



MONTROSE CITY COUNCIL MEETING 2026

Tuesday July 21, 2026 at 7:00 p.m.

Meeting Location: 139 South State St, Montrose, MI 48457

1. CALL IN DIRECTIONS

July 21, 2026 07:00 PM Eastern Time (US and Canada)
Meeting ID 820 8235 8066

Passcode: 087946

Registration Link: <https://us06web.zoom.us/meeting/register/rBrn9jPzSxK0EK6mGPhUcA>

2. CALL TO ORDER

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA for July 21, 2026

6. PRESENTATION

Blake D. Strozier, Rowe Professional Services Company– Parks & Recreation Master Plan

7. CITIZEN OF THE MONTH

8. MEETING OPEN TO THE PUBLIC (Agenda Items Only)

The purpose of this agenda item is to allow persons to comment on agenda items that will be considered at this meeting. This is not a forum for debate or for which questions will be answered. The City Council will consider all comments and questions and decide if they wish to address those items during the relevant agenda item. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes.

9. CONSENT AGENDA

- a) Approval City Council Meeting Minutes June 2026
- b) Approval City Council Bills for the month of June 2026
- c) Receive and file Police, Fire, Code Enforcement Report for June 2026
- d) Receive and file Genesee County 9-1-1 Director's Report for June 2026 (N/A)
- e) Receive and file Consultant City Manager Report - No Report
- f) Receive and file City Treasurer/Finance Director & Deputy Treasurer Reports for June 2026
- g) Receive and file City Clerk Report for June 2026
- h) Receive and file City Secretary Report June 2026
- i) Receive and file DPW Supervisor Report for June 2026
- j) Receive and file City Building Inspector Report for June 2026

10. PUBLIC HEARING

11. OLD BUSINESS

12. NEW BUSINESS

1. Mayor request to appoint Mr. Ray Foust as Interim City Manager
2. Consider Approval of Lease Contract Pitney Bowes

13. BID AWARD/PURCHASE

14. ORDINANCES

15. APPOINTMENTS

16. MEETING OPEN TO THE PUBLIC

The purpose of this agenda item is to allow persons to comment, praise, or raise a concern that they feel the City Council should address. This is not a forum for debate or for which questions will be answered. The City Council will consider all comments, questions, praise, and concerns, and decide if they wish to address those items during the agenda item "City Council Comments." They may also ask administration to address issues raised after the meeting is completed. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes.

17. CITY COUNCIL COMMITTEE REPORTS

18. CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS

19. CLOSED SESSION

1. "Motion to go into closed session under MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute because it is attorney-client privileged."

20. ADJOURNMENT

CITY OF MONTROSE

MEMORANDUM

DATE: July 15, 2026
TO: Mayor Thomas J. Banks and City Council
FROM: Joseph Karlichek, City Manager Consultant
SUBJECT: Draft 2026-2031 Parks and Recreation Master Plan

Purpose

ROWE Professional Services Company will present the draft Parks and Recreation Master Plan at the July 21, 2026 regular City Council meeting. The plan updates the City's prior recreation plan and provides a framework for park maintenance, improvements, partnerships, and future grant opportunities. Final adoption is not requested on July 21.

Summary of the Draft Plan

The draft inventories Lions Park, Blueberry Park, the Montrose Train Depot, school facilities, and regional recreation resources. Based on the community survey and ROWE's review, the main areas of emphasis are:

- Maintaining existing parks and replacing aging playground and site equipment.
- Improving accessibility, walking routes, sidewalks, and non-motorized connections.
- Developing a long-term use plan for the Montrose Train Depot.
- Evaluating future land acquisition for a small park, nature area, dog park, or similar public use.
- Using partnerships, grants, donations, and long-term capital planning to fund improvements.

The plan is a planning document only. It does not authorize a project, property purchase, or expenditure. Any future project would return to City Council for review, funding, and approval.

Proposed Public Review Process

- July 21, 2026: ROWE presents the draft and City Council receives it for public review.
- July 22 through August 21, 2026: The draft is available at City Hall and on the City website for public review and comment.
- Public notice will be provided through the Flint Journal, the Montrose Herald, the City website, and City social media.
- Written comments may be submitted to City Hall or through a designated City email address. All comments will be logged, preserved, and provided to ROWE for review.
- After the review period, ROWE will prepare any appropriate revisions. The DDA will consider a resolution of endorsement, followed by a public hearing and final City Council adoption at a later meeting.

Before the draft is posted for public review, ROWE should complete administrative corrections identified by City staff, including current officials, governance language, plan dates, and other clerical items.

Recommended Council Action

Suggested motion: Move to receive the draft City of Montrose Parks and Recreation Master Plan and authorize its release for public review from July 22 through August 21, 2026, with a public hearing and final adoption to be scheduled after completion of the review period and required notice.

Attachment: Draft City of Montrose Parks and Recreation Master Plan

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 23, 2026

A.

CALL TO ORDER: Mayor Tom Banks called the regular Council meeting to order at 7:00 p.m. The meeting was held at the City Offices located at 139 S. Saginaw Street, Montrose, MI.

ROLL CALL: Present council members were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Lori Machuk, and Melissa Hoose. Also present was City Manager Joe Karlichek, City Clerk Tina Rush, and several citizens. Absent – Councilman Pangle.

PLEDGE OF ALLEGIANCE: Mayor Tom Banks led The Pledge of Allegiance.

APPROVAL OF AGENDA FOR MAY 26, 2026:

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Hoose to approve the agenda. Roll Call Vote: Machuk – Aye, Arnold – Aye, Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, and Mayor Banks – Aye.

PRESENTATIONS: PROCLAMATION OF MR. STEVE GOLD.

CITIZEN OF THE MONTH: Council honored Don O'Guinn.

- **MOTION** by Hoose **SECOND** by Machuk to nominate Pat Thorsby for Citizen of the month for June 2026. Roll Call Vote: Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MEETING OPEN TO THE PUBLIC (Agenda Items Only): Members of public made comments.

CONSENT AGENDA:

A. APPROVAL OF CITY COUNCIL MEETING MINUTES FROM MAY 2026 & SPECIAL MEETING JUNE 9, 2026

B. APPROVE CITY COUNCIL BILLS FOR THE MONTH OF MAY 2026

C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT REPORT FOR MAY 2026

D. RECEIVE AND FILE GENESEE COUNTY 9-1-1 DIRECTOR'S REPORT FOR MAY 2026

E. RECEIVE AND FILE CITY MANAGER REPORT FOR MAY 2026

F. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE MANAGER & DEPUTY TREASURER REPORTS FOR MAY 2026

G. RECEIVE AND FILE CITY CLERK REPORT FOR MAY 2026

H. RECEIVE AND FILE CITY SECRETARY REPORT FOR MAY 2026

I. RECEIVE AND FILE CITY DPW SUPERVISOR REPORT FOR MAY 2026

J. RECEIVE AND FILE CITY BUILDING INSPECTOR REPORT FOR MAY 2026

K. RECEIVE AND FILE COMMUNITY EVENT APPLICATION – BLUEBERRY FESTIVAL

- **MOTION** by Machuk **SECOND** by Hoose that we approve the consent agenda items. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Arnold – Aye, Heslop – Aye, Pangle – Aye, Machuk – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Hoose **SECOND** by Machuk that we amend the consent agenda to include looking into the accuracy of the meeting minutes pertaining to old business. Roll Call Vote: Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-tem Ricard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 23, 2026

PUBLIC HEARING:

OLD BUSINESS: Rental Housing Survey, Rental Registration Compliance, and Policy Direction Regarding Enforcement of the Rental Ordinance.

