

**CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES OF DECEMBER 18, 2023
7:32 P.M.
VIRGINIA TEICH CITY COUNCIL CHAMBERS**

PRESIDING OFFICER: MAYOR ROBERT J. TEICH, JR.

OPENING PRAYER: PASTOR MARLENE WEBSTER
OWOSSO CITY CHURCH

PLEDGE OF ALLEGIANCE: LT. MATTHEW HARVEY
CITY OF OWOSSO FIRE DEPARTMENT

PRESENT: Mayor Robert J. Teich, Jr., Councilmembers Janae L. Fear,
Jerome C. Haber, Emily S. Olson, and Nicholas L. Pidek.

ABSENT: Mayor Pro-Tem Susan J. Osika and Councilmember Daniel A.
Law.

APPROVE AGENDA

Motion by Councilmember Olson to approve the agenda as presented.

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

APPROVAL OF THE MINUTES OF REGULAR MEETING OF DECEMBER 4, 2023

Motion by Councilmember Pidek to approve the Minutes of the Regular Meeting of December 4, 2023 as presented.

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

PROCLAMATIONS / SPECIAL PRESENTATIONS

Retirement Proclamation – Debbie Hebert

Mayor Teich read aloud the following Mayoral Proclamation recognizing Debbie Hebert, Executive Secretary, for her years of service to the City of Owosso on the occasion of her retirement. Ms. Hebert was joined at the podium by her husband Rick and Utilities Director Suchanek.

**A PROCLAMATION OF THE MAYOR'S OFFICE
OF THE CITY OF OWOSSO, MICHIGAN RECOGNIZING
DEBBIE HEBERT
UPON THE OCCASION OF HER RETIREMENT**

WHEREAS, Debbie Hebert joined the City of Owosso team as the Executive Secretary for both the Department of Public Works and Engineering in 2017; and

WHEREAS, a resident calling with an issue to resolve was more often than not transferred to Engineering and greeted with Deb's courteous tone, patience and listening ear; and

WHEREAS, despite the intensity of the workload in her office, she always greeted residents with a smile and heartfelt concern for their welfare following up to ensure the resolution and completion of any issues; and

WHEREAS, her extensive municipal experience aided her transition into Owosso giving residents her undivided attention and working with them through leaf collection issues, easements, snow removal and water main issues until all had been explained, understood and in most cases resolved; and

WHEREAS, her supervisor praised her, "She is a very good fit into this organization and is doing an outstanding job;" and

WHEREAS, her servant's heart, patience and grace with those that are sometimes not easily understood were an asset to both the city and its staff and will be sorely missed; and

WHEREAS, through the years Debbie consistently demonstrated the dedication, resourcefulness, and integrity necessary to be an exceptional employee of the City of Owosso; and

WHEREAS, it is the intent of this Office that Debbie Hebert's many years of employment with the City of Owosso be recognized.

NOW, THEREFORE, BE IT PROCLAIMED that I, Robert J. Teich, Jr., Mayor of the City of Owosso, on behalf of the City Council, City Staff and the Citizens of Owosso, hereby recognize and thank Debbie for her years of dedicated service to the Owosso community and further express our sincere wishes to her as she embarks on the next chapter of her life.

Proclaimed this 18th day of December, 2023.

Audit Presentation

Ken Berthiaume, Principal CPA, with Berthiaume & Co. CPA presented the annual audit for the year ending June 30, 2023, including the federally required single audit. He reported that the audit went smoothly, everything looked to be in good shape, and he had no material problems to report. He further noted that the City appears to be healthy financially, with a strong balance sheet, solid pension funding, and a robust fund balance.

Councilmember Pidek asked Mr. Berthiaume for his opinion of the top four items that Council should follow closely to maintain the City's fiscal health. Mr. Berthiaume named the pension system, investments, management of funds through the budgeting process, and capital acquisitions as his top four.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Tom Manke, 2910 W. M-21, announced there will be a free toy give-away for needy families at the Corunna Armory. He also said someone should be held personally accountable for the money spent to demolish the former factory on Elm Street.

Alex Ebe, 320 Cass Street, told the story of the first Christmas and encouraged everyone to follow Jesus.

