

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 17, 2019

CALL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 7:01 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, Robert Arnold, Mayor Pro-Tem Mark Richard, Tom Bigelow and Ryan Heslop. Also present were City Manager Neil Rankin, City Clerk Christina Rush, City Attorney Otis Stout, and 6 citizens. Members Christy Sanborn and Debbie Gross were absent.

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

CITIZEN OF THE MONTH

1. *THE MONTH OF DECEMBER 2018, TONY DAOUD:* Mr. Daoud was still out of the country.

2. *THE MONTH OF JANUARY 2019, BUBBA & ASHLEY PERSALL:*

Council honored Bubba & Ashley for their hard work with the annual Candlewalk. It was noted that today was former DPW Director Everett Persall Sr.'s birthday.

3. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF FEBRUARY:*

- **MOTION** by Bigelow **SECOND** by Richard to nominate Eva Gist. All Ayes. Motion Carried.

PUBLIC HEARINGS

1. *ORDINANCE NO. 437 RE: AMENDING THE SIGN ORDINANCE*

Mayor Brown opened the public hearing at 7:04 p.m. There were no questions and/or comments. Mayor Brown closed the public hearing at 7:05 p.m.

PRESENTATIONS

1. *BADGER METER UPGRADE:* Representative from Badger Mark Wright gave an overview of the proposal for the upgrade.

2. *PRESENTATION AND APPROVAL OF THE 2017/2018 FISCAL YEAR FINANCIAL AUDIT:* Auditor Ken Berthiaume gave the City the highest unmodified opinion a municipality could ever receive.

- **MOTION** by Bigelow **SECOND** by Richard to approve the 2017/2018 fiscal year audit. Roll Call Vote: Arnold – Aye, Richard – Aye, Heslop – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

REPORTS

1. *FIRE & POLICE DEPARTMENT REPORTS:* On file at city office.

2. *SAFEBUILT INSPECTION SERVICES:* Bigelow questioned the \$90 building fee for re-roofing or re-siding.

- **MOTION** by Richard **SECOND** by Arnold to add onto tonight's agenda item No. 10, Impact of the Governmental Shutdown Affect on the Citizens of Montrose. All Ayes. Motion Carried.

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- **MOTION** by Richard **SECOND** by Arnold to add onto tonight's agenda item No. 11, Possible Community Project. All Ayes. Motion Carried.

PUBLIC COMMENTS: Geric from Fleis and Vandenbrink introduced himself as the new project manager and spoke about capital improvements.

- **MOTION** by Arnold **SECOND** by Richard to add onto tonight's agenda item No. 12 & No. 13, Two Resolutions. All Ayes. Motion Carried.

MATTERS OF COUNCIL ACTION

1. APPROVAL OF 12/20/18 REGULAR MEETING MINUTES:

- **MOTION** by Richard **SECOND** by Arnold to approve the December 20, 2018 regular meeting minutes as presented. All Ayes. Motion Carried.
- **MOTION** by Arnold **SECOND** by Richard to add onto tonight's agenda item No. 13, Community Event Application. All Ayes. Motion Carried.

2. APPROVAL OF CHECK REGISTER & TREASURER REPORT:

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

3. PROPOSED AUDIT ENGAGEMENT LETTER FOR FISCAL YEARS ENDING 2019, 2020 & 2021: Rankin recommended the City continue their services with Berthiaume as the auditors.

- **MOTION** by Bigelow **SECOND** by Richard to accept the engagement letter from Berthiaume. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. UPGRADE OF WATER METER SOFTWARE/ STUDY: Rankin spoke about Badger coming to the office and training office workers how to use the new system He also mentioned how the new meter software will be more improved over what the city currently has.

- **MOTION** by Bigelow **SECOND** by Heslop to upgrade the water meter software study and training with Badger for the \$7500.00 as recommended by city manager. Roll Call Vote: Heslop – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. 2018/2019 FISCAL YEAR BUDGET AMENDMENTS: Rankin spoke about three budget amendments and explained what each one was for, an amendment for equipment rental for the parks, OPEB study, and city manager's mileage and parking.

