describe.
- ☒ Electrical Power source required? If yes, responsibility of applicant to provide.
- ☒ Audio Equipment required? If yes, responsibility of applicant to arrange.

Note: The application may require the approval of the Police Chief and/or Fire Chief. Recommended that applicant meets with police chief to discuss security/parking.

Date: 1/5/2026 Sponsor/Applicant Chelsea Mills

Name of Event Serendipity Spa of Linden Kentucky Derby Day Party Date of Event 5/2/2026

City of Linden



132 East Broad Street • P.O. Box 507 • Linden, Michigan 48451-0507
Telephone: (810) 735-7980 • Fax: (810) 735-4793

HOLD HARMLESS AGREEMENT

FOR AND IN CONSIDERATION of the grant by the City of Linden to permit / allow
** Serendipity Spa of Linden Kentucky Derby Day Party

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the City of Linden and all of its officers, officials and employees, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorney fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the City of Linden and/or its officers, officials, and employees, by reason of or arising out of the grant or exercise of the rights stated above granted by the City of Linden the undersigned.

** Insert information regarding what the activity is, date(s), time, and areas that are affected (public sidewalks, streets, parking spaces, etc.).

Witnesses: (Two (2) witness signatures are required)
(Print name beneath each signature)

Jerry Burns Savannah England
Jerry Burns Savannah England

Keri Burns

*Signature

Keri Burns

Print Name

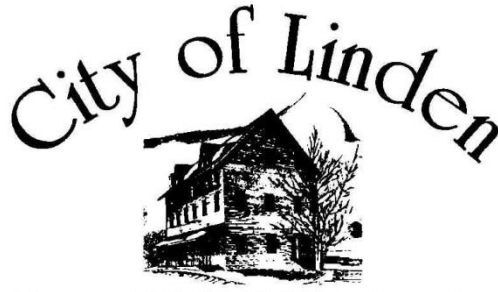
Serendipity - Owner

Organization and Title

* If the project is related to obstructing the public right of way for work on private property, the signature must be that of the subject property owner or of the contractor performing the work.

Date Approved: _____

Copy to: Applicant _____



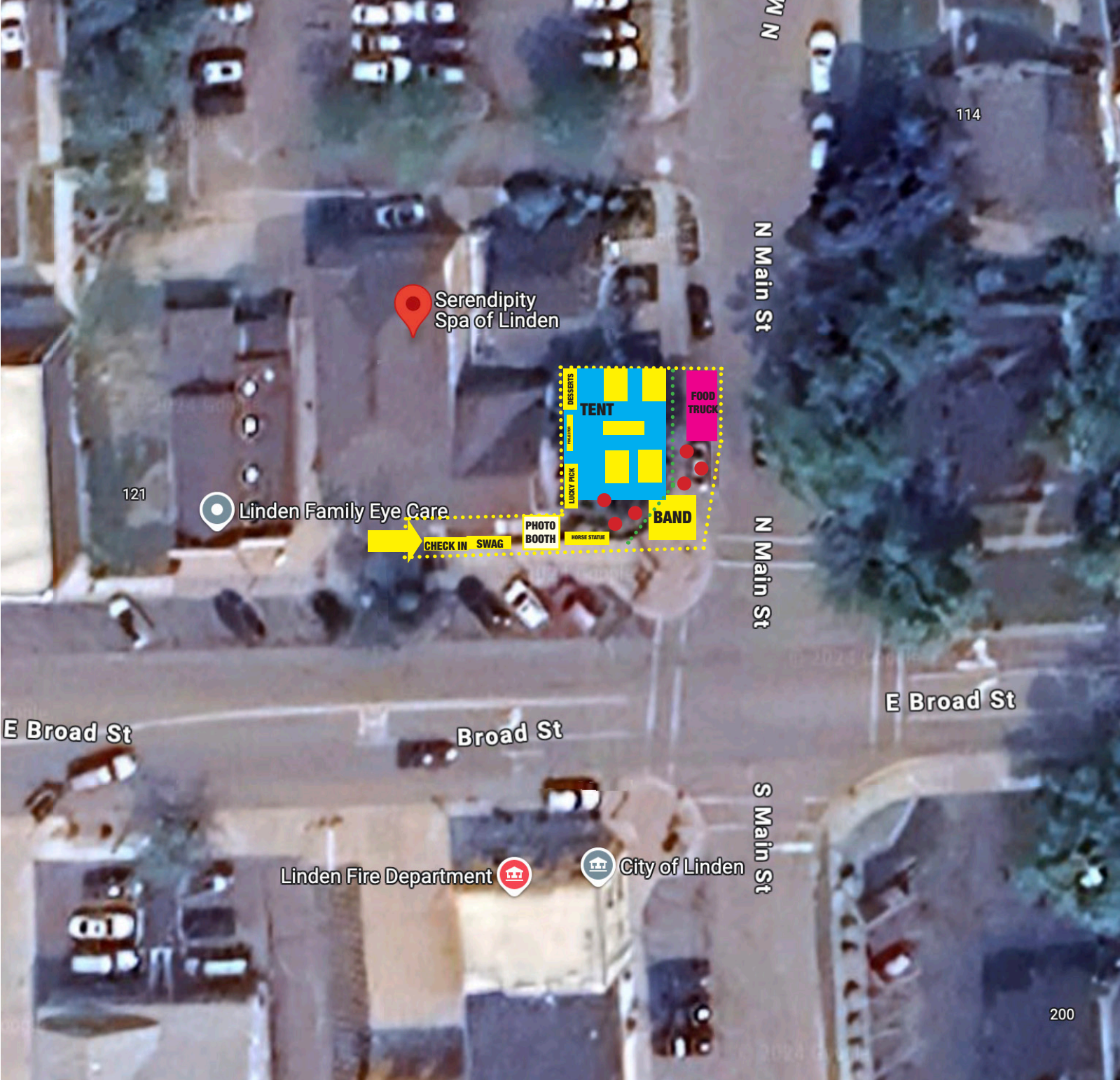
132 East Broad Street • P.O. Box 507 • Linden, Michigan 48451-0507
Telephone: (810) 735-7980 • Fax: (810) 735-4793

POLICY

STREET CLOSURES OR WORK IN RIGHT-OF-WAY

The following procedure will be utilized whenever an application is received for street closure or for work in the right-of-way not otherwise authorize.

1. Applicant must submit request to the City Council.
2. The City Council will set a date at which it will receive public comments on the request.
3. Applications will be referred to the City Manager for Staff input as well as comments from the Fire and Police Department. Notice will be given to property owners of City record adjacent to Street proposed for closure.
4. Applicant will include a map/description of the proposed area/event.
5. City Council will hear Staff, Citizens and Resident comments at the next Council meeting.
6. City Council will act on the application.



Serendipity
Spa of Linden

Linden Family Eye Care

CHECK IN

SWAG

PHOTO
BOOTH

HORSE STATUE

BAND

TENT

FOOD
TRUCK

N Main St

N Main St

S Main St

E Broad St

Broad St

E Broad St

Linden Fire Department

City of Linden

114

121

200



SERESPA-01

JSMITH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/12/2026

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

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

PRODUCER Emil Rummel Agency, Inc. 522 S Main St Frankenmuth, MI 48734		CONTACT NAME: Jody Smith PHONE (A/C, No, Ext): (989) 652-6104 FAX (A/C, No): (989) 652-8919 E-MAIL ADDRESS:		
INSURED Inspired Holdings Company LLC dba Serendipity Spa of Linden 129 E. Broad St PO Box 446 Linden, MI 48451		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Secura Insurance Company		22543
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	CP3398513	9/24/2025	9/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		CU3398514	9/24/2025	9/24/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ Aggregate \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Linden is additional insured under general liability when required by written contract or agreement per form CGT 1000

CERTIFICATE HOLDER

CANCELLATION

City of Linden 132 E Broad St PO Box 507 Linden, MI 48451	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

CHECK REGISTER FOR CITY OF LINDEN

CHECK DATE 01/06/2026 - 01/20/2026

BANK CODE: SBTAX - STATE BANK TAX (4282) - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank SBTAX STATE BANK TAX (4282)				
01/16/2026	2097	GENESEE COUNTY TREASURER	TAX DISBURSEMENT 12/01/2025-12/31/2025	456,181.86
01/16/2026	2098	LINDEN COMMUNITY SCHOOLS	TAX DISBURSEMENT 12/01/2025-12/31/2025	279,560.47
01/16/2026	2099	CITY OF LINDEN	TAX DISBURSEMENT 12/01/2025-12/31/2025	83,778.15
01/16/2026	2100	CITY OF LINDEN	TAX DISBURSEMENT 12/01/2025-12/31/2025	21,679.88
01/16/2026	2101	CITY OF LINDEN	TAX DISBURSEMENT 12/01/2025-12/31/2025	401,388.28
01/16/2026	2102	CITY OF LINDEN	TAX DISBURSEMENT 12/01/2025-12/31/2025	18,679.42
01/16/2026	2103	BISHOP INTERNATIONAL AIRPORT	TAX DISBURSEMENT 12/01/2025-12/31/2025	34,913.39
01/16/2026	2104	GENESEE INTERMEDIATE SCHOOL	TAX DISBURSEMENT 12/01/2025-12/31/2025	136,458.32
01/16/2026	2105	MASS TRANSPORTATION AUTHORITY	TAX DISBURSEMENT 12/01/2025-12/31/2025	90,533.38
01/16/2026	2106	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 61-21-651-018	2,797.10
01/16/2026	2107	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 61-30-626-015	2,523.03
01/16/2026	2108	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 61-20-577-005	1,599.36
01/16/2026	2109	NATIONSTAR MORTGAGE LLC DBA M	2025 Win Tax Refund 61-20-400-005	1,584.29
01/16/2026	2110	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 61-20-501-030	921.36
01/16/2026	2111	EVELYN M VANHOUTEN	2025 Sum Tax Refund 61-17-651-003	2,777.11
01/16/2026	2112	MOTT COMMUNITY COLLEGE	TAX DISBURSEMENT 12/01/2025-12/31/2025	96,730.89
01/16/2026	2113	SOUTHERN LAKES PARKS	TAX DISBURSEMENT 12/01/2025-12/31/2025	24,919.75
SBTAX TOTALS:				
Total of 17 Checks:				1,657,026.04
Less 0 Void Checks:				0.00
Total of 17 Disbursements:				1,657,026.04