- **MOTION** by Arnold **SECOND** Heslop that we approve option 1 that we continue to enforce the ordinance as written. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – Aye, Mayor Pro-tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

NEW BUSINESS:

1. *REAFFIRMATION OF PARTICIPATION IN THE GENESEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – FY 2027 THROUGH FY 2029:*

- **MOTION** by Arnold **SECOND** by Hoose that we reaffirm of participation in the Genesee Community Development Block Grant Program – for FY 2027 through FY 2029. Roll Call Vote: Mayor Pro-Tem Mark Richard – Aye, Helsop – Aye, Machuk – Aye, Hoose – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

2. *RESOLUTION TO AMEND MERS DEFINED BENEFIT PLAN ADOPTION AGREEMENT – DIVISION 11, GENERAL – INCLUSION OF CITY MANAGER CLASSIFICATION EFFECTIVE JULY 1, 2026:*

- **MOTION** by Hoose **SECOND** by Arnold that we accept the resolution to amend MERS Defined Benefit Plan adoption agreement – Division 11, general – inclusion of City Manager classification effective July 1, 2026. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-tem Richard – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

3. *PARKS & RECREATION MASTER PLAN UPDATE – SPARK GRANT: INFORMATIONAL ONLY.*

BID AWARD/PURCHASE: NONE

ORDINANCES: NONE

APPOINTMENTS: *NOTIFICATION OF RESIGNATION – LORI MACHUK, DDA CHAIRWOMAN:*

- **MOTION** by Arnold **SECOND** by Hoose that we accept the resignation of Lori Machuk as DDA Chair. Roll Call Vote: Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Abstain, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. Five Ayes, One Abstain. Motion Carried.

RE-APPOINTMENT OF TAX BOARD OF REVIEW MEMBER

- **MOTION** by Banks **SECOND** by Arnold that we re-appoint Nancy Obershaw to the Tax board of Review. Roll Call Vote: Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Arnold – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

NOTIFICATION OF RESIGNATION – NICOLE RUMBOLD – PLANNING COMMISSION

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 23, 2026

- **MOTION** by Mayor Banks **SECOND** by Arnold that we remove Nicole Rumbold from the Planning Board. Roll Call Vote: Mayor Pro-tem Richard – Aye, Hoose – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MEETING OPEN TO THE PUBLIC: Several citizens made a comment.

CITY COUNCIL COMMITTEE REPORTS: Oral reports given.

CITY MANAGER & CITY ATTORNEY REPORT: Oral reports given.

CITY COUNCIL COMMENTS: Comments were made.

CLOSED SESSION: *None.*

ADJOURNMENT:

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard to adjourn the meeting. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at __:__ p.m.

Prepared by City Secretary, Christine Schultz

B.

07/06/2026 08:39 AM
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DB: Montrose

CHECK REGISTER FOR CITY OF MONTROSE
CHECK DATE FROM 06/01/2026 - 06/30/2026

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Check Date	Check	Vendor Name	Description	Amount
Bank SB CK CHOICE ONE BANK				
06/04/2026	37(E)	ELAN - CREDIT CARD	Credit Card Statement for April 2026	1,521.13
06/04/2026	38(E)	PITNEY BOWES INC. (SUPPLIES)	DM3C/DW4C Red Ink Cartridge for Postage	132.79
06/04/2026	39(E)	SPECTRUM BUSINESS	Internet Services for June 2026	279.98
06/04/2026	40(E)	USDA RURAL DEVELOPMENT	Water Revenue Bonds Series A - Interest	20,892.50
06/22/2026	41(E)	ELAN - CREDIT CARD	Credit Card Statement for May 2026	1,275.68
06/22/2026	42(E)	SMALL BUSINESS INSURANCE SERVICES	SBAM - July 2026 Health, Dental & Life I	4,723.43
06/04/2026	21498	ADS PLUS	2-Part Civil Infraction Booklet	109.29
06/04/2026	21499	APM - ADVANCED OUTDOOR SPRAYING	Mosquito Services for June 2026	6,580.00
06/04/2026	21500	CONSUMERS ENERGY	Utility Bills for May 2026	3,203.62
06/04/2026	21501	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio	2,970.35
06/04/2026	21502	GILL ROY'S COMPLETE HARDWARE	Water Samples for May 2026	15.48
			50' Rope for Trees	6.49
			24" Black Cable for DDA Banner	17.98
			24" 10 PC Black Cable Tie, Nuts and Bolt	10.89
			ASA Strike Plate and SC Comm Elan Pass L	45.11
			1 - 10 Pack of O-Rings for the Power Was	8.29
				104.24
06/04/2026	21503	GOLD & SONS AUTOMOTIVE INC.	Paint Brush Set & White Paint for City O	80.57
			White Paint for City Office Handicap Rai	52.86
				133.43
06/04/2026	21504	HYDROCORP	Cross Connection Inspections for May 202	319.88
06/04/2026	21505	IVERSON'S LUMBER COMPANY	Bits for Drill	9.62
06/04/2026	21506	JOHN J. RYAN PLLC	Attorney Services for April 2026	1,500.00
			Attorney Services for May 2026	1,500.00
				3,000.00
06/04/2026	21507	KIMBERLY LYNCH	04/20/26 - 05/17/26 Interim Tresurer Con	8,200.00
06/04/2026	21508	LEO'S SAW SHOP, INC.	1 Used Coil and 1 Plug for the Sidewalk	33.99
06/04/2026	21509	MENARDS	Mulch for Lion's Park and Blueberry Park	44.09
06/04/2026	21510	MICHIGAN MUNICIPAL LEAGUE - INSURAN	Liability & Pool City Insurance 07/01/26	20,728.00
06/04/2026	21511	MICHIGAN MUNICIPAL LEAGUE WORKER'S	Worker's Comp. 07/01/2026 - 06/30/2027	4,218.00
06/04/2026	21512	MICHIGAN RURAL WATER ASSOC.	Membership Dues 07/01/2026 - 06/30/2027	590.00
06/04/2026	21513	PRIORITY WASTE LLC	Refuse Services for June 2026	10,155.95
06/04/2026	21514	QUILL CORPORATION	Office & DPW Supplies for June 2026	224.68
06/04/2026	21515	ROBERT NAUMANN	Assessing Services for May 2026	1,000.00
06/04/2026	21516	VERDANT COMMERCIAL CAPITAL	City Office Copy Machine Maintenance for	197.26
06/04/2026	21517	VIEW NEWSPAPER GROUP - JAMS MEDIA	Publications for May 2026	92.05
06/04/2026	21518	WEX BANK	Fuel for May 2026	607.19
06/22/2026	21519	BOSS BUSINESS SOLUTIONS	Maintenance Agreement 06/21/26 - 09/20/2	980.93
06/22/2026	21520	CITY OF MONTROSE	City Offices for June 2026	74.42
			DPW Garage for June 2026	78.00
			The Depot for June 2026	65.28
			Lion's Park Restrooms for June 2026	63.80
			Blueberry Park Restrooms for June 2026	97.53
			Jennings Library for June 2026	81.88
				460.91
06/22/2026	21521	CONNIE BRADSHAW	Reimbursement for Depot Cancellation	85.00
06/22/2026	21522	EGLE - STATE OF MICHIGAN	Water Samples Tested May 2026	195.00
06/22/2026	21523	FLEIS & VANDENBRINK ENGINEERING		3,500.50

