

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 16, 2020

CALL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 7:00 p.m. The meeting was held at the Montrose City Office located at 139 S. Saginaw St., Montrose.

ROLL CALL: Present Council Members were Mayor Colleen Brown, Debbie Gross, Robert Arnold, Mark Richard, Tom Bigelow, and Ryan Heslop. Also present was City Manager Neil Rankin, Attorney Otis Stout, and 7 citizens. Council member Christy Sanborn was recorded absent.

PLEDGE OF ALLEGIANCE TO THE FLAG: Mayor Colleen Brown led the Pledge of Allegiance.

CITIZEN OF THE MONTH

1. THE MONTH OF JANUARY, JOHN NEWCOMER

Rush mentioned that she is still unable to reach Ike Fabela for the month of November, Mr. Good had a prior engagement for the month of December and Mr. Newcomer's son & daughter will be coming to the February meeting to accept the award on behalf of their father.

2. CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF MARCH:

- **MOTION** by Arnold **SECOND** by Richard to nominate New Day for Strays to be Citizen of the Month for March. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS:

1. *MARGARET KATO – EXECUTIVE DIRECTOR GENESEE COUNTY HABITAT FOR HUMANITY* – Ms. Kato spoke about 200 E. Maple. Her team looked at the property and thought the lot was wonderful. Habitat can submit a proposal yearly to the Genesee Planning Commission to use Home funds to do projects throughout the Genesee County. With these funds, they have done single-family new construction or single-family rehab. She spoke about the numerous projects they are doing and have done in Genesee County. She said the house at 200 E. Maple would need to be demolished and then new house construction could be done. Habitat would like to put this project in for a proposal to the Genesee Planning Commission. The timeline would be either a late 2021 or an early 2022 project. As of right now it can't be added to the demo list because the City of Montrose already has a CDBG project program for 2021 so the City can't put a new application for demo in until 2022. However, the City can pay for the demo and Habitat would work with them on the process. The other option is to keep the house and maintain the lot until a demo can be applied for. A resolution is needed from council for approval of this project and home funds will be used for this project. Ms. Kato entertained questions from council.

- **MOTION** by Arnold **SECOND** by Richard to add agenda item #11 Adoption of Resolution of support for the Habitat for Humanity Project. All Ayes. Motion Carried.
- **MOTION** by Richard **SECOND** by Arnold to add to the agenda item #12 discussion regarding aprons. All Ayes. Motion Carried.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES
January 16, 2020

REPORTS:

1. *FIRE & POLICE DEPARTMENT REPORTS: On file at city office.*
2. *SAFEBUILT INSPECTION SERVICES: On file at city office.*

PUBLIC COMMENTS: NONE

MATTERS OF COUNCIL ACTION

1. *APPROVAL OF 12/19/19 REGULAR MEETING MINUTES:*

- **MOTION** by Arnold **SECOND** by Heslop to approve the council minutes from 12/19/19. All Ayes. Motion Carried.

2. *APPROVAL OF CHECK REGISTER & TREASURER REPORT:*

- **MOTION** by Arnold **SECOND** by Richard to pay the bills. Roll Call Vote: Bigelow – Aye, Arnold – Aye, Gross– Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. *APPROVAL OF 2019/2020 BUDGET AMENDMENT #1:* Rankin said there were a few changes that were made this budget such as tree removal, a drain assessment, cross-connection inspections, and additional costs for construction of Genesee Street.

- **MOTION** by Richard **SECOND** by Arnold to adopt the Amendment #1 that was presented by City Manager Neil Rankin. Roll Call Vote: Richard – Aye, Heslop – Aye, Arnold – Aye, Bigelow – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. *DISCUSSION DIRECTON RE: CAPE/MICRO SEAL RFP:* Rankin said in the packet is a bid form for the application of micro seal/cape seal to city streets. He has reached out to Highway Maintenance and Construction of Romulus Michigan to see if the streets are good candidates. They suggest that they would be in their current condition. They have done applications like this all over the state as they are one of only a few contractors that do this type of work. The streets that are being looked at are South Saginaw, North Street, Eastman Street, Erean Street, and Ruth Street. This is a little over a mile of streets. There will be about 20,000 yards of material. The estimated cost is \$98,000.00. The cost would be split between the major and local street funds. The Genesee County Road Commission also has done similar work and the City might be able to get them to submit a bid as well if they have the equipment and time.

- **MOTION** by Richard **SECOND** by Arnold for Cape/Micro Seal RFP to go forward with this. All Ayes. Motion Carried.