\$1,657,026.04

CHECK REGISTER FOR CITY OF LINDEN

CHECK DATE 01/06/2026 - 01/20/2026

BANK CODE: SBGEN - STATE BANK (3140) - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank SBGEN STATE BANK (3140)				
01/07/2026	13618	CHASE CARD SERVICE	DEPARTMENT CHARGES 11.13.25-11.12.25	7,190.36
01/09/2026	13619	CONSUMERS ENERGY	DAMAGE TO LINE	2,652.55
01/09/2026	13621	GENESEE VALLEY VAULT	GRAVE OPENING ENTREKIN, J 12.22.25	675.00
01/09/2026	13622	ACTION MUNICIPAL SUPPLY	BLADES	222.00
			LINERS, TP, GLOVES, TOWELS, SAFETY VEST	576.75
				798.75
01/09/2026	13623	ALL N ONE LAWN CARE SERVICE	SNOW REMOVAL SIDEWALKS DEC 2025	1,090.00
01/09/2026	13624	REBECCA VANDRIESSCHE	RETIREE HEALTH REIMBURSEMENT JAN 2026	759.19
01/09/2026	13625	GRAFF CHEVROLET-DURAND INC	HEATER REPAIR 2020 CHEVY TAHOE #3390	383.07
01/09/2026	13626	MICHIGAN LANDSCAPE SUPPLY CO	SIDEWALK SALT	413.84
01/09/2026	13627	CHAMPS CLEANERS	POLICE UNIFORM CLEANING	142.50
01/09/2026	13628	SHINE OF FENTON	WINDOW CLEANING INTERIOR/EXTERIOR 12.30	100.00
01/09/2026	13629	HYDROCORP	CROSS CONNECTION PROGRAM DEC 2025	2,200.25
01/09/2026	13630	H2A ARCHITECTS INC	LINDEN MILL PROJECT DEC 2025	7,895.00
01/09/2026	13631	DINGES FIRE COMPANY	FIRE HELMETS	3,388.20
01/09/2026	13632	KENNEDY INDUSTRIES, INC.	SERVICE CALL PUMP	900.00
01/09/2026	13633	WOLVERINE POWER SYSTEMS, LLC	SEVICE CALL NO SWITCH BACK	963.00
01/09/2026	13634	IPROMOTEU	DPW NAME BADGE X 2	23.85
01/09/2026	13635	MES SERVICE COMPANY LLC	STRUTURAL FIREFIGHTING BOOTS	339.54
01/09/2026	13636	VC3, INC	NCE ANNUAL COMMITMENT CLOUD	500.90
01/09/2026	13637	APEX II	ASSESSING SOFTWARE 2.1.2026-2.1.2027	260.00
01/09/2026	13638	BRIGHTON ANALYTICAL L.L.C.	WATER TESTING	348.00
01/09/2026	13639	CMP DISTRIBUTORS INC	UNIFORMS VESTS	1,105.00
01/09/2026	13640	DETROIT SALT COMPANY, LLC	ROCK SALT	3,430.05
01/09/2026	13641	EDWARD DUBUC	RETIREE HEALTH REIMBURSEMENT JAN 2026	796.00
01/09/2026	13642	SCOTT FAIRBANKS	RETIREE HEALTH REIMBURSEMENT JAN 2026	1,845.98
01/09/2026	13643	FRONTIER	ALARM MONTHLY 12.25-1.24.26	78.03
01/09/2026	13644	GENESEE COUNTY METROPOLITAN A	MEMBERSHIP	165.00
01/09/2026	13645	MICHIGAN PIPE & VALVE	VALVES	428.86
01/09/2026	13646	MISS DIG SYSTEM, INC.	2026 MEMBERSHIP FEE / MAINTENANCE FEE	1,704.11
01/09/2026	13647	SLOAN'S SALES & SERVICE LLC	PLOW WITH HARDWARE	615.92
			COMPACT PLOW	19,599.00
				20,214.92
01/09/2026	13648	VIEW NEWSPAPERS	PUBLICATION-REZONING 12.21.25	198.00
01/09/2026	13649	WALDORF & SONS, INC.	223 & 231 HYATT LANE EXTENDED CURB BOX	4,960.00
01/16/2026	13650	GENESEE COUNTY DRAIN COMMISSI	NPDES PHASE II 10.1.25-12.31.25	312.82
01/16/2026	13651	GENESEE COUNTY DRAIN COMMISSI	COUNTY SEWER CHARGES 9.1.25-11.30.25	121,592.86
01/16/2026	13652	CONSUMERS ENERGY	GAS/ELECTRIC DEC 2025	12,295.84
01/16/2026	13653	GENESEE CO ROAD COMMISSION	CITY OF LINDEN ROAD MAINTENANCE DEC 202	9,462.14
01/16/2026	13654	GENESEE COUNTY TREASURER	TRAILER PARK FEES JAN 2026	695.00
01/16/2026	13655	ROWE PROFESSIONAL SERVICES	LINDEN 2026 BRIDGE PROJECT NOV 2025	405.00
01/16/2026	13656	ROWE PROFESSIONAL SERVICES	LINDEN 2026 BRIDGE PROJECT DEC 2025	562.50
01/16/2026	13657	DEWEYS AUTO CENTER, INC.	OIL AND NEW TIRES #8223 CHEVY TAHOE	916.20
01/16/2026	13658	DEWEYS AUTO CENTER, INC.	CHEVY TAHOE REPAIRS #5245	3,791.29
01/16/2026	13659	CITY OF FENTON	QTRLY ASSESSING JAN-MARCH 2026	6,250.00
01/16/2026	13660	CHARTER TOWNSHIP OF FENTON	2026 CLERKS MEMBERSHIP X 2	50.00
01/16/2026	13661	GLORIA KIRSHMAN	RETIREE HEALTH REIMBURSEMENT FEB 2026	684.82

CHECK REGISTER FOR CITY OF LINDEN

CHECK DATE 01/06/2026 - 01/20/2026

BANK CODE: SBGEN - STATE BANK (3140) - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank SBGEN STATE BANK (3140)				
01/16/2026	13662	MARTHA DONNELLY	RETIREE HEALTH REIMBURSEMENT JAN 2026	385.16
01/16/2026	13663	CITY OF LINDEN	CITY HALL UB 9.1.25-11.30.25	336.19
01/16/2026	13664	CITY OF LINDEN	HYDRANT RENTAL 9.1.25-11.30.25	1,950.00
01/16/2026	13665	CITY OF LINDEN	MILL BUILDING UB 9.1.25-11.30.25	157.19
01/16/2026	13666	CITY OF LINDEN	EAGLE'S WOODEN PARK UB 9.1.25-11.30.25	317.51
01/16/2026	13667	CITY OF LINDEN	LCC UB 9.1.25-11.30.25	239.19
01/16/2026	13668	CITY OF LINDEN	213 N BRIDGE UB 9.1.25-11.30.25	188.49
01/16/2026	13669	OPERATIONS SERVICES	DRINKING WATER OPERATIONS DEC 2025	1,736.25
01/16/2026	13670	BECKS PEST CONTROL	PEST CONTROL 12.29.2025	65.00
01/16/2026	13671	CUNNINGHAM-LIMP	LINDEN MILL PROJECT PAY APP #4	187,714.00
01/16/2026	13672	NANCY SELVES	DEPOSIT REFUND LCC RENTAL ON 12.20.2025	200.00
01/16/2026	13673	CONSUMERS ENERGY	MTR RELOCATE CHARGE LINDEN MILL BUILDIN	700.00
01/16/2026	13674	GENESEE CO DRAIN COMMISSIONER	REISSUE CK NPDES PHASE II 10.1.25-12.31	312.82
01/16/2026	13675	CITY OF CLIO	MML TRAINING HOSTED BY CITY OF CLIO	400.00
01/16/2026	13676	RANDY'S SERVICE STATION	SERVICE CALL PUMP	361.50
01/16/2026	13677	ACE HARDWARE	DEPARTMENT CHARGES DEC 2025	335.94
01/16/2026	13678	CHAPPLE ELECTRIC SERVICES LL	GFCI ON LIGHT POLES CHECKED 11.24.25	1,063.50
01/16/2026	13679	CHARTER COMMUNICATIONS	FIBER INTERNET 1.13.26-2.12.26	650.00
01/16/2026	13680	CHARTER COMMUNICATIONS	INTERNET 1.13.26-2.12.26	150.00
01/16/2026	13681	CHARTER COMMUNICATIONS	CABLE/INTERNET CITY HALL 1.13.26-2.12.2	348.44
01/16/2026	13682	CORE TECHNOLOGY CORPORATION	ANNUAL CORE TECHNOLOGY MAINTENANCE 2026	220.20
01/16/2026	13683	DETROIT SALT COMPANY, LLC	ROCK SALT	3,522.29
01/16/2026	13684	IAFC	IAFC FIRE CHIEF MEMBERSHIP DUES	235.00
01/16/2026	13685	KCI	POSTAGE FOR ASSESSMENT NOTICES	1,056.13
01/16/2026	13686	R & R FIRE TRUCK REPAIR, INC.	FIRE TRUCK REPAIRS 10.26.25	835.71
01/16/2026	13687	R & R FIRE TRUCK REPAIR, INC.	FIRE TRUCK REPAIRS 10.25.25	1,710.11
01/16/2026	13688	R & R FIRE TRUCK REPAIR, INC.	FIRE TRUCK REPAIRS 10.25.25	2,601.51
01/16/2026	13689	R & R FIRE TRUCK REPAIR, INC.	FIRE TRUCK REPAIRS 10/25/2025	718.52
01/16/2026	13690	VERIZON WIRELESS-JP	DPW JET PACKS 11.24.25-12.23.25	120.03
01/16/2026	13691	VERIZON WIRELESS	PHONE USE 11.24.25-12.23.25	1,016.50
SBGEN TOTALS:				
Total of 73 Checks:				432,615.60
Less 0 Void Checks:				0.00
Total of 73 Disbursements:				432,615.60

\$432,615.60

CHECK REGISTER FOR CITY OF LINDEN

CHECK DATE 01/06/2026 - 01/20/2026

BANK CODE: SBSRC - LOOSE SENIOR CENTER (4822) - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank SBSRC LOOSE SENIOR CENTER (4822)				
01/07/2026	13889	CHASE CARD SERVICE	LOOSE DEPARTMENT CHARGES 11.13.25-12.11	2,648.46
01/09/2026	13890	MCINTYRE SOFT WATER SERVICE	WATER COOLERS X 3 LOOSE	23.25
01/09/2026	13891	ALL N ONE LAWN CARE SERVICE	SNOW REMOVAL LOOSE DEC 2025	2,090.00
01/09/2026	13892	CHAMPS CLEANERS	TABLE CLOTHS CLEANING	133.00
01/09/2026	13893	SHINE OF FENTON	WINDOWS EXTERIOR LOOSE 12.30.25	95.00
01/09/2026	13894	CHARTER COMMUNICATIONS	CABLE/INTERNET/PHONE 12.10.25-1.9.26	340.04
01/09/2026	13895	HENRY SONDEREGGER	TAI CHI 12/12 & 12/19/25	60.00
01/09/2026	13896	SENIOR DIRECTOR ASSOCIATION O	SDA MEMBERSHIP DUES-TESSA SWEENEY	18.70
01/09/2026	13897	BETH SCARLETT	REFUND AUGUST TIGERS TRIP -LOOSE	220.00
01/09/2026	13898	CHAPPLE ELECTRIC SERVICES LL	LOOSE SERVICE CALL POWER OUTAGE	187.50
01/09/2026	13899	SOUTHERN LAKES PARKS	WINTER NEWSLETTER SLPR	450.00
01/09/2026	13900	TESSA SWEENEY	MILEAGE 11.3.25-12.22.25	81.93
01/16/2026	13901	CONSUMERS ENERGY	LOOSE GAS/ELECTRIC 12.1.25-12.29.25	1,611.73
01/16/2026	13902	FENTON & LINDEN REGIONAL CHAM	LOOSE RENEWAL	116.00
01/16/2026	13903	CITY OF LINDEN	707 BRIDGE STREET UB 9.1.25-11.30.25	646.20
01/16/2026	13904	BECKS PEST CONTROL	PEST CONTROL LOOSE 12.29.25	51.00
01/16/2026	13905	AD ENERGIES	CABINET AND COUNTER INSTALL LOOSE	960.00
01/16/2026	13906	ACE HARDWARE	LOOSE DEPARTMENT CHARGES DEC 2025	175.73
01/16/2026	13907	VERIZON WIRELESS	LOOSE PHONE CHARGES 11.24.25-12.23.25	146.72

SBSRC TOTALS:

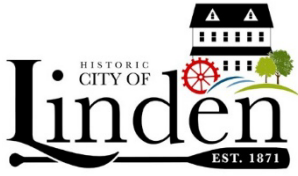
Total of 19 Checks:	10,055.26
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	10,055.26

General: \$432,615.60

Tax: \$1,657,026.04

Loose: \$10,055.26

Total: \$ 2,099,696.90



CITY OF LINDEN

CITY COUNCIL AGENDA MEMO

MEETING DATE: January 26, 2026

AGENDA TOPIC: F.A.C.T. Cost Allocation-PEG

To: Mayor and City Council
From: Ellen Glass, City Manager; Kristyn Kanyak, City Clerk
Submitted: January 21, 2026
Subject: FACT Consortium Cost Allocation for PEG Funding Applications

INTRODUCTION/ HISTORY/EXPLANATION OF TOPIC

Fenton, Lake Fenton, Linden and Hartland School Districts have submitted their PEG Funding applications to upgrade and/or replace video equipment for creation of PEG Channel video content, see enclosed applications. The FACT Consortium has reviewed and approved the applications.

