

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 20, 2021

CALL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 7:03 p.m. The meeting was held via meet.google.com/iuu-ofah-jys **Join by phone (US) +1 617-675-4444**
PIN: 905 792 601 8265#

ROLL CALL: Present Council Members were Mayor Colleen Brown – Montrose MI, Robert Arnold – Montrose, MI, Mark Richard – Montrose MI, Ryan Heslop – Montrose MI, Aaron Burch – Montrose MI, and Andrea Martin – Montrose MI. Also present were City Manager Neil Rankin, City Clerk Tina Rush, and Attorney Otis Stout, and **4 citizens**. Member Tom Bigelow 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 MAY 2021, FRANK TAYLOR:* Council honored Mr. Taylor for his years of continual service to the community by serving on the Planning Board.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF JUNE:* Mayor Brown mentioned that there is a “family” each week that will walk around community collecting trash.

- **MOTION** by Richard **SECOND** by Burch to nominate Steve Bedtelyon and Family for Citizen of the Month for the month of June. Roll Call Vote: Arnold – Aye, Richard – Aye, Burch – Aye, Heslop – Aye, Martin – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS: *2021 FINANCAIL OVERVIEW;* Rankin had a PowerPoint presentation outlining the City’s projected finances for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

REPORTS

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

2. *BUILDING INSPECTION SERVICES:* On file at city office.

3. *HYDRO-CORP INSPECTION SERVICES:* On file at city office.

4. *RENTAL PROPERTY INSPECTIONS:* None/on Hold/Starting in April.

PUBLIC COMMENTS: NONE

MATTERS OF COUNCIL ACTION:

1. *APPROVAL OF THE 04/15/21 REGULAR MEETING MINUTES:*

- **MOTION** by Richard **SECOND** by Arnold to approve the 04/15/21 meeting minutes. Roll Call Vote: Martin – Aye, Arnold – Aye, Burch – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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2. APPROVAL OF TREASURER REPORT & CHECK REGISTER:

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

3. **DISCUSSION/DIRECTION QUIT CLAIM DEED/HABITAT FOR HUMANITY:** Rankin said Habitat for Humanity is looking to start construction on the new home at 200 E. Maple. They had a survey/title work completed last week and now the city would transfer the property. Property will be placed on the ad valorem in December.

- **MOTION** by Richard **SECOND** by Martin to approve the resolution for the quit claim deed for 200 E. Maple Street. Roll Call Vote: Heslop – Aye, Burch – Aye, Martin – Aye, Arnold – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. **RESOLUTION FOR HABITAT FOR HUMANITY 183 OAK STREET:** Rankin explained that Habitat for Humanity is interested in completing a second build along with 200 E. Maple at 183 Oak Street. There was a house on this lot in 2013/14 that was torn down. The lot is 57' x132' or 7,524 square feet. Zoning would work for RS-1, and as there is no requirement for a garage so the home could be 37' wide. There are a number of nice plans that would ideally fit this lot. Water and sewer are available.

- **MOTION** by Heslop **SECOND** by Richard that we adopt the resolution for 183 Oak Street. Roll Call Vote: Heslop – Aye, Martin – Aye, Burch – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. Motion Carried.

5. **DISCUSSION/DIRECTION MOSQUITO ABATEMENT RFP:** Rankin said he put together an RFP for mosquito abatement and the current contract goes until October 2022, however, we can still get some pricing to match the assessment that will need to be added by at least the May 2022 election.

- **MOTION** by Arnold **SECOND** by Burch that we have Neil move forward with this mosquito RFP. Roll Call Vote: Burch - Aye, Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. **DISCUSSION/DIRECTION F & V SALT BIN PROPOSAL:** Rankin reported that the DPW is looking to move the storage of salt from the garage to an outside structure. The DPW Supervisor Sam Spence and I looked at few wooden structures/plans but with the cost of material this would quite expensive. The other option is to go with a poured wall, steel structure. I found that Steelmaster Building Systems offers a metal structure that would be ideal. This would be 20 x 40 structure, located in the DPW yard, that would be for both salt and equipment storage. It would be open ended and have a concrete pad on the front to store material (sand, gravel). The engineer spec work would be done by Fleis and the city would purchase the steel structure. The Steelmaster building would \$10,918. It would need to be constructed which I would estimate at \$4-5K and concrete would be \$8-10k. \$25,000 was budgeted for this building and the engineering/foundation work would be a component of the proposal

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to get the city more bids on the work.