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Check Date	Check	Vendor Name	Description	Amount
06/22/2026	21524	GENESEE COUNTY DRAIN COMMISSIONER	Water Samples May 2026	50.00
06/22/2026	21525	GENESEE COUNTY GIS DEPARTMENT	5th of 6th Installment of GIS Pictometry	223.70
06/22/2026	21526	GREAT LAKES CONCRETE SUPPLY, LLC	ADA 24" x 48" Brick Red Cast-in-Place Re	962.00
06/22/2026	21527	JOHN J. RYAN PLLC	Attorney Services for June 2026	1,500.00
06/22/2026	21528	ROWE PROFESSIONAL SERVICES COMPANY	5-Year Recreation Plan Professional Serv	1,280.25
			5-Year Recreation Plan Professional Serv	2,056.25
				3,336.50
06/22/2026	21529	KCI - KENT COMMUNICATION	2026 Winter Tax Bills & Postage	420.44
06/22/2026	21530	LARKO'S LAWN CARE	Lawn Mowing Services for May 2026	1,866.70
06/22/2026	21531	MENARDS	Paint for Crosswalks	43.95
06/22/2026	21532	MODERN CONCRETE	CDBG Grant for Sidewalks	794.00
06/22/2026	21533	NETSOURCE ONE	Monthly Server Backup/ Licensing & M365	1,492.50
			Four of Five Invoice for Transitioning t	622.00
				2,114.50
06/22/2026	21534	QUILL CORPORATION	Office & DPW Supplies for June 2026	19.99

SB CK TOTALS:

Total of 43 Disbursements:

107,901.27

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CHECK DATE FROM 06/01/2026 - 06/30/2026

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Check Date	Check	Vendor Name	Description	Amount
Bank TAX C TAX ACCOUNT				
06/04/2026	2805	BISHOP AIRPORT AUTHORITY	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	266.79
06/04/2026	2806	CITY OF MONTROSE	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	11,186.28
06/04/2026	2807	GENESEE COUNTY TREASURER	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	6,431.66
06/04/2026	2808	GENESEE INTERMEDIATE SCHOOL DIST	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	2,048.44
06/04/2026	2809	MASS TRANSIT AUTHORITY	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	681.80
06/04/2026	2810	MONTROSE COMMUNITY SCHOOLS	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	4,466.55
06/04/2026	2811	MOTT COMMUNITY COLLEGE	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	1,414.15
06/04/2026	2812	STATE OF MICHIGAN	DISBURSEMENT OF PILOT FUNDS IN LIEU OF T	23,527.32

TAX C TOTALS:

Total of 8 Disbursements:

50,022.99

CITY OF MONTROSE

139 S. SAGINAW STREET
MONTROSE, MI 48457



PHONE (810) 639-6168
FAX (810) 639-6125

+
July 6, 2026

Attention: City Administrator Joe Karlicheck and Montrose, MI City Commission members.

In the month of June, 2026, exactly 27 code violation letters were issued to Montrose residents and businesses. This is an estimated breakdown of my activity for the month of November.

- (1) 25% of my activity was for upcoming rental inspections (Verifying rental properties).
- (2) 25% Trash cans out early and out late.
- (3) 10% parking between the road and the sidewalk, in the front yard, and obstructing sidewalks.
- (4) 30% exterior Property.
- (5) 10 % Vacant building violation.

I have estimated that 80% of violations have been corrected with 20% still pending.

Should you have any questions regarding this matter, please contact me at (810-444-6766).

Sincerely,

Scott Murlick
Code Enforcement Officer

In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, disability, political beliefs, or disability. (Not all prohibited bases apply to all programs). Hearing or speech impaired services available by dialing 711.

To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-5694 (TDD).

Montrose Township Police Department

CITY STATS JUNE 2026

MAY	TYPE OF CALLS	JUNE
58	General Radio Calls	38
1	Felony Arrests	0
1	Misdemeanor Arrests	2
0	Operating While Intox. (OWI)	0
4	Traffic Violations	4
14	Verbal Warnings	9
3	Accidents	0
0	Public Assists	0
0	Assist Other Department	1
0	Motorist Assist	0
2	Medical Calls	1
504	Property Inspections	488
7	Vacation Checks	3

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CITY OF MONTROSE
Consultant City Manager Report
July 21, 2026

Submitted By	Joe Karlichek, Consultant City Manager
Report Period	Activities since previous report

Executive Summary

Consulting services during this reporting period focused on governance support, coordination with legal counsel, election administration matters, City Manager recruitment, agenda preparation, and coordination of strategic projects. Primary agenda items for the July 21, 2026 City Council meeting include Council consideration of the Attorney-Client Privileged memorandum concerning the City Clerk and a presentation by ROWE Professional Services regarding the Parks and Recreation Master Plan update.

Administration & Governance

- Continued consultation with the Mayor and City Council regarding transition and governance matters.
- Coordinated with City Attorney John Ryan on municipal legal and governance issues.
- Assisted with preparation of the July 21, 2026 City Council agenda and supporting materials.
- Responded to requests from elected officials regarding administrative procedures and operations.

City Clerk / Election Administration

- Coordinated with legal counsel regarding preparation of the Attorney-Client Privileged memorandum for Council consideration.
- Compiled supporting documentation, chronology, correspondence, and administrative records.
- Coordinated meeting logistics for Council's review of the matter.

City Manager Recruitment

- Coordinated with Pivot Group Municipal Services regarding the recruitment process.
- Verified recruitment procedures and confirmed that all completed applications received by Pivot were forwarded to City Council for review.
- Coordinated scheduling of a Special City Council meeting for applicant review and interview selection.

Parks & Recreation

- Coordinated with ROWE Professional Services regarding presentation of the Parks and Recreation Master Plan update.
- Scheduled the presentation for the July 21 Council agenda.