Educational and governmental agencies that serve the communities are permitted to apply for funding through a grant process to take advantage of the Public Education Government (PEG) monies received from Charter Communications to the participating communities. The funds can only be used for capital equipment that is directly related to the production of programming for the public access channel. It is recommended municipalities approve an "up to" amount to allow the orders to be placed, to avoid delays and eliminate the need for recipients to return funds if final costs are lower.

STAFF RECOMMENDATION

This topic was placed on the January 12 Work Session agenda for discussion. City Council shall now consider approval of the funding requests.

MOTION

Motion to approve the PEG funding applications up to a total amount of \$11,828.68, as presented.

SUPPORTING MATERIALS ATTACHED:

I CONCUR: Ellen R. Glass
ELLEN R. GLASS, CITY MANAGER

**FENTON AREA CABLE TELEVISION CONSORTIUM
COST ALLOCATION FOR PEG FUNDING APPLICATIONS
2025-26**

Calculation of Cost Allocation - Municipalities

Annual PEG Fee Receipts (2024 actual)		% of Total
Fenton Township	98,817	45.4272%
City of Fenton	58,416	26.8543%
Tyrone Township	37,799	17.3765%
City of Linden	22,497	10.3420%
TOTAL	217,528	100.0000%

[* Tyrone Township actual = 47,847; Reduced by 21% for Hartland Schools.]

Allocation of 2025-26 PEG Funding Applications

Funding Applicant	Project Amount	Fenton Township	City of Fenton	Tyrone Township	City of Linden
Fenton Area Public Schools	48,887.35	22,208.17	13,128.34	8,494.92	5,055.92
Lake Fenton Community Schools	29,246.96	13,286.08	7,854.06	5,082.11	3,024.71
Linden Community Schools	36,241.12	16,463.33	9,732.29	6,297.45	3,748.05
Hartland Consolidated Schools	14,350.43	0.00	0.00	14,350.43	0.00
Southern Lakes Parks & Recreation	0.00	0.00	0.00	0.00	0.00
FACT/PEG Coordinator	0.00	0.00	0.00	0.00	0.00
TOTAL	128,725.86	51,957.58	30,714.69	34,224.91	11,828.68

FENTON AREA CABLE TELEVISION CONSORTIUM

PEG Community Access Equipment Application

Part I: Summary Information

Application/Project Title: Fenton Area Schools Equipment Request

Application/Request Amount: \$48,887.35

Is the Application/Request for Equipment? ☒ Yes ☐ No

Applicant:

Fenton Area Schools

Applicant is located in:

☐

Fenton Township

☒

City of Fenton

☐

City of Linden

☐

Tyrone Township

Applicant/Project will serve Residents of:

☒

Fenton Township

☒

City of Fenton

☐

City of Linden

☒

Tyrone Township

Contact Person, Including Phone Numbers:

Kevin Smith

kesmith@fentonschools.org

Part II: Application/Project Narrative

Please provide a narrative describing the application/project you are requesting by responding directly to the questions listed below. Applicants should provide clear and concise responses to the questions. Applicants should limit their responses to the space provided, however, applicants may attach additional sheets as necessary.

A. Please provide a brief narrative of the application/project request. In particular respond to: What will the PEG funds be used to purchase? Will the application/project purchase capital equipment? Who will use the PEG funds?

The PEG funds will be used to purchase 9 iMac desktop computers to replace broken and outdated ones in the classroom, expansion of their camera lenses and equipment, expansion of their audio recording capabilities, a podcasting station and teleprompters so students can see a script while filming, and several accessories to support this equipment. The PEG funds will be used to purchase equipment for the Fenton High School video program.

B. Provide a narrative on how the application/project will be used. In particular respond to: What type of program(s) will be made if the application/project is awarded? How many programs will be produced? What is the expected audience for the program(s)?

If awarded, the equipment purchased will support already existing video programs at Fenton High School, at several levels including a basic video course, an advanced video course and an IB film course. These programs give kids at Fenton High School access to equipment that will train them and support them as they move into college and ultimately a career, giving them hands on access and training needed in this field. The expected audience for the program is students at Fenton High School, their families and the local community.

C. Provide a narrative on what the consequences would be if the application/project were not funded. In particular respond to: Explain other funding alternatives explored?

If the application is not able to be funded, there would be limits on how many students have access to equipment needed to fulfill the course requirements. These video courses are based heavily on having access to the equipment already purchased, and that listed here for purchase, as well as enough of the equipment for the students to all have access to the equipment. Other funding alternatives would be relying on the school budget which would not be able to fund equipment at the level needed to support this course curriculum.

D. How does application/project improve access to community television programming?

This project would improve access to community television programming by providing the equipment needed for students to film and create the content needed for their course, which would in turn provide content to place on the local TV channel informing the local community on what they are learning, engaging the local community in activities happening within the local school like sports, ceremonies and teaching and giving the students exposure to the community that they would otherwise not have.

Part III: Cost Estimates

Please attach to this application a completed **FACT Equipment Acquisition Form**, which includes an itemized list of equipment requested, with costs. Attach additional information regarding equipment specifications, brochures or other supplemental information as needed.



Part IV: Application/Project Schedule

Please attach the proposed schedule for the application/project request, noting targeted purchase date of equipment, program production dates, etc.



Part V: Assurances

I certify that the information provided herein, including any and all attachments is true and complete to the best of my knowledge. I authorize the FACT Consortium and its representatives to investigate any and all statements and information contained herein as may be necessary in reviewing this application.

If the application is approved by the FACT Consortium, and funding approved by the local units of government, I assure that the funds will be properly administered. Any funds received under this program shall not be used to supplant funds normally budgeted or spent for the same activity/project and that funds received will be used solely for the activity/project approved by the FACT Consortium.

I have read and reviewed the FACT Consortium's Operating Rules, Regulations and Procedures for Public Access Television and will conform with these and all other FACT Consortium rules, regulations & funding award restrictions. I acknowledge and agree that any award and use of funds are subject to the Federal Communications Act of 1984, as amended, the Cable Television Consumer Protection and Competition Act of 1992, as amended, and any other State and Local Laws regulating the franchising of Cable Television Services, and any rules and regulations adopted pursuant to said Federal, State and Local Laws.

I will promptly provide the FACT Consortium with any and all additional requested information necessary, i.e. reviewing this application and the administration of funding if it is awarded. Additional information request may include, but is not limited to, interim progress reports and accounting, financial record, etc.

I agree to hold blameless and indemnify the FACT Consortium, its member jurisdictions of the City of Fenton, City of Linden, Fenton Charter Township and Tyrone Township, its officials, employees and representative, of any and all obligations, losses, claims, and damages made against them as a direct or proximate result of the administration and use of the PEG funding, if awarded.

I understand that any false or misleading information given in this application or information provided following the award of funding may result in the immediate termination of said funding, and that I will be responsible for returning the remaining portion, assets purchased with PEG funds or all of the PEG funds awarded

Application Submitted By:

Name: Kevin Smith / Michael Fox

Title: Video Teacher / PEG Coordinator

Kevin Smith
Signature: _____

11/13/2025
Date: _____

FENTON AREA CABLE TELEVISION CONSORTIUM

PEG FUNDING APPLICATION - EQUIPMENT LISTING

APPLICANT: Fenton Area Public Schools

EQUIPMENT	Qty	Unit	Total Cost	Product Link	Purpose / Needed For:	Existing	Additional
iMac Desktop Computer	9	2,299.00	20,691.00	www.apple.com	Replace failing/outdated iMacs	X	
Apple Care	9	169.00	1,521.00	www.apple.com	Warranty for computer		X
Canon RF 70-200mm	3	2,799.00	8,397.00	https://www.bhphotovideo.com/c/product/1510031-REG/canon_rf_70_200mm_f_2_8l_is.html	Adding to our RF lens library		X
Lens Case for 70-200mm	3	24.95	74.85	https://www.bhphotovideo.com/c/product/1157396-REG/ruggard_lcy_16x4_lens_case_6_0_x.html	Protecting 70-200mm lenses		X
Canon RF 50mm	6	239.00	1,434.00	https://www.bhphotovideo.com/c/product/1601517-REG/canon_rf_50mm_f_1_8_lens.html	Adding to our RF lens library		X
Lens Case for 50mm	6	16.99	101.94	https://www.bhphotovideo.com/c/product/1629741-REG/ruggard_lcy_13x2_lens_case_3_x.html	Protecting 50mm lenses		X
Zoom H6essential Field Recorder	6	299.99	1,799.94	https://www.bhphotovideo.com/c/product/1805576-REG/zoom_h6essential_32_bit_float.html	Expanding audio equipment		X
SanDisk 128GB Micro Memory Card w/ SD adapter	6	16.99	101.94	https://www.bhphotovideo.com/c/product/1692702-REG/sandisk_sdsqxaa_128g_an6ma_128gb_extreme_uhs_i_microsd.html	Memory Cards for Zoom H6essential Field Recorders		X
Zoom H6essential Case	6	99.99	599.94	https://www.bhphotovideo.com/c/product/1825314-REG/skb_3i_0907_4h6e_iseries_zoom_h6essential_recorder.html	Protecting Zoom H6essential Field Recorders		X
Zoom SSH-6e Shotgun Mic for Zoom H6essential	6	93.99	563.94	https://www.bhphotovideo.com/c/product/1841851-REG/zoom_zssh6e_ssh_6e_stereo_shotgun.html	Expanding audio equipment		X
Zoom WSU-2 Windshield	6	29.00	174.00	https://www.bhphotovideo.com/c/product/1889210-REG/zoom_zwsu2_hairy_windscreen_for_shotgun.html	Expanding audio equipment		X

FENTON AREA CABLE TELEVISION CONSORTIUM

PEG FUNDING APPLICATION - EQUIPMENT LISTING

APPLICANT: Fenton Area Public Schools

EQUIPMENT	Qty	Unit	Total Cost	Product Link	Purpose / Needed For:	Existing	Additional
Saramonic Air 2-Person Mini Lav System	6	169.00	1,014.00	https://www.bhphotovideo.com/c/product/1905642-REG/saramonic_air02_air_2_person_mini_wireless.html/overview	Expanding audio equipment		X
Audio-Technica ATH-M20x Studio Headphones	40	59.00	2,360.00	https://www.bhphotovideo.com/c/product/1024219-REG/audio_technica_ath_m20x_closed_back_professional_studio.html	Replacing old headphones	X	
GVM 800-RGB LED 3-Light Kit	1	359.00	359.00	https://www.bhphotovideo.com/c/product/1492249-REG/gvm_800d_rgb_3l_800d_rgb_led_video_studio.html	Updating Studio Lights		X
Forecast Consoles Triangle-Shaped Podcast Console (Mini)	1	2,825.00	2,825.00	https://www.bhphotovideo.com/c/product/1724049-REG/forecast_consoles_fc_gp_s_triangle_shaped_podcast_console.html	Dedicated podcast desk	X	
Forting 12" Studio Teleprompter Set	3	1,890.00	5,670.00	https://www.bhphotovideo.com/c/product/1671006-REG/forting_ps_22_pros12_sdi_12_studio.html	Replacing old teleprompters	X	
SanDisk 64GB Memory Card	20	59.99	1,199.80	https://www.bhphotovideo.com/c/product/1860631-REG/sandisk_sdsdxdm_064g_gn4in_64gb_extreme_pro_uhs_ii.html	Increasing card inventory		X

TOTAL 48,887.35

FENTON AREA CABLE TELEVISION CONSORTIUM

PEG Community Access Equipment Application

Part I: Summary Information

Application/Project Title: Lake Fenton High School Equipment Request

Application/Request Amount: \$29,246.96

Is the Application/Request for Equipment? ☒ Yes ☐ No

Applicant:

Lake Fenton High School

Applicant is located in:

☒

Fenton Township

☐

City of Fenton

☐

City of Linden

☐

Tyrone Township

Applicant/Project will serve Residents of:

☒

Fenton Township

☒

City of Fenton

☐

City of Linden

☐

Tyrone Township

Contact Person, Including Phone Numbers:

Andrea Brightha

abrigitha@lakefentonschools.org

Part II: Application/Project Narrative

Please provide a narrative describing the application/project you are requesting by responding directly to the questions listed below. Applicants should provide clear and concise responses to the questions. Applicants should limit their responses to the space provided, however, applicants may attach additional sheets as necessary.

