



CITY OF DEWITT

DEWITT CITY HALL · 414 EAST MAIN STREET · DEWITT, MICHIGAN 48820

City Council Meeting
414 East Main Street, DeWitt MI
Meeting Agenda
Monday, September 14, 2026
7:00 P.M.

Call to Order City Council Meeting

Pledge of Allegiance

Approval of Agenda

Approval of Minutes August 24, 2026 City Council Minutes

Public Comments The public is encouraged to address the City Council at this time. Generally, citizens are not recognized to speak at any other time during the meeting. Unless granted additional time by the Mayor, each member of the public is limited to three (3) minutes.

City Administrator's Report

Old Business None

New Business

1. 3LD Turkey Trot Special Event Application of Road Closure

RECOMMENDED ACTION: To approve the Special Event Application and Road Closure request for the 3LD Turkey Trot beginning Thursday, November 26, 2026, at 7:00 a.m. and ending Thursday, November 26, 2026, at 8:30 a.m.

2. Review Pay Application #3 – Farmers Market Project

RECOMMENDED ACTION: Approval of Pay Application #3 in the amount of \$323,802.00 and authorize payment to Carbon Six Construction of Grand Rapids.

3. Installation of Conduit Downtown Overhead Utility Burial Project

RECOMMENDED ACTION: Award conduit installation for the downtown overhead utility burial project to BM Ashman of Canton Township, MI in the amount of \$50,652.00 and authorize the Mayor and City Clerk to sign on behalf of the City of DeWitt.

Council/Staff Reports

Adjournment

Official minutes of the Council Meetings are available for public inspection at the Clerk's Office, 414 East Main Street, DeWitt, Michigan 48820. The City of DeWitt will provide to individuals with disabilities, reasonable auxiliary aids and services which are needed to fully participate in any meeting provided a 72-hour notice is received by phone or in writing. Contact the City Clerk at 414 East Main Street, DeWitt, Michigan 48820, or by calling (517) 669-2441. POSTED: September 10, 2026.



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Call to Order

The regular meeting of the DeWitt City Council was called to order at 7:00 p.m. by Mayor Leeming.

Pledge of Allegiance

Mayor Leeming led the pledge of allegiance.

Roll Call

Present: Mayor Leeming, Mayor Pro Tem Hunsaker, VanDyke, Whitman, Donohue, Kellogg, and Landgraf

Staff: Daniel Coss, City Administrator; Alyssa Ramirez, City Clerk; Bryan Curtis, Police Chief; and Brian Goodenough, Foster Swift

Audience

Signed in: April Kirchen, Melissa DeMong Shafer, Sofia Barber, Claire Shoemaker, Grace Otori, Maria Barber, Amber Shoemaker, Fred Render, and John Braska

Approval of Agenda

Motion by Landgraf, seconded by Kellogg, and carried by unanimous vote of the Council to approve the August 24, 2026, meeting agenda.

Approval of Minutes

Motion by Donohue, seconded by Whitman, and carried by unanimous vote of the Council to approve the August 10, 2026, meeting minutes.

Public Comments The public is encouraged to address the City Council at this time. Generally, citizens are not recognized to speak at any other time during the meeting. Unless granted additional time by the Mayor, each member of the public is limited to three (3) minutes.

Chief Braska and Assistant Chief Render spoke about repairs that were made to the 1937 fire truck; were thankful for the restoration project.

City Administrator's Report

Administrator Coss reviewed the City Administrator's report that was provided to council in the agenda packet; noted correction of dates for the DALMAC ride.

Old Business – None

Special Presentation – A 2026 Ox Roast Update was provided by April Kirchen. Stephanie Sanchez spoke about the Royals competition and introduced this year's winners.

New Business

1. Interlocal Agreement of Cemetery Excavation Services – City of DeWitt and DeWitt Charter Township

Motion by Landgraf, seconded by VanDyke, and carried by unanimous vote of the council to approve the interlocal agreement with DeWitt Charter Township for the City



CITY OF DEWITT

DEWITT CITY HALL · 414 EAST MAIN STREET · DEWITT, MICHIGAN 48820

of DeWitt to provide cemetery excavation services and authorize the Mayor and City Clerk to sign the agreement on behalf of the City of DeWitt.

2. Request for Consumption of Open Alcohol in the Right-of-Way During Farmers Market for Remainder of 2026 Season

Motion by Donohue, seconded by Landgraf, and carried by unanimous vote of the council to vote on the Christmas market as a separate event from the 2026 Farmers Market dates.

Motion by Kellogg, seconded by Landgraf, and carried by a 5-1 vote of the council to approve the DDA Board of Directors request to allow for the consumption of alcohol at the Christmas Market per City Ordinance, Chapter 58, Article I, Section 58-1 as presented in the staff report dated August 20, 2026.

Yea: Hunsaker, Whitman, VanDyke, Kellogg, and Landgraf

Nay: Donohue

Motion by VanDyke, seconded by Whitman, and carried by unanimous vote of the council to approve the DDA Board of Directors request to allow for the consumption of alcohol at all remaining 2026 Farmers Market dates except the Christmas Market per City Ordinance, Chapter 58, Article I, Section 58-1 as presented in the staff report dated August 20, 2026.

Council/Staff Reports

Chief Curtis: Spoke about Ox Roast events; said it went well and there was excellent cooperation with external agencies.

Clerk Ramirez: Gave an overview of the election debrief she had with her August Chair and Co-Chair including what challenges were faced and steps will be implemented to mitigate back ups in the precinct, and spoke about some professional development opportunities ahead.

Planning Commission: No meeting was held in August

DARA: Mayor Pro Tem Hunsaker said it was a good meeting and that Director Chad Stevens has been with DARA for 20 years; is glad for the leadership.

DDA: Mayor Leeming reminded council that the August DDA meeting is 8/11/2026.

Parks, Recreation, Cemetery, and Tree Commission: Donohue stated that the group launched its five-year park plan which qualifies them for a DNR grant. She also noted that kayak storage is incoming, they are looking into park swings, and the columbarium discussion is ongoing.

DAESA: Mayor Pro Tem Hunsaker commended the organization for assisting with a house fire in Saint Johns. Stated that the last meeting included good, cogent, and professional discussion.



Councilmembers Landgraf, Kellogg, Whitman, and VanDyke: Commented on the Ox Roast

Adjournment

Motion by VanDyke, seconded by Whitman, and carried by unanimous vote to adjourn the meeting at 8:16 p.m.