General Consultation

- Provided ongoing consultation to City officials consistent with the approved Consultant Agreement.
- Remained available to assist the City during the management transition.

Upcoming Priorities

- Facilitate the July 21, 2026 City Council meeting.
- Assist Council with administration of the Attorney-Client Privileged agenda item.
- Facilitate the ROWE Professional Services presentation.
- Continue transition support under the Consultant Agreement.

Respectfully submitted,

Joe Karlichek
Consultant City Manager
City of Montrose

F.

CITY OF MONTROSE

MEMORANDUM

Date: July 1, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Deputy Treasurer/Administrative Assistant Report for June 2026

Trainings

- August – Fall Conference in Grand Rapids. This will be a national conference this year where MMTA partners with APT US&C.

Webinar

- Have another Treasurer to Treasurer this month. They are always very informing
- Received my Election Official Accreditation through a Virtual Program
- Received my QVF Basic Access Training through an online training

Duties

- 2026 Taxes are out and we have started receiving payments
- Bank reconciliation of all accounts
- Have started sending invoices out for lawn mowing.
- Getting ready so I can help Tina with elections.
- Other Trainings I have gotten are:
 - AV Drop Box Collection Log
 - County & Jurisdiction Phone System 7 Digit Codes
 - QVF Geography & Street Index Training Tidbit
 - Absent Voters at the Polls
 - 2026 Michigan “I Voted” Sticker Competition Talking Points and FAQs for Clerks
 - QVF Manual Chapter 6A – Absent Voter Tracking – AV Details
 - Early Voting Preparation for 2026

Recommendation: City Council receive and File Report.

P.

CITY OF MONTROSE

MEMORANDUM

Date: July 1, 2026

To: Mayor Banks and City Council Members

From: City Secretary

Subject: Utility, Tax, Water/Sewer and Customer Service Report for July 2026

In an effort to keep City Council well-informed, Administration is providing a monthly report on the following activities. This report outlines the status, progress, activity, projects and/or initiatives, it is by no means an all-inclusive list of the activities. **June 2026 activities.**

- Continue to search for additional training and or educational opportunities.

Customer Assistance Front Counter

Total: 227

I received 57 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

Depot Rentals

Total: 1

Lions Park Rentals

Total: 2

Blueberry Park Rentals

Total: 1

Trash/Recycling Complaints

Total: 4

Dump Passes

Total: 0

Burn Permits

Total: 18-Prior to the burn ban

Water/Sewer Bill Reconciliation

655 Water bills were processed in June. 111 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on June 10, 2026, to the post office. Eighty-two water bills on autopayment.

Water Shut Off

Sixty-seven residents on the shut-off list for the month of June. A resident must be two months behind on payments to be on the shut-off list. Forty-one residents paid before phone calls were made. Twenty-six received one if not two additional phone calls regarding the shut-off date. By June 8, 2026, at 6pm, Sixty-five residents had paid on time or made payment arrangements. Shut off was scheduled for June 9, 2026.

Total: 2 – On June 9, 2026, at 8am. Residents who were shut off either had city office phone number blocked or no phone number on file. All paid on the same day.

Happy 250th Birthday America! Hoping everyone had a safe 4th of July holiday!

Welcome back Patrick!

Recommendation: City Council Consider Receive and File Report

CITY OF MONTROSE

MEMORANDUM

TO: Mayor Banks and Montrose City Council Members

FROM: Kim Lynch, Interim Treasurer

SUBJECT: Report on the Treasurers Department for June 2026

The Treasurer's Office successfully completed preparation of the 2026 Summer Property Tax Roll, and tax bills were mailed on July 1, 2026. The 2026 roll reflects a total ad valorem taxable value of \$36,571,326 and approximately \$1.35 million in ad valorem property taxes levied for collection during the summer tax season. The City's tax levy includes 16.0970 mills for Unit Operating, generating approximately \$588,685 to support general municipal operations; 3.74820 mills for Public Safety, generating approximately \$137,073 to support police and public safety services; and 1.8162 mills for the Downtown Development Authority (DDA), generating approximately \$15,834 to support downtown development and revitalization initiatives. The Treasurer's Office will continue to monitor collections throughout the tax season and ensure the timely settlement and distribution of tax revenues to all applicable taxing jurisdictions.

Based on the final 2026 Summer Tax Roll, the Downtown Development Authority (DDA) is projected to capture approximately \$105,185 in tax increment revenues. These captured revenues provide the primary funding source for projects identified within the DDA Development Plan, including public improvements, beautification efforts, infrastructure investments, and economic development initiatives that support continued revitalization of the downtown district.

Towards the end of June the City received its annual MERS Actuarial Valuation Report for the plan year ending December 31, 2025, which provides an independent assessment of the City's pension system and establishes employer contribution requirements for future fiscal years. The valuation reflects a significant improvement in the City's retirement plan, with the funded ratio increasing from 92% in 2024 to 100% in 2025, demonstrating the continued financial strength of the City's pension system. The report indicates actuarial accrued liabilities of approximately \$932,435, supported by \$930,428 in actuarial assets, resulting in a substantially funded retirement plan and a reduction in the estimated annual employer contribution from \$17,052 to \$11,472 for the fiscal year beginning July 1, 2027. The valuation also incorporates updated demographic and economic assumptions adopted by the MERS Retirement Board, including a reduction in the long-term assumed investment return from 6.93% to 6.79%, while recognizing strong investment performance during 2025. Based on current actuarial assumptions, the City's pension plan is projected to remain well funded over the coming years, providing continued stability for future budgeting and demonstrating the City's commitment to responsibly managing its long-term retirement obligations.