A. Please provide a brief narrative of the application/project request. In particular respond to: What will the PEG funds be used to purchase? Will the application/project purchase capital equipment? Who will use the PEG funds?

The PEG funds will be used to purchase various equipment to support the video program at Lake Fenton, including: upgraded studio cameras with supporting lenses and equipment, software for video editing and sporting events and some accessories to support and protect this equipment. The PEG funds will be used to purchase equipment for the Lake Fenton High School video program.

B. Provide a narrative on how the application/project will be used. In particular respond to: What type of program(s) will be made if the application/project is awarded? How many programs will be produced? What is the expected audience for the program(s)?

If awarded, the equipment purchased will support already existing video programs at Lake Fenton High School, at several levels including a basic video course, and an advanced video course. These programs give students at Lake Fenton High School access to equipment that will train them and support them as they move into college and ultimately a career, giving them hands on access and training needed in this field. The expected audience for the program is students at Lake Fenton High School, their families and the local community.

C. Provide a narrative on what the consequences would be if the application/project were not funded. In particular respond to: Explain other funding alternatives explored?

If the application is not able to be funded, there would be limits on how many students have access to equipment needed to fulfill the course requirements. These video courses are based heavily on having access to the equipment already purchased, and that listed here for purchase, as well as enough of the equipment for the students to all have access to the equipment. Other funding alternatives would be relying on the school budget which would not be able to fund equipment at the level needed to support this course curriculum.

D. How does application/project improve access to community television programming?

This project would improve access to community television programming by providing the equipment needed for students to film and create the content needed for their course, which would in turn provide content to place on the local TV channel informing the local community on what they are learning, engaging the local community in activities happening within the local school like sports, ceremonies and teaching and giving the students exposure to the community that they would otherwise not have.

Part III: Cost Estimates

Please attach to this application a completed **FACT Equipment Acquisition Form**, which includes an itemized list of equipment requested, with costs. Attach additional information regarding equipment specifications, brochures or other supplemental information as needed.



Part IV: Application/Project Schedule

Please attach the proposed schedule for the application/project request, noting targeted purchase date of equipment, program production dates, etc.



Part V: Assurances

I certify that the information provided herein, including any and all attachments is true and complete to the best of my knowledge. I authorize the FACT Consortium and its representatives to investigate any and all statements and information contained herein as may be necessary in reviewing this application.

If the application is approved by the FACT Consortium, and funding approved by the local units of government, I assure that the funds will be properly administered. Any funds received under this program shall not be used to supplant funds normally budgeted or spent for the same activity/project and that funds received will be used solely for the activity/project approved by the FACT Consortium.

I have read and reviewed the FACT Consortium's Operating Rules, Regulations and Procedures for Public Access Television and will conform with these and all other FACT Consortium rules, regulations & funding award restrictions. I acknowledge and agree that any award and use of funds are subject to the Federal Communications Act of 1984, as amended, the Cable Television Consumer Protection and Competition Act of 1992, as amended, and any other State and Local Laws regulating the franchising of Cable Television Services, and any rules and regulations adopted pursuant to said Federal, State and Local Laws.

I will promptly provide the FACT Consortium with any and all additional requested information necessary, i.e. reviewing this application and the administration of funding if it is awarded. Additional information request may include, but is not limited to, interim progress reports and accounting, financial record, etc.

I agree to hold blameless and indemnify the FACT Consortium, its member jurisdictions of the City of Fenton, City of Linden, Fenton Charter Township and Tyrone Township, its officials, employees and representative, of any and all obligations, losses, claims, and damages made against them as a direct or proximate result of the administration and use of the PEG funding, if awarded.

I understand that any false or misleading information given in this application or information provided following the award of funding may result in the immediate termination of said funding, and that I will be responsible for returning the remaining portion, assets purchased with PEG funds or all of the PEG funds awarded

Application Submitted By:

Name: Andrea Brightha / Michael Fox

Title: Video Teacher / PEG Coordinator

Signature: Andrea Brightha

Date: 11/13/2025

FENTON AREA CABLE TELEVISION CONSORTIUM
PEG FUNDING APPLICATION - EQUIPMENT LISTING 2025-26
APPLICANT: Lake Fenton High School - Andrea Brightha

Equipment	Qty	Unit Price	Total Cost	Product Link	Purpose / Needed For:	Replacing Existing Equipment	New or Additional Equipment
Blackmagic Micro Converter HDMI to SDI	2	\$52.27	\$104.54	Blackmagic Design Micro Converter HDMI to SDI 3G-CONVCMIC/HS03G	Hooking up equipment in studio	Y	Y
20PCS Clear SD Card Holder	3	\$7.59	\$22.77	SD Card Holder	Cases go missing	Y	Y
AA Batteries	3	\$28.46	\$85.38	Duracell MN1500 Coppertop 1.5V AA Alkaline Batteries (36-Pack)	Equipment	Y	
AAA Batteries	2	\$12.74	\$25.48	Duracell PC2400 Procell 1.5V AAA Alkaline Batteries 4133353648	Equipment	Y	
External Harddrive	5	\$149.24	\$746.20	Samsung 2TB T7 Portable SSD (Titan Gray) MU-PC2T0T/AM B&H Photo	Extra storage		Y
External Harddrive Cases	5	\$8.37	\$41.85	Samsung 2TB T7 Portable SSD (Titan Gray) MU-PC2T0T/AM B&H Photo	Protect equipment		Y
Clips for Mic	5	\$3.71	\$18.55	Auray TC-OLM10 Tie Clip for Lavalier Microphone (2-Pack)	Lapel mic clips	Y	
Tripod Bags	15	\$7.48	\$112.20	Sunpak 620-760 Medium Tripod Case	Bags for tripods	Y	
Veo Tripod Bag	1	\$70.95	\$70.95	Tenba T538 TriPak 634-513 B&H Photo Video	Bag for Veo Tripod	Y	
USBC Flash Drive	5	\$42.99	\$214.95	SanDisk 512GB Ultra Dual Drive Luxe USB 3.2 Gen 1 Flash Drive (USB-C / USB-A)	Transferring data	Y	Y
USBC Flash Drive	2	\$99.49	\$198.98	SanDisk 1TB Extreme PRO Dual Drive SDDDE1-1T00-G46 B&H Photo	Transferring data	Y	Y
USB Flash Drive	3	\$53.72	\$161.16	PNY 512GB PRO Elite V3 USB 3.2 Gen 2 Flash Drive P-FD512PROV3-GE	Transferring data	Y	Y
Micro SD Cards	15	\$41.99	\$629.85	SanDisk 512GB Extreme UHS-I microSDXC Memory Card with SD Adapter			
Micro SD Cards	2	\$29.97	\$59.94	SanDisk 32GB Extreme UHS-I microSDHC Memory SDSQXAF-032G-GN6MA			
EarPods with USB-C Connector	5	\$16.99	\$84.95	Apple EarPods with USB-C Connector MYQY3AM/A B&H Photo Video			
Microfiber Cloth	20	\$6.99	\$139.80	Spudz Microfiber Cleaning Cloth with B&H Logo	Cleaning lenses		Y
Camera Panel	1	\$3,645.00	\$3,645.00	Blackmagic Design ATEM Camera Control Panel SWPANELCCU4 B&H	Camera Control	Y	
Ethernet	1	\$19.99	\$19.99	Netgear 8-Port Business Essentials Gigabit Ethernet GS308-300PAS	For cameras	Y	
Lens	3	\$1,097.99	\$3,293.97	Panasonic Leica DG Vario-Elmarit 12-35mm f/2.8 ASPH H-ES12035	Lens for cameras	Y	
Camera	3	\$2,055.00	\$6,165.00	Blackmagic Design Studio Camera 4K Pro G2	New cameras for announcements	Y	

FENTON AREA CABLE TELEVISION CONSORTIUM
PEG FUNDING APPLICATION - EQUIPMENT LISTING 2025-26
APPLICANT: Lake Fenton High School - Andrea Brightha

Focus Demand	3	\$275.00	\$825.00	Blackmagic Design Focus Demand	For cameras		Y
Zoom Demand	3	\$275.00	\$825.00	Blackmagic Design Zoom Demand CINSTUDMFT/H/FZD B&H Photo Video	For cameras		Y
Converter	3	\$1,055.00	\$3,165.00	Blackmagic Design Studio Converter CINSTUDMFT/H/SC B&H Photo	Converters for announcements	Y	
Ethernet Cable	3	\$16.99	\$50.97	Pearstone Cat 7 Double-Shielded Ethernet Patch Cable (50', Black)		Y	
Motion Array Video Platform - Yearly Subscripti	1	\$191.88	\$191.88	motionarray invoice 1980NnV0C6Dyl2ixz.pdf	Create Intros and Videos	Y	
Veo - Yearly Subscription	1	\$5,997.60	\$5,997.60	Quote for - LAKE FENTON COMMUNITY SCHOOLS - United States - No 4 (1).pdf	Record sporting events	Y	
Adobe Creative Cloud Subscription - 4 years	1	\$2,350.00	\$2,350.00	Adobe Renewal.pdf	Create Graphics, Editing Software, Create	Y	
Totals			\$29,246.96				

FENTON AREA CABLE TELEVISION CONSORTIUM

PEG Community Access Equipment Application

Part I: Summary Information

Application/Project Title: Linden Area Schools Equipment Request

Application/Request Amount: \$36,241.12

Is the Application/Request for Equipment? ☒ Yes ☐ No

Applicant:

Linden Area Schools

Applicant is located in:

☐

Fenton Township

☐

City of Fenton

☒

City of Linden

☐

Tyrone Township

Applicant/Project will serve Residents of:

☒

Fenton Township

☐

City of Fenton

☒

City of Linden

☒

Tyrone Township

Contact Person, Including Phone Numbers:

Sherri St.Clair

sstclair@lindenschools.org

Part II: Application/Project Narrative

Please provide a narrative describing the application/project you are requesting by responding directly to the questions listed below. Applicants should provide clear and concise responses to the questions. Applicants should limit their responses to the space provided, however, applicants may attach additional sheets as necessary.

A. Please provide a brief narrative of the application/project request. In particular respond to: What will the PEG funds be used to purchase? Will the application/project purchase capital equipment? Who will use the PEG funds?