- **MOTION** by Arnold **SECOND** by Richard to approve the budget amendments as presented. Roll Call Vote: Arnold – Aye, Richard – Aye, Bigelow – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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6. *ADOPTION OF ORDINANCE NO. 437 RE: AMENDING THE SIGN ORDINANCE*: There were two corrections that were made.

- **MOTION** by Richard **SECOND** by Heslop to adopt Ordinance No. 437 amended sign ordinance. Roll Call Vote: Richard – Aye, Bigelow – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *MDOT 2019 PERFORMANCE RESOLUTION*: Rankin said that this is the annual resolution requiring council approval.

- **MOTION** by Richard **SECOND** by Bigelow that we adopt the MDOT performance resolution. Roll Call Vote: Heslop – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. *ANNUAL APPOINTMENTS TO THE VARIOUS BOARDS*: Rush said Bigelow would like to stay on the 911 but he asked to be removed from the Genesee County Waste Water Advisory Committee. Bigelow asked if Neil or Sam could be the representative for the city. Mayor Brown went over the individual appointments for each of the boards.

- **MOTION** by Bigelow **SECOND** by Arnold to approve the annual appointments stated from Mayor Pro Tem through the Genesee County Metro. All Ayes. Motion Carried.
- **MOTION** by Richard **SECOND** by Bigelow to appoint Supervisor Sam Spence as the delegate and City Manager Neil Rankin as the alternate to the Genesee County Water/Waste Advisory Board. Roll call Vote: Bigelow – Aye, Richard – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

Brown announced that because she is now the Vice-President of the Genesee County Small Cities & Villages Association she would prefer to become the delegate and have Christy Sanborn as the alternate.

- **MOTION** by Richard **SECOND** by Arnold to have Mayor Colleen Brown be moved from alternate to delegate and Christy Sanborn be moved from delegate to alternate for the Genesee County Small Cities and Village Association. All Ayes. Motion Carried.

There were questions on whether or not the Genesee-Lapeer-Shiawasee Region V Planning and Development Commission are still actively meeting. Rush volunteered to contact Secretary Rebecca for inquiries.

- **MOTION** by Richard **SECOND** by Arnold to re-appoint Mayor Brown to the GLSR V Planning and Development Commission and Tom Bigelow is still council rep for the 911 Consortium. All Ayes. Motion Carried.

9. *CITY MANAGER CONTRACT*: Mayor Brown said she would like to see a couple council members get together and review the contract compared to the employee handbook and his previous contract and then make recommendation to council from there. Bigelow and Richard volunteered to review it. Rankin said with this new full time contract, he would opt out of

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MERS and health insurance which would make up for the salary increase. He would have 10 personal and 10 vacations days.

- **MOTION** by Heslop **SECOND** by Bigelow to authorize the Mayor to sign the contract after it is reviewed by Stout, Richard & Bigelow. Roll Call Vote: Arnold – Aye, Richard – Aye, Heslop – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

10. IMPACT OF THE GOVERNMENTAL SHUTDOWN AFFECT ON THE CITIZENS OF MONTROSE: Richard spoke about the governmental shutdown and asked if the city can defer the water/sewer bills until those affected by the shutdown can catch up. There was discussion about how to handle this.

- **MOTION** by Richard **SECOND** by Bigelow if a person can prove that they are a federal employee, the city will work out a payment plan and not shut them off. The federal employee must notify the City. Roll Call Vote: Bigelow – Aye, Arnold – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

11. POSSIBLE COMMUNITY PROJECT: Mayor Brown reported that she has been attending the Common Ground Meetings which include the township supervisor, herself, several business leaders, and church leaders within the community. They have been trying to figure out what they can do to help the city get more funds. She did some digging and found State Revenue Sharing is based on population. So they looked to see how to increase the population of the City of Montrose. They have come up with a proposal of senior condos. These would be one level senior condos in which the residents would not have to do yard work or snow removal. They would be owned and have a homeowners association fees that would take care of all those things. They have identified three parcels within the city that are possible locations for this. They have reached out to people who would be willing to invest to fund this project and have run into a dead end. She has reached out to State and Federal Representatives asking how to go forward on this. The realtor in the community has reached out to people and already has about 15 people interested in purchasing a condo, so there is a demand. She is asking council how to move forward with this project.