CONSENT AGENDA

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

Boards and Commissions Appointment. Approve the following Mayoral Boards and Commissions appointment:

Name	Board/Commission	Term Expires
Rich Harsh	Board of Review	12-31-2028

***Change Order – 2023 IT/Network Engineering Services Contract.** Approve Change Order No. 1 to the 2023 IT/Network Engineering Services Contract adding 130 hours of work time in the amount of \$13,650.00 to facilitate a transition in Logicalis consultants and authorize payment to the vendor up to the amount of \$103,650.00 as follows:

RESOLUTION NO. 206-2023

**APPROVING CHANGE ORDER NO. 1 TO
THE 2023 IT/NETWORK ENGINEERING SERVICES CONTRACT
WITH THE LOGICALIS, INC.**

WHEREAS, the city contracts with Logicalis, Inc. for the provision of network administrator services; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan approved the 2023 contract for IT/Network Engineering Services on November 21, 2022, in the amount of \$90,000.00; and

WHEREAS, the City's current network engineer, Jeff Kish, has given notice that he is leaving the City of Owosso as our Logicalis contractor and Todd Wyzynajtyś is replacing him, requiring additional training time, increasing the contract amount to \$103,650.00.

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 it is advisable, necessary and in the public interest to approve Change Order No. 1 to the 2023 IT/Network Engineering Services Contract with Logicalis, Inc. increasing the contract amount by \$13,650.00 for an additional 130 additional hours of work time.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document substantially in form attached as Logicalis Project Change Request (Change Order No. 1) to the agreement between the City of Owosso and Logicalis, Inc. increasing the total contract amount from \$90,000.00 to \$103,650.00.
- THIRD: The Accounts Payable department is authorized to submit payment to Logicalis, Inc. for work satisfactorily performed in an amount not to exceed \$103,650.00.
- FOURTH: The above expenses shall be paid from Account No. 101-228-818.000.

Purchase Order Amendment - Sodium Hypochlorite. Authorize amendment to Purchase Order Nos. 43962 & 43986 with JCI Jones Chemicals, Inc. for bulk Sodium Hypochlorite raising the total estimated cost by \$3,540.00 for the FY 2023-2024, and further authorize payment to the supplier up to \$114,240.00 based on unit prices for actual quantities required as follows:

RESOLUTION NO. 207-2023

AUTHORIZING INCREASE TO THE PURCHASE ORDERS FOR SODIUM HYPOCHLORITE WITH JCI JONES CHEMICALS, INC. DUE TO INCREASES IN THE COST OF RAW MATERIALS

WHEREAS, the City of Owosso, Shiawassee County, Michigan approved Purchase Order Nos. 43962 & 43986 with JCI Jones Chemicals, Inc. for the supply of bulk sodium hypochlorite utilizing the Mid-Michigan Water Bulk Chemical Consortium contract for the FY 2023-2024; and

WHEREAS, raw material costs have increased, and JCI Jones Chemicals, Inc. is utilizing its ability to increase the price per gallon necessitating amendment to said purchase orders.

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 amend Purchase Order Nos. 43962 and 43986 with JCI Jones Chemicals, Inc., increasing the estimated amount by \$3,540.00 due to price increases from the supplier as follows:

1,000-1,999 gals/del	\$3.57/gal
2,000-2,999 gals/del	\$2.62/gal
3,000-3,999 gals/del	\$2.27/gal
4,000-4,499 gals/del	\$2.12/gal
4,500+ gals/del	\$2.07/gal

- SECOND: the Accounts Payable department is authorized to submit payment to JCI Jones Chemicals, Inc. up to the estimated total of \$114,240.00, which may be exceeded based on usage and actual need.
- THIRD: the above expenses shall be paid from the Wastewater and Water Funds following delivery, and chargeable to account 599-548-743.300 in the amount of \$85,680.00 and to account 591-553-743.000 in the amount of \$28,560.00.

