

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

February 20, 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, (entered at 7:04 p.m.), Robert Arnold, Mark Richard, Tom Bigelow, and Ryan Heslop. Also present was City Manager Neil Rankin, City Clerk Tina Rush, Attorney Otis Stout, and 15 citizens. Council members Christy Sanborn was recorded absent.

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

**CITIZEN OF THE MONTH:** John Newcomer's family was present to receive the January Citizen of the Month on behalf of John Newcomer.

1. *THE MONTH OF FEBRUARY, AIDEN PUTNAM:* Aiden was commended for taking it upon himself to mow some vacant lots in the City.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF APRIL:* Choose a Citizen of the Month for April will be put on next month's agenda.

\*Council Member Debbie Gross entered at 7:04 p.m.

**PUBLIC HEARINGS:** *PROPOSED ORDINANCE NO. 441 AMENDMENT TO CHAPTER 26, ARTICLE II, SECTION 26-25 ENTITLED "BURNING OF TREES, LOGS, BRUSH, STUMPS, LEAVES, AND GRASS CLIPPINGS:* Mayor Brown opened the meeting at 7:05 p.m. There were no questions and/or comments from the public. Mayor Brown closed the meeting at 7:06 p.m.

### **PRESENTATIONS:**

1. *CITY OF MONTROSE WATER SYSTEM SANITARY SEWER SURVEY:* Kevin Lemmer P.E., EGLE District Engineer for Genesee County spoke on the survey for the City's water supply and presented the final findings noting areas for improvement and identified timelines for corrective action where appropriate. The purpose of the survey is to evaluate the water supply system with respect to the requirements of the Michigan Safe Drinking Water Act. It is an opportunity to update records, provide technical assistance and identify potential risks that may adversely affect drinking water quality. Lemmer said the City has a healthy water system and there are no immediate water quality concerns. The City's infrastructure is doing well and continue to make improvements, however, there is a need for another water source if the current source was to become unavailable. Richard asked if it is law or a requirement at this time for the second water source and Lemmer clarified that it is currently just a recommendation. Council continued dialogue in regards to the city's water infrastructure, costs, and another water source.

2. *APPROVAL OF ANNUAL 2020 POVERTY EXEMPTION GUIDELINES:* City Assessor Bob Naumann reported that the first session for the March Board of Review is March 3<sup>rd</sup> from Noon to 8 P.M. and the second session is March 9<sup>th</sup> from Noon to 8 P.M. Naumann said the change of assessment forms were mailed and assessment values have increased. Naumann gave an overview of the

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proposed assessment changes and a tentative overview of the taxable and assessed values for the year 2020. Each year the income guidelines change on the poverty exemption and these new guidelines need to be adopted by the council.

- **MOTION** by Bigelow **SECOND** by Richard to approve the annual 2020 Poverty Exemption Guidelines. All Ayes. Motion Carried.

### **REPORTS:**

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

**PUBLIC COMMENTS:** Wayne Atwell.

### **MATTERS OF COUNCIL ACTION**

#### 1. *APPROVAL OF 01/16/20 REGULAR MEETING MINUTES:*

- **MOTION** by Arnold **SECOND** by Richard to approve the regular council minutes from 01/16/20. All Ayes. Motion Carried.

#### 2. *APPROVAL OF CHECK REGISTER & TREASURER REPORT:* Prior to roll call, Gross questioned the voided checks. Rush said it was a program error and the checks had to be voided and reprinted.

- **MOTION** by Richard **SECOND** by Arnold to approve the check register and treasurer report. Roll Call Vote: Bigelow – Aye, Arnold – Aye, Gross – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

#### 3. *DISCUSSION DIRECTION RE: SINGLE LOT SPECIAL ASSESSMENT INSTALLMENT/INTEREST FOR GENESEE STREET:* Rankin reported Genesee Street is completed and one of the last components to resolve is the financial of the installation of the driveway apron, approaches or upgrades. This resolution is for a single lot special assessment for those who received new approaches. There were six installed for a total cost of \$23,348.63. Letters were sent to each property owner in June of last year and each owner had input in the location and size of the approach. Notice has also been sent to the property owners in regards to the meeting tonight to adopt this assessment.

