

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF DECEMBER 2, 2024
6:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR BILL MOULL
OWOSSO FREE METHODIST CHURCH

PLEDGE OF ALLEGIANCE: COUNCILMEMBER CHRISTOPHER D. OWENS

PRESENT: Mayor Robert J. Teich, Jr., Mayor Pro-Tem Jerome C. Haber, Councilmembers Janae L. Fear (arrived at 6:52pm), Carl C. Ludington, Emily S. Olson, and Christopher D. Owens.

ABSENT: Councilmember Rachel M. Osmer.

APPROVE AGENDA

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

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 4, 2024

Motion by Mayor Pro-Tem Haber to approve the Minutes of the Regular Meeting of November 4, 2024 as presented.

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

APPROVAL OF THE MINUTES OF ORGANIZATIONAL MEETING OF NOVEMBER 18, 2024

Motion by Councilmember Owens to approve the Minutes of the Organizational Meeting of November 18, 2024 as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 18, 2024

Motion by Councilmember Olson to approve the Minutes of the Regular Meeting of November 4, 2024 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Giving Tuesday/Raise Up Shiawassee Proclamation

Mayor Teich read aloud the following Proclamation of the Mayor's Office declaring Tuesday, December 3, 2024 as Giving Tuesday/Raise Up Shiawassee Day in the City of Owosso:

**A PROCLAMATION
OF THE MAYOR'S OFFICE OF THE CITY OF OWOSSO, MICHIGAN
PROCLAIMING TUESDAY, DECEMBER 3, 2024 AS
"GIVING TUESDAY/RAISE UP SHIAWASSEE" DAY IN THE CITY OF OWOSSO**

WHEREAS, Giving Tuesday was established as an international day of giving on the Tuesday following Thanksgiving; and

WHEREAS, Giving Tuesday is a celebration of philanthropy and volunteerism where people give whatever they are able to give; and

WHEREAS, Giving Tuesday is a day where citizens work together to share commitments, rally for favorite causes, build stronger communities, and think about other people; and

WHEREAS, locally, Giving Tuesday has been given the name "Raise Up Shiawassee" to encompass all community efforts in Shiawassee County, including the participation of numerous nonprofit organizations; and

WHEREAS, the 18 local nonprofit organizations include: the American Red Cross, Angel's Hands Outreach, The Clothesline/The Connection, DeVries Nature Conservancy, Eventz 4 Change, Friends of Pat's Place, Friends of the Shiawassee River, Great Lakes Bay Health Center, Great Start Shiawassee, Hospice House of Shiawassee, Lebowsky Center for Performing Arts, Respite Volunteers of Shiawassee, SafeCenter, Shiawassee Arts Center, Shiawassee Community Foundation, Shiawassee Family YMCA, Shiawassee Hope, and Voices for Children; and

WHEREAS, it is fitting and proper on Giving Tuesday/Raise Up Shiawassee Day, and on every day, to recognize the tremendous impact of philanthropy, volunteerism, and community service in the City of Owosso and the greater Shiawassee County area; and

WHEREAS, Giving Tuesday is an opportunity to encourage citizens to "Raise Up Shiawassee" by serving others throughout this holiday season and throughout the year.

NOW, THEREFORE, I, Robert J. Teich, Jr., Mayor of the City of Owosso, do hereby proclaim December 3, 2024 as Giving Tuesday / Raise Up Shiawassee Day in the City of Owosso, and encourage all citizens to join together to give back to the community in any way that is personally meaningful.

Proclaimed this 2nd day of December, 2024.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

Kori Shook, downtown business owner, thanked the DDA and City Manager for their efforts on the item proposing the expansion of the social district. She also noted that she supports the Downtown Revolving Loan & Grant Program, saying it is critical to support the downtown's current and future building and business owners.

COUNCIL COMMENTS

Mayor Teich thanked everyone that helped put on the GLOW Owosso event over the weekend, saying it has become a treasured tradition for the community.