The PEG funds will be used to purchase various equipment to support the video program at Linden High School including: Yearly software fees, 1 New computer for students to edit on, replacement microphones, upgrading several cameras, upgraded audio equipment and accessories to support these items. The PEG funds will be used to purchase equipment for the Linden Area Schools video program.

B. Provide a narrative on how the application/project will be used. In particular respond to: What type of program(s) will be made if the application/project is awarded? How many programs will be produced? What is the expected audience for the program(s)?

If awarded, the equipment purchased will support already existing video programs at Linden High School, at several levels including a basic video course, and an advanced video course. These programs give students at Linden Area Schools access to equipment that will train them and support them as they move into college and ultimately a career, giving them hands on access and training needed in this field. The expected audience for the program is students at Linden High School, their families and the local community.

C. Provide a narrative on what the consequences would be if the application/project were not funded. In particular respond to: Explain other funding alternatives explored?

If the application is not able to be funded, there would be limits on how many students have access to equipment needed to fulfill the course requirements. These video courses are based heavily on having access to the equipment already purchased, and that listed here for purchase, as well as enough of the equipment for the students to all have access to the equipment. Other funding alternatives would be relying on the school budget which would not be able to fund equipment at the level needed to support this course curriculum.

D. How does application/project improve access to community television programming?

This project would improve access to community television programming by providing the equipment needed for students to film and create the content needed for their course, which would in turn provide content to place on the local TV channel informing the local community on what they are learning, engaging the local community in activities happening within the local school like sports, ceremonies and teaching and giving the students exposure to the community that they would otherwise not have.

Part III: Cost Estimates

Please attach to this application a completed **FACT Equipment Acquisition Form**, which includes an itemized list of equipment requested, with costs. Attach additional information regarding equipment specifications, brochures or other supplemental information as needed.



Part IV: Application/Project Schedule

Please attach the proposed schedule for the application/project request, noting targeted purchase date of equipment, program production dates, etc.



Part V: Assurances

I certify that the information provided herein, including any and all attachments is true and complete to the best of my knowledge. I authorize the FACT Consortium and its representatives to investigate any and all statements and information contained herein as may be necessary in reviewing this application.

If the application is approved by the FACT Consortium, and funding approved by the local units of government, I assure that the funds will be properly administered. Any funds received under this program shall not be used to supplant funds normally budgeted or spent for the same activity/project and that funds received will be used solely for the activity/project approved by the FACT Consortium.

I have read and reviewed the FACT Consortium's Operating Rules, Regulations and Procedures for Public Access Television and will conform with these and all other FACT Consortium rules, regulations & funding award restrictions. I acknowledge and agree that any award and use of funds are subject to the Federal Communications Act of 1984, as amended, the Cable Television Consumer Protection and Competition Act of 1992, as amended, and any other State and Local Laws regulating the franchising of Cable Television Services, and any rules and regulations adopted pursuant to said Federal, State and Local Laws.

I will promptly provide the FACT Consortium with any and all additional requested information necessary, i.e. reviewing this application and the administration of funding if it is awarded. Additional information request may include, but is not limited to, interim progress reports and accounting, financial record, etc.

I agree to hold blameless and indemnify the FACT Consortium, its member jurisdictions of the City of Fenton, City of Linden, Fenton Charter Township and Tyrone Township, its officials, employees and representative, of any and all obligations, losses, claims, and damages made against them as a direct or proximate result of the administration and use of the PEG funding, if awarded.

I understand that any false or misleading information given in this application or information provided following the award of funding may result in the immediate termination of said funding, and that I will be responsible for returning the remaining portion, assets purchased with PEG funds or all of the PEG funds awarded

Application Submitted By:

Name: Sherri St.Clair / Michael Fox

Title: Video Teacher / PEG Coordinator

Sherri St. Clair
Signature: _____

11/13/2025
Date: _____

PEG FUNDING APPLICATION - EQUIPMENT LISTING

APPLICANT: **Linden Community Schools**

EQUIPMENT	Qty	Unit	Total Cost	Product Link	Purpose / Needed For:	Existing	Additional
Adobe Creative Suite	1	5,000.00	5,000.00	www.adobe.com	Software used to edit videos	X	
USB C Memory card Reader	10	24.99	249.90	https://www.bhphotovideo.com/c/product/1378853-REG/xcellon_cr_m10_aluminum_usb_multi_card.html	Replace broken memory card readers	X	
Canon R50 kit	12	1,430.89	17,170.68	https://www.bhphotovideo.com/c/product/1907055-REG/canon_eos_r50_mirrorless_camera.html	replace old t3i and t5i cameras	X	
Microphone	5	199.00	995.00	https://www.bhphotovideo.com/c/product/1861645-REG/rode_wigogen3_wireless_go_iii_2_person.html	Used to record audio for video		X
Memory Card	30	14.99	449.70	SanDisk 64GB Extreme PRO UHS-I SDXC Memory Card	Used to record video	X	
Memory Card - Sandisk 128 GB	5	23.99	119.95	SanDisk 128GB Extreme PRO UHS-I SDXC Memory Card	Used to record video	X	
sdi cables 50 feet	4	44.95	179.80	https://www.bhphotovideo.com/c/product/1053956-REG/kopul_vbbc_450_premium_sdi_cable_bnc.html	replace old cables	X	
Backdrop stand	2	264.95	529.90	https://www.bhphotovideo.com/c/product/1154354-REG/impact_bg_ps440_pro_backdrop_support_kit.html	replace broken backdrop stand	X	
USBC Hub	35	27.99	979.65	https://www.amazon.com/Multiport-Adapter-Reader-Aluminum-MacBook/dp/B0C61LYRY5/ref=sr_1_3?crid=3FD05VSMHZ49L&dib=eyJ2IjojMSJ9.2He17qr0m9mA9uKXfr5KRBw5B-oXJQtDx789bmnmCMeQ8PAzux4bbCK15bys8T43gTDI3M4v_s7VpO2FLloeLOH6kzahKylsp3sucJwDiF9rjn_1LfLPx3ghzk5sWB6JpMJDbvkbN1Q7t7yvUXVnKwzirpipAasT7KRZ5Dq2MlfZ45HZVK37iY5C6Gjqdb43_vOoPNniSRPY34Mnjv5vaEgcdW4sujc9VT-qXqHst9eE.GjNhoZlqGQiGc6LA_38QOGbaVjbaGQZZf8CFeWulxGM&dib_tag=se&keywords=usb%2Bc%2Bhub%2Bfor%2Bimac&qid=1759847189&sprefix=usb%2Bc%2Bhub%2Bfor%2Bimac%2Caps%2C154&sr=8-3&th=1	for new macs with out usb ports and memory card slots		X

APPLICANT: Linden Community Schools

EQUIPMENT	Qty	Unit	Total Cost	Product Link	Purpose / Needed For:	Existing	Additional
sdi cables 6 feet	5	19.95	99.75	https://www.bhphotovideo.com/c/product/1053966-REG/kopul_vbbc_406_premium_sdi_cable_bnc.html	to replace old cables	X	
Lens adapter	12	89.95	1,079.40	https://www.bhphotovideo.com/c/product/1464592-REG/vello_lae_cr_cef_canon_ef_to_eos.html	adapter to use current lenses	X	
Mac Studio	1	2,899.00	2,899.00	https://www.apple.com/shop/buy-mac/mac-studio/apple-m4-max-with-14-core-cpu-32-core-gpu-16-core-neural-engine-36gb-memory-512gb	For use in studio	X	
Apple Care	1	300.00	300.00			X	
Benq Monitor	1	549.00	549.00	https://www.amazon.com/BenQ-EW3290U-3840x2160-Exclusive-Technology/dp/B0DS3NZRX/ref=sr_1_1?crid=2MO7AFB1CCG1C&pf_rd_p=1d1e1d1e-6415-4444-a444-1d1e1d1e6415	For use in studio	X	
XLR cables	5	31.95	159.75	https://www.bhphotovideo.com/c/product/845542-REG/Kopul_m4050_Kopul_Studio_Elite_4000.html	to replace old cables	X	
Teleprompter software	1	160.00	160.00	https://teleprompterpro.com/pricing	App to use for telepromters		X
Gimbal	4	427.00	1,708.00	https://www.bhphotovideo.com/c/product/1818281-REG/zhiyun_weebill_3_s_handheld_gimbal.html	Another option		X
Blue Yeti Microphone	5	109.99	549.95	https://www.bhphotovideo.com/c/product/1103930-REG/blue_836213002070_yeti_usb_microphone_black.html/?ap=y&ap=y&smp=y&smp=y&store=420&sft=BI%3A514&qad_source=1&qad_campaignid=1413135038&qclid=CjwKCAiAoNbIBhB5EiwAZFbYGCQjiWEoQdP3EGkhWv4QDIJyXJ-tRax52A27ARRvV5Luve3A5xuDWBoC0-cQAxD_BwE	Replacing ones with broken ports and adding more for recording		X
Rode go microphone	5	54.97	274.85	https://www.bhphotovideo.com/c/product/1496007-REG/rode_lavgo_lavalier_go_omnidirectional_lavalier.html	Go with mics above		X
Rode Go Charge	5	89.00	445.00	https://www.bhphotovideo.com/c/product/1866004-REG/rode_rodechargecase_charge_case_for_wireless.html	charger for mics above		X

PEG FUNDING APPLICATION - EQUIPMENT LISTING

APPLICANT: **Linden Community Schools**

EQUIPMENT	Qty	Unit	Total Cost	Product Link	Purpose / Needed For:	Existing	Additional
Canon M50 lens adapter	10	36.99	369.90	https://www.bhphotovideo.com/c/product/1456822-REG/viltrox_ef_eos_m_canon_ef_lens_mount.html	adapters that are losing screws	X	X
headphones	30	32.00	960.00	https://www.bhphotovideo.com/c/product/1826897-REG/audio_technica_consumer_ath_s120c_bk_usb_c_on_ear_headphones_black.html	Replace old headphones	X	X
Elgato	4	248.99	995.96	https://www.bhphotovideo.com/c/product/1817550-REG/elgato_10gbh9901_game_capture_4k_x.html	streaming games on consoles		X
HDMI Cables	2	7.99	15.98	Pearstone High-Speed HDMI Cable with Ethernet (Black, 15')			X
TOTAL			36,241.12				

FENTON AREA CABLE TELEVISION CONSORTIUM

PEG Community Access Equipment Application

Part I: Summary Information

Application/Project Title: Hartland Consolidated Schools Equipment Request

Application/Request Amount: \$ 14,350.43

Is the Application/Request for Equipment? ☒ Yes ☐ No

Applicant:

Hartland Consolidated Schools

Applicant is located in:

☐

Fenton Township

☐

City of Fenton

☐

City of Linden

☒

Tyrone Township

Applicant/Project will serve Residents of:

☐

Fenton Township

☐

City of Fenton

☐

City of Linden

☒

Tyrone Township

Contact Person, Including Phone Numbers:

Paul Butzier

paulbutzier@hartlandschools.us

Part II: Application/Project Narrative

Please provide a narrative describing the application/project you are requesting by responding directly to the questions listed below. Applicants should provide clear and concise responses to the questions. Applicants should limit their responses to the space provided, however, applicants may attach additional sheets as necessary.

A. Please provide a brief narrative of the application/project request. In particular respond to: What will the PEG funds be used to purchase? Will the application/project purchase capital equipment? Who will use the PEG funds?

The PEG funds will be used to purchase various equipment to support the video program at Hartland High School, including: video lighting, wireless microphones, a lenses to expand camera capabilities, upgraded audio equipment, and accessories to support and protect equipment. The PEG funds will be used to purchase equipment for the Hartland High School video program.

