

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 16, 2020

<https://drive.google.com/drive/my-drive>

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.~~ on-line via Meet.google.com/hma-hvgo-dsr.

ROLL CALL: Present Council Members were Mayor Colleen Brown, Debbie Gross, Robert Arnold, Mark Richard, (via cell phone), Tom Bigelow, and Ryan Heslop. Also present was City Manager Neil Rankin, City Clerk Tina Rush, City Treasurer Chrystal Raible, DPW Supervisor Sam Spence and **several citizens**. Council member Christy Sanborn was recorded absent.

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

CITIZEN OF THE MONTH:

1. *THE MONTH OF APRIL CARIE RHYNDRESS:* Mrs. Rhyndress was unavailable.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF JUNE, (MAY IS ROXANNE ROGERS):* Arnold suggested honoring the essential workers in Montrose and/or businesses that were open during the Covid-19 crisis.

PUBLIC HEARINGS: NONE

PRESENTATIONS: NONE

REPORTS:

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

2. *SAFEBUILT INSPECTION SERVICES:* Rankin reported that currently there are no inspections unless it is an emergency. SAFEbuilt is still processing various permits as applications for various projects are still coming into the city office.

3. *HYDRO-CORP INSPECTION SERVICES:* On file at city office. Rankin reported that letters are still going out, setting up dates for inspections.

PUBLIC COMMENTS: NONE

MATTERS OF COUNCIL ACTION

1. *APPROVAL OF 03/20/20 REGULAR MEETING MINUTES:* Prior to approval of the meeting minutes, Rankin made note that the agenda reflected approval of the 02/20/20 regular meeting minutes, however, inside the council packet were the 03/19/20 meeting minutes for approval. Rankin also mentioned that it was recommended a roll call vote for each item.

- **MOTION** by Gross **SECOND** by Arnold to approve the regular council minutes from 03/19/20. Roll Call Vote: Arnold – Aye, Gross – Aye, Heslop – Aye, Bigelow – Aye, Mayor Brown – Aye, and Richard – Aye. All Ayes. Motion Carried.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 16, 2020

<https://drive.google.com/drive/my-drive>

2. APPROVAL OF CHECK REGISTER & TREASURER REPORT:

- **MOTION** by Arnold **SECOND** by Richard that we pay our bills in the amount of eighty-three thousand six hundred seventy-six dollars and sixty-six cents, (\$83,676.66). Roll Call Vote: Bigelow – Aye, Arnold – Aye, Gross – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. **CAPE SEAL OF CITY STREETS:** Rankin reported that in tonight’s packet is the contract for the Cape Seal Surfacing to be completed this summer. Council accepted the low bid from Highway Maintenance and Construction to complete the work in an amount of \$102,000. A copy of this contract/agreement was sent to Otis last week and Otis’ approval of the contract was emailed to everyone earlier this week. This contract uses the same language as the Ditching Contract that was done in 2017 by Heysteck Construction. The work would be completed as late as October to allow the contractor maximum flexibility in completing the work.

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

4. **WATER RELIABILITY STUDY:** Rankin conveyed that the City had Wade Trim complete a water reliability study in 2012. This information is required for EGLE (MDEQ) in our water assessment management program and is to be updated every five years. Wade Trim did the work before the upgrades that were completed in 2014 with the increase in the pipe diameter. The larger component that the city cannot complete is the hydraulic modeling. This would utilize software and testing of hydrants throughout the city to determine the capacity and deficiencies of the system. This was an item that was discussed and needed to be included in our report that is due on April 30th to our district engineer. The city will request an extension to the agency on submission deadline per my conversations with our district engineer. The cost for the last study completed by Wade Trim was \$7780.

- **MOTION** by Gross **SECOND** by Richard that we move forward with the reliability study from Fleis and Vandebrink in the amount of seven thousand nine-hundred dollars and no cents, (\$7,900) for the hydraulic modeling. Roll Call Vote: Heslop – Aye, Gross – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

Rankin requested an item be added onto tonight’s agenda.