- **MOTION** by Richard **SECOND** by Arnold to approve F & V's proposal in the amount of two thousand five hundred dollars and no cents, (\$2,500.00). Roll Call Vote: Arnold – Aye, Richard – Aye, Martin – Aye, Burch – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *DISCUSSION/DIRECTION STEELMASTER BUILDING*: Previously discussed under agenda item No. 6. Rankin mentioned that this will be ordered this fiscal year with the payment to be made in the 2021/2022 fiscal year.

- **MOTION** by Richard **SECOND** by Arnold that we approve the Steelmaster building to be built across from the DPW. Roll Call Vote: Richard – Aye, Martin – Aye, Burch – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. *DISCUSSION/DIRECTION PURCHASE OF FIRE HYDRANTS*: Rankin reported that the DPW currently has two hydrants that will need to be replaced before the end of this fiscal year. Production will be a few weeks out, but the payment would be in the 2021/2022 fiscal year budget. The goal is to replace 2 hydrants per year. Spence added that the current hydrants are so old, some parts are not available and/or too expensive to replace.

- **MOTION** by Richard **SECOND** by Heslop to purchase the 2 fire hydrants. Roll Call Vote: Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, Burch – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

9. *DISCUSSION/DIRECTION OF SIDEWALK BIDS*: Rankin reported that the city received 4 bids from local and not so local contractors. Highest bid was \$33,580 from KMI Road Maintenance of North Branch and the low bid was from Wayne Atwell – TNA excavating for \$2,000 or just the cost of material. If council accepts the low bid, it would still require all of the documentation.

- **MOTION** by Richard **SECOND** by Heslop that we accept the bid from Atwell not to exceed thirty-five hundred dollars and no cents, (\$3,500.00). Roll Call Vote: Burch – Aye, Richard – Aye, Martin – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

10. *DISCUSSION/DIRECTION DPW GARAGE ROOF REPLACEMENT BIDS*: Rankin said that A.R.S. Construction had the only bid for the roof replacement the cost for Gutters (\$1,800) roof \$23,000 and to replace the blown in insulation with R38 would be an additional \$3,000. The total would be \$27,800 for the project. Mayor Brown added that this is a local business that has done great work in the past.

- **MOTION** by Richard **SECOND** by Heslop that we use AR Construction, a local business, for our DPW garage roof, not to exceed thirty thousand dollars and no cents, (\$30,000.00). Roll Call Vote: Martin – Aye, Burch – Aye, Richard – Aye, Arnold – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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11. *APPROVAL OF MSHDA GRANT AGREEMENT:* Attached is the Round 6 MSHDA NEP Grant Agreement. This would be the program as last time. The focus is on exterior home improvements and I will hope to have everything in place by June 1st, with an informational meeting in early June and applications due in July. The amount would be \$30,000, \$27,000 in grant funding and \$3,000 for grant administration. The authorized signers would be Neil Rankin and Chrystal Raible.

- ***MOTION*** by Richard ***SECOND*** by Heslop to approve the MSHDA grant agreement. Roll Call Vote: Arnold – Aye, Martin – Aye, Heslop – Aye, Richard – Aye, Burch – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

12. *DISCUSSION/DIRECTION PURCHASE OF RADAR SPEED SIGNS:* To address speeding along Saginaw Street in the area where there are transitions from 45mph to 25 mph it was recommended by the Montrose Police Dept. to consider installation of a radar sign. I obtained 3 quotes from vendors and I would recommend Solar Traffic Systems as it is a larger LED display and can record speed averages with data collection software. It would allow to identify traffic count and average speeds. The price for two signs would be \$6,795.25. I have budgeted this amount in traffic for FY 2022. I think this may help address the complaints of speeding on both ends of Saginaw St.

- ***MOTION*** by Heslop ***SECOND*** by Arnold that we accept the quote from SafePace 100 in an amount not to exceed six thousand seven hundred ninety-five dollars and twenty-eight cents, (\$6,795.28). Roll Call Vote: Martin – Aye, Richard – Aye, Burch – Aye, Arnold – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

13. *DISCUSSION/DIRECTION CHRISTMAS DECORATIONS:* In March the city received a new contract for Hometown Decorations. To see if there were any other options the Treasurer did some research on a lease/rental. Our DPW would have no issue if the council wished to go to a purchase option. The city has had Hometown for quite some time now and they do a nice job, however, the city can go another route. The first year the costs would be higher as it would include banners. The price after that could be less if the city decided to do the install. This would be an ideal use of the banner brackets that the DDA has. The design of banners could be decided later by DDA. The quote from LeClerc expires June 1st if the city council wished to go in a different direction.. I will cc the DDA board on this item.