Council needs to set the installments and interest for this assessment which would begin on the July 1, 2020 taxes. Rankin recommended seven years at a 4% interest rate that is in accordance with the City Ordinance. Residents can come in prior to July 1<sup>st</sup> and pay the assessment in full.

Wayne Atwell spoke asking in the future if the city is going to charge a person, the person should have a say on how it is done. He doesn't think it is right for the city to come and do whatever they please and then get charged for it. He also spoke about how his driveway and curb was not done correctly.

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Richard said he would like to have the engineers come in next meeting to discuss what went wrong. Norm Good also spoke on his cost of the assessment saying that it is more than what he was originally quoted.

**4. APPROVAL OF SINGLE LOT SPECIAL ASSESSMENT RESOLUTION FOR GENESEE STREET:** Prior to roll call vote, Heslop asked if approved as is and other issues are raised regarding the construction, does that allow council to change anything once this motion is locked in or should it be tabled until the engineers can answer questions. Rankin said that it wouldn't change the years or the percentage of the assessment payoff. Wayne Atwell spoke about staking not being done prior to the concrete being poured.

- **MOTION** by Bigelow **SECOND** by Arnold to adopt the single lot special assessment for the 2020 summer property tax season for seven (7) years at 4% which is our standard. Roll Call Vote: Richard – Aye, Heslop – Aye, Arnold – Aye, Bigelow – Aye, Gross – No, and Mayor Brown – Aye. Five (5) Ayes and One (1) No. Motion Carried.

**5. DISCUSSION DIRECTION RE: PROPERTY RENTAL INSPECTION SERVICES, LETTER, FEES:** Rankin put together a letter that will be going out to rental property owners. Rankin also created an online inspection form for the inspector to fill out which includes a frequently asked questions page. Rankin went over the fees that would be charged for rental inspections. Mayor Brown would like to change the rental registration from two years to four years. This will be put on next month's agenda. Prior to roll call vote, Gross questioned why the no show/missed appointments is set so high at \$60.00. Mayor Brown said our contract is for \$50.00 if someone misses an appointment and the \$10.00 is for administrative fees. Bigelow asked about a timeframe to cancel an appointment. Forty-eight (48) hour notice for cancellation of appointment needs to be added to the fee schedule.

- **MOTION** by Bigelow **SECOND** by Richard to adopt the recommended rental inspection fees as presented and forty-eight, (48) hour notice for no shows and missed appointments. Roll Call Vote: Heslop – Aye, Gross – No, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. Five (5) Ayes and One (1) No. Motion Carried.

**6. WAIVER OF WATER/SEWER FEES CHARGES FOR 200 E. MAPLE:** Rankin said when the city took ownership of 200 E. Maple there was an outstanding water bill of \$442.79 owing on the water/sewer account. This past due balance needs to be zeroed out.

- **MOTION** by Heslop **SECOND** by Arnold to waive the past due amount of \$442.79 for 200 E. Maple Street. All Ayes. Motion Carried.

**7. APPROVAL OF PROFESSIONAL SERVICES FOR SECONDARY WATER SUPPLY:** Rankin said how the purchasing ordinance is worded, he is allowed to spend \$1,000 without council approval, however, the cost for engineering professional services is \$1,003.00 and requires council approval. Prior to roll call vote, Richard asked if there were any changes between the city, the township and the county splitting the cost three ways. Rankin said nothing is agreed to right now.

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- **MOTION** by Arnold **SECOND** by Bigelow to approve the professional service for a secondary water supply of \$1,003.00. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Gross – No, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. Five (5) Ayes and One (1) No. Motion Carried.

8. *DISCUSSION DIRECTION RE: MANAGER EVALUATION:* Mayor Brown asked everyone to fill out their forms and bring it back to the city office by March 12<sup>th</sup> so it can be included in the next council meeting packet.

9. *APPROVAL OF REMOVAL OF ROXANNE ROGERS AND CARRIE RHYNDRESS FROM THE MONTROSE DDA BOARD:* They are being removed from lack of attendance.

- **MOTION** by Gross **SECOND** by Richard to remove Roxanne Rogers and Carrie Rhyndress from the DDA Board as presented. All Ayes. Motion Carried.

10. *ADOPTION OF PROPOSED ORDINANCE NO. 441 AMENDMENT TO CHAPTER 26, ARTICLE II, SECTION 26-25 ENTITLED “BURNING OF TRESS, LOGS, BRUSH, STUMPS, LEAVES AND GRASS CLIPPINGS”:* The amendment changes burn times from the weekend to every Saturday and Sunday, so burning is not on Fridays or during school days.

