

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 18, 2018

**CALL TO ORDER:** Mayor Pro-Tem Mark Richard called the regular Council meeting to order at 7:02 p.m. The meeting was held at the Montrose City Office located at 141 Parkway Drive, Montrose.

**ROLL CALL:** Present Council Members were Mayor Pro-Tem Mark Richard, Eldon Dunklee, Christy Sanborn, Robert Arnold, Tom Bigelow and Debbie Gross. Also present were City Manager Neil Rankin, City Clerk Christina Rush, City Attorney Otis Stout, and 5 citizens. Mayor Colleen Brown was recorded as absent.

**PLEDGE OF ALLEGIANCE TO THE FLAG:** Dunklee led the Pledge of Allegiance.

### **CITIZEN OF THE MONTH**

#### *1. THE MONTH OF JANUARY 2018 TODD PANGLE*

Pangle was unable to attend due to a prior engagement.

#### *2. CHOOSE A CITIZEN OF THE MONTH FOR FEBRUARY*

- **MOTION** by Gross **SECOND** by Arnold to nominate Joe Crimi for the month of February 2018. All Ayes. Motion Carried.
- **MOTION** by Dunklee **SECOND** by Bigelow to nominate Pastor Hal Phillips for the month of March 2018. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** NONE

### **PRESENTATIONS**

*1. APPROVAL OF 2018 POVERTY EXEMPTION GUIDELINES:* City Assessor Bob Naumann addressed the council concerning the adoption of the 2018 poverty exemption guidelines. He explained that the city could raise the guidelines, but not lower them. Under the federal guidelines property owners making \$12,060 or less can apply for tax exemption. If approved, the property owner wouldn't pay on the millage, but would still be responsible for paying assessments. Naumann informed the council that they could also adopt a partial eligibility for those making slightly more than poverty level. He explained that he had been talking with a resident who makes \$200 too much per year to qualify under the federal guidelines. Naumann's recommendation was to approve the federal poverty guidelines with an additional hardship clause for partial property tax exemption and council agreed..

- **MOTION** by Sanborn **SECOND** by Bigelow to adopt the 2018 federal poverty guidelines along with an additional hardship clause for partial property tax exemption. Roll Call Vote: Dunklee – Aye, Bigelow – Aye, Sanborn – Aye, Arnold – Aye, Gross – Aye, Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

### **REPORTS**

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

Bigelow questioned if the city's and township's stats were mixed up. Rankin noted for the 2017 total stats not much has changed with the current contract. There are still property inspections,

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felony arrests have stayed the same, but misdemeanor calls are down including low priority calls, for example, dogs loose or barking. Rush will contact the Township for a corrected report.

2. *SAFEBUILT INSPECTION SERVICES*: NONE. There were no new permits and/or inspections in the month of December.

**PUBLIC COMMENTS**: Mayor Pro-Tem Richard asked for a moment of silence for the recent passing of previous DPW Director Matthew Fejedelem.

### **MATTERS OF COUNCIL ACTION**

#### 1. *APPROVAL OF 12/21/17 REGULAR MEETING MINUTES*

- **MOTION** by Dunklee **SECOND** by Gross to approve the December 21, 2017 regular meeting minutes as presented. All Ayes. Motion Carried.

2. *APPROVAL OF CHECK REGISTER/TREASURER REPORT & POSSIBLE HANDOUT*: Rush conveyed that the check run handout was not included in the packet due to the power outage last Friday. Once power came back on, the priority was to finish copying the packets and get them delivered so that council would have time to read them before the meeting. The handout includes the final check run for 2017 and the first check run for 2018. Mayor Pro-Tem Richard asked if the total cash in the general fund according to the Cash Summary by Account Report on Page 17 was \$521,073.83 because he had thought the City only had around \$300,000.00. Rush replied that we are collecting taxes and that number will fluctuate due to revenue/ expenditures but that is the current balance as of December 31, 2017.