- **MOTION** by Arnold **SECOND** by Gross to add onto tonight’s agenda, “Renewal of the 2021-2023 CDBG funding program”. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Gross – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. **DISCUSSION DIRECTION CITY OFFICE SUMMER HOUSE:** Rankin conveyed that last month he brought up for discussion moving the City Office to be open for 4 days at 10 hours. Monday through Thursday from 8am-6pm during the summer months. Recent studies have supported 4-day work week for a number of reasons;

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 16, 2020

<https://drive.google.com/drive/my-drive>

<https://www.npr.org/2019/11/04/776163853/microsoft-japan-says-4-day-workweek-boosted-workers-productivity-by-40>,

<https://www.kronos.com/about-us/newsroom/organizations-often-undermine-their-own-employee-experience-finds-workforce-institute-kronos-survey>

Rankin's thoughts to go to a 4-day work week from Memorial Day through Labor Day were based on a number of reasons. The first is to reduce energy usage (building, driving, etc.) The second is that looking at the time city employees take off are during the summer months and that our small office staff competes for those Fridays during the summer months to leave earlier for a long weekend. The third reason is to keep the office open longer for residents if they need to pull a permit they can come in at 5:30 pm and do so. Rankin said he found that during the Summer the number of customers coming into the office on a Friday is far fewer and this information is based on the number of financial transactions that occur. The city staff is dedicated to their jobs and while salaries are important, so is having a workplace that has flexibility, especially when it comes to work life balance and the time enjoy the short 3 months of warm weather. If this would be implemented it would be a total of 15 Fridays that the office would be closed between May 25th and September 7th. If council is interested in moving forward with this I would include it in the Spring Newsletter.

- **MOTION** by Richard **SECOND** by Arnold that we do a pilot program of 4, 10-hour days shift going from Monday through Thursday 8:00 a.m. to 6:00 p.m. from Memorial Day to Labor Day. Roll Call Vote: Gross – Aye, Heslop – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. APPROVAL/DISAPPROVAL COUNCIL MEMBER CHRISTY SANBORN'S ABSENCE AT THE MARCH 19, 2020 REGULAR COUNCIL MEETING:

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

7. APPROVAL/DISAPPROVAL COUNCIL MEMBER TOM BIGELOW'S ABSENCE AT THE MARCH 19, 2020 REGULAR COUNCIL MEETING:

- **MOTION** by Richard **SECOND** by Arnold to excuse Mr. Bigelow. Roll Call Vote: Richard – Aye, Bigelow – Aye, Gross – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. APPROVAL/DISAPPROVAL COUNCIL MEMBER MARK RICHARD'S ABSENCE AT THE MARCH 19, 2020 REGULAR COUNCIL MEETING:

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

9. RENEWAL OF THE 2021-2023 CDBG FUNDING PROGRAM:

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 16, 2020

<https://drive.google.com/drive/my-drive>

- ***MOTION*** by Gross ***SECOND*** by Arnold to renew the 2021-2023 CDBG funding program. Roll Call Vote: Gross – Aye, Bigelow – Aye, Richard – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Cancelled due to Covid-19.

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

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Brown reported that the April and May's meeting was cancelled due to Covid-19 and there are no meetings during the summer months of June, July and August.

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: Cancelled due to Covid-19.

GENESEE COUNTY METROPOLITAN ALLIANCE: Richard reported that a virtual meeting was held and they mainly discussed TIP repair road improvements along I-69.

PLANNING BOARD: Cancelled due to Covid-19.

911 CONSORTIUM: Cancelled due to Covid-19.

ZONING BOARD OF APPEALS: Next meeting will not take place until 2021 unless a variance application is submitted to be considered.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Please make sure to check your email to get the latest on the happenings in the city. I am in contact with Genesee County Health Dept. and the State of Michigan on Covid-19 pandemic. I will pass information to you as I get them on county events and actions.

The City Newsletter will be going next week. If you wish to see a topic addressed please let me know. I wanted to include information on the MSHDA Neighborhood Grant however our grant champion said to hold off until a meeting we have with them on April 23rd. I have just submitted our information and I'm assuming they are having a lot of questions.

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

CITY ATTORNEY: NONE

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 16, 2020

<https://drive.google.com/drive/my-drive>

MAYOR AND COUNCIL COMMENTS: Gross suggested putting the new summer office hours on the water bills. Bigelow asked when yard waste will start back up again and asked Rankin to contact Genesee County to include the “City” on the Genesee County Health Department’s website of stats.

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

ADJOURNMENT

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

Mayor Brown adjourned the meeting at 7:53 p.m.

Prepared by City Clerk, Tina Rush