

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

September 17, 2020

**CALL TO ORDER:** Mayor Colleen Brown called the regular Council meeting to order at 7:03 p.m. The meeting was held virtually via Zoom.

**ROLL CALL:** Present Council Members were Mayor Colleen Brown, Debbie Gross, Christy Sanborn, Robert Arnold, Mark Richard, Tom Bigelow, and Ryan Heslop. Also present were City Manager Neil Rankin, City Clerk Tina Rush, Attorney Otis Stout, and 2 citizens.

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

### **CITIZEN OF THE MONTH:**

1. ***THE MONTH OF SEPTEMBER: JEREMY HARBOR:*** Mr. Harbor is a math teacher who is being recognized for creating videos on YouTube for advanced math. Mr. Harbor is unable to make the meeting this evening.
2. ***CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF OCTOBER:*** Richard suggested Karen Chrysler. She has made over 3,000 masks for people.
  - ***MOTION*** by Richard ***SECOND*** by Arnold that Karen Chrysler be nominated for Citizen of the Month coming in October for all her work that she has done while producing masks to help protect Michigianians. Roll Call Vote: Arnold – Aye, Richard – Aye, Gross – Aye, Heslop – Aye, Bigelow – Aye, Sanborn – Aye, and Mayor Brown – Abstain. Six (6) Ayes and One (1) Abstain. 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.
4. ***RENTAL INSPECTIONS:*** *On file at the city office.*

**PUBLIC COMMENTS:** NONE.

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

1. ***APPROVAL OF 8/20/20 REGULAR MEETING MINUTES:***
  - ***MOTION*** by Arnold ***SECOND*** by Richard to approve the 8/20/2020 regular meeting minutes as presented. Roll Call Vote: Bigelow – Aye, Sanborn – Aye, Arnold – Aye, Gross – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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2. *APPROVAL OF CHECK REGISTER & TREASURER REPORT:* Prior to roll call vote, Gross asked what the sweep account was. Rankin explained money is moved at the end of the day to another account that is then spread to other banks to help generate interest. Richard questioned the general fund balance. Rankin explained the Blueberry Park bathroom renovations were paid.
  - **MOTION** by Richard **SECOND** by Sanborn to pay the bills. Roll Call Vote: Richard– Aye, Sanborn – Aye, Heslop - Aye, Arnold – Aye, Bigelow – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
  
3. *DISCUSSION/DIRECTION RFP FOR BUILDING SERVICES:* Rankin said the city received two proposals. The first proposal is from Matt Leoni, who works with SafeBuilt. SafeBuilt is who the city previously had for building services. The second is from Robert Kehoe who currently works with Montrose Township, as well with other municipalities. The difference in the proposals is Robert Kehoe is wishing to be a contracted part time employee, which means getting paid the same amount even during slower periods; whereas, Matt Leoni would be a sub-contractor with more of ala carte structure form of payment. Matt would keep the same fee schedule the city currently uses and the City of Montrose would receive 5% of the fees. Rankin recommends Matt Leoni. He has been with the city for several years and already knows the procedures. Matt Leoni was present and was able to answer any questions by council.
  - **MOTION** by Gross **SECOND** by Richard to move forward with Matt Leoni as our new building inspector. Roll Call Vote: Heslop – Aye, Gross – Aye, Sanborn – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
  
4. *APPROVAL OF CONTRACT FOR BUILDING SERVICES:* The previous motion covers this item.
  
5. *RESOLUTION FOR MDNR PASSPORT GRANT PROGRAM:* Rankin said Council in January passed a resolution seeking \$55,000 from the MDNR Passport Grant Program. This required a match of 25%. However, when divided it is not to the nearest hundreds as a number (\$13,750) which he forgot the system does not let him enter in. This is a revised resolution that will be replace the current.
  - **MOTION** by Richard **SECOND** by Gross to adopt Resolution XX-20 MDNR Passport Grant Program. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Sanborn – Aye, Gross – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
  