Respectfully submitted,

Alyssa Ramirez, City Clerk

Sue Leeming, Mayor

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DDA Farmers Market – October Fall Fest

The DDA is planning the October 6 Fall Fest at the Farmers Market. This is the last market of the season and will include trick-or-treating at the market and with participating local businesses. There are additional street closures, and the area will allow for the consumption of alcohol at the event.

Brush Collection Starts September 21

The DPS will begin fall brush collection on Monday, September 21. This collection is for the larger brush that Granger cannot pick up. Branches up to 8 inches in diameter can be placed curbside for collection.

Fall Leaf Season Preparation

The DPW is preparing for the upcoming fall leaf season. All equipment is being serviced, and routine maintenance is being completed to ensure everything is ready for the season.

DeWitt Millennium Garden Club Luncheon

The City's Appreciation Luncheon, hosted by the DeWitt Millennium Garden Club, will be held in the Community Room on September 30th at 12pm.

Local Streets Resurfacing

The contractor is nearly complete with the resurfacing project. There is a culver replacement on Montreux Drive that needs to be completed, and the contractor can pave the top course of asphalt. This work should be completed the week of September 14.

General Information Packet

- General Ledger Report 8-21 to 9-10
- August Assessor Summary

September	
Tuesdays	Downtown DeWitt Farmers Market
21st to 25th	Fall Brush Pickup
24 – Thursday	Planning Commission Meeting
28 – Monday	City Council Meeting
October	
06 – Tuesday	Fall Fest at the Market
12 – Monday	City Council Meeting
13 – Tuesday	Downtown Development Authority Meeting
14 – Wednesday	Parks, Recreation, Cemetery, & Tree Commission Meeting
22 – Thursday	Planning Commission Meeting
26 – Monday	City Council Meeting

Staff Report for Council Agenda Item

Agenda Item: NB #1
Meeting Date: September 14, 2026

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: September 10, 2026
RE: 3LD Turkey Trot Special Event Application of Road Closure

FACTS: Downtown business 3LD Yoga and Strength Training is proposing to hold their annual Turkey Trot 5K run again this year on Thanksgiving Day, November 26, starting at 8 a.m.

The 5K will start on West Main Street and end in Riverside Park. The race is scheduled to begin at 8 a.m. The organizers are not requesting traffic control at any locations along the course or in the park, but would like to close the 100-200 blocks of West Main Street (Bridge St. to Logan St.) to stage the runners at the starting line. Traffic would be limited at the start of the race on West Main Street from Bridge Street to Westbrook. The closure for West Main Street would be from 7:00 - 8:30 a.m. Once the runners have left the starting area, the race organizers will tear everything down and open the road to traffic.

Attached is the Special Event Application with Road Closure Request, Certificate of Insurance, and Race Course Map. 3LD has named the City of DeWitt as an additional insured for this event.

The Special Event application has been reviewed by Chief Curtis and Rich Miller, DPW Supervisor, and is considered complete.

RECOMMENDED ACTION: To approve the Special Event Application and Road Closure request for the 3LD Turkey Trot beginning Thursday, November 26, 2026, at 7:00 a.m. and ending Thursday, November 26, 2026, at 8:30 a.m.

MOTION BY: _____ SECONDED BY: _____

ROLL CALL VOTE:	Landgraf _____	VanDyke _____
	Donohue _____	Kellogg _____
	Hunsaker _____	Whitman _____

SPECIAL EVENT INFORMATION

A completed map of the event area and street closures (if requested) shall be included with the request.

Event Details:

Event Name/Title: Downtown DeWitt Turkey Trot

Event Start Date: November 26, 2026

Event End Date: November 26, 2026

Type of Event: ☒ Runs (5k Distance) ☐ Bike Races ☐ Block Party

☐ Concert ☐ Festival ☐ Fundraiser

☐ Street Fair ☐ Parade ☐ Walkathons ☐ Other: _____

Event Description:

Is this an annual event? ☒ Yes ☐ No

Is this a multi-day event? Yes ☐ No ☐ If so, how many days? N/A

What is the anticipated attendance? Overall: 1,000 Daily: 1,000

Previous year's attendance (if applicable)? Overall: 1,000 Daily: 1,000

Will alcohol be served? ☐ Yes ☒ No

If Yes: _____ Liability Insurance naming City of DeWitt as additional insured

_____ Copy of Michigan Liquor Control License

Fireworks: _____ Yes ☒ No

If Yes: _____ Copy of Approved Fireworks Application

_____ Copy of Liability Insurance naming City of DeWitt as additional insured and others as required by the City

_____ Copy of Signed City of DeWitt Risk Transfer Agreement

Event Set-Up & Tear Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

Set-Up Date: November 26, 2026 Set-Up Time: 7AM to 10AM

Start Time: 8:00 AM/PM

End Date: November 26, 2026 End Time: 9:30 AM/PM

Tear-Down Date: November 26, 2026 Tear-Down Time: 9:30AM to 10AM

CONTACT INFORMATION

Host Organization

Organization Name:

3 legged dog yoga + strength studio

Type of Organization: ☒ Corporation ☐ LLC ☐ Non-Profit

Mailing Address:

2088 Arbor Meadows Dr., DeWitt, MI 48820
(Street Address) (City, State and Zip)

Physical Address

117 W. Main St., DeWitt, MI 48820
(Street Address) (City, State and Zip)

Phone Number: 517-242-4615

Fax Number: N/A

Website Address:

www.3ldyoga.org

Event Organizer - Name & Title:

Emmie Musser, partner

Mailing Address:

808 E. Geneva, DeWitt, MI 48820
(Street Address) (City, State and Zip)

Phone Number: 517-242-4615

Cell Number: see above

Email address: hello@3ldyoga.org

Secondary Organizer

(It is recommended that Event Organizer supply contact information for a support person)

Julie French

Name & Title:

Mailing Address:

2088 Arbor Meadows Dr., DeWitt, MI 48820

(Street Address) (City, State and Zip)

Phone Number: 517-282-1257

Cell Number: see above

Email Address: hello@3ldyoga.org

On-Site Contact

(Contact information for the person who will be on-site and will be the primary contact on the day of the event.)

Emmie Musser, partner

Name & Title:

Mailing Address:

808 E. Geneva, DeWitt, MI 48820

(Street Address) (City, State and Zip)

Phone Number: 517-242-4615

Cell Number: see above

Email Address: hello@3ldyoga.org

INSURANCE REQUIREMENTS

At the time of the application, the applicant must include a certificate of insurance for the event in the following amounts, as required by the City;

- Automobile public liability and property damage for owner and non-owner vehicles in the amount of \$300,000 per occurrence for personal injury and \$500,000 per occurrence for property damage.
- Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage (\$1,000,000).
- All insurance must name the **City of DeWitt** as an “Additional Insured”.