1 RUS is not final amounts for fiscal year.
We are still finalizing Revenues and Expenditures
for 6/30/2026 fiscal year.

07/08/2026

REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

PERIOD ENDING 06/30/2026

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE		AVAILABLE	
		AMENDED BUDGET	06/30/2026	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
101-000-403	PROPERTY TAXES - OPERATING LEVY	553,240.00	516,076.61		37,163.39	93.28
101-000-406	PROPERTY TAXES - DDA CAPTURE	(115,000.00)	0.00		(115,000.00)	0.00
101-000-427	PROPERTY TAXES - PUBLIC SAFETY LEVY	128,823.00	120,178.69		8,644.31	93.29
101-000-432	PAYMENT IN LIEU OF TAXES (PILT)	10,000.00	11,186.28		(1,186.28)	111.86
101-000-445	PENALTIES AND INTEREST ON TAXES	2,500.00	6,629.21		(4,129.21)	265.17
101-000-447	PROPERTY TAX ADMIN FEE	21,829.00	22,575.56		(746.56)	103.42
101-000-476	BUSINESS LICENSES AND PERMITS	900.00	2,537.50		(1,637.50)	281.94
101-000-477	CATV FRANCHISE FEES	14,000.00	9,321.62		4,678.38	66.58
101-000-479	BUILDING PERMITS	3,918.60	9,554.50		(5,635.90)	243.82
101-000-480	LIQUOR LICENSE FEES	0.00	1,357.95		(1,357.95)	100.00
101-000-569	STATE GRANTS - OTHER	5,000.00	6,756.42		(1,756.42)	135.13
101-000-573	LOCAL COMMUNITY STABILIZATION SHARE TAX	6,400.00	7,083.22		(683.22)	110.68
101-000-574	STATE REVENUE SHARING	240,000.00	200,440.00		39,560.00	83.52
101-000-626	CHARGES FOR SERVICES	3,500.00	9,514.64		(6,014.64)	271.85
101-000-628	COPY AND REPORT FEE	1,037.57	553.71		483.86	53.37
101-000-651	CITY PARK FEES	190.00	70.00		120.00	36.84
101-000-657	FINES	1,644.31	840.79		803.52	51.13
101-000-665	INTEREST EARNED	13,500.00	22,140.07		(8,640.07)	164.00
101-000-671	VILLAGE OF CHESANING EQUIP RENTAL	1,811.68	0.00		1,811.68	0.00
101-000-675	PUBLIC CONTRIBUTIONS	500.00	0.00		500.00	0.00
101-000-676	REIMBURSEMENTS	10,000.00	3,056.71		6,943.29	30.57
101-000-678	CHARGES TO FUNDS-EQUIP. RENTA	0.00	18,286.54		(18,286.54)	100.00
101-000-693	SALE OF FIXED ASSETS	15,000.00	15,000.00		0.00	100.00

101-000-694	MISCELLANEOUS	1,075.60	396.72	678.88	36.88
TOTAL REVENUES		919,869.76	983,556.74	(63,686.98)	106.92
Expenditures					
101	MAYOR & COUNCIL	33,548.00	30,795.24	2,752.76	91.79
172	MANAGER	43,832.00	37,250.68	6,581.32	84.99
215	CLERK	80,125.85	67,526.22	12,599.63	84.28
223	AUDITOR	21,400.00	20,750.21	649.79	96.96
247	BOARD OF REVIEW	2,932.00	2,327.30	604.70	79.38
253	TREASURER	107,703.00	99,108.62	8,594.38	92.02
257	ASSESSOR	17,000.00	12,518.29	4,481.71	73.64
261	SECRETARY	24,495.65	19,359.88	5,135.77	79.03
262	ELECTIONS	12,110.00	985.08	11,124.92	8.13
265	BUILDING AND GROUNDS	36,971.25	41,711.56	(4,740.31)	112.82
301	POLICE	5,429.50	4,763.04	666.46	87.73
336	FIRE DEPARTMENT	550.00	425.00	125.00	77.27
345	PUBLIC SAFETY DEPARTMENT (POLICE & FIRE)	433,638.24	396,967.24	36,671.00	91.54
371	BUILDING INSPECTION DEPARTMENT	42,335.00	37,190.76	5,144.24	87.85
441	DEPARTMENT OF PUBLIC WORKS	101,574.75	61,860.71	39,714.04	60.90
448	STREET LIGHTS	27,539.40	16,689.99	10,849.41	60.60
701	PLANNING	8,965.00	5,650.27	3,314.73	63.03
702	ZONING	11,423.00	3,868.41	7,554.59	33.87
751	PARKS AND RECREATION	53,953.00	49,174.14	4,778.86	91.14
790	LIBRARY	4,000.00	1,163.47	2,836.53	29.09
TOTAL EXPENDITURES		1,069,525.64	910,086.11	159,439.53	85.09
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		919,869.76	983,556.74	(63,686.98)	106.92
TOTAL EXPENDITURES		1,069,525.64	910,086.11	159,439.53	85.09
NET OF REVENUES & EXPENDITURES		(149,655.88)	73,470.63	(223,126.51)	49.09

Fund 202 - MAJOR STREETS

Revenues					
202-000-459	SP. ASSESSMENT - GENESEE ST. DRIVEWAY	3,939.00	296.00	3,643.00	7.51
202-000-460	SP. ASSESSMENT - WASHINGTON ST RECONST.	3,700.00	1,553.88	2,146.12	42.00
202-000-546	STATE GRANTS - HIGHWAY AND STREETS	187,500.00	165,951.49	21,548.51	88.51
202-000-567	ACT 17 TRUNKLINE	3,000.00	0.00	3,000.00	0.00
202-000-665	INTEREST EARNED	750.00	9,116.62	(8,366.62)	1,215.55
202-000-694	MISCELLANEOUS	0.00	8,819.50	(8,819.50)	100.00
TOTAL REVENUES		198,889.00	185,737.49	13,151.51	93.39
Expenditures					
000	202	130,063.00	14,503.46	115,559.54	11.15
466	MAINTENANCE	37,837.90	22,738.76	15,099.14	60.10
472	WINTER MAINTENANCE	13,559.00	8,640.56	4,918.44	63.73
473	TRAFFIC SERVICES	5,895.00	3,849.87	2,045.13	65.31
515	ADMINISTRATION	1,900.00	530.21	1,369.79	27.91
517	STATE TRUNKLINE MAINTENANCE	3,426.00	2,199.22	1,226.78	64.19
536	OPERATION AND MAINTENANCE	6,208.10	35,941.40	(29,733.30)	578.94
TOTAL EXPENDITURES		198,889.00	88,403.48	110,485.52	44.45
Fund 202 - MAJOR STREETS:					
TOTAL REVENUES		198,889.00	185,737.49	13,151.51	93.39
TOTAL EXPENDITURES		198,889.00	88,403.48	110,485.52	44.45
NET OF REVENUES & EXPENDITURES		0.00	97,334.01	(97,334.01)	100.00

Fund 203 - LOCAL STREETS

Revenues					
203-000-546	STATE GRANTS - HIGHWAY AND STREETS		60,180.77	2,319.23	96.29
203-000-665	INTEREST EARNED		979.86	1,820.14	35.00
TOTAL REVENUES			61,160.63	4,139.37	93.66
		62,500.00			
		2,800.00			
		65,300.00			
Expenditures					
466	MAINTENANCE	0.00	421.96	(421.96)	100.00
473	TRAFFIC SERVICES	500.00	0.00	500.00	0.00
496	MAINTENANCE	36,129.40	42,441.56	(6,312.16)	117.47
502	WINTER MAINTENANCE	15,975.00	12,508.02	3,466.98	78.30
503	TRAFFIC SERVICES	5,615.00	3,461.78	2,153.22	61.65
515	ADMINISTRATION	1,000.00	530.21	469.79	53.02
TOTAL EXPENDITURES		59,219.40	59,363.53	(144.13)	100.24
Fund 203 - LOCAL STREETS:					
TOTAL REVENUES		65,300.00	61,160.63	4,139.37	93.66
TOTAL EXPENDITURES		59,219.40	59,363.53	(144.13)	100.24
NET OF REVENUES & EXPENDITURES		6,080.60	1,797.10	4,283.50	29.55