- **MOTION** by Bigelow **SECOND** by Sanborn to approve the check register handout in the amount of one hundred thirty nine thousand two hundred eight one dollars and seventy-four cents, (139,281.74). Roll Call Vote: Dunklee – Aye, Sanborn – Aye, Arnold – Aye, Bigelow – Aye, Gross – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

3. *CITY COUNCIL RULES OF PROCEDURE*: Rankin said he made the changes and if council is fine with them then we need a motion to approve. Richard asked if council is supposed to vote on excusing special meeting absences and Rush replied no, Bigelow pointed out at the last council meeting that the council rules of procedure do not require approval of absences at special meetings, only regular meetings, but Rush was placing all absences on the agenda out of habit. Bigelow asked if consecutive was supposed to be removed where it says (3) unexcused consecutive absences and Gross asked and commented that if this verbiage is in the city charter, then it cannot be removed and Rush confirmed that it is in the charter. Sanborn mentioned Section 5 should include, "The Chair has the right to request a reason why a member is absent from any regular meeting". Members started discussing charter amendments and Rush replied there were five (5) proposed charter amendments on the November 6, 2012 ballot but only one (1) passed.

- **MOTION** by Gross **SECOND** by Arnold to adopt the city council rules of procedure with changing of the fourth Thursday of the month to the third Thursday of the month. Roll Call Vote: Dunklee – Aye, Gross – Aye, Sanborn – Aye, Arnold – Aye, Bigelow – Aye, and Mayor Pro-Tem Richard. All Ayes. Motion Carried.

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4. *APPOINTMENT(S) TO THE TAX BOARD OF REVIEW*: Rush announced that there was an additional applicant, Tracy Ramin, and if council approves both appointments tonight, council will need an additional motion to approve the resignations of Warren Edwards, Julia & Ray Foust. Mayor Pro-Tem Richard recommended the appointments.

- **MOTION** by Arnold **SECOND** by Bigelow to appoint Robert Urmetz and Tracy Ramin to the Tax Board of Review. All Ayes. Motion Carried.
- **MOTION** by Bigelow **SECOND** by Gross to accept the resignation Ray & Julia Foust and Warren Edwards from the Tax Board of Review. All Ayes. Motion Carried.

5. *ANNUAL RE-APPOINTMENTS ON THE VARIOUS BOARDS*: Rush explained that a star was placed next to the citizens whose term is expiring. Arnold asked if Bill White is resigning due to his night time job. Rush replied she has not heard but will contact White to inquire. Sanborn asked if Richard would still be able to serve as Mayor Pro-Tem because his term will end November of this year. Rush replied that the current members will continue to serve until November 20<sup>th</sup> at 7:00 p.m.

- **MOTION** by Bigelow **SECOND** by Sanborn to re-appoint Mark Richard as Mayor Pro-Tem. Roll Call Vote: Gross – Aye, Dunklee – Aye, Arnold – Aye, Sanborn – Aye, Bigelow – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.
- **MOTION** by Arnold **SECOND** by Bigelow to accept all of the annual re-appointments including removing Sanborn from 911 Consortium and adding Bigelow. All Ayes. Motion Carried.

Prior to the vote, Sanborn asked if another council member would volunteer as the representative on the 911 Consortium due to work scheduling conflicts. Bigelow volunteered and Sanborn conveyed that they meet at 2:00 p.m. on Tuesday's and the important meeting dates not to miss are March, June, September and December.

6. *APPROVAL OF QUOTE FOR STREET LIGHTING LED RETROFIT*: Rankin informed council that the DPW had repeated problems with at least one of the street lights. The staff time it takes to replace a streetlight is considerable. He looked into the cost of retrofitting the streetlights throughout the city converting them to LED lighting. Newkirk Electric Associates, Inc. provided a quote of three thousand nine hundred ninety-five dollars and no cents, (\$3,995.00), for 34 streetlights, including downtown and the park. The projected return on investment would be 0.75 of one year and save the city \$4,905 on electricity based on the current Consumer Energy formula. They would pay for themselves in less than a year. Members questioned the temperature and coloring of the lights.

- **MOTION** by Bigelow **SECOND** by Sanborn to accept the quote from Newkirk Electric Associates Inc. for retrofitting of our streetlights to LED. Roll Call Vote: Bigelow – Aye, Sanborn – Aye, Gross – Aye, Dunklee – Aye, Arnold – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

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**PUBLIC COMMENTS:** Rush introduced newly appointed Robert Urmetz and Tracy Ramin to the Tax Board of Review. They were present in the audience.

