

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF MARCH 17, 2025
6:30 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR KATIE WALLEN
FIRST BAPTIST CHURCH OF OWOSSO

PLEDGE OF ALLEGIANCE: MAYOR PRO-TEM JEROME C. HABER

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

ABSENT: None.

APPROVE AGENDA

Motion by Councilmember Olson to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MARCH 3, 2025

Motion by Councilmember Osmer to approve the Minutes of the Regular Meeting of March 3, 2025 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS

None.

COUNCIL COMMENTS

Mayor Teich thanked the Public Works Superintendents for taking the time to lead Councilmembers on tours of the utilities plants and the DPW so that they were able to see the areas of concern for themselves. Utilities Director Suchanek indicated that it was essential that Council see things in person.

CONSENT AGENDA

Motion by Mayor Pro-Tem Haber to approve the Consent Agenda as follows:

***Internship Agreement – Ascension Genesys Hospital.** Approve a three-year agreement for the provision of clinical training rotations for Ascension Genesys Hospital EMS students as follows:

RESOLUTION NO. 32-2025

**AUTHORIZING AN AGREEMENT WITH
ASCENSION GENESYS HOSPITAL
FOR CLINICAL ROTATION / EMS EXPERIENCE
FOR ASCENSION EMS STUDENTS**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, Fire Department is licensed by the State of Michigan as an Emergency Medical Services (EMS) Agency whose staff is trained in current Fire and Emergency Medical Services procedures; and

WHEREAS, Ascension Genesys Hospital (Ascension) desires a contract with the City of Owosso to allow Ascension EMS training program students to intern with the Owosso Fire Department; and

WHEREAS, the Owosso Fire Department (OFD) has several longstanding partnerships with area EMS educational programs including: Corunna Area Ambulance Service, Lansing Community College, and the Shiawassee Regional Education Service District. These partnerships allow EMS students to learn on-the-job and gain experience under the guidance of OFD staff.

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 execute a contract for the provision of EMS internship opportunities to Ascension Genesys Hospital EMS training program students.

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

Master Plan Implementation Goals: 7.1

Downtown Owosso Farmers' Market Traffic Control Order. Approve request from Stephen Schlaack, Market Manager of the Downtown Owosso Farmers Market, for street closures, as noted, every Saturday from May 3, 2025 to October 25, 2025 from 7:00 a.m. until 2:00 p.m. for the annual farmers' market and approve Traffic Control Order No. 1528 formalizing the request.

Master Plan Implementation Goals: 4.2, 4.6, 5.9, 5.12

***OMS/DDA RLF Grant Funding Approval – Shook Riverside Development.** Approve the application from Shook Riverside Development requesting a reimbursement grant from the OMS/DDA Revolving Loan & Grant Program in the amount of \$25,000.00 for fire suppression at 312 West Main Street as follows:

RESOLUTION NO. 33-2025

**AUTHORIZING APPROVAL OF
THE RELEASE OF OMS/DDA REVOLVING LOAN & GRANT FUNDS
TO SHOOK RIVERSIDE DEVELOPMENT LLC
FOR ASSOCIATED WORK AT 312 W. MAIN STREET**

WHEREAS, in 1994 the City of Owosso established the Downtown Owosso Revolving Loan Program (formerly UDAG/CDBG); 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 December 2, 2024, the Owosso City Council approved revisions to the OMS & DDA Revolving Loan & Grant Program; and

WHEREAS, on January 15, 2025 a grant application was submitted to OMS/DDA by Shook Riverside Development LLC for a grant of \$25,000.00 for fire suppression for their property at 312 W. Main Street; and

WHEREAS, on February 18, 2025, the Economic Vitality Committee approved the Shook Riverside Development LLC Revolving Loan & Grant Program Application; and

WHEREAS, on March 5, 2025, the OMS & DDA Board approved the Shook Riverside Development LLC Revolving Loan & Grant Program Application for a reimbursement grant award of \$25,000 for Fire Suppression at 312 W. Main Street and authorized staff to submit the application 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 City of Owosso hereby approves the \$25,000 grant to Shook Riverside Development LLC for fire suppression at 312 W. Main Street

SECOND: the Accounts Payable department is authorized to release said grant funds to Shook Riverside Development LLC according to the terms & specifications determined by the revised OMS/DDA Loan & Grant Manual.

