

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**June 18, 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 Street in Montrose.

**ROLL CALL:** Present Council Members were Mayor Colleen Brown, Debbie Gross, Christy Sanborn, Mark Richard and Ryan Heslop. Also present was City Manager Neil Rankin, City Clerk Tina Rush, Attorney Otis Stout, and 3 citizens. Council Members Tom Bigelow and Robert Arnold were recorded as absent.

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

**CITIZEN OF THE MONTH:**

1. *THE MONTH OF JUNE ANGIE FLORIAN AND STAFF:* Angie Florian and Staff were being recognized for doing the meal program at Montrose School. This will continue over the summer. They were not present to receive the award.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF JULY:* Mayor Brown suggested Aleesia Williamson, Max Groulx and Myles Burnside. She would like to recognize these three young adults for organizing a Black Lives Matter march. She is impressed with their initiative in trying to get involved and doing so in a nonviolent way. She is encouraged by young people getting involved.

- **MOTION** by Richard **SECOND** by Heslop to nominate Aleesia Williamson, Max Groulx, and Myles Burnside for the July Citizen of the Month. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** NONE.

**PRESENTATIONS:** NONE

**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:* NONE

**PUBLIC COMMENTS:** NONE

- **MOTION** by Richard **SECOND** by Sanborn that we have DPW seasonal employee added as item No. 11. All Ayes. Motion Carried.

Mayor Brown would like to add motion 1A SAFEBuilt Inspection Services regarding the adjusted fee schedule.

- **MOTION** by Richard **SECOND** by Sanborn to discuss SAFEBuilt Inspection fee schedule. All Ayes. Motion Carried.

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1A. *DISCUSSION DIRECTION RE: SAFE BUILT FEE SCHEDULE:* Ken Pike and Tara Schreiber from SAFE Built were present to discuss their fee schedule. Ken said the current demolition permit is a flat fee of \$50.00. He would like to change it to \$50 or \$.10 per square foot, whichever is greater. Larger buildings tend to have more inspections, this would help cover the expense of the inspections. The other topic is swimming pools. SAFE Built charges a fee of \$200.00 for a plan review for swimming pools. Currently, the City does not require a plan review. The plan review is needed to ensure everything is safe and SAFE Built requires one. SAFE Built would bring the review fee down to \$90.00. The building permit for the pool would be based on the construction cost. Tara said the building permit would be a \$90 base fee and then \$5.00 per \$1,000 over \$1,000. Mayor Brown said the pool fee currently is \$90.00. She questioned that SAFE Built wants to change the fee from \$90 to two separate fees, a plan review fee and a cost base fee. Ken said correct, the cost of the plan review fee pays for the plan review portion. Mayor Brown said the fee for an above ground pool is more expensive than a single-family dwelling structure, which is \$75.00. Mayor Brown is concerned about the fees for a pool. Ken said pools are dangerous and can be harmful to children and the review process would help to eliminate any problems. SAFE Built can give residents the cost for the building permit prior to the resident getting the permit. That way the resident can decide whether to continue with a pool or not. Mayor Brown said the cost is too high and asked if they can meet somewhere in the middle. Ken suggested they charge \$75.00 for the pool plan review. There was some more discussion about what type of pools need a permit. A permit is required if the pool is over 24" and 5,000 gallons or larger. Mayor Brown asked if \$75 for the plan review and \$75.00 for the permit would be suitable for SAFE Built. Ken said the construction fee is \$90 because that is a base permit. The plan review fee can be \$75.00. There is only a one-time fee for the plan review no matter how many times they have to come back to inspect. There was discussion about flat rates for pools and modifications to the fee schedule. There was a suggestion to have a flat fee for above ground pools that would include the plan review and inground pool fees will be \$75.00 for the plan review plus the construction permit fee. There was another suggestion to have a \$75 plan review fee for an above ground pool with a \$75 base fee. This would be a flat rate of \$150.00. More discussion about the fees continued.

- **MOTION** by Heslop **SECOND** by Sanborn that we modify our fee schedule for swimming pools for above ground \$150 flat rate, which includes the permit and planning review and for inground the planning is \$75 and the construction is \$90 plus \$5 for every... based on our prior construction permit fee. Roll Call Vote: Richard – Aye, Sanborn – Aye, Heslop – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

For the second motion prior to roll call vote, there was further discussion on the \$50 flat rate or \$.10 per square foot. Ken Pike explained for a garage it would be \$50 because a garage is normally 20 x 24 and there are two inspections. There are two inspections done for a demolition. There is an open hole and there is also a final that is grated and sodded. Tara said there is a small plan review that would not be added to this. It would be (inaudible) or \$.10 a foot whichever is greater. When demoing a house there is an application, a plot plan, verification all utilities are shut off, and then it can be demoed. On commercial, asbestos has

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to be abated. There is more involved for commercial. For example, a house that is 2,000 square feet would be \$200.00 to be demoed.

