

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 21, 2021

CALL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 7:02 p.m. The meeting was held via meet.google.com/usw-nyyk-fca By phone: (US)+1 617-675-4444 PIN: 818 763 795 6014#

ROLL CALL: Present Council Members were Mayor Colleen Brown – Roscommon MI, Robert Arnold – Montrose MI, Mark Richard – Montrose MI, Tom Bigelow – Montrose MI, Ryan Heslop – Montrose MI, Aaron Burch – Montrose MI, (logged in at 7:05 p.m.), and Andrea Martin – Montrose MI. Also present were City Manager Neil Rankin, City Clerk Tina Rush, DPW Supervisor Sam Spence, Police Chief Jamie Cochran, Attorney Otis Stout, and **no citizens**.

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

CITIZEN OF THE MONTH:

1. *THE MONTH OF JANUARY 2021 WALT & DEE HAMMOND:* Mayor Brown will contact family members of Walt & Dee Hammond to receive the plaque.
2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF FEBRUARY:*
 - **MOTION** by Arnold **SECOND** by Bigelow to nominate Kathleen Swart as Citizen of the Month for the month of February. Roll Call Vote: Arnold – Aye, Richard – Aye, Burch – Aye, Heslop – Aye, Bigelow – Aye, Martin – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC HEARINGS: *PARKS AND RECREATION MASTER PLAN 2021-2025:* Mayor Brown opened up the public hearing at 7:06 p.m. but there were no questions and/or comments from the public. Mayor Brown closed the public hearing and brought the regular meeting back to order at 7:07 p.m.

PRESENTATIONS: *PARKS AND RECREATION SURVEY RESULTS:* Rankin read aloud the current results of the survey that will be available on the city's website until January 31st.

REPORTS

1. *FIRE & POLICE DEPARTMENT REPORTS:* Police Chief Cochran gave an overview on end of the year stats for 2020. Bigelow asked if anything could be done regarding the four different speed limits located on M-57 within the city limits. Rankin replied that he has been in touch with MDOT representative McDerna and McDerna explained that speed limits are based on traffic and accident data. Rankin said he will continue to be in contact with McDerna to see if anything can be done to obtain unison speed limits.
2. *BUILDING INSPECTION SERVICES:* *On file at city office.*
3. *HYDRO-CORP INSPECTION SERVICES:* Rankin mentioned that today they were processing inspections in the city and should be back tomorrow.
4. *RENTAL PROPERTY INSPECTIONS:* NONE

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PUBLIC COMMENTS: NONE

MATTERS OF COUNCIL ACTION:

1. *APPROVAL OF THE 12/17/20 REGULAR MEETING MINUTES:*

- **MOTION** by Richard **SECOND** by Burch to adopt the minutes. Roll Call Vote: Bigelow – Aye, Martin – Aye, Arnold – Aye, Burch – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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

- **MOTION** by Arnold **SECOND** by Richard that we pay our bills. Roll Call Vote: Richard – Aye, Martin – Aye, Heslop – Aye, Arnold – Aye, Burch – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. *RESOLUTION TO ADOPT THE PARKS AND RECREATION MASTER PLAN 2021-2025:* Rankin conveyed that attached is the resolution to adopt the Montrose Parks and Recreation Master Plan. This document will be used to assist the city with applying for future grant funding and as a road map for future park developments.

- **MOTION** by Richard **SECOND** by Martin to adopt the 5 year 2021-2025 Parks and Recreation Master Plan. Roll Call Vote: Heslop – Aye, Burch – Aye, Martin – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. *RESOLUTION TO ACCEPT AND ENTER INTO MICHIGAN RECREATION PASSPORT GRANT PROGRAM DEVELOPMENT PROJECT AGREEMENT:* Rankin explained that as the city was awarded a Recreation Passport Grant in late November, council must pass a resolution to enter into an award agreement. This stipulates that the city will need to contribute \$13,800 to in park improvement to receive the \$41,200 match by the DNR trust. Work must be completed by March of 2023. The city will undertake the improvement utilizing the services of our engineers, fortunately most of the design has been already completed so those costs will be quite minimal. Improvements are limited to the installation of playground equipment, sidewalks, benches, etc. which are quite limited in engineering.