Master Plan Implementation Goals: 3.4

***Contract Extension – 2024 IT/Network Engineering Services.** Authorize extension of the contract with Logicalis, Inc. for the provision of network administrator services for the 2024 calendar year in an amount not to exceed \$90,000.00, and further authorize payment to the vendor for services rendered up to the contract amount as follows:

RESOLUTION NO. 208-2023

ADOPTING THE LOGICALIS, INC. NETWORK ADMINISTRATOR STAFF AUGMENTATION FOR TODD WYZYNAJTYS

WHEREAS, the City of Owosso, a Michigan municipal corporation, utilizes a sophisticated network of computers to facilitate day-to-day operations; and

WHEREAS, said network requires the services of a skilled professional to continue to function properly; and

WHEREAS, the city contracts with Logicalis, Inc. for the provision of network administrator services; and

WHEREAS, the city council must adopt a resolution authorizing the terms of the contract for the calendar year effective January 1, 2024 through December 31, 2024.

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

FIRST: it has been determined that it is advisable, necessary and in the public interest to continue the contract with Logicalis, Inc. for network administrator services for the year beginning January 1, 2024.

SECOND: the mayor and city clerk are instructed and authorized to sign the document substantially in form attached as Network Administrator Staff Augmentation, Quotation # 2023-174892v4 between the City of Owosso and Logicalis, Inc.

THIRD: the accounts payable department is authorized to pay Logicalis, Inc. for work satisfactorily performed in an amount not to exceed \$90,000.00.

FOURTH: the above expenses shall be paid from Account No. 101-228-818.000.

FIFTH: all prior resolutions and documents for the *Logicalis Network Administrator Staff Augmentation and/or Staffing SOW* are rescinded as of January 1, 2024.

Warrant No. 637. Authorize Warrant No. 637 as follows:

Vendor	Description	Fund	Amount
Gould Law	Services rendered from November 14, 2023 – December 11, 2023	Varies	\$10,310.04

Motion supported by Councilmember Olson.

Roll Call Vote.

AYES: Councilmembers Fear, Olson, Haber, Pidek, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Osika and Councilmember Law.

Mayor Teich thanked Rich Harsh for stepping up to serve on the Board of Review. He also thanked Amber Fuller for her 18 years of service on the Board.

ITEMS OF BUSINESS

***Audit Acceptance**

Motion by Councilmember Pidek to approve the following resolution accepting and placing on file with City of Owosso Financial Report for the Fiscal Year Ended June 30, 2023:

RESOLUTION NO. 209-2023

ACCEPTING AND PLACING ON FILE THE CITY OF OWOSSO, MICHIGAN FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2023

WHEREAS, the City of Owosso is required by the laws of the state of Michigan to annually have an independent audit performed in accordance with generally accepted auditing standards; and

WHEREAS, the Owosso City Charter requires an independent audit be made of all accounts of the city government at the close of each fiscal year per section 8.14; and

WHEREAS, the City of Owosso employed Berthiaume and Company, certified public accountants, to audit the financial records of the City of Owosso and said audit has been completed and is presented this date to the 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 Annual Financial Report for the Fiscal Year Ended June 30, 2023, attached hereto and made a part hereof as Exhibit A, is hereby accepted and placed on file.

SECOND: A copy of the City of Owosso, Annual Financial Report for the Fiscal Year Ended June 30, 2023 will be maintained on file in the office of the City Clerk for public examination, a copy will be placed in the Shiawassee District Library Owosso Branch for public examination, and copies will be sent to those required by law and agreement.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Pidek, Olson, Haber, Fear, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Osika and Councilmember Law.

Deficit Elimination Plan Fund 254

City Manager Henne noted that this plan is required by state law for any fund that is overdrawn. Housing and Redevelopment Fund No. 254 was overdrawn by \$769.00 as of June 30, 2023 due to costs related to the establishment of an escrow account for the project. The deficit amount will be invoiced to the property owner in the coming months.