- **MOTION** by Sanborn **SECOND** by Richard to change the current approved fees for the demolition from the flat \$50 rate to \$50 or \$.10 per square foot whichever is higher. Roll Call Vote: Heslop – Aye, Gross – Aye, Sanborn – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

Ken Pike said they would like to maintain the residential roof at \$90 for a permit. For the commercial roofing permits, they would like to base the cost on construction cost fees.

- **MOTION** by Gross **SECOND** by Richard commercial roofing permit would be based on construction cost already existing in the fee schedule. Roll Call Vote: Heslop – Aye, Sanborn – Aye, Gross- Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

### **MATTERS OF COUNCIL ACTION:**

1. **APPROVAL OF 05/21/20 REGULAR MEETING MINUTES:** Richard said there are a couple changes, in the call to order please add ‘conference call’ after google meet address and on page 9 please change the word from palpable to palatable.

- **MOTION** by Richard **SECOND** by Sanborn to accept the 5/21/2020 meeting minutes with changes. All Ayes. Motion Carried

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

**MOTION** by Richard **SECOND** by Heslop to pay our bills. Roll Call Vote: Gross – Aye, Heslop – Aye, Sanborn – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. **BUDGET AMENDMENTS 3:** Rankin said there are two budget amendments and a handout. Prior to roll call vote Richard questioned the Police budget amendment. Rankin said the police had a new contract in January. Their fiscal year does not run the same as ours. Their cost was increased in January 2020 and our budget was passed in July 2019.

**MOTION** by Gross **SECOND** by Sanborn that we approve the amendments as presented. Roll Call Vote: Richard – Aye, Sanborn – Aye, Gross – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. **APPROVAL OF DDA REQUEST TO LEVY 1.9804 MILL RESOLUTION:**

- **MOTION** by Gross **SECOND** by Sanborn to accept the approval of the DDA request to levy 1.9804 resolution as presented. Roll Call Vote: Richard – Aye, Sanborn – Aye, Gross – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. **APPROVAL OF 2020/2021 CITY OF MONTROSE BUDGET RESOLUTION:**

- **MOTION** by Sanborn **SECOND** by Richard to adopt the July 1, 2020 to June 30, 2021 fiscal year budget and property tax millage rate levy of 16.9479. Roll Call Vote: Heslop – Aye,

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Sanborn – Aye, Richard – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. *APPROVAL OF RFP FOR DEMOLITION AT 200 E. MAPLE STREET*: Rankin said the structure at 200 E. Maple Street is not the most secure and has had infestation of animals and it would be best to demolish and clear the lot sooner than later. In the coming fiscal year budget, he has budgeted \$8,500 toward the demolition of the structure. He has put together an RFP that would address the testing and removal of asbestos in the structure and once completed it would be demolished.

- **MOTION** by Gross **SECOND** by Sanborn to move forward with the request for proposal for demolition at 200 E. Maple Street. Roll Call Vote: Gross – Aye, Sanborn – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *DISCUSSION DIRECTION RE: RENEWAL OF CONTRACT FOR ASSESSING SERVICES*: Rankin said Bob Naumann has been our assessor for the last three years and has been a vital component to the city staff. His contract is expiring and he has indicated that he would like to continue as the city assessor providing services until May 2022. His current rate would stay the same and he would continue in the same capacity for the next two years.

- **MOTION** by Gross **SECOND** by Richard that we renew the contract with the assessor as presented. Roll Call Vote: Sanborn – Aye, Gross – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. *DISCUSSION DIRECTION RE: RENEWAL OF CONTRACT WITH LARKO'S*: Rankin said the City/DPW has been using Larko's for lot mowing related to lawn/tall grass violations. They have been very good to work from documentation to timeliness of their services and the system in place has been beneficial for all parties. This has saved a good deal of time for our DPW and keeping our mowing equipment in better shape all while placing lower cost when mowing is assessed on a tax bill. Larko's wishes to continue at the same rates as stipulated in the last contract.

- **MOTION** by Sanborn **SECOND** by Gross that we renew the contract with Larko for mowing services with the City of Montrose. Roll Call Vote: Richard – Aye, Gross-Aye, Heslop – Aye, Sanborn – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

9. *APPROVAL FOR PURCHASE OF TREES FOR BLUEBERRY PARK/BLUEBERRY FESTIVAL DONATION*: Rankin said the Blueberry Festival donated \$1,000 for purchase of trees for Blueberry Park. He is looking at \$1,200 for trees and this gives a little bit of leeway. He would like to get 3-4 trees that are 12-16 feet and 2-3.5 inches in trunk diameter.