CONSENT AGENDA

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

Proposed Special Assessment District No. 2025-104 - Hazards and Nuisances. Authorize Resolution No. 1 setting a public hearing for Monday, December 16, 2024 to receive citizen comment regarding proposed Special Assessment District No. 2025-104, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances at 609 Martin Street as follows:

RESOLUTION NO. 201-2024
SPECIAL ASSESSMENT DISTRICT
NO. 2025-104
HAZARDS AND NUISANCES
609 MARTIN STREET

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 6:30 o'clock p.m., on Monday, December 16, 2024 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.

3. The City Clerk is directed to publish the notice of said hearings once in *The Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING TO REVIEW
SPECIAL ASSESSMENT ROLL – HAZARDS AND NUISANCES
CITY OF OWOSSO
COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE OF THE FOLLOWING DESCRIBED PROPERTY:

PARCEL NUMBER	ADDRESS	BALANCE
050-113-008-016-00	609 MARTIN ST	\$11,466.33

TAKE NOTICE that a Special Assessment Roll-Hazards and Nuisances has been prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances on the above-described property.

TAKE NOTICE THAT ANY HAZARDS/NUISANCES INVOICES OR CHARGES REMAINING UNPAID AS OF THEIR DUE DATE WILL BE INCLUDED ON THIS ROLL.

The said Special Assessment Roll-Hazards and Nuisances is on file for public examination with the City Clerk and any objections to said Special Assessment Roll-Hazards and Nuisances must be filed in writing with the City Clerk prior to the close of the hearing to review said Special Assessment Roll-Hazards and Nuisances.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessments may file a written appeal of the special assessment with the State Tax Tribunal within thirty days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 6:30 p.m. on Monday, December 16, 2024 for the purpose of reviewing said Special Assessment Roll - Hazards and Nuisances and for the purpose of considering all objections to said roll submitted in writing. If you have questions regarding this notice, please contact the City Treasurer's Office at 725-0599.

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

Name	Board/Commission	Term Expires
Christopher Owens	Owosso Historical Commission Council Representative	11-09-2026
Steve Teich	Owosso Historical Commission (term effective 01-01-2025)	12-31-2027
Daniel Law	Planning Commission	06-30-2027

2025 Schedule of Meetings. Adopt the 2025 Boards and Commissions Meetings Schedule as follows:

**CITY OF OWOSSO
SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2025**

NOTICE IS HEREBY GIVEN, pursuant to the provisions of Act 267, Public Acts of 1976, of the schedule of Regular Meetings of the City of Owosso, County of Shiawassee, State of Michigan for the calendar year beginning January 1, 2025. The Board, dates, time and place of said regular meetings shall be as follows:

CITY COUNCIL
The 1 st and 3 rd Monday of each month, except as noted – 6:30 p.m., local prevailing time
Owosso City Hall, Council Chambers