12. RESOLUTION RE: ADOPT WAIVER OF INTEREST AND PENALTY FOR PROPERTY TRANSFER AFFIDAVITS: Rankin said currently there is interest and penalties for property transfer affidavits that are not filed within 45 days. The city assessor was asking if there could be a resolution to waive the interest and penalties for property transfer affidavits.

- **MOTION** by Bigelow **SECOND** by Richard to adopt resolution waiving of interest and penalty for property transfer affidavits. Roll Call Vote: Heslop – Aye, Richard – Aye, Arnold – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

13. RESOLUTION RE: ADOPT PROCEDURES FOR GRANTING AND REMOVING CHARITABLE EXEMPTIONS: Rankin said the charitable exemptions are based on the guidelines set by the State of Michigan for assessors to follow. The State of Michigan recommends a resolution to be adopted for charitable exemptions.

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- **MOTION** by Richard **SECOND** by Arnold to adopt resolution MCL211.7o charitable exemption. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Arnold – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

14. **DISCUSSION ON COMMUNITY EVENT APPLICATION:** There was discussion over the need for an application. Members went over the application noting errors.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: NONE

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: NONE

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: NONE

GENESEE COUNTY METROPOLITAN ALLIANCE: Richard spoke about vehicle accidents going up. There is some impact on the annual certification due to the government shut down. There was talk about training opportunities for PACER in different locations. They are closing down Baker College Flint and moving to Ferndale.

PLANNING BOARD: Rental unit inspections were discussed as well as recreational marijuana facilities and banning the recreational retail sale of marijuana within the city.

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: NONE

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Rankin spoke about the city received notice in November and in January that we need to hire a licensed operator in charge for the water system. Genesee County Division of Water and Waste Services has been providing this service for the last eight years. Sam has spoken with Kenneth McDonough who holds an S-2 certification. Mr. McDonough has agreed to be the OIC until Sam takes his exam in the spring. Mr. McDonough will be a temporary part time employee for the city for \$300.00 per month.

We were contacted by MDOT for non-compliance of Act 51. MDOT required a corrective action plan relating to non-motorized transportation expenditures. I sent a letter to MDOT with the council minutes showing the adoption of the Capital Improvement Plan for the City of Montrose. The plan lists installation of new sidewalks and ADA ramps on street reconstruction of Genesee Street for fiscal year 2019/2020, and once completed with bring the city into compliance.

I spoke with Mark Emmendorfer from the township and they approved the sale of the old city building at their township meeting. I will work with Otis to prepare a purchase agreement.

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I sent an application to the CDBG Grant for Blueberry Park restroom renovation. I will also pursue the Jennings Foundation for funding. I will be going after 4 or 5 sources for funding for the bathroom for the park.

The MME has a fellowship program allowing communities to host a student who is interested in local government. This is for a one-year fellowship. The cost to the municipality is \$6000.00 if the city is chosen. Municipalities need to apply by February 13, 2019 if they are interested.

- **MOTION** by Arnold **SECOND** by Richard to apply for the MME local government management fellowship host community application for the year of 2019. All Ayes. Motion Carried.

CITY ATTORNEY: Stout said he needs Mark and Tom's contact information.

MAYOR, COUNCIL AND PLANNING BOARD COMMENTS: Mayor Brown said has been informed that Albee Township has a grant writer that seeks out and applies for grants for them. If they are awarded the grant they pay the grant writer a portion of the grant. She has asked for contact information and once received will forward it to Neil.

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

ADJOURNMENT

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

Mayor Brown adjourned the meeting at 9:31 p.m.

Prepared by City Clerk, Christina Rush and City Treasurer, Chrystal Raible