

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

August 19, 2021

CALL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 6:00 p.m. The meeting was held at the Montrose City Offices located at 139 S. Saginaw Street, Montrose, MI.

ROLL CALL: Present Council Members were Mayor Colleen Brown, Robert Arnold, Mark Richard, Ryan Heslop, and Andrea Martin. Also present were City Clerk Tina Rush, and 2 citizens. Members Tom Bigelow and Aaron Burch 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 AUGUST 2021, ANGELA BARRETT:* Council honored Barrett for her assistance with establishing the Montrose Porch Project and her volunteerism throughout the community.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF SEPTEMBER:* Mayor Brown recommended the local artists who painted the windows in the DDA's downtown District through the Montrose Porch Project. M-Live and TV 5 came out and did an interview of the artists.

- **MOTION** by Richard **SECOND** by Martin to honor the artists from the Porch Project of 2021. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS: NONE

- **MOTION** by Richard **SECOND** by Arnold to add onto tonight's agenda, Consumer's Energy Letter of Request. All Ayes. Motion Carried.
- **MOTION** by Arnold **SECOND** by Richard that we add item agenda No. 12 GIS Aerial Imagery Project. All Ayes. Motion Carried.

REPORTS

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

2. *BUILDING INSPECTION SERVICES:* Rush reported that so far no businesses were shut off due to non-compliance with filing the general business application, however, there are still 10 businesses that are still non-compliance with inspections. Between May & June's invoices from Accountable Building Company, there is 8 hours of administrative costs but the building inspector was unable to account for each minute which business he was currently working on, therefore, it was recommended that Rush divide the \$770.00 amongst the 10 non-compliant businesses. Mayor Brown commented that these should be charged back to the non-compliant businesses and not a cost absorbed by the City and requested itemized details of the addresses he is specifically charging for on the invoices. Council asked Rush to ask Neil to give direction that we need itemized details on the invoices.

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3. *HYDRO-CORP INSPECTION SERVICES: On file at city office.*
4. *RENTAL PROPERTY INSPECTIONS: Currently scheduling appointments.*

PUBLIC COMMENTS: NONE

MATTERS OF COUNCIL ACTION:

1. *APPROVAL OF THE 07/17/21 SPECIAL MEETING MINUTES:*

- **MOTION** by Arnold **SECOND** by Richard to approve the minutes with the addition of "Mayor Brown excused herself from speaking in the public and resumed leadership role as Chairperson of the meeting at 7:28 p.m." All Ayes. Motion Carried.

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, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. *DISCUSSION/DIRECTION RFP FOR PAINTING OF DPW GARAGE:* Mayor Brown referred to Rankin's manager's report; The city received only one bid for the repainting of the DPW garage. It was from MidMichigan Painting in the amount of \$14,468. The DPW garage was last painted over 10 years ago and was completed by the DPW employees. It was clearly not properly prepped or used the correct process or type of paint. As for cost I estimated that it would cost roughly \$2,500 for paint and material. Paint and primer would cost about \$2000.00. Trim primer and paint would be an additional \$200, brushes, tape, etc.. This is according to Sherwin Williams paint estimator. Their estimate also includes power washing of the building before priming. With an estimate of 3-4 employee's it will take 50-60 hours of work to complete this project which would cost labor \$4,700-\$5,200 of DPW labor. Just on labor and supplies the pricing for our DPW to do it is more than \$7,700. This does include equipment such as ladders and scaffolding, sprayers, gas, etc.. Additionally, our employees will take longer as they are often pulled away on other duties. Council budgeted \$86,000 to do the roof, painting and concrete work and have spent only \$24,000 on the roof.

- **MOTION** by Arnold **SECOND** by Richard that we accept the bid from MidMichigan Painting in the amount not to exceed fourteen thousand four hundred sixty-eight dollars and no cents, (\$14,468.00). Roll Call Vote: Heslop – Aye, Martin – Aye, Arnold – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. *DISCUSSION/DIRECTION RFP FOR SALT SHED CONSTRUCTION:* Mayor Brown referred to Rankin's manager report; The Steelmaster Building will be delivered on either August 13th or 14th. With that on hand the next step will be to place an RFP for the pouring of the foundation, wall construction and assembling of the structure. Fleis and Vandebnbrink has put together the plans (approved by council) and this should make the project a fairly straight forward process that either a concrete or general contractor could complete. The plan is to be completed by late fall and be able store the remaining salt in the garage and the salt to be purchased..