JAN 06	MAR 03	MAY 05	JUL 07	SEP 02*	NOV 03
JAN 21*	MAR 17	MAY 19	JUL 21	SEP 15	NOV 17
FEB 03	APR 07	JUN 02	AUG 04	OCT 06	DEC 01
FEB 18*	APR 21	JUN 16	AUG 18	OCT 20	DEC 15
DOWNTOWN DEVELOPMENT AUTHORITY / OWOSSO MAIN STREET			DOWNTOWN HISTORIC DISTRICT COMMISSION		
The 1 st Wednesday of each month, except as noted – 7:30 a.m., local prevailing time			The 3 rd Wednesday of each month - 6:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Conference Room		
JAN 08*	MAY 07	SEP 03	JAN 15	MAY 21	SEP 17
FEB 05	JUN 04	OCT 01	FEB 19	JUN 18	OCT 15
MAR 05	JUL 9*	NOV 05	MAR 19	JUL 16	NOV 19
APR 02	AUG 06	DEC 03	APR 16	AUG 20	DEC 17
OWOSSO HISTORICAL COMMISSION			PARKS & RECREATION COMMISSION		
The 2 nd Monday of each month, except as noted – 6:00 p.m., local prevailing time			The 4 th Wednesday of each month, except as noted 7:00 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso City Hall, Council Chambers		
JAN 13	MAY 12	SEP 08	JAN 22	MAY 28	SEP 24
FEB 10	JUN 09	OCT 14*	FEB 26	JUN 25	OCT 22
MAR 10	JUL 14	NOV 10	MAR 26	JUL 23	DEC 03*
APR 14	AUG 11	DEC 08	APR 23	AUG 27	
PLANNING COMMISSION			WWTP Review Board		
The 4 th Monday of each month, except as noted – 6:30 p.m., local prevailing time			The 4 th Tuesday of each month, 4:30 p.m., local prevailing time		
Owosso City Hall, Council Chambers			Owosso Wastewater Plant, Administration Building 1410 Chippewa Trail, Owosso		
JAN 27	MAY 27*	SEP 22	JAN 28	MAY 27	SEP 23
FEB 24	JUN 23	OCT 27	FEB 25	JUN 24	OCT 28
MAR 24	JUL 28	NOV 24	MAR 25	JUL 22	NOV 25
APR 28	AUG 25	DEC 08*	APR 22	AUG 26	
ZONING BOARD OF APPEALS			* = Rescheduled due to legal holiday on regular meeting date or other scheduling conflict		
The 3 rd Tuesday of each month, except as noted – 9:30 a.m., local prevailing time					
Owosso City Hall, Council Chambers					
JAN 21	MAY 20	SEP 16			
FEB 18	JUN 17	OCT 21			
MAR 18	JUL 15	NOV 18			
APR 15	AUG 19	DEC 16			

2025 Income Threshold Poverty Exemptions. Adopt the 2025 Income Threshold Poverty Exemptions, as required by Public Act No. 390 of 1994 as follows:

RESOLUTION NO. 202-2024

CITY OF OWOSSO POVERTY EXEMPTION GUIDELINES FOR 2025

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the city council, and

WHEREAS, the homestead of persons who by reason of poverty are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994(MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, City of Owosso, Shiawassee County adopts the following guidelines for the board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the applicant and all persons residing in the household.

WHEREAS, pursuant to Public Act 191 of 2023, if a person qualifies, the board of review shall grant either a 100%, 75%, 50% or 25% reduction in taxable value for the applicable tax year, or any other percentage reduction approved by the state tax commission. However, the City of Owosso elects to give only 100% reduction to approved applicants.

To be eligible, a person shall do all the following on an annual basis:

- Be the owner and occupy the principal residence of the property for which an exemption is applied.

- Submit an application on the form provided by the State of Michigan, available through the City Assessor's office. The application constitutes an appearance before the Board of Review for the purpose of preserving the applicant's right to appeal.
- Provide proof of residency for all residents in the home.
- Supply a copy of federal and state income tax returns filed in the current year for all adult residents if available, or immediately preceding year if current is unavailable, and/or a signed affidavit stating income tax returns are not required to be filed (Treasury Form 4988).
- Supply copies of six-months'-worth of income evidence for the previous year (pay stubs, benefit statement, etc.) for all residents 18 years old and over. Additional stubs may be requested later.
- **If the applicant fails to supply all the required documents or if it is found that the information supplied is fraudulent, the application shall be denied.**

NOW, THEREFORE, BE IT HEREBY RESOLVED that the board of review shall follow the above stated policy and the below stated guidelines in granting or denying an exemption.

Applicant's income shall not exceed the poverty income thresholds listed here. Income of students under the age of 18 years shall **not** be included as income.

2025 Income Standards Poverty Threshold

Total number of persons residing in homestead	Annual allowable income
1 person	\$23,930
2 persons	\$27,370
3 persons	\$30,770
4 persons	\$34,170
5 persons	\$36,930
6 persons	\$41,960
7 persons	\$47,340
8 persons	\$52,720
Each additional person, add	\$5,380

BE IT FURTHER RESOLVED, if asset levels exceed the items/amounts below, the individual/property owner shall **not be eligible for a Property Tax Poverty Exemption**.