- **MOTION** by Martin **SECOND** Heslop to adopt the resolution. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Martin – Aye, Burch – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. *RESOLUTION FOR AN INTERFUND LOAN TO RETIRE WATER FUND REVENUE BOND DEBT:*

Rankin reported that in the council packet is an email/letter the city received from the USDA regarding the 2014b Water Revenue Bond Debt. With the city retiring the last bond in June 2020, the USDA recommend the city paying down/off of the 2014 water bond based on the city's audits and reporting. Because the city has moved forward with the secondary water main, and looking at the finances, the city will commit roughly \$104,000 from the Water Fund and as you will read down the agenda a plan to finance the remainder of project costs with an installment purchase agreement with Community State Bank. However, to

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save some interest on this loan I would recommend utilize some of the available sewer funds in the amount of roughly \$97,000 to pay off this debt. I have contacted the USDA to get the exact payoff and have not heard back this last week so I rounded up. Ultimately this would result in a savings of \$63,035.43 with 7 annual payments of \$13,955. With interest rates being as low as they and likely will continue for the foreseeable future this would be net zero loan. Interest rates at the beginning of the year were significant higher in our sweep account as high as 2.25% in early 2019. It is now 0.20. This retires a debt that would have been paid through 2054 and does the same in 13 years.

- **MOTION** by Arnold **SECOND** by Burch that we adopt the resolution for the inner-fund loans. Roll Call Vote: Burch – Aye, Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. *DISCUSSION/DIRECTION ADOPTION OF 2021-2027 CAPITAL IMPROVEMENT PLAN:* Rankin reported that the Planning Board reviewed it on January 14, 2021 and has sent it to council. Rankin will go through the updates for the upcoming year, but if council wishes to change and/or add any items, this would be the opportunity to do so. Prior to the roll call vote, Richard concurred with the need for improvements at the DPW garage.

- **MOTION** by Richard **SECOND** by Burch that we adopt the 2021-2027 Capital Improvement Plan. Roll Call Vote: Arnold – Aye, Richard – Aye, Martin – Aye, Burch – Aye, Bigelow – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *SET A PUBLIC HEARING TO AMEND ZONING MAP/ZONING CLASSIFICATION:* With the execution of the Conditional Zoning Agreement complete with 250 E. State, Rankin requested council schedule a public hearing to adopt the changes to the zoning map/classification.

- **MOTION** by Bigelow **SECOND** by Richard to set a public hearing for our February 18th meeting. Roll Call Vote: Richard – Aye, Bigelow – Aye, Martin – Aye, Burch – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. *DISCUSSION/DIRECTION PROPERTY TRANSFER AFFIDAVIT PENALTIES:* Rankin explained that no action is needed.

9. *DISCUSSION/DIRECTION PURCHASE OF SNOW PUSHER FOR JOHN DEERE BACKHOE LOADER:* The City has budgeted two pieces of equipment to purchases this year to help with the DPW snow removing process. One is new plow package for the 2021 Chevy. Three quotes DPW obtained has Monroe Truck Parts as the low bid. They did the last plow package on the 2016 Chevy. Additionally, the city also had budgeted a push box for the backhoe. AIS Equipment is the dealer for these type of John Deere parts and this will allow the city DPW efficiently move snow in parking lots and the downtown. AIS has the push box in stock and it works with quick connects. This would be a long-term piece of equipment that would have a life of 20-30 years if maintained. The Monroe plow would be ordered and it might not be in stock and may not be fitted out until the end of the winter season. Please keep in mind that the 2012 Chevy will be sold in the coming months and the intention is selling the current plow on that

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truck as it is not a v plow with wings and not as effective.

- **MOTION** by Richard **SECOND** by Martin to purchase the forementioned equipment for \$5,700.00. Roll Call Vote: Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, Bigelow – Aye, Burch – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

10. *DISCUSSION/DIRECTION PURCHASE OF PLOW PACKAGE FOR 2021 CHEVROLET WORK TRUCK:*

- **MOTION** by Richard **SECOND** by Arnold to purchase the plow package from Monroe Truck Equipment for eight thousand two hundred twenty-seven dollars and ninety-three cents, (\$8,227.93). Roll Call Vote: Bigelow – Aye, Burch – Aye, Martin – Aye, Richard – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
- **MOTION** by Richard **SECOND** by Bigelow that the city manager and city attorney address the issue of clearing sidewalks to coincide with how the lawn mowing ordinance is implemented. Roll Call Vote: Martin – Aye, Burch – Aye, Richard – Aye, Arnold – Aye, Heslop – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

11. *DISCUSSION/DIRECTION STATE BANK LOAN AGREEMENT FOR SECONDARY WATER LINE:* With contracts signed and work to begin this Spring on the secondary water line I contacted John Obrien at Genesee Co. Water & Waste to review what financing options the county could provide. Three options are available 1. to enter into a secondary agreement with the county and have a referendum (Vote- bonds) a timely process for the scope of the size of the project 2. we could borrow up to \$260,000 ---10% of the taxable value in the local unit. The third option he recommended is to enter into an installment purchase agreement with the bank. In this particular case the city would leverage \$109,350 of available funds (not invested) with a loan/agreement with the bank for \$300,000. With interest rates at 2.25% and term of 10 years (our attorney would do the legal work with the writing the agreement) this would preserve our current investments and allow the city tackle future projects. It would also allow the city to pay down a current bond and complete a long-standing major capital project. The cost for doing both would \$47,484.44 annual installment for 7 & 10 years in conjunction with bond retirement. This does not include the \$29,000 on the remaining 2014 revenue bond. However, this would preserve fund balances and provide cash on hand to complete other street/water projects, (pages 89, 90 & 92 of the council packet).