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- **MOTION** by Richard **SECOND** by Arnold to put the RFP for the salt shed construction. Roll Call Vote: Martin – Aye, Heslop – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. DISCUSSION/DIRECTION PURCHASE OF TREES: Mayor Brown referred to Rankin’s manager’s report; Last month I contacted Powell’s Tree Service to remove several trees in the Right of Way along S. Saginaw. These trees were dropping branches, had hollow spots and was a concern for the residents. These trees became a danger when a few of the larger branches fell with the storms that had passed through the city in previous weeks. The City will also be removing a tree at Lion’s Park this week bring the total to three tree this year with more to come.

The increase in disease, warmer winters and age of trees has resulted in the city removing anywhere from 5-10 trees a year. I believe it is in the city’s best interest to begin replacing trees as they are cut down. The inventory of city owned trees in the ROW and parks have two issues. It is either not the right tree in the right place or too many of the same tree. An example is that most of the trees at Lion’s Park are Oaks and with that comes Oak Wilt. It is causing larger die offs. It is recommended to not prune or remove Oak Tree from April 15 to July 15, It is a serious fungal disease that can weaken white oaks and kill red oak trees within weeks of infection. During this time of year, flying beetles can carry oak wilt fungus spores from tree to tree and the fungus can infect trees through wounds left by pruning or storm damage. Hence, why we are removing or pruning now versus earlier. My worry is that in a few years there will be no trees in Lion’s Park.

An example of the wrong tree in the wrong would also be Oak trees. When planted in the ROW they can cause issues to utilities and sidewalk as the tree is often too large for what is fairly small space between the street and sidewalk.

There are many benefits of trees in a municipality. This includes reduced speeding along city streets, erosion control, water filtration/retention, reducing summer heat.. I would be looking to plant a variety in the ROW and find residents that would agree to water the trees weekly for the first year. I have also reached out to Releaf a non-profit that plants trees in municipalities across Michigan. <https://www.releafmichigan.org/> as well and have attached their response to the city and hopefully they can offer a match of funding or a break on pricing and use said matched funds to purchase as many trees as possible.

- **MOTION** by Richard **SECOND** by Martin to put up to twenty-five hundred dollars and no cents, (\$2,500.00), for ten, (10) trees as forementioned. Roll Call Vote: Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

Prior to the roll call vote Arnold recommended fruit trees be planted in the Community Garden and not in the city parks.

6. DISCUSSION/DIRECTION QUOTE FROM SLC METER TO INSTALL TOWER TRANSCEIVER: Mayor Brown referred to Rankin’s manager’s report; In June council approved the purchase of the

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Network Gateway Transceiver to replace the existing one that has been identified by Badger Meter as the likely issue why water readings are not coming in regularly. SLC would be doing the installation as they are the local contractor for everything Badger. They provided a quote of \$3,500 to take the tower down, remove old and install new transceiver and hopefully address the issue. I have spoke with other municipalities about this issue and the best I can tell is that Montrose is the only one using this particular configuration.

- **MOTION** by Arnold **SECOND** by Heslop that we approve the SLC Meter quote for thirty-five hundred dollars, (\$3,500.00). Roll Call Vote: Arnold – Aye, Richard – Aye, Martin – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. DISCUSSION/DIRECTION WASHINGTON STREET SPECIAL ASSESSMENT/PUBLIC HEARING DATE: Mayor Brown referred to Rankin’s manager’s report; This week the city received notice that it was not selected for TEDF-B grant funding for Washington Street. The city requested \$70,000 with a match of \$90,000. This is unfortunate but I believe the ARPA funds that we will be receiving in the coming weeks would also be able to offset costs of this project. It makes more sense to utilize these funds for a component of planned project. Municipalities that opted to accept these funds would be able to utilize fairly shortly. I anticipate by late August the city should see these funds be dispersed. This leads to what items/percentage of the project would be covered by a special assessment. Obviously the approaches to the Conlee Gas Station and dry cleaners would be assessed and any other costs (engineering, construction) could be added. I would request council set a date (September 16, 2021) for a public hearing to discuss the creation of a special assessment district as prescribed by Chapter 46- Special Assessments.

- **MOTION** by Richard **SECOND** by Arnold for the public hearing on Washington Street special assessment public hearing date at the next council meeting. Roll Call Vote: Richard – Aye, Heslop – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. DISCUSSION/DIRECTION WEBSITE REDESIGN/PROPOSAL FROM SHUMAKER TECHNOLOGY GROUP: Mayor Brown referred to Rankin’s manager’s report; IT Right has been hosting the city website for a number of years. The cost has been \$500 per year and they offer basic support. They use a platform call Dot Net Nuke or DNN which is a very outdated for web design. Most municipalities use a platform such as Wordpress that is significantly user friendly. Recently IT Right has contracted out its website support to Shumaker Tech Group as this is an area IT Right is looking to exit as it is not part of their future business model. The 2021-2022 budgeted \$20,000 for moving the website to a new host, new platform, etc...Shumaker Tech Group would do all of these things and bring our website up to ADA compliance and more user friendly. This process could take 12 weeks and I think a small committee (council/staff) could hash out the basics on the design. For under \$3,000 I think this is a great value and would improve the access and image for our residents and community.