- Assets (except the original homestead, essential household goods and the first \$9,700 of the market value of a motor vehicle), less what is owed on said vehicle, shall not exceed \$6,100 (six thousand one hundred dollars) for individual applicant and/or \$8,500 (eight thousand five hundred dollars) per household if more than one financial contributor.

***Change Order – Street Patches.** Approve Change Order No. 3 to the 2023 Street Patches contract with TJ Smith Sand & Gravel, Inc. increasing the amount by \$101,620.00 and extending the contract until November 30, 2025 for the 2025 Street Patches program, and further approve payment to the contractor up to the amount of \$268,527.50 as follows:

RESOLUTION NO. 203-2024

**AUTHORIZING CHANGE ORDER NO. 3
TO THE CONTRACT BETWEEN THE CITY OF OWOSSO AND
TJ SMITH SAND & GRAVEL, INC.
FOR THE 2023 STREET PATCHES PROGRAM**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, approved a contract with TJ Smith Sand & Gravel, Inc. on March 6, 2023 for two rounds of street patches on various streets throughout the city during the 2023 construction season; and

WHEREAS, Change Order No. 1 was approved administratively on December 18, 2023 to add a third round of street patches to the program for Spring of 2024; and

WHEREAS, Change Order No. 2 was approved by city council on September 16, 2024 to add a fourth round of patches for Fall 2024; and

WHEREAS, TJ Smith Sand & Gravel, Inc. has agreed to hold their prices to make additional street repairs for the 2025 construction season and a change order is necessary to increase the contract amount.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to amend the 2023 Street Patches Program contract with TJ Smith Sand & Gravel, Inc. increasing the contract amount by \$101,620.00 for additional street repairs, bringing the contract total to \$268,527.50.
- SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Change Order No. 3 to the Contract for Services between the city of Owosso and TJ Smith Sand & Gravel, Inc.
- THIRD: the accounts payable department is authorized to pay TJ Smith Sand & Gravel, Inc. for work satisfactorily completed up to the revised contract amount of \$268,527.50.
- FOURTH: the above additional expenses shall be paid from the Major and Local Street Account Nos. 202-463-181.000 and 203-463-818.000; Sewer Fund Account No. 590-549-818.000 and 590-901-973.000-SEWERREHAB; and Water Fund Account Nos. 591-552-818.000, 591-552-818.000-LSL-ID0000, and 591-552-818.000-LSLREPLACE, and other funds as appropriate.

Master Plan Implementation Goals: 3.4

***Contract Modification – Stewart Street Reconstruction.** Authorize Contract Modification No. 1 to the Stewart Street Reconstruction project contract with MDOT increasing the contract amount \$9,243.79 for the additional contract items and to balance contract quantities, and further authorize payment up to the contract amount plus Modification No. 1 as follows:

RESOLUTION NO. 204-2024

**AUTHORIZING CONTRACT MODIFICATION NO. 1
TO THE CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF
TRANSPORTATION AND
CRAWFORD CONTRACTING, INC.
FOR THE STEWART STREET RECONSTRUCTION PROJECT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, approved Cost Share Agreement No. 23-5504 with the Michigan Department of Transportation (MDOT) on January 16, 2024 for the Stewart Street Reconstruction Project; and

WHEREAS, MDOT received bids on January 5, 2024 for the Stewart Street Reconstruction Project and Crawford Contracting, Inc. was the low responsive bidder and was awarded the contract; and

WHEREAS, changes in field conditions have warranted additional work for the project and Contract Modification No. 1 is necessary to add contract items and balance existing contract quantities.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve Contract Modification No. 1.
- SECOND: the City Engineer is instructed and authorized to sign the document substantially in the form attached as Contract Modification No. 1 in the amount of \$9,243.79, revising the total current contract amount from \$1,814,712.52 to \$1,823,957.31.
- THIRD: the Accounts Payable department is authorized to allocate an additional \$9,243.79 to purchase order number 45593.
- FOURTH: the above expenses shall be paid from Major Street Account No. 202-451-818.000-STEWRT2024 (\$13,585.33) and Water Fund Account No. 591-901-972.000-DWRLF24-25 (-\$4,341.54) with the water fund charges being funded by the Drinking Water State Revolving Fund through the Michigan Department of Environment, Great Lakes, and Energy.

