

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

August 15, 2019

**CALL TO ORDER:** Mayor Colleen Brown called the regular Council meeting to order at 6:01 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, Mark Richard, Tom Bigelow, and Ryan Heslop. Also present were City Clerk Tina Rush, Attorney Otis Stout, and 2 citizens. Council member Christy Sanborn was 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 AUGUST, STATE REP. SHERYL KENNEDY:* State Representative Sheryl Kennedy was being recognized and appreciated for the letter she wrote on behalf of the City of Montrose in helping to obtain a grant for the streets. She wanted to remind people that if there is ever an issue with their water being turned off or with Consumers or even with their retirement, to not hesitate to call her as that is her job as a State Representative.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF NOVEMBER:* Council decided to wait until the September meeting to pick a citizen of the month for November. Richard suggested putting the pictures of the Citizen of the Month on the City's Website.

**PUBLIC HEARINGS:** NONE

**PRESENTATIONS:** NONE.

### **REPORTS**

1. *FIRE & POLICE DEPARTMENT REPORTS:* On file at city office. Bigelow questioned how many medical and fire runs there were for the month of July. There are five medicals and twelve fire and normally these run together. He would like to know if this is a misprint. Council would like Neil to verify this.

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

**PUBLIC COMMENTS:** NONE

### **MATTERS OF COUNCIL ACTION**

1. *APPROVAL OF 07/18/19 REGULAR MEETING MINUTES:*

- **MOTION** by Bigelow **SECOND** by Richard to approve the 7/18/19 meeting minutes as presented. All Ayes. Motion Carried.

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

- **MOTION** by Arnold **SECOND** by Bigelow to pay the bills, including the A/P check run handout in the amount of twenty thousand two hundred sixty dollars and three cents, (\$20,260.03).

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Bigelow – Aye, Gross – Aye, Richard – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. *APPROVAL OF BID FOR BLUEBERRY PARKING LOT IMPROVMENTS*: This had already been put out to bid once with no bids coming in; therefore, would like to send this back out bid.

- **MOTION** by Gross **SECOND** by Richard to put it back out for bid and advertise it as presented. Roll Call Vote: Gross – Aye, Richard – Aye, Arnold – Aye, Heslop – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. *APPROVAL TO ACCEPT BIDS FOR BLUEBERRY PARK WELL HOUSE/RESTROOM CONSTRUCTION*:

- **MOTION** by Gross **SECOND** by Arnold to advertise and bid for the Blueberry Well House/Restroom Improvements. All Ayes. Motion Carried.

5. *DISCUSSION/DIRECTION CODE OF CONDUCT POLICY*: Prior to vote, Richard would like to have Planning Board look at this before approving something as well as having the City Manager present to answer questions. Mayor Brown said she went to a class regarding the ethics policy and she received an MML ethics handbook. She would like council to review this handbook prior to any vote. Richard is also concerned with the City accepting any liability for any council member saying anything inappropriate. There was discussion about Planning Board reviewing the policy.

- **MOTION** by Arnold **SECOND** by Bigelow table this and have discussion at the September meeting. All Ayes. Motion Carried.

6. *APPROVAL TO APPROVE QUOTE FOR OFFICE COPIER*: The copier is getting older and it is beginning to have problems. Rankin looked into leasing versus purchasing a new one. It would be cheaper to purchase a new copier.

- **MOTION** by Arnold **SECOND** by Richard to approve the purchase of the Xerox C8045 all in one machine from Complete Office Source in the amount of \$4357.00. Roll Call Vote: Bigelow – Aye, Arnold – Aye, Gross – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *APPROVAL TO PRE-PAY MISTEGUAY DRAIN ASSESSMENT*: In Rankin's notes, he says the Genesee County Drain Commissioner has suggested units pay in full versus a 10-year assessment at 3.75%. This would be an additional cost of \$2,847 in interest.

- **MOTION** by Gross **SECOND** by Richard to approve prepaying the Misteguay Drain Assessment in full for \$14,160.50. Roll Call Vote: Richard – Aye, Heslop – Aye, Bigelow – Aye, Gross – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. *DIRECTION RE: APPROVAL OF APPOINTMENT TO TAX BOARD OF REVIEW*: There is an issue with having a quorum. Judy Shanks was appointed to Zoning Board of Appeals and the Tax Board of Review. She cannot be appointed to both boards and would like her appointed to the Tax Board of Review only. Mayor Brown recommended Judy Shanks to be on the Tax Board of Review.

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- **MOTION** by Bigelow **SECOND** by Richard to appoint Judy Shanks to the Tax Board of Review only. All Ayes. Motion Carried.