- **MOTION** by Bigelow **SECOND** by Burch that we work on making an agreement with The State Bank for a loan for the secondary water line. Roll Call Vote: Arnold – Aye, Richard – Aye, Burch – Aye, Heslop – Aye, Bigelow – Aye, Martin – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

12. *DISCUSSION/DIRECTION SEASONAL HIRING PRACTICES:* Richard lead the discussion expressing he would like to see the city encourage hiring within the city limits with the intent of giving back to the community. Arnold made comments that the city needs to be careful with discrimination liability. Bigelow added that there should be no preference, the best person should be hired for the job no matter where they live. Rankin said he is hoping to hire 2 additional part-time/seasonal help for the DPW in the future once the pandemic has slowed and operations

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are back to normal, however, it will be based on budget cuts from the State created due to Covid and we do not know those figures just yet. We are hoping to know more in late April or early May. Brown mentioned she loves the concept of having employment through the city but it is quite difficult to hire high school students as the DPW starts working hours well before school starts and the DPW is finished by the time school is let out. No action

13. ANNUAL APPOINTMENTS TO THE VARIOUS BOARDS AND/OR COMMISSION: Brown asked if Rush contacted the members whose terms were expiring and Rush replied yes, they are all still willing to serve. Mayor Brown recommended the re-appointments. Prior to the roll call vote Mayor Brown asked for a volunteer to take Christy Sanborn's place as the alternate on the Genesee County Small Cities and Villages Association and Richard volunteered.

- **MOTION** by Bigelow **SECOND** by Richard that we make the re-appointments and to include Mark Richard as the alternate for the Genesee County Small Cities and Villages Association. Roll Call Vote: Bigelow – Aye, Martin – Aye, Richard – Aye, Burch – Aye, Arnold – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

Rankin requested an item be added on tonight's agenda.

- **MOTION** by Arnold **SECOND** by Richard that we add item No. 14, Purchase Agreement of Playground Equipment. Roll Call Vote: Richard – Aye, Heslop – Aye, Bigelow – Aye, Martin – Aye, Burch – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

14. PURCHASE AGREEMENT OF PLAYGROUND EQUIPMENT: This is the purchase agreement to purchase and install the playground equipment. Stout was able to look over the agreement and approved it, however, it also requires council approval.

- **MOTION** by Arnold **SECOND** by Richard that we enter into an agreement to purchase the playground equipment using the CDBG funds. Roll Call Vote: Burch – Aye, Heslop – Aye, Richard – Aye, Martin – Aye, Arnold – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

*Discussion ensued on the best time of the season to utilize Cape and Seal practices.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: The next meeting is February 9th @ 7:30 a.m.

ELECTION COMMISSION: Brown said she contacted Sanborn but has not had a response.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Brown said they are continuing with Zoom meetings and the City of Linden is now the Chairperson of the association. Bryant Nolden, from the Genesee County Health Department and Gary Jones, liaison from the Governor's office came and spoke on Genesee County's roll out for Covid vaccines. Mayor Brown

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also mentioned that the new State Rep. came out for the opening of Taco Bell and she will continue to try keeping in touch with him.

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

GENESEE COUNTY METROPOLITAN ALLIANCE: January's meeting was cancelled.

PLANNING BOARD: Richard reported they went over the Capital Improvement Plan.

911 CONSORTIUM: Bigelow included the meeting minutes in the council packet.

ZONING BOARD OF APPEALS: NONE

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Rankin mentioned that there could potentially be additional funds available through the Genesee County Habitat for Humanity. City staff has been quite busy in the new year. It involves closing out the last and with that hopefully you have gotten your W-2. I'm working on lining up a number of projects this next year. This includes continued park improvements, improvements to our DPW facility, street maintenance, a Habitat for Humanity build -possibly two this fall. All quite exciting stuff.

Staff is still working remotely from home and in the office when necessary. Vaccinations will be starting in the coming weeks for our staff but right now demand is greater than supply. Our NEP Grant is wrapping up this month and hope to present all the improvements completed. As always, if you have any questions please feel free to contact me.

CITY ATTORNEY: NONE

MAYOR AND COUNCIL COMMENTS: Bigelow thanked Mayor Brown for information on Covid vaccination registry. Richard congratulated city and township residents for face covering usage. Burch announced that he will be attending the Frankenmuth MML training via zoom.

COMMUNICATIONS TO THE COUNCIL: NONE

ADJOURNMENT

Mayor Brown adjourned the meeting at 9:00 p.m.

Prepared by City Clerk, Tina Rush