Master Plan Implementation Goals: 3.4, 3.22, 6.6

***Transfer Agreement – Ambulance Purchase.** Authorize transfer agreement assigning the City of Owosso purchase agreement for one 2026 Ford Type 3 E-450 ambulance from Kodiak Emergency Equipment, Inc. to MacQueen Equipment, LLC as follows:

RESOLUTION NO. 205-2024

**AUTHORIZING APPROVAL OF A TRANSFER AGREEMENT
BETWEEN KODIAK EMERGENCY VEHICLES, MACQUEEN EQUIPMENT, LLC,
AND THE CITY OF OWOSSO
FOR ONE 2026 FORD E-450 AMBULANCE**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Fire/EMS Department requiring the use of ambulances; and

WHEREAS, in November of 2023 the Owosso City Council approved the purchase of a 2026 Type III Ford E-450 Ambulance from Kodiak Emergency Vehicles; and

WHEREAS, MacQueen Equipment LLC bought out Kodiak Emergency Vehicles and wishes to assume the contract with the City, necessitating a Transfer Agreement between the three parties.

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

FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to approve the Transfer Agreement for the purchase of one 2026 Ford E-450 Ambulance.

SECOND: the mayor and city clerk are hereby authorized and instructed to sign the Transfer Agreement substantially in the form attached.

***Professional Services Agreement – City Hall Improvements Project.** Authorize a professional services agreement with Spicer Group for engineering services for the City Hall Improvements Project in the amount of \$44,000, and further authorize payment to the engineer upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 206-2024

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
WITH SPICER GROUP, INC.
FOR THE CITY HALL IMPROVEMENTS PROJECT**

WHEREAS, the City of Owosso desires to make improvements to City Hall, including the replacement of the HVAC system, electrical service upgrades, a new building management system, and replacement of the emergency generator; and

WHEREAS, due to the historic nature of City Hall and the complex nature of the proposed improvements the services of an engineering firm are required; and

WHEREAS, Spicer Group, Inc. is selected as the most qualified firm to perform said work and offers to complete engineering design and bidding services in the amount of \$44,000.00.

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

FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Spicer Group, Inc. to provide professional engineering design and bidding services for the City Hall Improvements Project.

SECOND: the Mayor and City Clerk are instructed and authorized to sign the necessary documents as an Agreement for Professional Services with Spicer Group, Inc. for the City hall Improvements Project.

THIRD: the Accounts Payable department is authorized to make payment up to the amount of \$44,000.00 to Spicer Group, Inc. upon successful completion of work or portion thereof.

Master Plan Implementation Goals: 3.8, 4.7, 6.7

***Contract Authorization – WWTP Air Compressors Service Agreement.** Waive competitive bidding requirements, authorize a 2-year service agreement in the amount of \$19,572.00 with OTC Industrial Technologies, the sole source provider of service in Michigan for air compressors at the WWTP, and further authorize payment up to the contract amount as follows:

RESOLUTION NO. 207-2024

**AUTHORIZING THE EXECUTION OF A
CUSTOMER SERVICE AGREEMENT
WITH OTC INDUSTRIAL TECHNOLOGIES**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, requires two air compressors for operation and maintenance needs at the Wastewater Treatment Plant; and

WHEREAS, the City of Owosso has determined that OTC Industrial Technologies of Livonia, Michigan is the only firm qualified to provide the parts and service for the Atlas Copco air compressors at the Wastewater Treatment Plant; and

WHEREAS, waiver of the purchasing policy formal bid requirements is requested, in order to initiate contract upon approval and authorization.