Master Plan Implementation Goals: 1.19, 2.3, 5.11, 5.13, 5.15

***Contract Amendment – WWTP Secondary Clarifier Engineering Services Contract.**

Approve Amendment No. 1 to the WWTP Secondary Clarifier – Engineering Services Contract with Fishbeck adding \$14,338.00 for additional services related to the submission of a Beneficial Use Petition to EGLE, and further approve payment upon satisfactory completion of the project or portion thereof as follows:

RESOLUTION NO. 34-2025

**APPROVAL OF AMENDMENT NO. 1 TO THE
WWTP SECONDARY CLARIFIER PROJECT – ENGINEERING SERVICES CONTRACT
WITH FISHBECK FOR ADDITIONAL WORK RELATED TO A BENEFICIAL USE PETITION**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a contract with Fishbeck of Lansing, Michigan to provide engineering services for the on-going project to reconstruct the secondary clarifier units at the Wastewater Treatment Plant; and

WHEREAS, part of this project includes removal of the filtration media in said clarifier units; and

WHEREAS, in an effort to save a significant amount of money and prevent all the media from ending in a landfill, the City is proposing the submission of a beneficial reuse petition to EGLE seeking permission to reuse the media as potential fill dirt; and

WHEREAS, said petition process involves the navigation of numerous regulations and media analysis, requiring the services of a professional engineering firm; and

WHEREAS, Fishbeck of Lansing, Michigan has provided a proposal for the necessary services; and

WHEREAS, the Director of Public Services & Utilities has reviewed the proposal and verified the services as necessary and appropriate and hereby recommends authorizing Fishbeck to provide these engineering services in the amount of \$14,338.00.

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

- FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to approve Amendment No. 1 to the WWTP Secondary Clarifier Project – Engineering Services Contract with Fishbeck for additional administration services to petition EGLE for beneficial use of spent media.
- SECOND: the Mayor and City Clerk are authorized and instructed to sign the document substantially in the form attached as Amendment No. 1 to the WWTP Secondary Clarifier Project – Engineering Services Contract.
- THIRD: the accounts payable department is authorized to submit payment to Fishbeck in the amount of \$14,338.00 for these additional services.
- FOURTH: the above expenses shall be paid from the fund 599-901-977.000.

Master Plan Implementation Goals: 3.4, 3.7

Purchase Authorization - Tandem Truck Cabs and Chassis. Waive competitive bidding requirements, authorize a joint purchase from D. & K. Truck Company for the purchase of two Freightliner 108SD Plus tandem truck cabs and chassis in the amount of \$234,008.00 under the terms of State of Michigan Contract No. 240000000095, and further authorize payment to the vendor upon satisfactory delivery of the vehicles as detailed in the resolution for the following item.

Master Plan Implementation Goals: 3.2

Purchase Authorization - Dump Bodies. Waive competitive bidding requirements, authorize a joint purchase from Truck and Trailer Specialties, Inc. for the purchase and installation of two Crysteel Select 13-foot dump bodies and two Monroe 10-foot underbody scrapers in the amount of \$185,570.00 under the terms of State of Michigan Contract No. 200000000034, and further authorize payment to the vendor upon satisfactory delivery of the equipment.