SPECIAL EVENT TEMPORARY STREET CLOSURE REQUEST

Petition for Temporary Street Closure - Special Event

A temporary street closure has been requested for the following date(s)/times(s) for the streets listed (attach additional sheets if needed):

Closure Start Date: November 26, 2026 Closure Start Time: 7:00 AM/PM

Closure End Date: November 26, 2026 Closure End Time: 9:30 AM/PM

Street Name(s):

The purpose of the proposed street closure is (Event Description):

Protect runners at busy cross roads/intersections

Barricades Required for Temporary Street Closure? ☒ Yes ☐ No

How Many Barricades? See map attached to determine number needed

By signature of this "Petition for Temporary Street Closure," the undersigned hereby agrees to defend, indemnify and hold harmless the City of DeWitt, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization therefore.



Signature:

Emmie Musser

Printed Name

August 22, 2026

Date

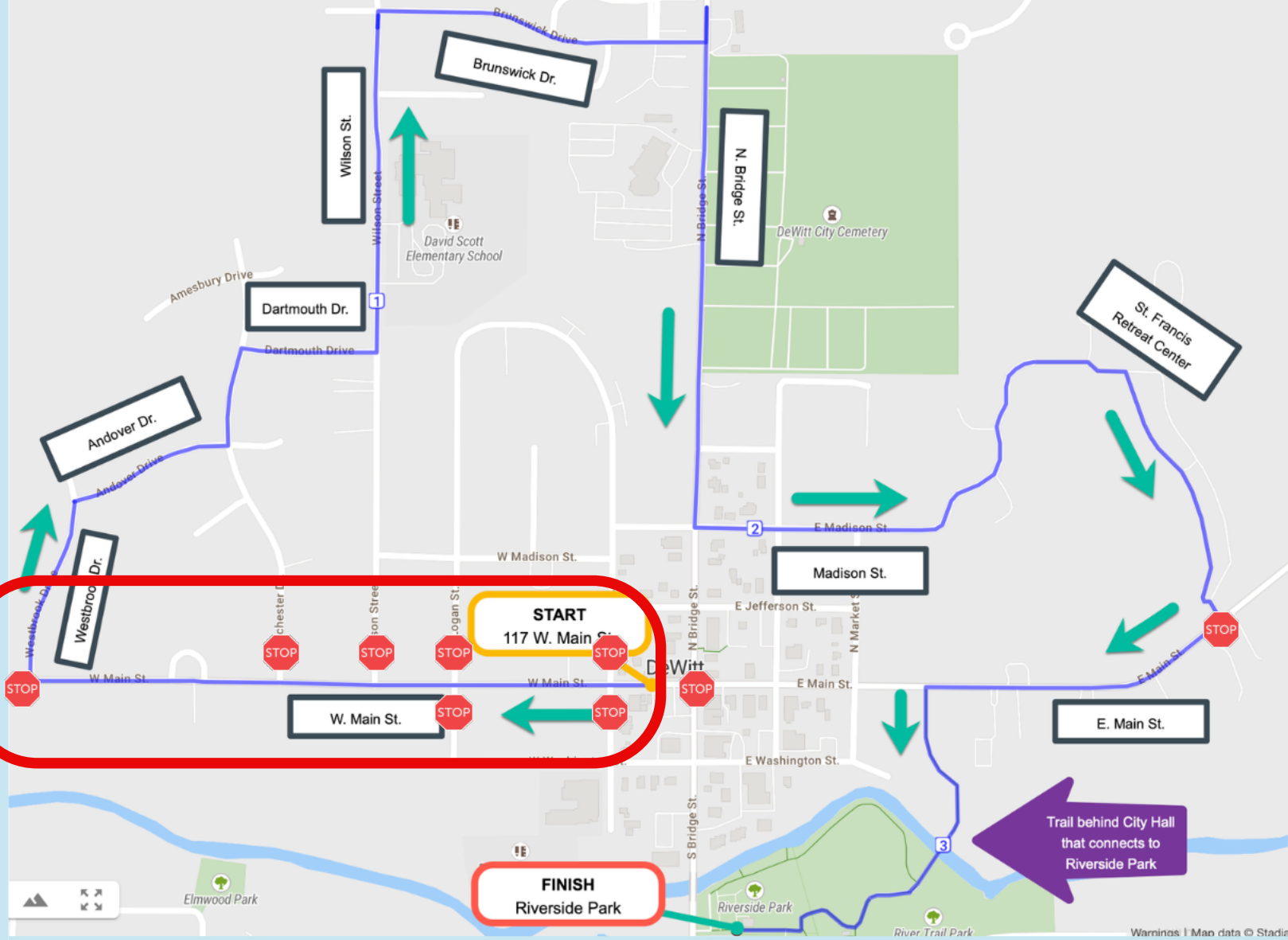
Address Phone:

517-242-4615

Host Organization Name:

3 legged dog yoga + strength studio

These barricades are only needed from 7:45AM to 8:20AM



Downtown DeWitt Turkey Trot Map

KEY

 = Barricade request

Staff Report for Council Agenda Item

Agenda Item: NB #2
Meeting Date: September 14, 2026

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: September 10, 2026
RE: Review Pay Application #3 – Farmers Market Project

FACTS: Attached for City Council review is Pay Application #3 from Carbon Six Construction for the Famers Market Project.

The pay application is for the costs associated with Carbon Six surveying, materials testing, excavating, concrete retaining wall, plumbing, masonry for the restroom facility and a deposit (\$150,000) for the main structure. The total value of the pay application is \$359,780.00, but with 10% held for retainage, the pay amount for City Council review is \$323,802.00.

Melinda Whitten, MCSA, has reviewed the pay application and determined it is complete and ready for review by City Council.

If approved, the remaining balance on the contract would be \$1,097,406.39. There have been no changes to the original award amount of \$1,538,899.69.

RECOMMENDED ACTION: Approval of Pay Application #3 in the amount of \$323,802.00 and authorize payment to Carbon Six Construction of Grand Rapids.