- ***MOTION*** by Richard ***SECOND*** by **Heslop** that we try this and do the LeClerc Christmas lights with the DPW putting them up and taking them down. Roll Call Vote: Richard – Aye, Heslop – Aye, Martin – Aye, Burch – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

14. *DISCUSSION/DIRECTION SNOW REMOVAL RFP:*

- ***MOTION*** by Arnold ***SECOND*** by Heslop that we move forward with the RFP for snow removal. Roll Call Vote: Burch – Aye, Heslop – Aye, Richard – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

15. *DISCUSSION/DIRECTION FY 2022 BUDGET/BUDGET WORKSHOP MEETING:* Attached are the draft budget documents. This is a multi-year budget that has proposed FY2023 and 2024. If council wishes to add anything into those or our current year now would be the time to make

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those requests. The council will also need to set a date for a budget workshop. Typically, this meeting is before the June council meeting. This year that would be June 17 at 6:00 p.m.

- **MOTION** by Heslop **SECOND** by Richard to set the budget workshop @ 6:00 p.m. before the regular council meeting. Roll Call Vote: Heslop – Aye, Arnold – Aye, Burch – Aye, Martin – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

16. DISCUSSION/DIRECTION CITY MANAGER EVALUATION/WAGES: Rankin said he hopes councilmembers have had a chance to drop off the manager evaluation form. I will try to redo next time to make it easier to submit. Union employees have their wages increases specified in the union contract. Going into the last year of this contract that is a 2% increase. Non-union, Treasurer and Clerk get usually the same. For example, the average increase in compensation, (wages, health, MERS) for the Clerk over the last 15 years was 1.80%. Several years between 2009-12 there were no increases. As I work at the pleasure of council, I view that wages should be tied to performance. That the fiscal health of the municipality is the standard along with improvements being addressed. Reviewing my past evaluation scores from 2016, 2017, 2019 and 2020 it has shown a trend of improvement. The same can be said for the financial health of the city, where the fund balance has increased from \$345,405 in 2015 to \$544,912 at the start of FY 2022. Many of the projects completed from parks to street improvements is a result grant funding. Hence, I was requested by one council member to provide a list grants that I have obtained over my tenure with the City. I feel it appropriate after becoming a full-time manager in March 2019 to make a request to council for a 4% increase. This would amount to \$2,400. Please keep in mind that just administering the NEP grant provides \$2,997 additional funds to the city. I also, have found many ways, both financially and process related to save thousands of dollars to city taxpayers. This includes LED lighting, retiring bonds early and entering into MOU's with Village of Chesaning in use of equipment. I will likely not request an increase for another two years as I see improvements to infrastructure and finances to be multi year.

- **MOTION** by Richard **SECOND** by Burch that he gets a 4% raise beginning the next fiscal year. Roll Call Vote: Heslop – Aye, Richard – Aye, Arnold – Aye, Martin – Aye, Burch – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

Mayor Brown mentioned council was supposed to address charities and/non-profit organizations within the general business license ordinance and volunteered to get with Neil to tweak the verbiage.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: NONE

ELECTION COMMISSION: Rush reported that there will not be an August election.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: NONE

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GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: Heslop said the meeting takes place next week and he will report at the next council meeting.

GENESEE COUNTY METROPOLITAN ALLIANCE: Richard said the meeting takes place next week and he will report at the next council meeting.

PLANNING BOARD: Richard reiterated the direction council gave them and the board approved a home occupation application for 171 N. Saginaw Street.

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: Arnold reported that the board approved a variance for the property located at 171 N. Genesee Street.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Rankin read aloud his report; The 2nd waterline project is just about done. It appears that Genesee Co. Water and Waste did not mean for the line to go live as they had not bled out the air or set the pressure to balance out the system. It seems most of these issues are now being resolved, the line will balance and residents should see an increase in water pressure. Planning Board at the May 13th meeting opted to make no changes to the business license for non-profits or charitable organizations. Playground equipment installation is being finished at Blueberry Park. The pour in play should be installed shortly. Crack sealing will start next week, or as weather allows. The DPW has been busy getting the parks cleaned up and anticipate a number of projects including sanding down picnic benches and finish hanging the decorative banners along the rest of State Street. Don't forget Free Movie Night, June 12th @ Barber Park.

CITY ATTORNEY: Stout reported that things are moving along through the court system.

MAYOR AND COUNCIL COMMENTS: Heslop asked about vandalism in the parks. Mayor Brown announced that The Montrose Porch Project is holding a community wide cleanup-up Saturday June 5th. They will be picking up garbage and edging the sidewalks along M-57.

COMMUNICATIONS TO THE COUNCIL: NONE

ADJOURNMENT:

Mayor Brown adjourned the meeting at 8:49 p.m.

Prepared by City Clerk, Tina Rush