Fund 226 - RUBBISH COLLECTION FUND

Revenues
226-000-637 MUNICIPAL REFUSE/SOLID WASTE
226-000-665 INTEREST EARNED
TOTAL REVENUES

115,700.00	115,918.02	(218.02)	100.19
3.00	324.87	(321.87)	10,829.00
115,703.00	116,242.89	(539.89)	100.47

Expenditures
528 RUBBISH COLLECTION/DISPOSAL
TOTAL EXPENDITURES

116,758.00	116,715.43	42.57	99.96
116,758.00	116,715.43	42.57	99.96

Fund 226 - RUBBISH COLLECTION FUND:

TOTAL REVENUES
TOTAL EXPENDITURES
NET OF REVENUES & EXPENDITURES

115,703.00	116,242.89	(539.89)	100.47
116,758.00	116,715.43	42.57	99.96
(1,055.00)	(472.54)	(582.46)	44.79

Fund 240 - MOSQUITO CONTROL FUND

Revenues				
240-000-455	SPECIAL ASSESSMENTS	30,690.00	30,824.79	(134.79)
240-000-665	INTEREST EARNED	0.00	124.93	(124.93)
TOTAL REVENUES		30,690.00	30,949.72	(259.72)
				100.44
				100.00
				100.85

Expenditures				
620	MOSQUITO CONTROL	32,920.00	32,900.00	20.00
TOTAL EXPENDITURES		32,920.00	32,900.00	20.00
				99.94
				99.94

Fund 240 - MOSQUITO CONTROL FUND:

TOTAL REVENUES	30,690.00	30,949.72	100.85
TOTAL EXPENDITURES	32,920.00	32,900.00	99.94
NET OF REVENUES & EXPENDITURES	(2,230.00)	(1,950.28)	87.46

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Revenues				
248-000-403	PROPERTY TAXES - OPERATING LEVY	115,000.00	151,717.74	131.93
248-000-509	JENNINGS MEMORIAL GRANT	0.00	5,750.00	100.00
248-000-572	STATE OF MICHIGAN - ACT 86 - PPT REPLACE	0.00	883.66	100.00
248-000-665	INTEREST EARNED	0.00	4,746.14	100.00
248-000-675	PUBLIC CONTRIBUTIONS	1,200.00	0.00	0.00
248-806-653	DEPOT RENTAL	3,500.00	3,975.00	113.57
TOTAL REVENUES		119,700.00	167,072.54	139.58

Expenditures				
472	WINTER MAINTENANCE	6,041.00	4,807.74	79.59
515	ADMINISTRATION	1,400.00	700.33	50.02
528	RUBBISH COLLECTION/DISPOSAL	2,000.00	1,957.08	97.85
703	DDA ACTIVITIES	33,371.00	31,843.54	95.42
729	COMMUNITY GARDEN	1,400.00	530.24	37.87
806	THE DEPOT	10,337.50	8,156.13	78.90
TOTAL EXPENDITURES		54,549.50	47,995.06	87.98

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:

TOTAL REVENUES		119,700.00	167,072.54	139.58
TOTAL EXPENDITURES		54,549.50	47,995.06	87.98
NET OF REVENUES & EXPENDITURES		65,150.50	119,077.48	182.77

Fund 402 - EQUIPMENT REPLACEMENT FUND

Revenues					
402-000-665	INTEREST EARNED				
TOTAL REVENUES		0.00	0.21	(0.21)	100.00
		0.00	0.21	(0.21)	100.00
Fund 402 - EQUIPMENT REPLACEMENT FUND:					
TOTAL REVENUES		0.00	0.21	(0.21)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.21	(0.21)	100.00

Fund 501 - CAPITAL PROJECT FUND

Revenues				
501-000-665	INTEREST EARNED			
TOTAL REVENUES		0.00	565.31	100.00
		0.00	565.31	(565.31)
				100.00

Fund 501 - CAPITAL PROJECT FUND :				
TOTAL REVENUES		0.00	565.31	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	565.31	(565.31)
				100.00

Fund 590 - SEWER FUND

Revenues					
590-000-455	SPECIAL ASSESSMENTS	500.00	0.00	500.00	0.00
590-000-631	SEWER USAGE COLLECTIONS	115,000.00	105,259.36	9,740.64	91.53
590-000-634	SEWER REPLACEMENT	315,000.00	288,921.83	26,078.17	91.72
590-000-636	LATE CHARGES	7,000.00	10,354.27	(3,354.27)	147.92
590-000-665	INTEREST EARNED	17,000.00	27,272.61	(10,272.61)	160.43
590-000-669	GAIN (LOSS) ON INVESTMENTS	3,000.00	0.00	3,000.00	0.00
590-931-681	TRANSFER FROM MAJOR STREET FUND	130,199.00	0.00	130,199.00	0.00
TOTAL REVENUES		587,699.00	431,808.07	155,890.93	73.47

Expenditures					
536	OPERATION AND MAINTENANCE	217,541.30	171,862.84	45,678.46	79.00
538	CHARGES FOR SERVICES-COUNTY	212,010.70	170,994.12	41,016.58	80.65
TOTAL EXPENDITURES		429,552.00	342,856.96	86,695.04	79.82

Fund 590 - SEWER FUND:					
TOTAL REVENUES		587,699.00	431,808.07	155,890.93	73.47
TOTAL EXPENDITURES		429,552.00	342,856.96	86,695.04	79.82
NET OF REVENUES & EXPENDITURES		158,147.00	88,951.11	69,195.89	56.25

Fund 591 - WATER FUND

Revenues				
591-000-454	HYDRANT ASSESSMENT	12,540.00	12,579.49	(39.49)
591-000-569	STATE GRANTS - OTHER	34,200.00	34,200.00	0.00
591-000-618	TURN ON FEES	0.00	290.00	(290.00)
591-000-619	TURN OFF FEES	0.00	300.00	(300.00)
591-000-620	WTR OP/MAIN	371,609.00	344,965.09	26,643.91
591-000-632	WATER USAGE COLLECTIONS	241,198.00	218,937.36	22,260.64
591-000-633	NSF CHARGES	0.00	375.00	(375.00)
591-000-636	LATE CHARGES	10,000.00	15,283.42	(5,283.42)
591-000-665	INTEREST EARNED	5,125.00	8,850.74	(3,725.74)
591-000-694	MISCELLANEOUS	1,000.00	907.14	92.86
TOTAL REVENUES		675,672.00	636,688.24	38,983.76

Expenditures				
536	OPERATION AND MAINTENANCE	441,098.50	252,889.52	188,208.98
538	CHARGES FOR SERVICES-COUNTY	388,500.00	322,734.30	65,765.70
906	DEBT SERVICE	62,498.00	86,629.99	(24,131.99)
TOTAL EXPENDITURES		892,096.50	662,253.81	229,842.69

Fund 591 - WATER FUND:

TOTAL REVENUES	675,672.00	636,688.24	38,983.76	94.23
TOTAL EXPENDITURES	892,096.50	662,253.81	229,842.69	74.24
NET OF REVENUES & EXPENDITURES	(216,424.50)	(25,565.57)	(190,858.93)	11.81

Fund 701 - GENERAL CUSTODIAL FUND

Revenues
701-000-665 INTEREST EARNED
TOTAL REVENUES

0.00	30.22	(30.22)	100.00
0.00	30.22	(30.22)	100.00

Fund 701 - GENERAL CUSTODIAL FUND:
TOTAL REVENUES
TOTAL EXPENDITURES
NET OF REVENUES & EXPENDITURES

0.00	30.22	(30.22)	100.00
0.00	0.00	0.00	0.00
0.00	30.22	(30.22)	100.00

Fund 737 - OPEB

Revenues
737-000-665 INTEREST EARNED
TOTAL REVENUES

0.00	410.23	(410.23)	100.00
0.00	410.23	(410.23)	100.00

Fund 737 - OPEB:
TOTAL REVENUES
TOTAL EXPENDITURES
NET OF REVENUES & EXPENDITURES

0.00	410.23	(410.23)	100.00
0.00	0.00	0.00	0.00
0.00	410.23	(410.23)	100.00

TOTAL REVENUES - ALL FUNDS
TOTAL EXPENDITURES - ALL FUNDS
NET OF REVENUES & EXPENDITURES

2,713,522.76	2,614,222.29	99,300.47	96.34
2,853,510.04	2,260,574.38	592,935.66	79.22
(139,987.28)	353,647.91	(493,635.19)	252.63

G.

**CITY OF MONTROSE
MEMORANDUM**

Date: July 14, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk, Tina Rush

Subject: Report on City Clerk Activities for June 2026

Accounts Payable Processing

- Continued monitoring the City's accounts payable process to ensure invoices were reviewed, approved, and paid for in a timely manner.
- Worked with vendors and departments to resolve billing questions, improve invoice routing, and maintain accurate financial records that support the City's overall fiscal management.
- Updated vendors contact information to help prevent payment delays and improve future accounts payable efficiency.

Investments and Banking Access Updates

- Worked with administration to update authorized banking signers and financial account access, supporting a smooth administrative transition and uninterrupted financial operations.
- Completed required banking documentation and helped ensure appropriate account access for authorized personnel.

Personnel & Administrative Support

- Processed personnel documents and maintained confidential employee records.
- Supported City Manager recruitment efforts by coordinating information, responding to inquiries, and assisting staff throughout the hiring process.
- Responded to staff requests, coordinated internal communications, and provided day-to-day operational support across multiple departments.
- Help streamline administrative processes to keep projects moving efficiently during a period of organizational change.
- Continued serving as a resource for staff while helping ensure projects and daily operations remain on schedule.

Freedom of Information Act (FOIA) Compliance

- Continued administering public records requests and maintaining compliance with Michigan's Freedom of Information Act.
- Organized and preserved official records to support transparency and accountability.

Council, Committees & Community Support

- City Secretary Christine Schultz transcribed the June 23, 2026 city council meeting minutes. THANK YOU CHRISTINE!! 😊
- Prepared Council meeting materials, maintained official legislative records, and coordinated follow-up items from Council actions.
- Transcribed June 9, 2026 special city council meeting minutes.
- Assisted with City Manager recruitment by providing information to applicants and members of the public.
- Responded to resident inquiries and coordinated with elected officials, county departments, neighboring municipalities, and community partners on a variety of municipal activities and initiatives.
- Continued serving as a resource for residents while helping connect people with the information they need.
- Responded to **697** emails of residential inquiries, general municipal city operating questions and election procedures.
- Returned **27** phone calls from citizens regarding various city operating questions.
- Received **2** faxes, directing them to the correct department.

Records Management, Ordinances, and Publications

- Continued organizing and maintaining the City's official records, ordinances, resolutions, contracts and meeting documents.

Training, Professional Development & Associations

- Attended Michigan Association of Municipal Clerks (MAMC) Annual Conference.
- Participated in Election Inspector and Election Administration training sessions.
- Completed 2026 Election Cycle Training in Fenton Township.
- Attended the Genesee County Governmental Clerks Association meeting as a board member.
- Completed EDARP Training on E-Learning Center.
- Reviewed updates related to early voting, records retention, election law, and Bureau of Elections guidance.

Information Technology & Equipment

- Coordinated with B S & A to address software, licensing, email, and equipment issues affecting City operations.
- Coordinated updates related to office software licensing and mailing equipment, to help minimize disruptions for staff and residents.
- Worked with IT Department to resolve email and equipment printing issues affecting daily operations.
- Continued troubleshooting technology issues to keep City services running efficiently.
- Assisted staff in minimizing workflow interruptions while technology issues were being resolved.

Elections Administration / Election Activities

- Absent Voter (AV) ballots are now available for the August 4, 2026, Primary Election.
- To date, 139 AV ballots have been issued, and 35 have already been returned.
- Completed ballot and election supply orders to ensure everything is in place for the upcoming election.
- Worked closely with Genesee County Election officials to keep election materials, supplies, and key deadlines on track.
- Continued preparing absentee voter materials, reviewing election records, and managing the many behind-the-scenes tasks that keep the election process running smoothly.
- Ongoing planning and coordination remain focused on delivering a secure, efficient, and well-organized election while ensuring full compliance with Michigan Election Law.

CITY OF MONTROSE

MEMORANDUM


H.
—

Date: July 1, 2026

To: Mayor Banks and City Council Members

From: City Secretary

Subject: Utility, Tax, Water/Sewer and Customer Service Report for July 2026

In an effort to keep City Council well-informed, Administration is providing a monthly report on the following activities. This report outlines the status, progress, activity, projects and/or initiatives, it is by no means an all-inclusive list of the activities. **June 2026 activities.**

- Continue to search for additional training and or educational opportunities.

Customer Assistance Front Counter

Total: 227

I received 57 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

Depot Rentals

Total: 1

Lions Park Rentals

Total: 2

Blueberry Park Rentals

Total: 1

Trash/Recycling Complaints

Total: 4

Dump Passes

Total: 0

Burn Permits

Total: 18-Prior to the burn ban

Water/Sewer Bill Reconciliation

655 Water bills were processed in June. 111 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on June 10, 2026, to the post office. Eighty-two water bills on autopayment.

Water Shut Off

Sixty-seven residents on the shut-off list for the month of June. A resident must be two months behind on payments to be on the shut-off list. Forty-one residents paid before phone calls were made. Twenty-six received one if not two additional phone calls regarding the shut-off date. By June 8, 2026, at 6pm, Sixty-five residents had paid on time or made payment arrangements. Shut off was scheduled for June 9, 2026.

J.