- **MOTION** by Gross **SECOND** by Sanborn for the approval of the trees for the Blueberry Park from Blueberry Festival donation as presented up to \$1,200.00 maximum. Roll Call Vote: Sanborn – Aye, Gross – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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10. *DISCUSSION DIRECTION RE: PARK STREET SIDEWALKS:* Rankin said council requested pricing of installing sidewalks to both sides of Park Street last fall to be presented in the spring. Cost would be about \$44,000 to \$65,000 based on cost of cement. There are 19 parcels that are located on the street. Within the next two years, the plan is to move forward with sidewalks. There was discussion about sidewalks being assessed. Rankin said if council wishes to do an RFP for pricing he can have it available at the next council meeting.

- **MOTION** by Gross **SECOND** by Richard to put out a request for proposal for sidewalk cement cost from the corner of Feher Drive – Park Street and corner of North St. All Ayes. Motion Carried.

11. *DISCUSSION RE: DPW SEASONAL HELP:* Richard would like clarification on seasonal worker posting and is the MOU the reason they rehired who they had hired last year. Does the MOU prevent the City from posting? Rankin said no. He said our seasonal employee came back this year and asked if he could work here again this summer. Richard said with the State, the positions are posted, and first they go internal and if there is no internal, then posted with the public. He said this wasn't posted. Sanborn said with it being seasonal, she can see bringing back someone who has the experience from last year. That is common. Richard said he would prefer city residents should have preferential consideration before township residents.

**PUBLIC COMMENTS:** NONE

**REPORTS FROM BOARDS & COMMISSIONS:**

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* Mayor Brown said the DDA millage was approved. It was also approved to buy the banners for the lamp posts.

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

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Mayor Brown reported that the next meeting is in September.

*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* Rankin said they are hopefully keeping the same rates for the next four years. Ryan Heslop said he wants to be included in the water and waste meetings. They are the third Wednesday of each month at 9:00 a.m.

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Richard said if residents go onto their website for a survey, we can be put in for a \$1,000 grant. That is for Genesee County only.

*PLANNING BOARD:* Cancelled due to Covid-19.

*911 CONSORTIUM:* Cancelled due to Covid-19.

*ZONING BOARD OF APPEALS:* None: Next meeting February 2021.

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

*CITY MANAGER*

Cape Seal process has started with chip and seal being applied. The contractor will be back in a few weeks to apply the slurry seal top coat.

I have signed the MSHDA NEP grant paperwork and have submitted our guidelines. MSHDA approved our guideline today and I will have the information available to the public.

Restrooms at Blueberry Park are moving along and concrete has been poured and new electrical should be installed this month. I'm hoping everything will be finished by mid-July as the weather, Covid-19 have slowed the progress.

There was one call this week about trash not being picked up. Mayor Brown said there is a plan to have the residents call the office when their trash is not picked up and Janet will log the call. At the end of the day she will email the list to Mayor Brown, Neil Rankin, and Gary Hicks, who is our representative at Republics. If they are not fulfilling their contract we need to address that.

As always if you have any questions please feel free to contact me. Enjoy the weather!

*CITY ATTORNEY:* Rush asked if 140 Eastman went to court, Stout said he has taken it to court for filing but has not been tried yet.

**MAYOR AND COUNCIL COMMENTS:** Sanborn said Blueberry Park construction is coming along beautifully and her children are excited about it. The road having stone on it has reduced the speeders. Mayor Brown said to please call 9-1-1 to tell the police what is happening with speeders. They cannot address what they do not know about. This will help determine the amount of coverage in the City. Richard said he agrees to call 9-1-1 to document the call. It is nice seeing the cape and seal. He would like to see more of that next year. It is good for the taxpayers can see that and the sacrifices they make for police protection that the money is being used where it was said it was going to be. Gross wants to make sure the trees on N. Saginaw Street are being followed up on and on the agenda for next month. Mayor Brown is working with the Montrose Chamber of Commerce and University of Michigan Outreach Department. They have a program to help small businesses. She is currently working on bringing them here to have a meeting.

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

**ADJOURNMENT**

- **MOTION** by Gross **SECOND** by Richard to adjourn the meeting. All Ayes. Motion Carried.

Mayor Brown adjourned the meeting at 8:50 p.m.

Prepared by City Treasurer, Chrystal Raible