MOTION BY: _____ SECONDED BY: _____

ROLL CALL VOTE:	Landgraf _____	VanDyke _____
	Donohue _____	Kellogg _____
	Hunsaker _____	Whitman _____

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2

TO OWNER: PROJECT: 10260610
City of DeWitt C/o Daniel Coss
414 E. Main St.
DeWitt, MI 48820
DeWitt Farmers Market and Parking Lot
110 N. Scott St.
DeWitt, MI 48820

FROM CONTRACTOR: VIA ARCHITECT:
Carbon Six Construction
6200 Wing Ave. SE
Grand Rapids, MI 49512
616-588-3488
M. C. Smith Ass. & Architectural Group
529 Greenwood Avenue SE
East Grand Rapids MI, 49506
616-451-3346

APPLICATION NO: Three (3)
PERIOD TO: 08/01/2026 - 08/31/2026
PROJECT NOS:

Distribution to:
☒ Owner
☒ Architect
☐ Contractor

CONTRACT FOR: CONTRACT DATE: 06/15/26

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

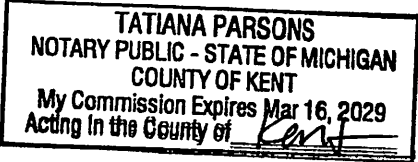
1. ORIGINAL CONTRACT SUM \$ 1,538,899.69
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,538,899.69
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 490,548.11
5. RETAINAGE:
a. 10% % of Completed Work \$ 49,054.81
(Column D + E on G703)
b. 10% % of Stored Material \$ 0.00
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ 49,054.81
6. TOTAL EARNED LESS RETAINAGE \$ 441,493.30
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 117,691.30
8. CURRENT PAYMENT DUE \$ 323,802.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 1,097,406.39
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: By: [Signature] Date: 8/28/26

State of: Michigan County of: day of
Subscribed and sworn to before me this
Notary Public: [Signature]
My Commission expires: 03-16-2029



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

2 of 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
1	General Conditions	85,419.00	8,570.95	17,500.00		26,070.95	30.52%	\$59,348.05	2,607.10
2	General Requirements	\$9,090.00	915.00	1,850.00		2,765.00	30.42%	6,325.00	276.50
3	Bonds and Insurance	27,658.45	27,658.45			27,658.45	100.00%	-	2,765.85
4	Permits	10,748.71	10,748.71			10,748.71	100.00%	-	1,074.87
5	Surveying & Layout	9,800.00	5,000.00	2,400.00		7,400.00	75.51%	2,400.00	740.00
6	Materials Testing	19,800.00	3,000.00	3,500.00		6,500.00	32.83%	13,300.00	650.00
7	Concrete - Perimeter Work	75,000.00	-	40,000.00		40,000.00	53.33%	35,000.00	4,000.00
8	Concrete - Building Work	55,000.00	-	6,000.00		6,000.00	10.91%	49,000.00	600.00
9	Concrete - Balance of Site Work	45,551.52	-			-	0.00%	45,551.52	-
10	Masonry	114,261.81	-	45,900.00		45,900.00	40.17%	68,361.81	4,590.00
11	Fire Pit	7,500.00	-			-	0.00%	7,500.00	-
12	Misc. Metals	17,100.00	-			-	0.00%	17,100.00	-
13	General Trades	49,907.47	-	1,460.00		1,460.00	2.93%	48,447.47	146.00
14	Metal Roof	14,410.00	-			-	0.00%	14,410.00	-
15	Joint Sealants	12,980.00	-			-	0.00%	12,980.00	-
16	Openings	22,986.00	-			-	0.00%	22,986.00	-
17	Metal Stud/Drywall	13,840.00	-			-	0.00%	13,840.00	-
18	Flooring	3,727.00	-			-	0.00%	3,727.00	-
19	Painting	8,280.00	-			-	0.00%	8,280.00	-
20	Signage	4,437.53	-			-	0.00%	4,437.53	-
21	Bath Accessories	3,775.00	-			-	0.00%	3,775.00	-
22	Furnish Canopies	290,000.00	-	150,000.00		150,000.00	51.72%	140,000.00	15,000.00
23	Install Canopies	40,000.00	-			-	0.00%	40,000.00	-
24	Canopies Support Work	56,162.83	-			-	0.00%	56,162.83	-
25	Countertops	3,600.00	-			-	0.00%	3,600.00	-
26	Plumbing	47,460.00	-	13,500.00		13,500.00	28.45%	33,960.00	1,350.00
27	Mechanical	10,179.00	-			-	0.00%	10,179.00	-
28	Electrical	101,750.00	-	7,390.00		7,390.00	7.26%	94,360.00	739.00
29	Earthwork - Mobilization and Demolition	25,075.00	25,075.00			25,075.00	100.00%	-	2,507.50
30	Earthwork - Utility Installation	60,780.00	37,000.00	23,780.00		60,780.00	100.00%	-	6,078.00
31	Earthwork - Balance of Work	109,925.00	5,200.00	27,000.00		32,200.00	29.29%	77,725.00	3,220.00
32	Asphalt	21,563.00	-			-	0.00%	21,563.00	-
33	Fencing	37,360.00	-			-	0.00%	37,360.00	-
34	Landscaping	34,584.00	-			-	0.00%	34,584.00	-
35	CM Fee	89,188.37	7,600.00	19,500.00		27,100.00	30.39%	62,088.37	2,710.00
		\$1,538,899.69	130,768.11	359,780.00	-	490,548.11	31.88%	\$1,048,351.58	49,054.81

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

SWORN STATEMENT FOR CONTRACTOR TO OWNER

State of Michigan

County of Kent

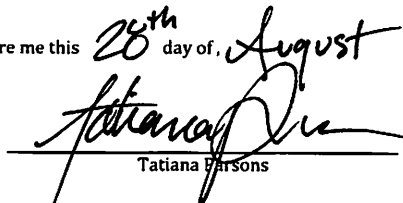
The undersigned, Jon Brechtelsbauer being first duly sworn, on oath, deposes and says that he/she is Project Manager of CarbonSix Construction and that he/she has a contract with Daniel Coss representing the City of DeWitt for building construction/improvements at the following location: 110 N. Scott St. DeWitt, MI 48820

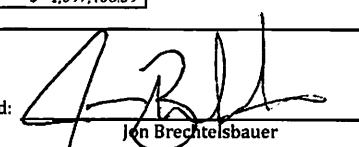
That, for the purpose of said contract, the parties listed on the attached have been contracted with, and have furnished or are furnishing and preparing materials for, and have done or are doing labor on said improvement. That there is due and to become due them respectively, the amounts set opposite their names for materials or labor as stated. That this statement is a full, true and complete statement of all such parties, the amounts paid and the amounts due or to become due to each. I agree to furnish Waivers of Lien for all materials under my contract when demanded.