RESOLUTION NO. 35-2025

**AUTHORIZING PURCHASE AGREEMENTS WITH
D. & K. TRUCK COMPANY AND TRUCK AND TRAILER SPECIALTIES, INC.
TO PROCURE TWO TANDEM CABS & CHASSIS, DUMP BODIES, AND UNDERBODY
SCRAPERS FOR USE IN THE FLEET MOTOR POOL**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the purchase of two (2) 2026 Freightliner 108SD Plus Tandem Truck Cabs & Chassis from D. & K. Truck Company; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Fleet Motor Pool Replacement Fund for the purchase of two (2) 10-yard Dump Bodies and Under Body Scrapers for attachment to said Tandem Truck Cabs & Chassis; and

WHEREAS, the City of Owosso Director of Public Services & Utilities has reviewed the replacement equipment on the State of Michigan MiDeal Contract as priced by D. & K. Truck and Truck & Trailer Specialties, and recommends authorizing purchase agreements between the City of Owosso and D. & K. Truck Company and Truck and Trailer Specialties, Inc. utilizing their State of Michigan MiDeal Contracts.

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

FIRST: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements and contract with D. & K. Truck Company of Lansing, Michigan for the purchase of two Tandem Cabs & Chassis for use in the Fleet Motor Pool using State of Michigan MiDeal Contract # 240000000095 at a cost of \$117,004.00 each, for a total cost of \$234,008.00.

SECOND: the City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements and contract with Truck and Trailer Specialties, Inc. of Howell, Michigan for the purchase and installation of two (2) 10-yard Dump Bodies and two (2) 10' Under Body Scrapers for use in the Fleet Motor Pool, using State of Michigan MiDeal Contract #200000000034 in the amount of \$92,785.00. each, for a total cost of \$185,570.00

THIRD: the accounts payable department is authorized to submit payment to D. & K. Truck Company in the amount of \$234,008.00, and expense from account 661-901-979.000 upon satisfactory delivery of said vehicles.

FOURTH: the accounts payable department is authorized to submit payment to Truck and Trailer Specialties, Inc. in the amount of \$185,570.00, and expense from account 661-901-979.000 upon satisfactory delivery of said equipment.

Master Plan Implementation Goals: 3.2

***Purchase Authorization – Parking Ticket Management System.** Waive competitive bidding requirements, authorize a 3-year joint purchase from Passport Labs, Inc. for the Citation Management Platform parking ticket management system utilizing Sourcewell cooperative contract 120423-PSPRT in the amount of \$9,150.00 for year one as follows:

RESOLUTION NO. 36-2025

AUTHORIZING A PURCHASE AGREEMENT WITH PASSPORT LABS, INC. FOR THE PROVISION OF PARKING ENFORCEMENT HARDWARE & SOFTWARE

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that providing parking enforcement services to the residents of Owosso is advisable, necessary and in the public interest; and

WHEREAS, it is necessary to obtain professional software and hardware to adequately administer parking enforcement; and

WHEREAS, the city of Owosso may waive competitive bidding requirements when purchasing in coordination with another municipality.

WHEREAS, the city of Owosso desires to purchase the aforementioned hardware and software from Passport Labs, Inc., holder of Sourcewell cooperative contract 120423-PSPRT.

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

FIRST: the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to waive competitive bidding requirements and execute a three-year contract for the Citation Management Platform from Passport Labs, Inc. to provide professional parking enforcement hardware and software via Sourcewell cooperative contract 120423-PSPRT.

SECOND: the mayor and city clerk are hereby instructed and authorized to sign the document with Passport Labs, Inc. substantially in the form attached, including Order Form, Software License and Service Agreement, and Statement of Work.

THIRD: payment to Passport Labs, Inc. up to the amount of \$9,150.00 is authorized to cover the one-time implementation fee, the purchase of two Bluetooth printers, and the annual service fee for 2025.

FOURTH: funds for this purchase will be taken from account no. 101-301-818.000.

Master Plan Implementation Goals: 1.20

Warrant No. 653. Authorize Warrant No. 653 as follows:

Vendor	Description	Fund	Amount
Gould Law PC	Services from February 11 2025 – March 10 2025	Varies	\$11,319.24

***Check Register – February 2025.** Affirm check disbursements totaling \$2,099,626.69 for February 2025.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: Councilmember Owens.