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

- FIRST: it has theretofore determined that it is advisable, necessary and in the public interest to contract with OTC Industrial Technologies for the preventative maintenance and repair of the WWTP's two (2) Atlas Copco air compressors, at the price of \$9,786.00 per year (\$19,572 total) for two (2) years total.
- SECOND: the mayor and city clerk are hereby authorized and instructed to sign said contract substantially in the form attached as Customer Service Agreement dated November 14, 2024.
- THIRD: the accounts payable department is authorized to submit payment to OTC Industrial Technologies of Livonia, Michigan, in the total amount of \$19,572.00, for both FY2024-2025 and FY2025-2026.
- FOURTH: the above expenses shall be paid from the WWTP fund, and chargeable to account 599-548-743.200.

Master Plan Implementation Goals: 3.4

***Bid Award – Sewer Televising.** Approve bid award to MEC Underground Solutions LLC for the 2025 Sewer Televising Project in the amount of \$31,925.00, and further approve payment to the contractor up to the contract amount upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 208-2024

**AUTHORIZING THE AWARD OF THE
2025 SEWER TELEVISIONING PROJECT CONTRACT
TO MEC UNDERGROUND SOLUTIONS LLC OF FAIRGROVE, MICHIGAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has determined that it is advisable, necessary, and in the public interest to televise segments of sanitary and storm sewer on various streets in the City; and

WHEREAS, the City of Owosso sought bids for the televising of these segments of sanitary and storm sewer as part of the 2025 Sewer Televising Project, and the low responsive and responsible bid was received from MEC Underground Solutions LLC in the amount of \$31,925.00; and

WHEREAS, MEC Underground Solutions LLC is hereby determined to be qualified to provide such services.

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

- FIRST: it has heretofore determined that it is advisable, necessary and in the public interest to employ MEC Underground Solutions LLC to televise segments of sanitary and storm sewer as part of the 2025 Sewer Televising Project.
- SECOND: the Mayor and City Clerk are instructed and authorized to sign the necessary documents to execute the services contract with MEC Underground Solutions LLC in the amount of \$31,925.00.
- THIRD: the Accounts Payable department is authorized to pay MEC Underground Solutions LLC for work satisfactorily completed on the project up to the initial contact amount of \$31,925.00, plus contingency in the amount of \$10,000.00 for a total of \$41,925.00.
- FOURTH: the above expenses shall be paid from the Major and Local Street Maintenance Funds accounts 202-463-818.000 and 203-463-818.000 in the amount of \$11,390.00 each, Sewer Account No. 590-549-818.000 in the amount of \$9,145.00, and other funds as appropriate.

Master Plan Implementation Goals: 3.4

***Check Register – November 2024.** Affirm check disbursements totaling \$2,725,925.22 for November 2024.

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Fear and Osmer.

ITEMS OF BUSINESS

Social District Expansion

Master Plan Implementation Goals: 1.17, 4.5, 4.6, 4.16, 5.9, 5.10, 5.12, 5.36

Motion by Councilmember Olson to approve expansion of the Downtown Social District and Downtown Commons Area boundaries as follows:

RESOLUTION NO. 209-2024

**DESIGNATING AN EXPANSION OF THE
DOWNTOWN SOCIAL DISTRICT AND DOWNTOWN COMMONS AREA
BOUNDARIES**

WHEREAS, the Owosso City Council established the Downtown Social District and Downtown Commons Area on February 16, 2021 and authorized the Owosso Main Street & Downtown Development Authority (OMS & DDA) to oversee management and maintenance; and