5. *DISCUSSION DIRECTION RE: CONTRACT FOR PROPERTY RENTAL INSPECTION SERVICES:* Rankin put together a contract for Martha Brown Custom Builders. He had the attorney look it over. The attorney said he would recommend approval of the contract proposed by Neil Rankin. Prior to

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 16, 2020

roll call vote Martha Brown spoke about two issues she had with the contract. The first issue was item #4 which is 90-day payment of invoice from invoice date. She would prefer 30 days for payment. Rankin explained this is in case there are issues and there need to be re-inspections. Her second issue is the municipality is making the appointments. She does not want an 8 am appointment and then a 4 pm appointment on the same day if there are only two appointments for that day. Rankin said the City will block times off for appointments so that will not happen. The City has all of the contact information and will coordinate the appointments so they are grouped together. There will also be a cut-off time for appointments. Rankin addressed the 90-day payment, he said it can be changed to 60-day payment. There was discussion about the contract saying "Draft", the 90-day payment being changed, and the first inspection fee and second inspection fee being included in the fee schedule.

- **MOTION** by Bigelow **SECOND** by Richard to adopt the contract for property rental inspection services and to strike 90-day payment and add 60-day payment. Roll Call Vote: Bigelow– Aye, Heslop – Aye, Gross - No, Richard – Aye, Arnold - Aye and Mayor Brown – Abstain. Four (4) Ayes, One (1) No, One (1) Abstain. Motion Carried.

6. *DISCUSSION DIRECTION RE: CODE OF CONDUCT POLICY:* Rankin said Planning Board reviewed the Code of Conduct Policy which would be in place for all of the boards and committees. Richard said this code of conduct would cover members when representing the City of Montrose. He said the concern Planning Board had was distinguishing between members representing the City and being a citizen with a complaint at a store and others using this to remove someone from a board. He asked the attorney if this document would help protect the City with a litigious situation. Attorney Stout said it could. Stout further said the members need to be careful and conduct themselves respectfully even when not representing the City because they are a part of the community. Mayor Brown said those communities that don't have a code of conduct have a very hard time keeping members from causing chaos.

- **MOTION** by Bigelow **SECOND** by Richard to accept the code of conduct policy as presented from the Planning Board and the City Manager and to be revisited in one year to see if it works. Five (5) Ayes and One (1) No. Motion Carried.

7. *DISCUSSION DIRECTION RE: BURNING ORDINANCE AMENDMENT PUBLIC HEARING DATE:* This would be changing the burning dates from sunrise to sunset every Saturday and Sunday during April, May, October, and November. There needs to be a public hearing to change the ordinance.

- **MOTION** by Arnold **SECOND** by Richard to set the public hearing date for the burn notice for the next February council meeting. All Ayes. Motion Carried.

8. *DISCUSSION DIRECTION RE: BLUEBERRY PARK IMPROVEMENTS RECREATION PASSPORT:* Rankin said the last two years the City has applied for a Michigan National Resource Trust Fund Grant. These are slightly larger grants with a max of \$300,000.00. We scored better this year than last year but we are out of the running for this grant. However, the DNR had their meeting in Caro last week and covered all the grants they offer. The City can apply for the Recreation Passport Program with funding being available in 2021. The Recreation Passport Program is \$150,000 max and \$7,500 minimum. The Planning Board has identified \$55,000 of improvements

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES
January 16, 2020

that they would wish to pursue. The minimum match is 25% but could be as much as 30%. This would mean that the city would need to provide \$17,500 to undertake these projects. Funding would be awarded in late 2020/21 and the City budget has \$25,000 budget for those years. The council would need to approve a resolution to pursue the match.

- **MOTION** by Richard **SECOND** by Bigelow to adopt the resolution for the Recreation Passport Grant for the Blueberry Park improvement for \$55,000.00. Roll Call Vote: Heslop – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

9. *APPROVAL/DISAPPROVAL COUNCIL MEMBER DEBORAH GROSS' ABSENCE AT THE DECEMBER 19, 2019 REGULAR COUNCIL MEETING:* Miss Gross was absent due to being sick.

- **MOTION** by Richard **SECOND** by Arnold to approve her absence. All Ayes. Motion Carried.

10. *APPROVAL/DISAPPROVAL COUNCIL MEMBER MARK RICHARD'S ABSENCE AT THE DECEMBER 19, 2019 REGULAR COUNCIL MEETING:* Mr. Richard was out of the state.