Motion by Councilmember Fear to approve the following deficit elimination plan for Housing and Redevelopment Fund No. 254, associated with the rental rehabilitation project at 114-116 Main Street:

RESOLUTION NO. 210-2023

DEFICIT ELIMINATION PLAN FOR FUND 254 – HOUSING AND REDEVELOPMENT

WHEREAS, City of Owosso’s Housing and Redevelopment Fund (254) has a \$769.00 deficit fund balance as of June 30, 2023; and

WHEREAS, the primary activity in this fund is the redevelopment of apartments in the building located at 114-116 Main Street through the Rental Rehabilitation program under Michigan Economic Development Corporation (MEDC); and

WHEREAS, PA 140 of 1971 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW THEREFORE, IT IS RESOLVED that the Council of the City of Owosso adopts the following as the Housing and Redevelopment Fund (254) Deficit Elimination Plan:

Revenue & Expenditure Items	FYE 6-30-2024	Explanation
Unrestricted Net Position (Deficit) June 30, 2023	\$ (769.00)	
REVENUE		
Federal Grant		
a. Community Development Block Grant Construction	\$ 345,124.00	57% of expenses per MEDC grant share ratio
b. Community Development Block Grant - Administrator	\$ 6,096.00	50% of remaining balance of certified grant administer required by MEDC
Other		
a. Private developer contribution	\$ 261,125.00	Required private match per MEDC grant share ratio
Total Revenues	\$ 612,345.00	
EXPENDITURES		
Community and Economic Development		
a. Construction	\$ 605,480.00	50% of construction budget per the MEDC grant agreement

Community and Economic Development, continued...		
b. Administrator	\$ 6,096.00	50% of remaining balance of certified grant administer required by MEDC
Total Expenditures	\$ 611,576.00	
Changes in Fund Balance	\$ 769.00	
Fund balance, end of year	\$ 0	

Explanation: The deficit amount will be charged back to the developer in FYE 6-30-2024 and classified as part of their private match per a MEDC rental rehabilitation grant program agreement. Expenses were incurred prior to a developer agreement, which created a developer escrow account, being executed.

BE IT FURTHER RESOLVED, that the City of Owosso’s Finance Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

Motion supported by Councilmember Pidek.

Roll Call Vote.

AYES: Councilmembers Haber, Fear, Pidek, Olson, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Osika and Councilmember Law.

Master Plan Implementation Goals: 1.19, 2.3, 3.21, 5.11, 5.13

Credit Card Policy Amendment

City Manager Henne explained that the City had adopted its first credit card policy in 2016, which limited purchases to conferences and training. Since that time, it has become difficult to pay for these expenses without exceeding the credit limit of a single card, or bumping up against the overall credit limit when several people attend an event.

Motion by Councilmember Olson to approve amending the Credit Card Policy governing the use of City-owned credit cards to allow payment of training, education, and professional memberships and to increase the overall credit limit as well as individual credit limits as follows:

RESOLUTION NO. 211-2023

**CITY OF OWOSSO, MICHIGAN
REVISED CREDIT CARD POLICY**

WHEREAS, the City of Owosso approved Resolution No. 101-2018 on June 18, 2018 adopting a credit card policy and wishes to update such policy; and

WHEREAS, the City of Owosso wishes to use a credit card restricted to the payment of travel, **training/education, professional memberships and** conference expenditures for all departments in conducting official business of the City; and

WHEREAS, the City of Owosso wishes to use a credit card restricted for use to only designated personnel approved by the City Manager; and

WHEREAS, in accordance with Public Act 266 of 1995 the City is required to adopt a Credit Card Use policy; and

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

- FIRST: the Finance Director or designee is responsible for credit card issuance, accounting, monitoring, retrieval and for overseeing compliance with credit card policies and procedures.
- SECOND: that the credit card will be issued and used only by authorized City of Owosso employees.
- THIRD: that the user of the credit card will submit documentation, in a timely organized manner, for every purchase which includes in detail the goods or services purchased, the date of purchase and the official business for which purchased.

- FOURTH: that the employee issued the credit card is responsible for its protection and custody and will immediately notify the City of Owosso Finance Department if the card is lost or stolen and will turn in the card prior to termination of employment.
- FIFTH: that the Finance Director for the City of Owosso will establish internal controls including proper approval(s) of invoices before payment and that statements will be paid in full within not more than 60 days of the statement date.
- SIXTH: that the misuse of the credit card by an employee will result in revocation of the card and/or criminal charges and/or termination of employment.
- SEVENTH: that the total combined authorized credit limit of the credit cards issued by the City of Owosso will not exceed the credit limit of **\$20,000, individual card limits will not exceed \$2,000 and authorization is granted to increase individual card limits temporarily on a case-by-case basis.**
- EIGHTH: that the policy and procedures adopted by this resolution will be separately compiled and made available to the public by the City Clerk.