Name	Item	Original Contract	Adjustment	Adjusted Contract	Total Previous Request	Amount this Request	Retainage	Balance
Better Off Homes	Rough Carpentry	55,905.61	-	55,905.61	0.00	0.00	0.00	55,905.61
Blackstar Building Group	General Trades	24,600.00	-	24,600.00	0.00	1,314.00	146.00	23,286.00
Bronson & Assoc.	Surveying	8,500.00	-	8,500.00	0.00	0.00	0.00	8,500.00
Commercial Floor Solutions	Flooring	3,727.00	-	3,727.00	0.00	0.00	0.00	3,727.00
DeWitt Fence Co.	Fencing	38,010.00	-	38,010.00	0.00	0.00	0.00	38,010.00
Driesenga & Associates	Materials Testing	17,800.00	-	17,800.00	0.00	0.00	0.00	17,800.00
Gale Plumbing Hydronics, Inc.	Plumbing	50,760.00	-	50,760.00	0.00	12,150.00	1,350.00	38,610.00
Glass Images Inc.	Glass & Glazing	6,605.62	-	6,605.62	0.00	0.00	0.00	6,605.62
Jelsema Concrete Construction	Concrete	175,551.52	5,627.00	181,178.52	0.00	41,400.00	4,600.00	139,778.52
JZ Electric, LLC	Electrical	101,750.00	-	101,750.00	0.00	6,651.00	739.00	95,099.00
Kortman Masonry	Masonry	116,230.00	-	116,230.00	0.00	41,310.00	4,590.00	74,920.00
Premier Excavating	Earthwork	195,780.00	-	195,780.00	60,327.90	45,629.10	11,773.00	89,823.00
Progressive Heating & Cooling	Mechanical	10,179.00	-	10,179.00	0.00	0.00	0.00	10,179.00
Rail Components	Steel Handrails	16,300.00	-	16,300.00	0.00	0.00	0.00	16,300.00
Reddinger Steel	Structural Steel Install	40,000.00	-	40,000.00	0.00	0.00	0.00	40,000.00
Sinclair Recreation	Canopies	267,217.52	-	267,217.52	0.00	134,000.00	0.00	133,217.52
Slager Restoration	Damp Proofing / Joint Sealants	12,980.00	600.00	13,580.00	0.00	0.00	0.00	13,580.00
CarbonSix Construction	Balance of Budget	397,003.42	(6,227.00)	390,776.42	57,363.40	41,347.90	25,856.81	292,065.12
Column Totals		1,538,899.69	-	1,538,899.69	117,691.30	323,802.00	49,054.81	1,097,406.39

Total amount requested	\$ 490,548.11
Less: Retained	\$ 49,054.81
Net amount earned	\$ 441,493.30
Amount of previous earned	\$ 117,691.30
Amount of this request	\$ 323,802.00
Balance to complete	\$ 1,097,406.39

Subscribed and sworn to before me this 28th day of August 2026.


Tatiana Parsons Notary Public

Signed: 
Jon Brechtelsbauer

TATIANA PARSONS
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF KENT
My Commission Expires Mar 16, 2029
Acting in the County of Kent

This sworn statement reflects work completed through August 31st, per payment application #3.

Staff Report for Council Agenda Item

Agenda Item: NB #3
Meeting Date: September 14, 2026

TO: Mayor Leeming and Council Members
FROM: Dan Coss, City Administrator
DATE: September 10, 2026
RE: Installation of Conduit Downtown Utility Burial

FACTS: The city received two quotes for installation of conduit for the burial of overhead utilities in the downtown for North Bridge Street and adjacent to the Farmers Market Project.

The conduit will be for Consumers Energy utilities as depicted on the attached plan.

The following quotes were received:

Firm:	Price:
BM Ashman	\$50,652.00
Centennial Electric	\$115,500.00

BM Ashman is the contractor that Comcast has hired to install conduit for their relocation as a part of this project. BM Ashman installed the conduit for the city's 2018 utility burial project and is familiar with the location of current underground utilities.

RECOMMENDED ACTION: Award conduit installation for the downtown overhead utility burial project to BM Ashman of Canton Township, MI in the amount of \$50,652.00 and authorize the Mayor and City Clerk to sign on behalf of the City of DeWitt.

MOTION BY: _____ SECONDED BY: _____

ROLL CALL VOTE:	Landgraf _____	VanDyke _____
	Donohue _____	Kellogg _____
	Hunsaker _____	Whitman _____



B&M Ashman Inc.

UTILITY CONTRACTOR

8455 Ronda Dr, Canton Twp, MI 48187

734.667.5731 Office Phone #

734.667.2947 Fax #

Proposal for the DeWitt Utility Relocation Project

Bore 3"	Provide directional boring and installation of 3" and 2" conduit for new Consumers Energy power and Comcast service to seven locations: 75', 100', 103', 155', 110', 85', and 200', for a total of 828' @ \$33.50 = \$27,738.00.
Bore 4"	Provide directional boring and installation of 4" and 2" conduit for the new Consumers Energy power and Comcast main crossing on N. Bridge St., located on the south side of W. Jefferson and E. Jefferson: 400' @ \$38.50 = \$15,400.
B&R Concrete	Cut, remove, and restore concrete as required for bore pits at three locations, with approximately 25 sq. ft. per location: 3 @ \$1,200 = \$3,600.
B&R Asphalt	Cut, remove, and restore asphalt surface as required for known utility crossings on N. Bridge St.: 1 @ \$1,100.
Material	B&M Ashman will provide 3" and 4" pipe for Consumers Energy requirements. Comcast will provide pipe required for Comcast-related work. 3" & 4" HDPE SDR 11 \$2,814

Exclusions

- Permits, inspection fees, engineering, surveying, or staking unless specifically noted above.
- Removal, relocation, repair, or replacement of unknown or unmarked underground utilities.
- Rock excavation, contaminated soils, dewatering, or unsuitable soil conditions not identified prior to work.
- Traffic control, lane closures, police details, or after-hours work unless specifically requested and approved as an additional cost.
- Restoration beyond the concrete and asphalt restoration specifically listed in this proposal.
- HDPE-to-PVC adapters, utility terminations, electrical connections, Comcast terminations, or work performed by others.

Total proposed cost for labor and materials: \$50,652

Please contact me with any questions or if additional information is required regarding this proposal.

Proposal Acceptance

By signing below, the customer authorizes B&M Ashman to proceed with the work described in this proposal and agrees to the scope, exclusions, and total proposed cost stated herein.

