

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 19, 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, and Ryan Heslop via cell phone. Also present was City Manager Neil Rankin, City Clerk Tina Rush, and 1 citizen. Council members Christy Sanborn, Mark Richard, and Tom Bigelow were recorded absent.

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

CITIZEN OF THE MONTH:

1. *THE MONTH OF MARCH, NEW DAY FOR STRAYS:* Mayor Brown announced that a representative will be available to accept this plaque once the national health crisis from Covid-19 has subsided.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF APRIL:*

Prior to the roll call vote, Mayor Brown announced that it was recommended to have roll call votes on each item due to the allowance of telecommunications during the ongoing national health emergency.

- **MOTION** by Gross **SECOND** by Arnold to nominate Carie Rhyndress as citizen of the month for the month of April and Roxanne Rogers for the month of May. Roll Call Vote: Arnold – Aye, Gross – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS:

1. *THOMAS HUTCHISON, EXECUTIVE DIRECTOR GENESEE COUNTY HABITAT:* Rankin reported that Mr. Hutchison was unable to make tonight's meeting, however, the City was approved for a grant to take care of 200 E. Maple Street. The project is anticipated to begin Spring of 2021.

2. *KRISTI POWELL, MONTROSE BLUEBERRY FESTIVAL PRESIDENT:*

Mayor Colleen Brown accepted a donation of \$1,000 from the Montrose Blueberry Festival President Kristi Powell. The donation will be specifically used to plant trees at Blueberry Park and will be part of the larger ongoing enhancements at the park happening this Spring.

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: NONE

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 19, 2020

MATTERS OF COUNCIL ACTION

1. APPROVAL OF 02/20/20 REGULAR MEETING MINUTES:

- **MOTION** by Arnold **SECOND** by Gross to approve the regular council minutes from 02/20/20. Roll Call Vote: Arnold – Aye, Gross – Aye, Heslop – Aye, and Mayor Brown – Aye. 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 Gross **SECOND** by Arnold to approve the check register and treasurer report as presented. Roll Call Vote: Heslop – Aye, Arnold – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. CAPE SEAL OF CITY STREETS: Rankin reported that the city received three (3) bids, American Pavements, Inc. in the amount of one hundred twenty-seven thousand, (\$127,000), Highway Maintenance & Construction, one hundred two thousand, (\$102,000) and the third one from Pavement Maintenance Systems LLC in the amount of one hundred six thousand five hundred, (\$106,500.00). Member Gross asked if the City's engineer company, Fleis & Vandenbrink, were familiar with any of these companies and Rankin replied yes, all of three of them, the city is looking to cape/seal S. Saginaw Street, Eastman, North Street and Erean.

- **MOTION** by Arnold **SECOND** by Gross to accept and go forward with the lower bid from Highway Maintenance in the amount of one hundred two thousand dollars and no cents, (102,000.00). Roll Call Vote: Heslop – Aye, Gross – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. 200 E. MAPLE STREET MOWING CHARGES: 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 but requires council approval.

- **MOTION** by Arnold **SECOND** by Arnold to Gross that we wave the mowing charges for 200 E. Maple Street. Roll Call Vote: Gross – Aye, Arnold – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. DISCUSSION DIRECTION RE: MANAGER EVALUATION:

- **MOTION** by Arnold **SECOND** by Gross that we postpone until we have more people, until the next city council meeting. Roll Call Vote: Gross – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. DISCUSSION DIRECTION RE: DRIVEWAY APPROACHES/APRONS:

- **MOTION** by Arnold **SECOND** by Gross to set the public hearing date for the May City Council meeting. Roll Call Vote: Arnold – Aye, Gross – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. APPROVAL/DISAPPROVAL COUNCIL MEMBER CHRISTY SANBORN'S ABSENCE AT THE JANUARY 16, 2020 REGULAR COUNCIL MEETING:

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 19, 2020

- **MOTION** by Arnold **SECOND** by Gross to approve Christy Sanborn's absence. Roll Call Vote: Gross – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. *DECLARATION OF EMERGENCY ORDINANCE NO. 442*: Rush read aloud the complete proposed ordinance No. 442;

The City of Montrose mission is to provide essential public services to residents of the City of Montrose. To accomplish this mission, the City must ensure its operations are performed efficiently and with minimal disruption, especially during an emergency.

Specified within City Charter under Ordinance Section 2-138 that in an emergency or an apparent emergency endangering the public peace, health, safety, security or welfare of the city and its people or property, the purchasing agent, the city manager, or any department head may purchase directly any equipment, machinery, materials, services or supplies they deem immediately necessary to abate or mitigate the imminent danger.

Department heads shall be responsible to report all emergency purchases to the city manager on the next business day following the emergency purchase. The city manager shall report to the city council of all and any emergency purchase no later than the next regular meeting of the council.

Michigan Governor's declaration of a statewide emergency on March 11th, 2020 and in response to the present or eminent threat of disruption to regular operating standards of the City of Montrose, I hereby authorize the City Manager to act as an emergency response administrator.

The emergency response administrator shall institute such policies and or purchases that are necessary to conduct the essential mission and functions of the City under all threats and conditions with the intent of promoting the safety and welfare of both residents and staff of the City of Montrose.

- **MOTION** by Arnold **SECOND** by Gross to approve emergency Ordinance No. 442. Roll Call Vote: Heslop – Aye, Arnold – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

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 reported that the April meeting has been cancelled.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 19, 2020

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: There was no meeting.

GENESEE COUNTY METROPOLITAN ALLIANCE: NONE

PLANNING BOARD: Rankin reported they worked on the apron ordinance.

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: Arnold reported that they were able to meet and approve meeting minutes but the members would still like to appoint an alternate in case one of the members were unable to attend.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: In you packet are the three bids the city received to Cape Seal the city streets. The bid packet was in your January council packet. This project would cape seal S. Saginaw Helen, Ruth, North and Eastman Streets. This would roughly a mile of city streets the low bid was from Highway Maintenance and Construction out of Romulus in the amount of \$102,000. The breakdown in costs would be \$35,700 of local streets. Ruth, Helen and Eastman and \$66,500 for major streets. S. Saginaw and North. There may be some shoulder prep (additional gravel, patching) to be completed on the streets before work to begin to ensure the expectations of the final result.

would recommend council accept the bid for Cape Seal from Highway Maintenance and Construction in the amount \$102,000.

The staff has been working on the budget for the last couple of weeks and if you have any input for projects please let me know.

The City Newsletter will be going in the next few weeks in early April. If you wish to see a topic addressed please let me know.

Rental inspection letters were sent out two weeks ago. In light of the Covid-19 virus I am in a holding pattern and will send a letter in early April hoping things will have improved by then to landlords to schedule appointments. Surprisingly a few landlords are receptive to the city moving forward as they have mentioned that this would level the field for those that are not maintaining properties.

As always if you have any questions please feel free to contact me.

CITY ATTORNEY: Stout did not attend tonight's meeting.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 19, 2020

MAYOR AND COUNCIL COMMENTS: Mayor Brown reported that Common Ground is trying to get list of seniors or those who live alone in order to keep citizens connected during this crisis. Common Ground will be starting a video to connect Montrose residents to let them know that they are not alone. Mayor Brown mentioned that they are also trying to get the food pantry open. Mayor Brown praised the senior center for offering hot food take out for Genesee County residents over the age of 60. The senior center also takes seniors to the store and pharmacy once a week. Arnold commented to please treat the grocery store employees with kindness.

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

ADJOURNMENT

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

Mayor Brown adjourned the meeting at 7:42 p.m.

Prepared by City Clerk, Tina Rush