ITEMS OF BUSINESS

***Contract Approvals – Ludington Electric, Inc.**

Motion by Motion by Councilmember Fear to allow Councilmember Ludington to abstain from the following item to consider approval of contracts with Ludington Electric, Inc. due to a conflict of interest.

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

Councilmember Ludington left the meeting space at 6:36 p.m.

Motion by Councilmember Osmer to approve the following contracts with Ludington Electric, Inc. covering the period of February 2025:

PO NUMBER	DEPT.	VENDOR	DESCRIPTION	AMOUNT
000046662	862	LUDINGTON ELECTRIC, INC.	CITY HALL ELECTRIC INSPECTION	150.00
000046672	862	LUDINGTON ELECTRIC, INC.	FIX BROKEN LIGHT IN RECYCLE ROOM	174.29
000046631	863	LUDINGTON ELECTRIC, INC.	AERATOR BLOWER TROUBLE SHOOT, ANNUNCIATOR RELOCATE, OUTLETS RELOCATE	1,260.00
				\$ 1,584.29

Motion supported by Councilmember Olson.

Roll Call Vote.

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

NAYS: None.

ABSTAIN: City Manager Ludington.

Councilmember Ludington returned to the meeting space at 6:37 p.m.

CITIZEN COMMENTS

Kori Shook, owner of 312 W. Main Street, thanked the Council for approving the fire suppression grant she applied for. She also thanked staff and DDA members for their work in restarting the Downtown Revolving Loan Fund Program.

COUNCIL COMMENTS

Councilmember Osmer announced that March is developmental disability month and fundraiser for the Arc will be held at Foster Coffee this Friday from 9:00am – 12:00pm.

Councilmember Fear asked if the Council could've made changes to the 5-year utility rate plan when it became known that the established rates would not be able to cover the debt load for all of the projects originally planned. City Manager Henne indicated that Council has the authority to change utility rates at any time, but there are many other factors that must also be considered when the bids for a project come in significantly over budget.

Councilmember Olson asked what the next steps are after the town hall is held. City Manager Henne said that he is anticipating they will make a decision on utility rates sometime in April. He went on to encourage individual Councilmembers to meet with him if they would like to learn about the different options he will be suggesting.

Councilmember Olson went on to suggest transitioning to monthly billing for utilities as opposed to the current quarterly billing to help people absorb the expected utility rate increase. She said it was abundantly clear that residents do not feel they can possibly afford the increases being proposed so Council will have to get creative to soften the blow.

COMMUNICATIONS

- Tanya S. Buckelew, Planning & Building Director. February 2025 Building Department Report.
- Tanya S. Buckelew, Planning & Building Director. February 2025 Code Enforcement Report.
- Tanya S. Buckelew, Planning & Building Director. February 2025 Inspections Report.
- Tanya S. Buckelew, Planning & Building Director. February 2025 Certificates Issued Report.
- Kevin D. Lenkart, Public Safety Director. February 2025 Fire Report.
- Owosso Historical Commission. Minutes of February 25, 2025.
- Parks & Recreation Commission. Minutes of February 26, 2025.
- Owosso Main Street/Downtown Development Authority. Minutes of March 5, 2025.

NEXT MEETING

Monday, March 31, 2025 at 6:30 p.m., 5th Monday Meeting, Armory Community Room
Monday, April 07, 2025 at 6:30 p.m., Regular Meeting

BOARDS AND COMMISSIONS OPENINGS

- Building Board of Appeals – Alternate - term expires June 30, 2026
- Building Board of Appeals – Alternate - term expires June 30, 2025
- DDA/OMS Board x 2 – terms expire June 30, 2028
- Zoning Board of Appeals – Alternate – term expires June 30, 2027
- Zoning Board of Appeals – Alternate – term expires June 30, 2025

ADJOURNMENT

Motion by Councilmember Ludington for adjournment at 7:00 p.m.

Motion supported by Councilmember Osmer 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.