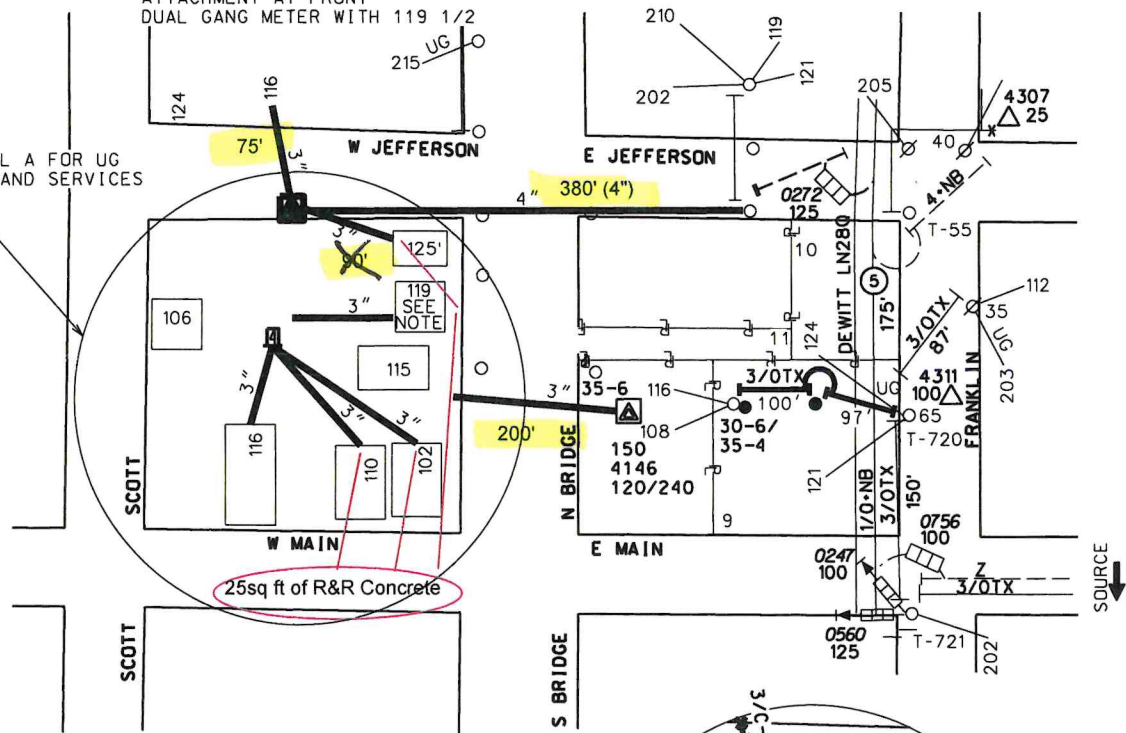
Authorized Customer Signature: _____

Printed Name: _____

Date: _____

John Porter
JPORTER@BMASHMAN.com
734-260-9542

SEE DETAIL A FOR UG
INSTALLS AND SERVICES



DETAIL A

1	200-100-000-101-00
2	200-100-000-111-00
3	200-100-000-110-00
4	200-100-000-109-00
5	200-100-000-107-60
6	200-100-000-106-00
7	200-100-000-105-00
8	200-100-000-102-00
9	200-100-000-207-00
10	200-100-000-208-00
11	200-100-000-201-07

CITY OF DEWITT REQUESTED UG RELOCATE
CITY TO INSTALL CONDUIT UNDER PARKING AREA TO RUN SERVICES
CITY TO HIRE ELECTRICIAN TO RECONFIGURE METERS TO UG
OUTAGES REQUIRED

* 3 GANG SOCKET AT 102
SERVING 102, 102A & 102B

* 2 GANG SOCKET AT 110
1 SERVICE APPEARS TO BE DISCONNECTED

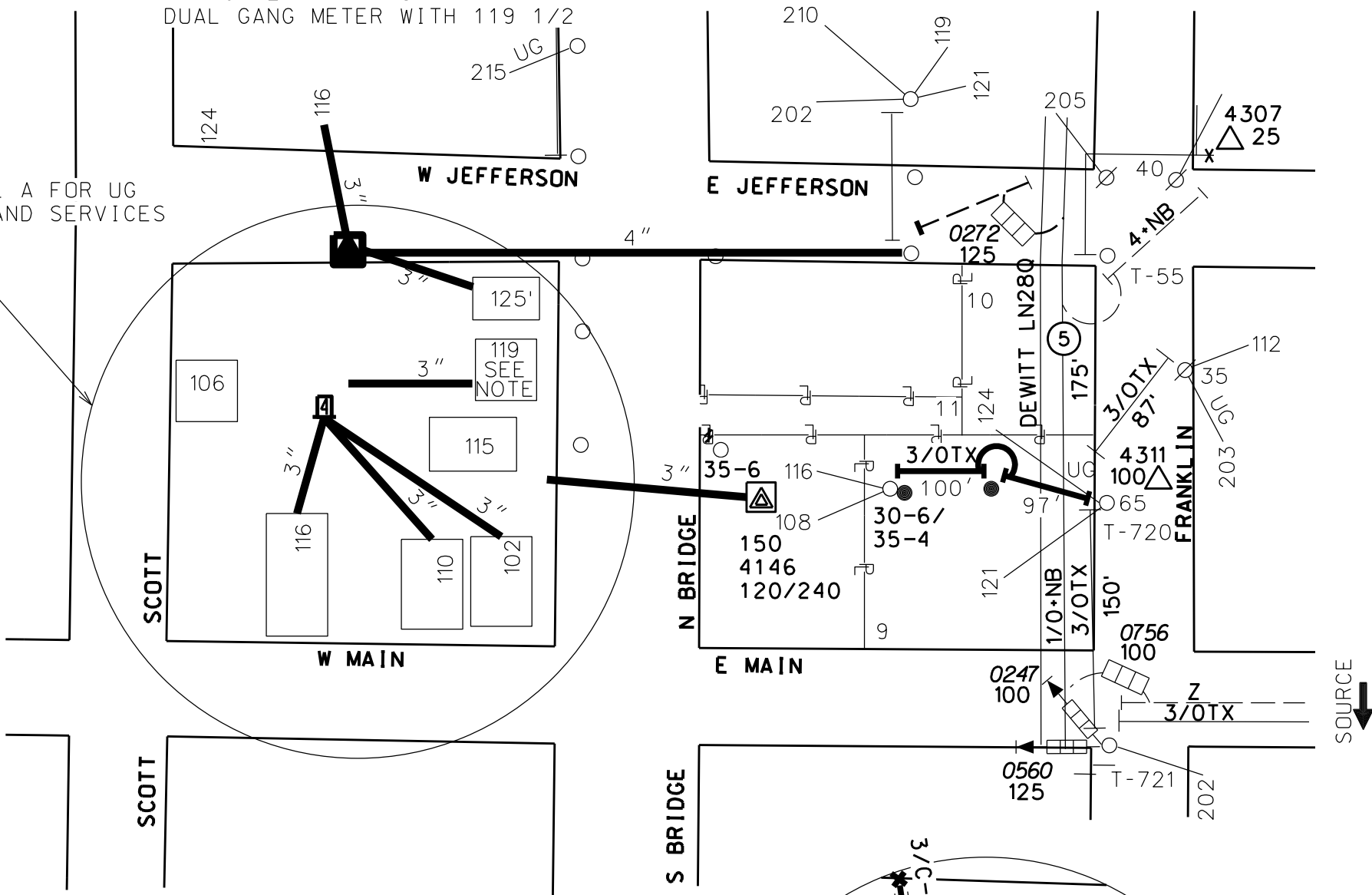
		METER NUMBER		METER ORDER NUMBER		CONSUMERS ENERGY CONTACTS					
						DEPARTMENT		NAME		NUMBER	
				READ		COORDINATOR DESIGNER					
SUBSTATION	WD NO.	METER LOCATION									
DEWITT	0258			CITY OF DEWITT - PHASE 3 - RLU*							
CIRCUIT	CKT NO.	TLM NUMBER	# OF RODS	OHMS	CM NO.100007628646				JOB PURPOSE:		
DEWITT	04	05020543			ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER	DESIGN NUMBER	ORDER NUMBER	ENTER JOB PURPOSE INTO THIS TEXT FIELD	
 A CMS Energy Company ELECTRIC		CE STAKING REQ'D	☐	Yes	☐	No					UPSTREAM SECTIONALIZING DEVICE: XXXX-XXXXA LOCATION: ENTER LOCATION INTO THIS TEXT FIELD
		FORESTRY REQ'D	☐	Yes	☐	No					
SHEET B	SHEET 1 OF 1	SCALE 1"=100'		CD				TWP	T 05N R 02W SEC. 05		