- **MOTION** by Gross **SECOND** by Arnold to approve Mark Richard's absence at the December 19, 2019 meeting. All Ayes. Motion Carried.

11. *ADOPTION OF RESOLUTION OF SUPPORT FOR THE HABITAT FOR HUMANITY PROJECT:*

- **MOTION** by Arnold **SECOND** by Bigelow to adopt the resolution of support for the Habitat for Humanity Project. Roll Call Vote: Richard – Aye, Bigelow – Aye, Gross – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

12. *DISCUSSION RE: APRONS:* Richard said there are houses on the north side of town on North Street, Elizabeth Street, and Eastman Street that have gravel approaches. In the past, under the Planning Board it was the belief the approaches would be the same material as the shoulder of the road. It was changed by the council and now it needs to be the same material as the road or greater than the road itself. Richard would like to have this sent back to Planning Board for their review and possible changes. There was discussion about approaches.

- **MOTION** by Richard **SECOND** by Bigelow to send this to the Planning Board. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: No meeting.

ELECTION COMMISSION: **NOTE: 1 member still needed.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Brown attended this meeting in Swartz Creek. There were representatives from the MEDC (Michigan Economic Development Corporation) regarding redeveloped ready communities. Burton has a new mayor. Next month's meeting will be in Clio, and March's will be in Burton.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES
January 16, 2020

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: The meeting was cancelled.

GENESEE COUNTY METROPOLITAN ALLIANCE: Richard attended the metro meeting. They are having Pacer training in Saginaw. Genesee County is pushing through an ORV ordinance.

Mayor Brown joined another committee, the Genesee County Metropolitan Planning Commission Community Development Program and the Genesee County Allocation Committee. They determine how funds are spent. She would like a member from council to represent the City at the meetings. The meetings are the fourth Thursday of the month.

PLANNING BOARD: Richard said the Code of Conduct was discussed and the Resolution for the Park.

911 CONSORTIUM: Bigelow said there will be new attorneys for the consortium.

ZONING BOARD OF APPEALS: NEXT MEETING IN FEBRUARY 2020. **NOTE: 1 member needed. (Due to trying to get a quorum, the annual meeting may be held in April 2020).

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER:

Our office has been pretty busy for the last week since the new year. Many end of the year tasks have been completed.

Our assessor is reporting robust home sales for last year in the City which is good news. DPW has been working on equipment and inventorying the garage from bolts to water clamps.

I am excited for what lies in the New Year and working with the Council and various boards to accomplish a number of projects.

Please let me know if you wish to attend the MML weekender in Frankenmuth from February 28-29th.

I will be out of the office from January 28th-31st attending the MME Winter Institute in Gaylord Michigan

CITY ATTORNEY: NONE

MAYOR AND COUNCIL COMMENTS: Bigelow spoke about the grant that may be awarded to help homeowners with repairs up to \$1,500. He was questioning in the wording that anything over \$600 has to be done by a licensed contractor. This would basically cut the grant in half of the money they will be awarded. Rankin said this is a Michigan Builders Code requirement and would warranty the work. Gross said there is going to be a fundraiser that promotes for the Prom Rendezvous January 25th at 8:00 pm at the Maplegrove Township Hall. It is \$20 per person. There will be a DJ. She wanted to include in the budget payment for council members attending the

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 16, 2020

board and commission meetings for member's time and travel to attend the meetings. Rankin said members are reimbursed for mileage and parking. Gross is wanting a per diem for attending the meetings. Mayor Brown spoke in regards of the JC (Junior Chamber) out of Frankenmuth. They throw all kinds of festivals. She had a meeting with one of the State Senators for the JC's and he has volunteered to get the president to come and do an informational session. She would like council to ask people 21 – 40 years old to come and hear about what the JC's are. We need about 20 people to become an active chapter, there is about 15 at the moment. You don't have to be a part of the City to join. Wednesday the 29th there is a small skill development class at SVSU. It is from 6 pm to 9 pm. This is free and for people who are looking to build houses, build a small apartment complex, rehab a building. If anyone is interested she has the details on how to sign up. The [In] on the Road is doing a five week business boot camp. She will be attending. It is on Wednesday nights from 5 to 7 at U of M.

COMMUNICATIONS TO THE COUNCIL: *On File at City Office.*

ADJOURNMENT

- **MOTION** by Arnold **SECOND** by Richard to adjourn. All Ayes. Motion Carried.

Mayor Brown adjourned the meeting at 8:58 p.m.

Prepared by City Treasurer, Chrystal Raible