- **MOTION** by Richard **SECOND** by Arnold to accept the quote from STG and opt into the Gold Plan. Roll Call Vote: Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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9. APPROVAL/DISAPPROVAL COUNCIL MEMBER TOM BIGELOW'S ABSENCE AT THE JULY 17, 2021 CITY COUNCIL MEETING:

- **MOTION** by Arnold **SECOND** by Martin that we approve Tom's absence as he told us it was going to be work related. All Ayes. Motion Carried.

10. APPROVAL/DISAPPROVAL COUNCIL MEMBER AARON BURCH'S ABSENCE AT THE JULY 17, 2021 CITY COUNCIL MEETING:

- **MOTION** by Richard **SECOND** by Arnold to excuse Mr. Burch's absence due to his unit in the reserves. All Ayes. Motion Carried.

11. *CONSUMER'S ENERGY LETTER OF REQUEST*: Member Richard handed out a picture of a deteriorating Consumer's Energy Pole located at the corner of Feher Drive and Ray Street and requested council draft a letter addressing this potential danger. Arnold asked that the letter ensure that they are put on notice to hold them responsible in any way council can and forward a copy of that letter to the Superintendent Linden Moore and the Jennings Memorial Library. Mayor Brown also suggested sending a copy of the letter to Senator Ken Horn and State Representative David Martin. Council member Richard requested the Mayor sign it.

- **MOTION** by Richard **SECOND** by Arnold that we have a letter drafted from the council to make aware that Consumer's get this corrected. All Ayes. Motion Carried.

12. *GIS AERIAL IMAGERY PROJECT*: Mayor Brown explained that this is for the GIS Pictometry/Orthoimagery of Genesee County. This project includes new orthogonal and oblique aerial imagery for our jurisdiction, loading of available GIS data such as parcels, plats, zoning, etc., periodic training sessions for Connect Explorer applications and includes mobile applications for IOS and Androids. The last flight was in 2018 and approval of this would be in 2022 and 2028.

- **MOTION** by Arnold **SECOND** by Richard that we approve and continue to participate at the cost of one thousand three hundred forty-two dollars and seventeen cents, (\$1,342.17). Roll Call Vote: Arnold – Aye, Martin – Aye, Heslop – Aye, Richard – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: NONE

ELECTION COMMISSION: NONE

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Brown announced that the City of Montrose will be hosting the next meeting September 1st, virtually starting at 6:30 p.m. Speaker will be Chuck Donaldson, Representative from MEDC Michigan Economic Development Communities.

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

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GENESEE COUNTY METROPOLITAN ALLIANCE: Richard reported that they spoke on additional federal funding, over a million dollars.

PLANNING BOARD: NONE

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: Richard reported that the board held a special meeting July 22nd for a sign variance at 214 N. Saginaw Street, Real Ministries, aka Lamb of God. Arnold added that the variance was approved with the stipulation that they must turn the sign off at 11:00 p.m.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: On August 3rd the City had a bid opening for Blueberry Park Improvements. This was part of the Passport Grant funding. Unfortunately, the city received no bids. The project was small and a prime contractor is a little overkill for a small project. Geric with Fleis has contacted our grant coordinator with the DNR and is hoping the city can move forward by just going out to bid for each component. This includes concrete, signs, benches and playground equipment.

The recent passage of the Infrastructure Spending Package by the Senate means the city is one step closer to getting Feher Dr. reconstructed. Hopefully in the next few weeks the house will move it to be signed and approve and the city can start working up plans for this project.

The Habitat for Humanity project at 200 E. Maple will be starting this week. I will keep council posted on the need for volunteers.

The NEP grants are going well. To date we have had three projects approved and a match of over \$2500. These projects include a new roof, driveway, gutters, porch and front door.

DPW has been working to get the city looking nice for Blueberry Park this next week

CITY ATTORNEY: NONE

MAYOR AND COUNCIL COMMENTS: Arnold mentioned that the Library is offering free books. Mayor Brown thanked the members for knocking out the meeting.

COMMUNICATIONS TO THE COUNCIL: *On file at city office.*

ADJOURNMENT:

Mayor Brown adjourned the meeting at 6:39 p.m.

Prepared by City Clerk, Tina Rush