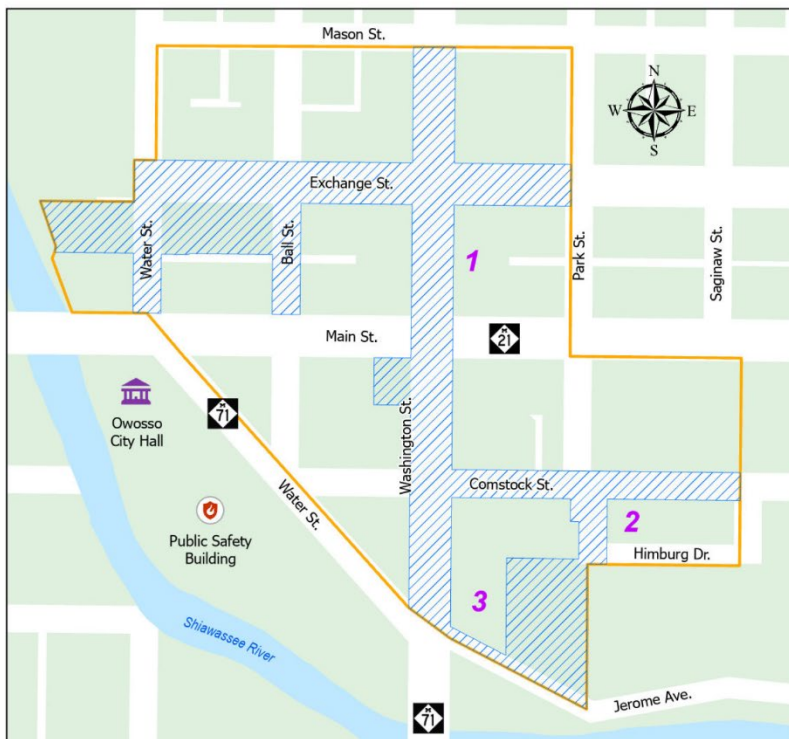
WHEREAS, the OMS & DDA recognized that an expansion of the boundary and commons area will increase support of qualified licensees, downtown activation, and future development; and

WHEREAS, the social district and commons area boundaries are indicated by the Downtown Social District Map; and

WHEREAS, on November 6, 2024, the OMS & DDA approved the expanded Downtown Social District Map and authorized City of Owosso staff to submit the expanded Downtown Social District Map for approval by Owosso City Council.

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

FIRST: the Owosso City Council hereby approves the Downtown Social District Map with the expanded Downtown Social District and Downtown Commons Area Boundaries as attached.



- 1 - Niche Bar & Lounge
- 2 - Roma's Backdoor
- 3 - The Sideline Sports Bar

Map of Downtown Owosso Social District
Commons Area
Social District Boundary

Motion supported by Mayor Pro-Tem Haber.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmembers Fear and Osmer.

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

City Manager Henne explained the revisions to the program including the addition of a partnership with Lapeer Development Corporation for loan processing and administration.

Councilmember Fear arrived at 6:52 p.m.

Motion by Mayor Pro-Tem Haber to approve revisions to the Downtown Revolving Loan & Grant Program and the establishment of a memorandum of understanding with Lapeer Development Corporation for the review and process of loan requests submitted to the Program as follows:

RESOLUTION NO. 210-2024

**AUTHORIZE APPROVAL OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN & GRANT PROGRAM REVISIONS
AND MEMORANDUM OF UNDERSTANDING
WITH THE LAPEER DEVELOPMENT CORPORATION**

WHEREAS, in 1994 the City of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program; and

WHEREAS, on June 17, 2019, Owosso City Council approved the new Owosso Main Street & Downtown Development Authority (OMS & DDA) Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the OMS & DDA Board of Directors; and

WHEREAS, on June 18, 2024, the Lapeer Development Corporation (LDC) proposed establishing a Memorandum of Understanding (MOU) with the OMS & DDA Economic Vitality Committee for processing the program's loans. This partnership will establish security for loan repayment ensuring replenishment to the Revolving Loan Fund and the continued use of the Revolving Loan & Grant Program for economic development; and

WHEREAS, on October 18, 2024, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the current fiscal year; and

WHEREAS, on November 6, 2024, the OMS & DDA Board approved the revised OMS & DDA Revolving Loan & Grant Program and the MOU with LDC and authorized City of Owosso staff to submit the Revolving Loan & Grant Program and MOU for approval by Owosso City Council.