B. Provide a narrative on how the application/project will be used. In particular respond to: What type of program(s) will be made if the application/project is awarded? How many programs will be produced? What is the expected audience for the program(s)?

If awarded, the equipment purchased will support already existing video programs at Hartland High School, at several levels including a basic video course, and an advanced video course. These programs give students at Hartland High School access to equipment that will train them and support them as they move into college and ultimately a career, giving them hands on access and training needed in this field. The expected audience for the program is students at Hartland High School, their families and the local community.

C. Provide a narrative on what the consequences would be if the application/project were not funded. In particular respond to: Explain other funding alternatives explored?

If the application is not able to be funded, there would be limits on how many students have access to equipment needed to fulfill the course requirements. These video courses are based heavily on having access to the equipment already purchased, and that listed here for purchase, as well as enough of the equipment for the students to all have access to the equipment. Other funding alternatives would be relying on the school budget which would not be able to fund equipment at the level needed to support this course curriculum.

D. How does application/project improve access to community television programming?

This project would improve access to community television programming by providing the equipment needed for students to film and create the content needed for their course, which would in turn provide content to place on the local TV channel informing the local community on what they are learning, engaging the local community in activities happening within the local school like sports, ceremonies and teaching and giving the students exposure to the community that they would otherwise not have.

Part III: Cost Estimates

Please attach to this application a completed **FACT Equipment Acquisition Form**, which includes an itemized list of equipment requested, with costs. Attach additional information regarding equipment specifications, brochures or other supplemental information as needed.



Part IV: Application/Project Schedule

Please attach the proposed schedule for the application/project request, noting targeted purchase date of equipment, program production dates, etc.



Part V: Assurances

I certify that the information provided herein, including any and all attachments is true and complete to the best of my knowledge. I authorize the FACT Consortium and its representatives to investigate any and all statements and information contained herein as may be necessary in reviewing this application.

If the application is approved by the FACT Consortium, and funding approved by the local units of government, I assure that the funds will be properly administered. Any funds received under this program shall not be used to supplant funds normally budgeted or spent for the same activity/project and that funds received will be used solely for the activity/project approved by the FACT Consortium.

I have read and reviewed the FACT Consortium's Operating Rules, Regulations and Procedures for Public Access Television and will conform with these and all other FACT Consortium rules, regulations & funding award restrictions. I acknowledge and agree that any award and use of funds are subject to the Federal Communications Act of 1984, as amended, the Cable Television Consumer Protection and Competition Act of 1992, as amended, and any other State and Local Laws regulating the franchising of Cable Television Services, and any rules and regulations adopted pursuant to said Federal, State and Local Laws.

I will promptly provide the FACT Consortium with any and all additional requested information necessary, i.e. reviewing this application and the administration of funding if it is awarded. Additional information request may include, but is not limited to, interim progress reports and accounting, financial record, etc.

I agree to hold blameless and indemnify the FACT Consortium, its member jurisdictions of the City of Fenton, City of Linden, Fenton Charter Township and Tyrone Township, its officials, employees and representative, of any and all obligations, losses, claims, and damages made against them as a direct or proximate result of the administration and use of the PEG funding, if awarded.

I understand that any false or misleading information given in this application or information provided following the award of funding may result in the immediate termination of said funding, and that I will be responsible for returning the remaining portion, assets purchased with PEG funds or all of the PEG funds awarded

Application Submitted By:

Name: Paul Butzier / Michael Fox

Title: Video Teacher / PEG Coordinator

Paul Butzier

Signature:

11/13/2025
Date:

FENTON AREA CABLE TELEVISION CONSORTIUM
PEG FUNDING APPLICATION - EQUIPMENT LISTING

APPLICANT: Hartland Consolidated Schools

EQUIPMENT	Qty	Unit Price	Total Cost	Product Link	Purpose / Needed For:	Replacing Existing Equipment	New or Additional Equipment
Camcorder Bag	4	19.95	79.80	https://www.bhphotovideo.com/c/product/981541-REG/ruggard_vsy_145b_onyx_45_camera_camcorder_shoulder.html	Canon Vixia HF G70		X
Batteries	4	189.99	759.96	https://www.bhphotovideo.com/c/product/963146-REG/canon_8598b002_bp_828_battery_pack_2550mah.html	Canon Vixia HF G70		X
Tripod	4	79.95	319.80	https://www.bhphotovideo.com/c/product/842090-REG/magnus_vt_300_video_tripod_w_2_way.html	Magnus VT-300		X
Tripod	2	199.00	398.00	https://www.bhphotovideo.com/c/product/842086-REG/Magnus_VT_4000_VT_4000_Tripod_System.html	Magnus VT-4000		X
Monopod	2	169.95	339.90	https://www.bhphotovideo.com/c/product/1610119-REG/robus_rcm_336_6_section_carbon_fiber.html	For SLR		X
Telephoto Lens 70-200	1	3,299.00	3,299.00	https://www.bhphotovideo.com/c/product/1859142-REG/canon_6594c002_rf_70_200mm_f_2_8_l.html	Canon EOS R6 Mark II		X
Telephoto Lens 100-500	1	2,699.00	2,699.00	https://www.bhphotovideo.com/c/product/1547011-REG/canon_rf_100_500mm_f_4_6_3l_is.html	Canon EOS R6 Mark II		X
256GB SD Cards	5	42.99	214.95	https://www.bhphotovideo.com/c/product/1692698-REG/sandisk_sdsdxxd_256g_ancin_256gb_extreme_pro_uhs_i.html			X
Filters SLR Lenses 82mm	1	41.99	41.99	https://www.bhphotovideo.com/c/product/1770455-REG/neewer_66601948_82mm_lens_filter_kit.html			X
UV Filters	3	20.00	60.00	https://www.bhphotovideo.com/c/product/72720-REG/Tiffen_82UVP_82mm_UV_Protector.html			X
Filters stepup 77-82mm	2	6.95	13.90	https://www.bhphotovideo.com/c/product/809653-REG/Sensei_sur7782_77_82mm_Step_Up_Ring.html			X
Wireless Mics	2	269.00	538.00	https://www.bhphotovideo.com/c/product/1800665-REG/dji_cp_rm_00000325_01_dji_mic_2_2.html	Similar to last year		X
Stabilizer Gimbal	2	305.00	610.00	https://www.bhphotovideo.com/c/product/1874870-REG/dji_cp_rm_00000442_02_rs_4_mini_handheld.html			X

FENTON AREA CABLE TELEVISION CONSORTIUM

PEG FUNDING APPLICATION - EQUIPMENT LISTING

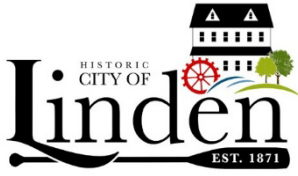
APPLICANT:

Hartland Consolidated Schools

EQUIPMENT	Qty	Unit Price	Total Cost	Product Link	Purpose / Needed For:	Replacing Existing Equipment	New or Additional Equipment
Camcorder Gimbal	1	1,075.00	1,075.00	https://www.bhphotovideo.com/c/product/1816789-REG/dji_cp_rn_00000346_01_rs_4_pro_gimbal.html			X
1-2 TB External SSD	4	179.99	719.96	https://www.bhphotovideo.com/c/product/1595432-REG/sandisk_sdssde61_2t00_q25_2tb_extreme_portable_s_sd.html			X
Lighting Kit	1	359.00	359.00	https://www.bhphotovideo.com/c/product/1492249-REG/qvm_800d_rgb_3l_800d_rgb_led_video_studio.html			X
Handheld Mic	1	109.00	109.00	https://www.bhphotovideo.com/c/product/68463-REG/Shure_SM58_LC_SM58_LC_Cardioid_Dynamic.html		X	
Green Screen Stands	1	264.95	264.95	https://www.bhphotovideo.com/c/product/1154354-REG/impact_bg_ps440_pro_backdrop_support_kit.html/overview	To hold the green screens we bought 2 years ago		X
Spring Clamps	4	3.45	13.80	https://www.bhphotovideo.com/c/product/1261392-REG/bessey_xm5_b_steel_spring_clamp_black.html	To hold the green screens we bought 2 years ago		X
USB-C SD Card Readers	5	29.99	149.95	https://www.bhphotovideo.com/c/product/1387608-REG/sandisk_sddr_409_a46_extreme_pro_sdtm_uhs_ii.html			X
XLR to USB-C Adaptors	2	219.99	439.98	https://www.bhphotovideo.com/c/product/1778213-REG/focusrite_scarlett_2i2_4g_scarlett_2i2_usb_c_audio.html			X
USB A to C Adaptors	5	11.93	59.65	https://www.bhphotovideo.com/c/product/1141588-REG/belkin_f2cu036btblk_1_5a_usb_3_1_c.html			X
Stronger Mics for Black Magic camcorders	2	837.92	1,675.84	https://www.bhphotovideo.com/c/product/1726185-REG/dji_cp_os_00000213_01_osmo_mobile_6.html/overview			X
DJI Osmo Mobile 6 Smartphone Gimbal	1	109	109.00	https://www.bhphotovideo.com/c/product/1726185-REG/dji_cp_os_00000213_01_osmo_mobile_6.html/overview			X

TOTAL

14,350.43



CITY OF LINDEN

CITY COUNCIL AGENDA MEMO

MEETING DATE: January 26, 2026

AGENDA TOPIC: Resolution No. 01-26

To: Mayor and City Council
From: Kristyn Kanyak, City Clerk
Submitted: January 21, 2026
Subject: Resolution No. 01-26 Approval of MDOT Agreement Contract # 25-5630

INTRODUCTION/ HISTORY/EXPLANATION OF TOPIC

The funds have been obligated for the project. To receive the funds, the City must approve an agreement with the Michigan Department of Transportation (MDOT), who is responsible for administering funds. Enclosed is the agreement, as well as a Resolution which will be required to be certified and provided, should the agreement meet your approval. Upon receipt of approval, City Staff will provide to MDOT the signed agreement and Resolution. The Resolution approves the contract and authorizes the City Manager and Director of Public Works to sign the agreement with the Michigan Department of Transportation necessary for this project.

STAFF RECOMMENDATION

I recommend City Council approves Resolution No. 01-26 A Resolution Approving the Agreement with the Michigan Department of Transportation Contract Number 25-5630 and Designation of Authorized Signer for the work proposed.

MOTION

Move to approve Resolution No. 01-26 A Resolution Approving the Agreement with the Michigan Department of Transportation Contract Number 25-5630 and Designation of Authorized Signer.

SUPPORTING MATERIALS ATTACHED:

I CONCUR: Ellen R. Glass
ELLEN R. GLASS, CITY MANAGER

CITY OF LINDEN

RESOLUTION NO. 01-26

**A RESOLUTION APPROVING THE AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF TRANSPORTATION CONTRACT NUMBER 25-5630
AND DESIGNATION OF AUTHORIZED SIGNER**

At a regular meeting of the City Council of the City of Linden (the "City"), held on Monday, January 26, 2026 at 6:30 p.m., Eastern Daylight Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____:

WHEREAS the City of Linden is dedicated to the restoration and rehabilitation of its transportation infrastructure and safety for vehicular and pedestrian traffic;

WHEREAS the City of Linden has received and agrees to the terms included in Michigan Department of Transportation Contract Number 25-5630, which outlines Project work: Preventative maintenance work on the structure #2866, which carries Bridge Street over the Shiawassee River, Section 20, T05N, R06E, and on the structure #2867, which carries Ripley Road over the Shiawassee River, Sections 20 and 21, T05N, R06E, City of Linden, Genesee County, Michigan; including earthwork, aggregate base and shoulder, hot mix asphalt approach, concrete sidewalk, curb and gutter, brick paver replacement, deck patching, epoxy overlay, silane treatment of bridge fascia, cleaning and sealing bridge joints, post-tensioning pocket repair, clearing, abutment crack injection repairs, guardrail, riprap, permanent signing and pavement markings; and all together with necessary related work.