There was discussion about appointing David Sova to the DDA Board. He is a member of the Chamber of Commerce. DDA has been having a hard time getting a quorum and there is an opening. Mayor Brown recommends him to be a member of the DDA Board.

- **MOTION** by Richard **SECOND** by Bigelow to put David Sova on the DDA as a member. All Ayes. Motion Carried.

9. *DISCUSSION DIRECTION RE: LOCATION & SPEAKER FOR HOSTING GENESEE COUNTY SMALL CITIES AND VILLAGES ASSOCIATION:* Mayor Brown suggested having Paula Nas. She is part of the Innovation Incubator with the University of Michigan Outreach Program. The Innovation Incubator is designed to help small businesses and entrepreneurs get their business plan in order and to help figure out how to get funding and locations. Gross suggested hosting the event at the Depot. It was suggested to have pizza, lasagna, and salad for dinner.

10. *DISCUSSION/DIRECTION TREASURER TO FULL TIME POSITION:*

- **MOTION** by Bigelow **SECOND** by Arnold to table this until the next meeting when the manager will be present to answer any questions. All Ayes. Motion Carried.

11. *DISCUSSION/DIRECTION MEMBERSHIP TO MONTROSE CHAMBER OF COMMERCE:* The Chamber of Commerce has offered the City of Montrose a free membership to the Chamber which will allow us to have a sign at the each end of the town.

- **MOTION** by Arnold **SECOND** by Richard to accept the Chamber of Commerce's generous offer for a free membership. All Ayes. Motion Carried.

12. *APPROVAL/DISAPPROVAL CHRISTY SANBOURN'S ABSENCE AT THE JULY 18, 2019 COUNCIL MEETING:* Sanborn was not present to indicate the reason for her absence at the July 18, 2019 council meeting.

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

13. *APPROVAL/DISAPPROVAL DEBORAH GROSS' ABSENCE AT THE JULY 18, 2019 COUNCIL MEETING:* Prior to vote, Mayor Brown asked Gross the reason for her absence. Gross said she was out of town.

- **MOTION** by Richard **SECOND** by Arnold to approve Debbie Gross' absence at the July 18, 2019 council meeting. All Ayes. Motion Carried.

**PUBLIC COMMENTS:** NONE

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

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* There was not a quorum to hold a meeting.

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

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*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Mayor Brown said they did not meet. The next meeting is in September. The City of Montrose will be hosting in October.

*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* NONE

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Richard said Metro did not meet.

*PLANNING BOARD:* Richard said the Planning Board did not meet.

*911 CONSORTIUM:* Bigelow said the next meeting is in September. They are working on replacing their attorney.

*ZONING BOARD OF APPEALS:* \*\*NOTE: 1 member needed.

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

*CITY MANAGER:*

I have included photos taken by the Montrose Township Police Department two weeks ago from a call they had. The renters allowed the police to take these pictures as they were unhappy with the condition of the living conditions. I was unaware that this was a rental property as it has a principal residential exemption on it. Three parties are renting this property and as you can see there are electrical cords running between floor, lack of insulation in the attic, holes in the floors and exposed joists. This property clearly lacks fire access. These are the properties that I feel would be most impacted by a rental inspection ordinance. I will place this back on the September agenda to discuss.

I have also spoke with the Township Supervisor and their board will be reviewing the police contract this month on August 20<sup>th</sup>. This item will be on the September agenda.

Please feel free to contact me or stop by if you have any questions. I will out of town for the August Council Meeting August 12-16 on my yearly family vacation but will have my phone and will check my email.

*CITY ATTORNEY:* Stout said the police department is doing a real good job and it seems that domestic violence is on the rise.

**MAYOR AND COUNCIL COMMENTS:** Bigelow questioned the photos from the manager's report and the ability to send the City Inspector into the building. The attorney said he does not have any information regarding this incident; therefore, he cannot comment at this time. There was discussion about how the City needs to address this issue. Mayor Brown gave the manager direction to address this situation with the International Maintenance Code and our Building Inspector and for them to proceed as legally allowed. Richard said possibly the Fire Department if possible. Arnold said there have been several car break-ins. So please lock your cars. Mayor

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Brown said to please contact the police if this happens. The break-ins have been happening in the Township. Richard spoke about the crack seal on the streets, and he would like to be put on next month's agenda to budget more on crack and seal. Gross said that she would like on next month's agenda the sidewalks being put in and the new build that went in for Park Drive.

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

### **ADJOURNMENT**

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

Mayor Brown adjourned the meeting at 6:48 p.m.

Prepared by City Treasurer, Chrystal Raible