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

FIRST: it hereby approves the attached Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program.

SECOND: the mayor is instructed and authorized to sign the attached Memorandum of Understanding with the Lapeer Development Corporation.

Motion supported by Councilmember Ludington.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Osmer.

***Emergency Action Support Plan Adoption**

Master Plan Implementation Goals: 7.1

Motion by Councilmember Ludington to approve adoption of the Emergency Action Support Plan for the City of Owosso as follows:

RESOLUTION NO. 211-2024

**AUTHORIZING THE APPROVAL OF
THE UPDATED EMERGENCY OPERATIONS SUPPORT PLAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department; and

WHEREAS, the City of Owosso Public Safety Department has opted to participate in the Shiawassee County Emergency Management Program; and

WHEREAS, State law requires municipalities with a population of 10,000 or more to maintain and file with the County a plan of support that is in accordance with the County's Emergency Action Guidelines at least every four years.

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

FIRST: it has elected to participate in the Shiawassee County Emergency Management Program.

SECOND: the attached City of Owosso Emergency Operations Plan provides a framework for the City to use in performing emergency functions before, during, and after emergent situations and is hereby approved.

THIRD: the mayor and city clerk are instructed and authorized to sign the attached document in support of the Shiawassee County Emergency Operations Plan.

Motion supported by Councilmember Owens.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Osmer.

Goal Setting Process

Master Plan Implementation Goals: A.5, 3.6

City Manager Henne said he was excited that Council wants to take on a goal setting process. He said there will be a bit of a time crunch and there is no budget for a facilitator, but he is willing to take on the job.

Motion by Councilmember Olson to approve a structured goal-setting process to identify, prioritize, and guide the City's strategic objectives for FY 2025-2026 as follows:

RESOLUTION NO. 212-2024

**RESOLUTION ADOPTING A FISCAL YEAR 2025-2026 GOAL SETTING
PROCESS FOR THE OWOSSO CITY COUNCIL**

WHEREAS, the City of Owosso is committed to fostering collaboration, transparency, and strategic planning in its governance and decision-making; and

WHEREAS, a structured goal-setting process will help the City Council identify, prioritize, and achieve strategic objectives while ensuring accountability to the community; and

WHEREAS, this process incorporates best practices, including input from elected officials and department heads, prioritization of initiatives and capital projects, and regular progress reviews.

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

FIRST: the City Council adopts the goal setting process, which includes:

- A preliminary questionnaire to gather input from Department Heads and Council- members
- A facilitated session to identify priorities
- Development of a summary report and implementation plan
- Quarterly progress reviews

SECOND: the City Manager is directed to oversee and implement the process, ensuring its timely completion and public transparency.

Motion supported by Councilmember Fear.

Roll Call Vote.

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

NAYS: None.

ABSENT: Councilmember Osmer.

CITIZEN COMMENTS

None.

COUNCIL COMMENTS

None.

CITY MANAGER REPORT

City Manager Henne detailed the City Manager Report for November 2024.

COMMUNICATIONS

Brad A. Barrett, Finance Director. Financial Report – October 2024.
Owosso Historical Commission. Minutes of November 12, 2024.

NEXT MEETING

Monday, December 16, 2024

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2026
Building Board of Appeals – Alternate - term expires June 30, 2025
Planning Commission - term expires June 30, 2027
Zoning Board of Appeals – Alternate – term expires June 30, 2027
Zoning Board of Appeals – Alternate – term expires June 30, 2025

ADJOURNMENT

Motion by Councilmember Fear for adjournment at 7:13 p.m.

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

Robert J. Teich, Jr., Mayor

Amy K. Kirkland, City Clerk

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