### **REPORTS FROM BOARDS & COMMISSIONS:**

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* The December 12<sup>th</sup> meeting was cancelled due to no quorum and the next meeting is February 13, 2018.

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Sanborn said she was unable to attend. Arnold announced that when the city hosts the April meeting, the Director of Genesee County Library Association will be speaking.

*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* Bigelow said he was unable to attend but will forward the meeting minutes to the city office.

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Richard said the highlight was that the TIP Program will be modernizing 2 bridges in the county and PASER training is available in Saginaw. Transportation Bonanza if you register before January 22<sup>nd</sup> its \$70 after that date its \$90. Also, METRO is looking to add 4 more recycling days because the current 2 that are offered are always packed.

*PLANNING BOARD:* January 11<sup>th</sup> meeting was cancelled due to no business.

*911 CONSORTIUM:* Sanborn said she was unable to attend.

*ZONING BOARD OF APPEALS:* Next meeting will be February 14<sup>th</sup> at 6:00 p.m.

### **REPORTS FROM CITY MANAGER AND CITY ATTORNEY**

*CITY MANAGER:* Rankin read aloud his report; we are moving forward in our business license process. We will be contacting business to schedule inspections and notices to business that will be in non-compliance and will face potential fine and owe the fee. I will be reaching out to residents as best I can to ensure snow is removed from sidewalks. The sub zero temps two weeks ago made it difficult for many to remove snow, but I did attempt to go door to door tagging properties that had not shoveled sidewalks. I also spoke with Pastor Hobson about volunteers to help the elderly and disabled.

I spoke with Andrew Bisha with Wade Trim and I hope to a parks plan by February for the planning board with a public hearing in March to get input.

I will be out of the office January 31-February 2 at the MME Conference in Ann Arbor.

I was able to attend the Montrose Township council meeting and the board made a motion and second to offer the previous township offices to the city prior to putting it out for bid to the public. Rankin asked for volunteers to go over options for the current city office building. Sanborn, Gross and Arnold volunteered.

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**CITY ATTORNEY:** Attorney Stout spoke on two police cases that were brought into the Flushing Court. One was about a dog running loose and how the owners entered a guilty plea taking responsibility for all veterinarian bills of the dogs that were injured. The owner also voluntarily put their animal to sleep. The other incident happened in the Carter Elementary parking lot, a couple of high school students got into a fight. Stout reiterated that the police department is functioning and serving the city and we are getting good results.

**MAYOR AND COUNCIL COMMENTS:** Arnold announced that the Chamber of Commerce should be up and running within another 6 months. Bigelow announced that February 19<sup>th</sup> the Knights of Columbus are hosting a wild game dinner. 100% of the proceeds will go to the Thomas Smith Foundation that was started due to an athlete in Flushing Schools that suffered from Hypertrophic Cardiomyopathy. The foundation offers testing for this particular condition and the hope is to have a screening here in Montrose Schools at no cost. Sanborn announced that her recycling and garbage was missed for three weeks. Sanborn also thanked Gross for getting contact information for her friend that was renting the Depot over the weekend who needed the key in order to get into the building. Rush noted that the city office never closed during the power outage. Gross would like a list of all contracts that are expiring this year. Rankin replied that the main one we need to focus on now is the Union Contract so that we do not get into a situation of negotiating for 1 ½ years after the contract expires. Gross would also like to start serving on the DDA board. Gross announced there at there will be an adult social/dance fundraiser for Prom Rendezvous February 17<sup>th</sup> at the Maple Grove Township Hall. Richard thanked Council for bearing with him. A citizen expressed concerns with the recent power outage how the city did not have functioning phones. Rush explained that when the City changed from CenturyLink to Charter, it became digital instead of having a land line, however, it was not supposed to be an issue. Ramin announced that he is hosting the 2018 70<sup>th</sup> National Amputee Golf outing this year and would like volunteers. It will be held at Briar Ridge Gold Course in Montrose August 20<sup>th</sup> through August 24<sup>th</sup>. There will be a 3-day tournament with the 4<sup>th</sup> day as the finals.

**COMMUNICATIONS TO THE COUNCIL:** *On file at the city office.*

**ADJOURNMENT:** Mayor Pro-Tem Richard adjourned the meeting at 8:05 p.m.  
Prepared by City Clerk, Tina Rush