Motion supported by Councilmember Pidek.

Roll Call Vote.

AYES: Councilmembers Olson, Fear, Haber, Pidek, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Osika and Councilmember Law.

***Contract Authorization – Owosso Charter Township Ambulance Service**

City Manager Henne explained that last year Owosso Charter Township had approached the City about possibly taking over ambulance services for the Township. The Township's service provider, MMR, wanted to raise the household assessment from \$35 to \$110. And though the Township had a contract for service with MMR, the City made over 200 mutual aid runs into their coverage area within the last twelve months. Negotiations between the City and the Township concluded with the City agreeing to assess \$85 per household for the first year of the contract, after which the contract will be reopened and potentially renegotiated. Should Council decide to approve the contract the City will hire and outfit three new firefighter/paramedics.

Motion by Councilmember Pidek to approve a contract with Owosso Charter Township to provide ambulance services on their behalf to the township in the amount of \$85.00 per residence, plus charges for businesses, churches, and campgrounds as follows:

RESOLUTION NO. 212-2023

**AUTHORIZING AN AGREEMENT FOR AMBULANCE SERVICE
BETWEEN THE CITY OF OWOSSO AND OWOSSO CHARTER TOWNSHIP**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, operates a Fire Department which has the ability to provide ambulance service to outlying areas; and

WHEREAS, the City of Owosso Public Safety Department and Owosso Charter Township desire to enter into an agreement for the provision of ambulance coverage by the City to the Township.

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 enter into an agreement with Owosso Charter Township for the provision of ambulance coverage by the City on behalf of the Township.
- SECOND: The Mayor and City Clerk are instructed and authorized to sign the document, substantially in the form attached, Contract for Ambulance Services with Owosso Charter Township/City of Owosso.

Motion supported by Councilmember Fear.

Roll Call Vote.

AYES: Councilmembers Pidek, Olson, Fear, Haber, and Mayor Teich.

NAYS: None.

ABSENT: Mayor Pro-Tem Osika and Councilmember Law.

City Manager Henne asked that the Clerk add Master Plan Implementation Goal No. 7.1 to the list of goals for this agenda item.

Master Plan Implementation Goals: 3.1, 7.1

COMMUNICATIONS

Tanya S. Buckelew, Planning & Building Director. November 2023 Building Department Report.
Tanya S. Buckelew, Planning & Building Director. November 2023 Code Violations Report.
Tanya S. Buckelew, Planning & Building Director. November 2023 Inspections Report.
Tanya S. Buckelew, Planning & Building Director. November 2023 Certificates Issued Report.
Kevin D. Lenkart, Public Safety Director. November 2023 Police Report.
Kevin D. Lenkart, Public Safety Director. November 2023 Fire Report.
Downtown Development Authority/Main Street. Minutes of December 6, 2023.
Parks and Recreation Commission. Minutes of December 6, 2023.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen comments.

City Manager Henne announced that he had recently been elected by his peers to a term on the statewide City Manager's Association Board. He also noted that the Curwood Castle 100th Anniversary party, held at the Conservation Club over the weekend, went really well and was well attended.

Mayor Teich congratulated City Manager Henne on his election. He also gave a shout out to Mayor Pro-Tem Osika, who is out recovering from knee surgery.

Councilmember Olson noted that she was very happy with the "Meet the Staff" video that was recently posted to the City's Facebook page.

NEXT MEETING

Tuesday, January 02, 2024

BOARDS AND COMMISSIONS OPENINGS

Building Board of Appeals – Alternate - term expires June 30, 2024
Building Board of Appeals – Alternate - term expires June 30, 2025
Zoning Board of Appeals – Alternate – term expires June 30, 2024
Zoning Board of Appeals – Alternate – term expires June 30, 2025

ADJOURNMENT

Motion by Councilmember Fear for adjournment at 8:34 p.m.

Motion supported by Councilmember Olson 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.