CITY OF MONTROSE

MEMORANDUM

Date: July 9, 2026

To: Mayor Banks and City Council Members

From: Sam Spence, DPW Supervisor

Subject: DPW Activities Report for June 2026

STREETS:

- * Swept streets multiple times with newly repaired Street Sweeper (worked fantastic)
- * Graded dirt roads with Dump Truck belly blade
- * Completed sidewalks (ADA compliant) for CDBG Grant. Including tear out, new concrete, restoration, new cross walks, and installation of new signage

PARKS AND RECREATION:

- * Painted picnic tables/benches in Lions park
- * Fixed roofs on all park garbage bins
- * Power washed all concrete in both Lions and Blueberry Parks
- * Mowed and maintained both Parks

SEWER/WATER:

- * Conducted water turn offs/on for non-payment
- * Collected and submitted all water samples required by EGLE
- * Assisted 106 W State St. with Water/Fire Suppression installation
- * Marked water lines for Missdig tickets

MAINTENANCE:

- * General Maintenance on all equipment

TRAINING/CONFERENCE, COMMITTEES:

- * Attended Meter showcase at the new Grand Blanc Township Facilities

BUILDING/GROUNDS/CITY HALL

- * Trimmed scrubs, weeded, and Mulched the City office
- * Mulched all trees planted through Releaf grants
- * Watered DDA/Office flowers multiple times a week (Based on warm temps)
- * Mowed all City owned parcels

Recommendation: City Council Receive and File Report for June 2026

CITY OF MONTROSE

139 S. Saginaw Street

Montrose, MI 48457

Phone: 810-639-6168

permits@cityofmontrose.us

5.1

INSPECTION NOTICE

Job Location _____ Permit # _____
Name of Permit Holder Building Dept JANE Report
Address _____

Inspection ☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Fire

Type ☐ Footing ☐ Foundation ☐ Underground ☐ Service ☐ Rough ☐ Insulation ☐ Final
☐ Progress ☐ Exterior/Wall Flashing ☐ Other _____

Status: ☐ Approved ☐ Not Approved - See Comment(s) Below ☐ Other _____

Upon Inspection for compliance with the Construction Code, the following correction(s) is (are) required:

9 Permits filed

1 1/2 hrs PHONE calls

2 1/2 hrs in person consultations

3 Permit FINALS

Please call to schedule a re-inspection at (810) 639-6168 when the correction(s) has (have) been completed. The above corrections must be inspected and approved before any work is covered.

Date of Inspection _____ Inspector 

New Business.

1.

Christine Schultz

From: Joe Karlichek
Sent: Tuesday, July 14, 2026 9:33 AM
To: T Banks; Ryan John
Cc: Christine Schultz
Subject: Agenda Item Request – Acting City Manager

Mayor Banks,

Thank you for clarifying your request regarding the July 21, 2026 City Council meeting agenda.

As I indicated in my text message this morning, I have no objection to placing an item on the agenda for Council consideration. My only request was that I understand the specific action you were asking Council to consider so the agenda could accurately reflect the business before the Council.

Based on your clarification, I will include an agenda item substantially as follows:

Discussion/Consideration of Appointment of an Acting City Manager

Because your request is based upon your interpretation of Section 2-44(c) of the City's Code of Ordinances, I have copied City Attorney John Ryan so he may provide any legal guidance he believes is appropriate regarding the ordinance and its application to the City's current circumstances.

As you know, the Council has been actively engaged in the recruitment process through Pivot Group, with candidate review scheduled for July 22, and has continued to receive administrative support through the consultant agreement previously approved by Council. Any legal interpretation of the ordinance and whether additional action is necessary is ultimately a matter for the City Attorney to advise and the City Council to determine.

Please let me know if there is any specific motion or supporting documentation you would like included in the Council packet for this agenda item.

Thank you,

Joseph Karlichek

Cc:/ City Secretary, Christine

Christine, please print this email and place in city managers office as reference for the agenda packet

CITY OF MONTROSE

MEMORANDUM

Date: July 14, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: New Lease Contract with Pitney Bowes

On December 31, 2026, our Lease for our stamp machine is up. If we renew now, we are in the timeframe where we will receive a new stamp machine, and our lease contract will go up to \$.01 a month. Our current lease amount is \$460.26/quarter and starting in September it will be \$460.29/quarter. If we wait until December, we may not be able to trade in the old machine and may be subject to high cost.

It is my recommendation that the council approve this contract and do not wait until the contract ends.

Recommendation: City Council receive and File Report.

NASPO ValuePoint FMV Lease Agreement (Option C)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

City Of Montrose

386007191

Sold-To: Address

139 S Saginaw St, Montrose, MI, 48457-7730, US

Sold-To: Contact Name

Sold-To: Contact Phone #

Sold-To: Account #

Marcy Collins

810) 639-6168

0012598428

Bill-To: Address

139 S Saginaw St, Montrose, MI, 48457-7730, US

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

Marcy Collins

810) 639-6168

0012598428

treasurer@cityofmontrose.us

Ship-To: Address

139 S Saginaw St, Montrose, MI, 48457-7730, US

Ship-To: Contact Name

Ship-To: Contact Phone #

Ship-To: Account #

Marcy Collins

810) 639-6168

0012598428

PO #

*

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCALL	SendPro C Sending Technology
1	1E48	SP100 Label Printer
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APKG	SendPro 360 Shipping Feature
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Cost Accounting - 100 Accounts
1	COVER-SPCA	Protective Dust Cover - SendPro C Auto
1	F9PG2	PowerGuard LE Service Package
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale

1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip
1	PTJA	PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	SPACRL	Return Lbl/Instr - SendPro Auto C
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro C Sending Technology)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 153.43	\$ 460.29

*Does not include any applicable sales, use, or property taxes which will be billed separately.
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

- () Tax Exempt Certificate Attached
- () Tax Exempt Certificate Not Required
- () Purchase Power® transaction fees included
- (X) Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; 220000000858

State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Cynthia Volpe

cynthia.volpe@pb.com

Account Rep Name

Email Address

PBGFS Acceptance



Mailing

Postage Meters

SendPro® C Auto

Simplify your mailing process.

Handle batch mailing quickly and easily.

Processing a variety of mail, including letters, postcards and large envelopes, has never been easier with our auto-feed mailing solution.

- Process and seal mail batches up to 120 letters per minute, and up to 5/16" thick, with the automatic feeder.
- Smoothly feed your mail with our reverse separation technology.
- Apply postage to larger flats and letters easily with the included strip tape dispenser.
- Meet the latest USPS® IMI compliance rules.

Send large envelopes, Priority Mail® and packages with confidence.

- View USPS shipping rates, save up to 88%* on Priority Mail and print labels with the optional printer.
- Accurately weigh packages up to 15 pounds with the integrated digital scale.
- Use the built-in address verification feature to reduce costly address correction fees and improve your delivery success rate.
- Easily compare rates across multiple carriers—USPS®, UPS® and FedEx® and get pre-negotiated discounted carrier rates with the optional multicarrier subscription.

*Based on packages weighing 10 lbs being shipped to Zone 4.



For more information, visit us online: pitneybowes.com