WHEREAS the City must approve an agreement with the Michigan Department of Transportation, who is responsible for administering the grant funds;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Linden, Michigan, hereby approves:

1. Michigan Department of Transportation Contract 25-5630; and
2. Authorization of the City Manager, Ellen Glass and the Director of Public Works, Don Grice, to sign Contract No. 25-5630 (enclosed), the agreement with the Michigan Department of Transportation necessary for the project.

PASSED AND APPROVED this 26th day of January, 2026, by the City Council of the City of Linden, Michigan.

YEAS: _____

NAYS: _____

ABSTENTIONS: _____

RESOLUTION DECLARED ADOPTED.

Elizabeth Armstrong, Mayor

ATTEST:

Kristyn Kanyak, City Clerk

CERTIFICATION

I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Linden, Genesee County, Michigan, at a regular meeting held on January 26, 2026, and that notice of said meeting was given in accordance with the Open Meetings Act, as amended.

Kristyn Kanyak, City Clerk

LOCAL BRIDGE
FEDERAL

COM

Control Section	BHT 25000
Job Number	220496CON
Project	26A0111
Structure	#2866; #2867
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	25-5630

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF LINDEN, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Linden, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated January 26, 2026, attached hereto and made a part hereof:

Preventative maintenance work on the structure #2866, which carries Bridge Street over the Shiawassee River, Section 20, T05N, R06E, and on the structure #2867, which carries Ripley Road over the Shiawassee River, Sections 20 and 21, T05N, R06E, City of Linden, Genesee County, Michigan; including earthwork, aggregate base and shoulder, hot mix asphalt approach, concrete sidewalk, curb and gutter, brick paver replacement, deck patching, epoxy overlay, silane treatment of bridge fascia, cleaning and sealing bridge joints, post-tensioning pocket repair, clearing, abutment crack injection repairs, guardrail, riprap, permanent signing and pavement markings; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal and State law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

09/06/90 SCBFED.FOR 1/26/26

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal funds under the following Federal program:

SECTION 144 OF TITLE 23 USC
(HIGHWAY BRIDGE REPLACEMENT AND REHABILITATION PROGRAM)

WHEREAS, the PROJECT has been approved for financing in part with funds appropriated to the Local Bridge Fund pursuant to Section 10(5) of Act 51, Public Acts of 1951, as amended, for the state Local Bridge Program; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except for construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy, hereinafter referred to as "EGLE", has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to EGLE. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

09/06/90 SCBFED.FOR 1/26/26

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the project including advertising and awarding the construction contract for the PROJECT. Such administration shall be in accordance with PART II Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:

- A. Design or cause to be designed the plans for the PROJECT.
- B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.
- C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

5. The PROJECT COST shall be met in part by Federal Funds and by state Local Bridge Funds. Upon final settlement of costs, Federal Funds will be applied to the eligible items of PROJECT COST. The state Local Bridge Funds will be applied to the balance of the PROJECT COST, after deduction of Federal Funds, such that the Federal Funds and state Local Bridge Funds shall equal 95 percent of those PROJECT COSTS eligible for participation with such funds. The remaining 5 percent of the eligible items of PROJECT COST, as well as any ineligible items of PROJECT COST, shall be paid 100 percent by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds or paid by state Local Bridge Funds will be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less

Federal Funds and State Funds earned as the PROJECT progresses.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the approaches being constructed as a part of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Build America, Buy America Requirements (2 CFR Part 184 and 2 CFR 200.322) and Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to EGLE, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that

any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with EGLE, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code and/or State Funds.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, and any inspections of work by the DEPARTMENT pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT does not relieve the REQUESTING PARTY and the local agencies, as applicable, of their exclusive jurisdiction of the highway or bridge structure(s) and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and

DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway or bridge structure(s), described as the PROJECT, for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving construction claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be reasonable and necessary and shall be considered PROJECT COSTS.

18. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction, and to:

- A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT, and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.
- C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto; upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract; and with approval by the State Administrative Board.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF LINDEN

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:



January 26, 2026

EXHIBIT I

CONTROL SECTION
JOB NUMBER
PROJECT
STRUCTURE

BHT 25000
220496CON
26A0111
#2866; #2867

	<u>TOTAL ESTIMATED COST</u>	<u>FEDERAL FUNDS (EST 80%)</u>	<u>STATE LOCAL BRIDGE FUNDS (EST 15%)</u>	<u>TOTAL FEDERAL & STATE AID</u>	<u>BALANCE REQ. PARTY'S SHARE</u>
<u>STRUCTURE AND APPROACHES</u>					
Construction (Contracted)	\$409,380	\$327,504	2\$61,407	\$388,911	\$20,469

NO DEPOSIT REQUIRED

09/06/90 SCBFED.FOR 1/26/26

DOT

TYPE B
BUREAU OF HIGHWAYS
03-15-93

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

SECTION I

COMPLIANCE WITH REGULATIONS AND DIRECTIVES

- A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.
- B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.
 - 1. Engineering
 - a. FAPG (6012.1): Preliminary Engineering
 - b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts
 - c. FAPG (23 CFR 635A): Contract Procedures
 - d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
 - 2. Construction
 - a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims
 - b. FAPG (23 CFR 140B): Construction Engineering Costs
 - c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies
 - d. FAPG (23 CFR 635A): Contract Procedures
 - e. FAPG (23 CFR 635B): Force Account Construction
 - f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

- g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)
 - h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways
 - i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
3. Modification Or Construction Of Railroad Facilities
- a. FAPG (23 CFR 140I): Reimbursement for Railroad Work
 - b. FAPG (23 CFR 646B): Railroad Highway Projects
- C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of \$100,000.00 stipulate the following with respect to their specific jurisdictions:
- 1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.
 - 2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.
 - 3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.
- D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.
- E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

SECTION II

PROJECT ADMINISTRATION AND SUPERVISION

- A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.
- B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.
- C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.
- D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.
- E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

- F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than \$100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

- G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.
- H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.
- I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

- J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.
- K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.
- L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.
- M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.
- N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.
- O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.
- P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.
- Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

SECTION III

ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

- a. Agencies expending a total of \$500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

The Reporting Package
The Data Collection Form
The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than \$500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education
Accounting Service Center
Hannah Building
608 Allegan Street
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.
3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than \$1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.
5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.
6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than \$1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.
2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.
3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).
5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

SECTION IV

MAINTENANCE AND OPERATION

- A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

- a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

- b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

- c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.

- d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

- B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.
- C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.
- D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

SECTION V

SPECIAL PROGRAM AND PROJECT CONDITIONS

- A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.
- B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.
- C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.
- D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.
- E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

APPENDIX A

PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:**

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:**

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

POLICE DEPARTMENT MONTHLY ACTIVITY REPORT
CITY OF LINDEN

DECEMBER 2025

COMPLAINTS

Larceny	0
M.D.O.P.	0
Juvenile Runaway	0
Juvenile Offenses	0
Assaults	0
Breaking & Entering	0
Domestic Violence	0

POLICE ASSISTS To From

Argentine	3	1
Co. Sheriff	2	2
MI State Police	0	0
Fenton City	2	0

RADIO CALLS- 80

ALL OTHER ARRESTS

Warrants	3
Felony Arrests	0
Misdemeanor Arrests	5
Lodged In Co. Jail	4

BUSINESS CHECKS-	589
VACATION CHECKS-	21
MEDICAL ASSISTS-	9

TRAFFIC

Accidents	
Property Damage	3
Injuries	0
Hit&Run	1
Citations- Radar	29
Citations- Other	
Passing	0
Exp & Susp License	3
Exp & Improper Plates	12
No Proof of Insurance	9
Seat Belts	1
O.U.I.L. (O.U.I.D.)	0
Disobey Traffic Signal	0
Defective Equipment	2
Warnings	38

NON TRAFFIC CITATIONS

Stolen Vehicle	0
Recovered Vehicle	0
Minors in Possession- Alcohol	0
Parking	2
Possession- Narcotics	0
Reckless/Careless Driving	0
Loud Music	0
Ordinance Violation	0

Chief Scott D. Sutter

City of Linden Police Department Code Enforcement

CODE ENFORCEMENT		
Date:12-02-2025	Adress: Tickner and Ripley Rd's	Violation(s) Yes: or No:
Comments/Actions taken: Sign was removed from this right of way area by the Officers. No owner was located.		

Date:12-15-2025	Adress: 436 Lydia Ln	Violation(s) Yes: or No:
Comments/Actions taken: Vehicle (DUS 769) parked across the sidewalk. Owner was notified and the vehicle was removed. (CLOSED)		

Date:12-15-2025	Adress: 307 Pauline Pass	Violation(s) Yes: or No:
Comments/Actions taken: Officer were called for an animal code violations. The caller did not want to be seen. Officer checked the area for the Violations and was unable to locate any violation. (CLOSED)		

Date: 12-16-2025	Adress: 468 Lydia Ln	Violation(s) Yes: or No:
Comments/Actions taken: Officers saw a vehicle parked in violation for the lcl code. Unable to make contact with the owner. A warning letting was placed on the vehicle, during a second check the vehicle was moved. (Closed)		

Date: 12-16-2025	Adress:108 Nicole	Violation(s) Yes: or No:
Comments/Action taken: Officers saw a vehicle parked in violation for the lcl code. Unable to make contact with the owner. A warning letting was placed on the vehicle, during a second check the vehicle was moved. (Closed)		

City of Linden Police Department Code Enforcement

CODE ENFORCEMENT

Date:12-20-2025	Adress: 492 Tania Trl	Violation(s) Yes: or No:
-----------------	-----------------------	------------------------------------

Comments/Actions taken: Officers saw a vehicle parked in the road overnight. A parking warning was placed on the vehicle and the vehicle was removed in the morning.

Date:12-20-2025	Adress: 734 Haystack	Violation(s) Yes: or No:
-----------------	----------------------	------------------------------------

Comments/Actions taken:Officers saw a vehicle parked in the road overnight. A warning was issues and the vehicle was removed in the morning.

Date: 12-04-2025	Adress:Bridge and Blythe	Violation(s) Yes: or No:
------------------	--------------------------	------------------------------------

Comments/Actions taken: Officer saw a Lcl Ord. violation with vehicle DD 96881. Officer made contact with the driver and had the vehicle removed.

Date: 12-09-2025	Adress: Symphony of Linden	Violation(s) Yes: or No:
------------------	----------------------------	------------------------------------

Comments/Actions taken: Officer made contact with management about snow removal from their sidewalk. Magagement called somone in to remove the snow. (CLOSED)

Date: 12-13-2025	Adress: Bridge and Lindenwood	Violation(s) Yes: or No:
------------------	-------------------------------	------------------------------------

Comments/Action taken: Officer saw a vehicle DE 11260 in violation of lcl ORD. blocking traffic and parked near the road way. Officer found the driver who was not the owner and had him remove the vehicle. (CLOSED)

City of Linden Police Department Code Enforcement

CODE ENFORCEMENT

Date:12-23-2025	Adress:724 N. Bridge St.	Violation(s) Yes: or No:
Comments/Actions taken: Officer removed a sign from the right of way. The Owner was unable to be located. (CLOSED)		

Date:12-23-2025	Adress: 603 N.Bridge	Violation(s) Yes: or No:
Comments/Actions taken: Officer removed a sign from the right of way. The Owner was unable to be located. (CLOSED)		

Date:	Adress:	Violation(s) Yes: or No:
Comments/Actions taken:		

Date:	Adress:	Violation(s) Yes: or No:
Comments/Actions taken:		

Date:	Adress:	Violation(s) Yes: or No:
Comments/Action taken:		

Chief's Notes

We responded to a total of 22 calls for the month of December with 10 of them being EMS. Other calls consisted of 3 fire alarms, 4 lift assist, 2 carbon monoxide, 1 Wire down, 1 smoke investigation, 1 structure fire and 1 assist for mutual aid.