- **MOTION** by Richard **SECOND** by Arnold to approve and adopt the new ordinance City of Montrose Ordinance #441. Roll Call Vote: Arnold – Aye, Richard – Aye, Gross – Aye, Bigelow – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

11. *APPROVAL/DISAPPROVAL COUNCIL MEMBER CHRISTY SANBORN’S ABSENCE AT THE JANUARY 16, 2020 REGULAR COUNCIL MEETING:*

- **MOTION** by Gross **SECOND** by Richard approve her absence as presented. All Ayes. Motion Carried.

**PUBLIC COMMENTS:** Sam Spence asked about the requirements for being a DDA member. Mayor Brown said you must be a registered voter, not necessarily in the City of Montrose, but must be at least 18 years old and have an interest in improvements of the downtown area.

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

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* No meeting due to no quorum. They are seeking applicants.

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

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Mayor Brown said Genesee County Small Cities & Villages made her their designated member of the Genesee County Metropolitan Planning Commission Allocation Committee. Genesee County has created a document called “Our County, Our Future” which has details about Genesee County all the way down to the local level. It will be coming out for public comment soon and will be available on line. The small villages meeting was in Clio. Martin Cousineau from the Genesee County Board of Commissioners was present. He gave an update on what is going on in the county. There was also a gentleman

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there who works for the conservation district. He encouraged everyone to have Earth Day festivities this year. Mayor Brown is in the process of working on some Earth Day Festivities. Earth week is April 17<sup>th</sup> to April 25<sup>th</sup> and Earth Day is April 22<sup>nd</sup>. Brown would also like to plant the tree for Everett at the Depot on Earth Day and will be requesting funds to make a plaque for Everett.

*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* Spence said they spoke about sewer infiltration. The meeting for municipalities will be March 4<sup>th</sup>. They have been metering each community to see how much sewage flows on a daily basis.

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Richard said they are probably going to redo 475 from Bristol Road to at least the Flint River. They are resurfacing M57 from Dort to M15. They are re-doing the I75 and I69 interchange so that I75 will go over I69.

*PLANNING BOARD:* Richard said they talked about the approach ordinance.

*911 CONSORTIUM:* Meeting is next month.

*ZONING BOARD OF APPEALS:* Next meeting will be March 12<sup>th</sup> at 6:30 p.m. just before the Planning Board meeting.

**REPORTS FROM CITY MANAGER AND CITY ATTORNEY:**

*CITY MANAGER:* Rankin reported on the following; He is putting together the application for the MDNR Recreation Passport program and hopes to have it submitted next week.

Absentee ballots are available for the March election, the state has passed no reason absentee voting which this will be the first election held in Montrose that will allow this. The clerk has been conducting accuracy test this past week to ensure everything will go smoothly on March 10<sup>th</sup>.

He would also like to know if council has an interest in conducting a strategic planning workshop in the coming months prior to a budget workshop. This would be an opportunity to review, refine and verify the City's vision for the community.

Rankin attended the Michigan Municipal Executive Winter Institute hosted at Treetops Resort in Gaylord January 28-31. It was well attended with over 250 municipal managers/administrators from all over state. Topics, break out session and keynotes presentation included cyber security, employment law, building strong communities as well as legislative updates.

He also spoke about the General Fund and energy savings.

*CITY ATTORNEY:* Stout said everything is going good. He spoke about a court case.

**MAYOR AND COUNCIL COMMENTS:** Richard asked Spence how he liked the radiant heat at the DPW. Spence said yes, very much. Richard also told Sam if he or Mitch had any other suggestions to make the DPW more efficient to let the manager know. Mayor Brown said she is taking a five-week class at the Innovation Incubator provided through U of M Flint. It is Build a Better Business workshop. It is very interesting and informative. She is working with them to try to bring the same

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workshop to Montrose to build the small businesses up. She will keep council updated. She just got word she is officially making the Elected Official Academy Level 2 for the March Capital Conference.

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

**ADJOURNMENT**

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

Mayor Brown adjourned the meeting at 9:02 p.m.

Prepared by City Treasurer, Chrystal Raible