DUCT PRINT
NOT FOR CE CONSTRUCTION



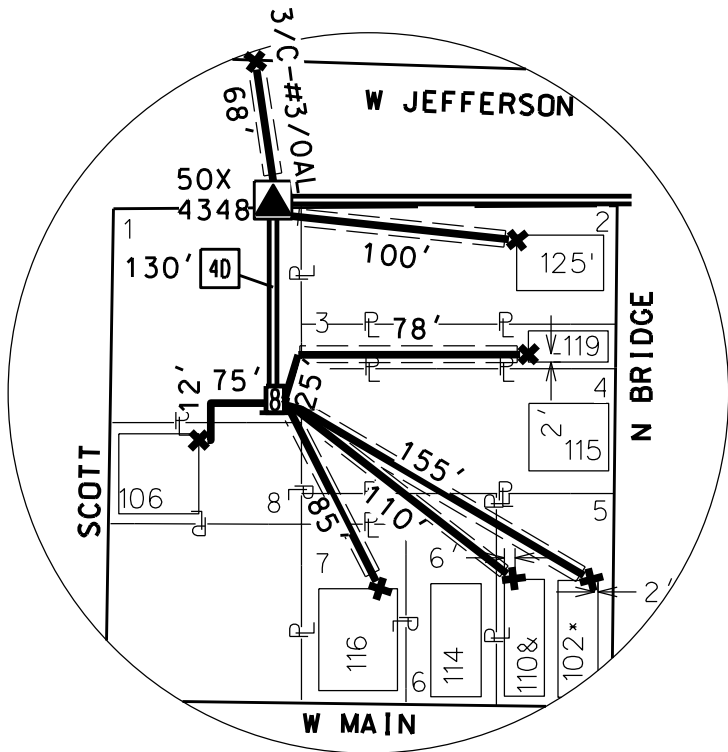
119 NOTE: METER ACTUALLY ON BACK
OF BUILDING WITH EXISTING SVC
ATTACHMENT AT FRONT
DUAL GANG METER WITH 119 1/2

SEE DETAIL A FOR UG
INSTALLS AND SERVICES



LOT NUMBERS

1	200-100-000-101-00
2	200-100-000-111-00
3	200-100-000-110-00
4	200-100-000-109-00
5	200-100-000-107-60
6	200-100-000-106-00
7	200-100-000-105-00
8	200-100-000-102-00
9	200-100-000-207-00
10	200-100-000-208-00
11	200-100-000-201-07



DETAIL A

GENERAL NOTES:

CITY OF DEWITT REQUESTED UG RELOCATE
CITY TO INSTALL CONDUIT UNDER PARKING AREA TO RUN SERVICES
CITY TO HIRE ELECTRICIAN TO RECONFIGURE METERS TO UG
OUTAGES REQUIRED

* 3 GANG SOCKET AT 102
SERVING 102, 102A & 102B
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1 SERVICE APPEARS TO BE DISCONNECTED

		METER NUMBER			METER ORDER NUMBER			CONSUMERS ENERGY CONTACTS																			
					READ			DEPARTMENT		NAME		NUMBER															
								COORDINATOR																			
SUBSTATION		WD NO.		METER LOCATION			CITY OF DEWITT - PHASE 3 - RLU*																				
DEWITT		0258					CM NO.100007628646																				
CIRCUIT		CKT NO.		TLM NUMBER			# OF RODS			OHMS			JOB PURPOSE:														
DEWITT		04		05020543									ENTER JOB PURPOSE INTO THIS TEXT FIELD														
 A CMS Energy Company ELECTRIC				CE STAKING REQ'D			☐ Yes ☐ No			ORDER TYPE			MAT. TYPE			NOTIFICATION NUMBER			DESIGN NUMBER			ORDER NUMBER			UPSTREAM SECTIONALIZING DEVICE: XXXX-###A LOCATION: ENTER LOCATION INTO THIS TEXT FIELD		
				FORESTRY REQ'D			☐ Yes ☐ No																				
SHEET B		SHEET 1 OF 1		SCALE 1"=100'		CD										TWP		T 05N R 02W SEC. 05									