We ended up with 387 calls for the year 2025 up from 321 in 2024. Most of the increase was due to responding to lift assist calls they recently assigned to the fire departments in place of ambulance companies being taken out of service to respond to them.

We had applied for a FEMA grant for a new fire truck back in December of 2024 and I heard from my sales rep that they only granted 3 trucks for the whole state, so we didn't receive the grant. This year's grant isn't open yet and I will try it again. We will have to get serious about purchasing a new truck on our own at a cost of approx.. \$550,000 soon, our trucks are now 26 years old and the maintenance cost keep growing.

As always if you have any questions, you can call me directly or email any concerns or comments.

Respectfully submitted,

Brian Will

APPARATUS AND EQUIPMENT

E12- We installed new light bars on top of this truck. The 25 year old ones that came with the truck has a few issues with it and several light nonfunctional. The quote for our repair company came in at over 5K to replace them. We order the lights for around \$1800 and we installed them.

E11- No report or repairs

R16- No report or repairs

U-17- No report or repairs

Fire Station

No report

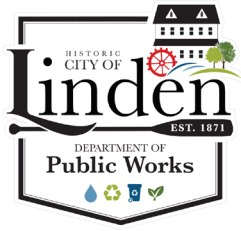
Training

We conducted 2 trainings this month with the first one being ice rescue maneuvers. We went out into the millpond and entered the water with our suits and practiced removing victims from the water.

Our second training was a refresher as required for CPR, our Lucas device and our new lift assist chair. Everyone sharpened their skills and use of our devices.

Personnel

We had 3 of our Fire officers attend a 3-day class for a Fire Instructor course. They all did very well and received their certificates.



DEPARTMENT OF PUBLIC WORKS

Memorandum

To: Ellen Glass, City Manager
From: Don Grice, Director of Public Works
Date: January 21, 2026
Re: DPW Monthly Report to Council

In addition to routine responsibilities, the Department of Public Works has accomplished the following over the past two months.

- Received and staked out over 95 Miss Dig tickets throughout the community.
- Dispense 2+ tons of cold- patch on surface roads and parking lots.
- Inspect sewer lift stations and sewer lines weekly.
- Work with residents on leak detections.
- Change out water meters as needed.
- Assist Community Organizations with events.
- Loose Center work:
 - Daily cleaning (M-F).
 - Assist with table and chair set ups.
 - Reinstall TVs, coat rack, hand towel holders, and various signage to complete remodel.
- Start the removal of Christmas decorations throughout downtown.
- Install new exterior water faucet in the EWP restroom.
- Work with contractors, engineers, and architects on Mill Building Project.
 - Excavation work continues to expose structural issues with the existing foundation. Structural engineers have had to modify the proposed footing designs to stabilize the building. These efforts have slowed progress and increased costs.



- Work with engineers on roadway reconfiguration at Bridge and Broad.



- Meet with Garden Club to review possible storage solutions for their gardening needs.
- Conduct training on safe tractor operations, stormwater BMPs, and traffic control.

Respectfully submitted,

Don Grice



To: Ellen Glass, City Manager

From: Tessa Sweeney, Director of Senior Services & Community Engagement

Date: January 23, 2026

Re: Loose Monthly Report to Council-January 2026

In addition to our routine programming, please see the following updates from the past month:

- **Facility & Operations:**

- The Annex renovation at Loose is complete and officially in use, and congregate lunches have resumed. As expected with any change, we have received mixed feedback from members regarding finishes and layout. Staff is working on ways to make the space feel warmer and more inviting, while still meeting functional needs. We have also received some concerns regarding the removal of the pool table and the small donated book library. From an operational standpoint, both items had very limited usage relative to the amount of space they required. The pool table was placed in the area designated for storage, which significantly restricted our ability to store tables, chairs, and equipment. That space is also needed for the medical loan closet, which includes items such as wheelchairs, shower chairs, and toilet risers that are loaned to members as needed (staff has been storing in their offices to keep offering these services). Maintaining that storage capacity is essential. Regarding books, it is also important to note the City's partnership with the Genesee District Library, which offers extensive services for seniors, including outreach and resources for those who are homebound. Even with the Linden branch temporarily closed, services remain available through Fenton, and we are encouraging members to utilize those resources they already support through their taxes.
- Loose is currently seeking a new Medicare counselor for the upcoming open enrollment period, as Ann Walker has begun her transition into retirement, planned for the next year.

- **Genesee County Senior Services:**

- The Genesee County Board of Commissioners established the Genesee County Senior Services Task Force on a temporary, one-year basis to assess the needs of residents aged 60 and older throughout Genesee County. The Task Force will make non-binding recommendations to the Board regarding programmatic, service, and budgetary priorities for older adults. Findings will be compiled into a written report supported by both quantitative and qualitative data and presented to the Board of Commissioners by June 1, 2026, with an in-person presentation by July 1, 2026.

- **Community Events & Partnerships:**

- **Christmas Performance and show** was a success with a wonderful performance from Wishing Well Theater in Fenton with over 108 attendees enjoying the show.

- **AARP Tax Program** will continue in the new year, providing free tax preparation. We have started taking appointments with over 190 people reaching out to schedule within the first 3 days.
- **Community Food** will continue into 2026, providing valuable support to community members of all ages.
- **Health Quest of Grand Blanc** will present in the new year on managing headaches, vertigo and sciatic pain with 15 people attending.
- **Mass Transportation Authority:** The Linden shuttle has been paused until April.
- **Genesee District Library Partnership**

We are increasing our collaboration with GDL and hope to schedule additional offerings such as:

- More Cooking with Ming sessions
- How to Tap a Maple Tree
- Ladies of the Lights—a Women’s History Month program highlighting Michigan’s women lighthouse keepers
- Dog Performance Event
- UFO’s Over Michigan

In 2025, we hosted 13 scheduled events/programs from GDL bring the total attendance to 350 for those events/programs.

- **Southern Lakes Park & Recreation:**
 - Tyler and I met to explore opportunities for collaboration and ways our organizations could expand partnerships in the future. At this time, SLPR expressed interest in potentially using the center during evening hours for future community programming.

- **Travel:**

- Upcoming:
 - Casino Trip: Fire Keepers; 14 spots remaining

Reporting Period: October 1, 2025- September 30, 2026

Total visitors: 1097

Linden/Argentine: 471	Gaines:25
Fenton City/Township: 407	Goodrich: 0
Flint: 20	Grand Blanc:41
Flushing: 11	Swartz Creek: 44
Byron: 15	Holly: 26
Howell: 7	Other Out of County: 17
Other in County: 13	

Upcoming Events:

- Community Food: Thursday, February 11, 2026 3:00-5:00 p.m.
- How to Tap a Maple Tree: Monday, February, 23 1:00 p.m.
- Senior Winter Games: Tuesday, February 17 (Pickleball & Walking)

Respectfully submitted,

Tessa Sweeney
Director of Senior Service & Community Engagement

Attachments:

1. December Activity Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	2025/2026 SENIOR MILLAGE MONTHLY ACTIVITY LOG															Number of New Senior Participants During This Activity Period:						120		
2																Cumulative Duplicated Senior Participants:						0		
3	Senior Center Name: Loose Senior Center								Month: December 1 through December 31, 2025							Cumulative Number of Unduplicated Senior Participants Year to Date:						903		
4	Socialization Activities			Education Activities			Health Activities			Nutrition Activities			Transportation Activities			Social Services			Outreach			Volunteerism/Planning		
	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Senior Persons	Activity Title	Activity Frequency	# of Units	Activity Title	Activity Frequency	# of Hours of Service
6	Bingo	1	28	Cooking with Ming	1	19	Arthritis Exercise 10:30	8	98	Comodities	17	1				Alzheimers Support	1	1				Chorus		15
7	Bus Trip	1	17	Book Club	1	13	Arthritis Exercise 9:15	5	63	Food Pantry	5	98				Ask a Lawyer	1	1				Community Angels	3	3
8	Euchre	5	66	Crochet/Knitting	5	4	Beginner Pickleball	5	13	Community Soup	1	27				Medicare/Madicaid/ MiCafe	5	20				MMAP/MiCAFE	7	26
9	Euchre Tournament	1	17	Learn A Craft	1	12	Beginner Line Dancing	5	11							Grief Support	2	3				Special Events	1	49
10	Garden Club	0	0	Happy Stampers	1	0	Blood Pressure	0	0							Puzzles	17	11						
11	Mahjong	2	12	Diabetes PATH	1	3	Cardio/Aerobic	4	56							Veteran Support	1	6						
12	Newsletter	21	33	Loose Chorus	5	1	Chair Yoga	9	62							Loan Closet	17	7						
13	Office Visit	21	129	Painting	5	14	Gentle Flow Yoga	13	168															
14	Out of County Membership	21	0	Quilting	5	6	Foot Doctor	1	14															
15	Pinochle	2	12	Wood Carving	2	3	Intermediate Line Dance	3	11															
16	Pool Table	0	0				Massage	2	12															
17	Movie	1	19				Strength & Balance- IVY	5	24															
18	Chorus Performance	1	25				Pickleball	5	35															
19	Christmas Dinner	1	62				Strength & Balance	5	12															
20							Drums Alive	1	41															
21							Tia Chi	3	15															
22							Vaccine	1	2															
23																								
24																								
25																								
26	Total Socialization	78	420	Total Education	27	75	Total Health	75	637	Total Nutrition	23	126	Total Transportation	0	0	Total Social Services	44	49	Total Outreach	0	0	Total Volunteer/ Planning	11	93

Record yearly UNDUPLICATED programming in this section. Use the same programming definitions as on page one.

Education Programs

Level 2 (6)	Level 3 (10)
Wood Carving	
Book Club	
Crochet	
Quilting	
Knitting	
Learn A Craft	
Loose Chorus	
Painting	
Happy Stampers	
Cooking with Ming	
Diabetes PATH	

Health Programs

Level 2 (10)	Level 3 (14)
Arthritis Exercise Class 9:30	
Arthritis Exercise Class 10:30	
Beginner Pickleball	
Beginner Line Dance	
Foot Doctor	
Cardio/Aerobic	
Chair Yoga	
Gentle Flow Yoga	
Strength & Balance	
Intermediate Line Dance	
Massage	
Strength & Balance IVY	
Pickleball	
Drums Alive	
-	

Social Services

Level 2 (6)	Level 3 (10)
Alzhemier Support	
Ask a Lawyer	
Loan Closet	
Grief Support	
Pool Table	
MiCAFE	
Library	
Veteran Support	
Puzzles	
Vetreans Support	



ON THE THIRD WEDNESDAY OF THE MONTH
JANUARY 21ST, FEBRUARY 18TH MARCH 18TH, APRIL 15TH, 2026
SESSIONS AT 6:00 PM AND 7:00 PM

Join us for a night of fun and games at our
Bingo Night! Get ready to shout "Bingo!" as we play
for Cash prizes during three seperate sessions.

BINGO | PULL-TABS | SNACKS



Linden Community Center
105 Mill St. Linden, MI 48451

www.happeninginlinden.com





FEBRUARY 15th, 2026

Happening In Linden
Presents

**ICE
FISHING
TOURNAMENT**

10TH ANNUAL



**PANCAKE BREAKFAST,
CHILI COOK-OFF,
RAFFLES, FAMILY FUN**

hilinden.com