INFORMATIONAL

CHECK REGISTER FOR DEWITT CITY

CHECK DATE 08/21/2026 - 09/10/2026

				BANK CODE: 01, POOL		
Check Date	Bank	Check	Vendor	Vendor Name	Amount	
Bank POOL POOLED CASH						
08/24/2026	POOL	661(E)	EFTPS	ELECTRONIC FEDERAL TAX PAYMEN	16,304.95	
08/24/2026	POOL	662(E)	EMP 457	EMPOWER 457	4,459.19	
08/24/2026	POOL	663(E)	EMP DC HYB	EMPOWER DC	2,319.82	
08/24/2026	POOL	664(E)	EMP HCSP	EMPOWER HCSP	986.28	
08/24/2026	POOL	665(E)	HSA	HEALTH EQUITY	651.50	
08/26/2026	POOL	668(E)	BASIC	BASIC INSURANCE	59.97	
08/26/2026	POOL	669(E)	BWL	LANSING BD OF WATER & LIGHT	702.97	
08/26/2026	POOL	670(E)	COMCAST	COMCAST	964.05	
08/26/2026	POOL	671(E)	COMCAST	COMCAST	3.76	
08/26/2026	POOL	672(E)	COMCAST	COMCAST	895.57	
08/26/2026	POOL	673(E)	CONSUMERS	CONSUMERS ENERGY	5,231.48	
08/26/2026	POOL	674(E)	CONSUMERS	CONSUMERS ENERGY	8,843.87	
08/26/2026	POOL	675(E)	EFTPS	ELECTRONIC FEDERAL TAX PAYMEN	164.48	
08/26/2026	POOL	676(E)	MERS DB	MERS DB	22,513.50	
08/26/2026	POOL	677(E)	PITNEY BOW	PITNEY BOWES	81.87	
08/26/2026	POOL	678(E)	PNC CARDS	PNC BANK	4,974.39	
08/26/2026	POOL	679(E)	SITW	STATE OF MICHIGAN	4,683.93	
08/26/2026	POOL	54408	AMERICAN	AMERICAN RENTALS	394.00	
08/26/2026	POOL	54409	C2AE	C2AE	4,584.16	
08/26/2026	POOL	54410	DAZZLE	DAZZLE CLEANING SERVICE	190.80	
08/26/2026	POOL	54411	EISELER	EISELER OIL COMPANY	3,765.76	
08/26/2026	POOL	54412	ENGRAVING	STEWART ENGRAVING	26.00	
08/26/2026	POOL	54413	HAMMOND	HAMMOND FARMS NORTH	159.00	
08/26/2026	POOL	54414	KAMINS	KAMINS AUTO PARTS	72.40	
08/26/2026	POOL	54415	M&MPAVEMEN	M & M PAVEMENT	4,992.05	
08/26/2026	POOL	54416	MML-POOL	MICHIGAN MUNICIPAL LEAGUE	3,537.00	
08/26/2026	POOL	54417	PAULI	PAULI FORD MERCURY	4,577.51	
08/26/2026	POOL	54418	POLICE UNI	CAPITOL CITY LABOR PROGRAM, I	208.60	
08/26/2026	POOL	54419	QUALITY	QUALITY TIRE, INC.	798.28	
08/26/2026	POOL	54420	RAMIREZ	RAMIREZ, ALYSSA	101.84	
08/26/2026	POOL	54421	REFUNDDEP	CHADD SMITH	150.00	
08/26/2026	POOL	54422	REFUNDDEP	IDALSKI, HANNAH	150.00	
08/26/2026	POOL	54423	REFUNDDEP	BURTON, DANE	210.00	
08/26/2026	POOL	54424	REFUNDDEP	FODDRILL, JULIE	150.00	
08/26/2026	POOL	54425	REFUNDDEP	MCNEILLY, KATHY	50.00	
08/26/2026	POOL	54426	SPICER	SPICER GROUP	2,530.00	
08/26/2026	POOL	54427	UNION DPS	AFSCME MICHIGAN 925	255.25	
08/26/2026	POOL	54428	WHITECAP	WHITE CAP, L.P.	169.75	
08/27/2026	POOL	666(A)	MACQUEEN	MACQUEEN	1,288.28	
08/27/2026	POOL	667(A)	MENARDS	MENARDS-LANSING WEST	2,413.70	
08/27/2026	POOL	680(A)	CHEESE	THE CHEESE PEOPLE OF GR	6.00	
08/27/2026	POOL	681(A)	FREDS	FRED'S JERKY PRODUCTS	8.00	
08/27/2026	POOL	682(A)	MOTZ A	ANGELA MOTZ	4.00	
08/27/2026	POOL	683(A)	WESENBERG	ROSE WESENBERG	138.00	
09/02/2026	POOL	684(E)	AFLAC	AFLAC	157.92	
09/02/2026	POOL	685(E)	BLUE CARE	BLUE CARE NETWORK	16,833.89	
09/02/2026	POOL	686(E)	DDA EFTPS	DDA EFTPS	537.96	
09/02/2026	POOL	687(E)	DDA EFTPS	DDA EFTPS	350.53	
09/02/2026	POOL	688(E)	EFTPS	ELECTRONIC FEDERAL TAX PAYMEN	14,854.45	
09/02/2026	POOL	689(E)	EMP 457	EMPOWER 457	4,402.06	
09/02/2026	POOL	690(E)	EMP DC HYB	EMPOWER DC	2,188.78	
09/02/2026	POOL	691(E)	EMP HCSP	EMPOWER HCSP	878.80	
09/02/2026	POOL	692(E)	HSA	HEALTH EQUITY	501.50	
09/02/2026	POOL	693(E)	MUTUAL OM	MUTUAL OF OMAHA	3,566.36	
09/04/2026	POOL	54429	MISC	DEXTON FELDPAUSCH	100.00	
POOL TOTALS:						
Total of 55 Checks:					149,144.21	
Less 0 Void Checks:					0.00	
Total of 55 Disbursements:					149,144.21	

City of Dewitt Assessor's Office

Monthly Summary of Activities for the Assessing Department
August, 2026

GENERAL:

PROPERTY TRANSFERS AND DEEDS:

- 16 Deeds Processed
 - 10 Warranty Deeds
 - 6 Quit Claim Deed
- 0 New PRE(s) Granted

PERSONAL PROPERTY:

Currently addressing any amended petitions.

FIELD INSPECTIONS:

Assessing has resumed regular field work.

PENDING ISSUES FOR CITY COUNCIL TO BE AWARE OF:

Preparing for any 2026 appeals. None filed so far.

NEXT BOARD OF REVIEW MEETING:

December Board of Review.

ASSESSOR ANNOUNCEMENTS:

None.