6. *BIDS FOR 2021 DPW PICKUP TRUCK:* Rankin said he got two quotes. One is from Simms Chevrolet and another from Berger Chevrolet. The lower of the two bids is from Simms Chevrolet. The current truck is twelve years old and beginning to have issues. The cost of a new truck is included in the capital improvement plan for this fiscal year budget.
  - **MOTION** by Richard **SECOND** by Sanborn to purchase the Silverado 2500HD white truck from Simms Chevrolet in the amount of \$30,426.46 as part of the capital improvement program. Roll Call Vote: Gross – Aye, Heslop – Aye, Arnold – Aye, Sanborn – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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7. *RFP FOR SIDEWALK INSTALLATION FOR PARK/NORTH STREET*: Rankin spoke about one bid that was received from Wobig Construction Co. in the amount of \$44,430. This is about \$5.00 per square foot putting the cost anywhere between \$1,200 to \$2,500 per parcel depending on frontage of property. He can still look into the Safe Routes to Schools grant to help with costs. A project of this size was not budgeted in this year's budget. This can be addressed in next fiscal year's budget to get sidewalks with possible Safe Routes to School funding through MDOT. Gross commented that the last she knew it was not deemed as an inlet/outlet to the school so it didn't qualify. North Street and Fehr Drive were deemed as an inlet/outlet to the school so she doesn't know what would change that to qualify for the grant. She doesn't want it put on the back burner and the project never gets done. Mayor Brown said it's not in the budget right now and the residents spoke out against having sidewalks right now. She suggests putting it on a capital improvement plan and find funding sources for it. Rankin said to see if it's possible to use CDBG funds as well. Gross asked about the city funding some of the project because she thought it was the property owners who were responsible for the sidewalks. Mayor Brown said she believes historically we have charged property owners for the sidewalks. Gross asked if we're letting this go until maybe finding a grant or putting it on the capital improvement project. Mayor Brown said the city usually pays for the part of the project, such as engineering. Nothing we do is 100% on the homeowners. Gross said she had wanted it on the agenda because new houses are being built but no improvements are being done to the sidewalks in front of the new houses in that area. Rush said there are two additional letters from Park Street property owners in opposition of the sidewalks. Gross said she is just asking the board if they're wanting to wait five more years or ten more years to put sidewalks in front of new builds. There was discussion about new homes getting sidewalks in front of their homes and an ordinance about requiring new homes to put sidewalks in front of the home, also discussion about putting sidewalks on Park Street.
- **MOTION** by Bigelow **SECOND** by Richard table this until further down the road and send it to Planning to update our ordinance for sidewalks. Roll Call Vote: Arnold- No, Richard – Aye, Sanborn – Aye, Gross – Aye, Bigelow – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
8. *SETTING HALLOWEEN HOURS*: Mayor Brown said Rankin had a statement in his manager's report that Halloween is not necessarily a city event. The best thing we should do is to encourage people to take appropriate precautions if they're going to partake in Halloween festivities. She is of the same mindset of telling people not to do it but she thinks the city setting hours is endorsing it. At the moment, she would not be comfortable with the city endorsing knocking on neighbors' doors taking stuff from them. She recommends to not set official city trick or treating hours this year. Gross thinks it's not fair, people can choose to participate or not. Sanborn asked if we could state that all salvatory activities must be completed by what the city curfew ordinance is. There was discussion about the Halloween times. Richard asked Attorney Stout if the city set hours will this be endorsing it. Attorney Stout said he agrees if you put hours on for Halloween you are endorsing it and if you put a 10:00 curfew than people are going to misconstrue the times and homeowners will not like

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it. The best thing to do is not to set any hours at all. There was discussion about not setting hours for Halloween.

9. *APPROVAL/DISAPPROVAL COUNCIL MEMBER TOM BIGELOW AT THE JUNE 18, 2020 REGULAR CITY COUNCIL MEETING:* Council Member Tom Bigelow said he did not get back in time for the meeting from work.
  - **MOTION** by Arnold **SECOND** by Richard to approve Tom Bigelow's absence. Roll Call Vote: Richard – Aye, Bigelow – Aye, Sanborn – Aye, Gross – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
10. *APPROVAL/DISAPPROVAL COUNCIL MEMBER ROBERT ARNOLD AT THE JUNE 18, 2020 REGULAR CITY COUNCIL MEETING:* Council Member Robert Arnold was having surgery.
  - **MOTION** by Richard **SECOND** by Bigelow approve Bob Arnold's June 18, 2020 absence from City Council. Roll Call Vote: Heslop – Aye, Arnold – Aye, Sanborn – Aye, Richard – Aye, Bigelow – Aye, Gross – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
11. *APPROVAL/DISAPPROVAL COUNCIL MEMBER RYAN HESLOP AT THE JULY 16, 2020 REGULAR CITY COUNCIL MEETING:* Council Member Ryan Heslop had an injured dog that evening.
  - **MOTION** by Gross **SECOND** by Bigelow to approve the absence of Ryan Heslop. Roll Call Vote: Bigelow – Aye, Gross – Aye, Sanborn – Aye, Richard – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
12. *APPROVAL/DISAPPROVAL COUNCIL MEMBER DEBBIE GROSS AT THE AUGUST 20, 2020 REGULAR CITY COUNCIL MEETING:* Council Member Debbie Gross was out of town.
  - **MOTION** by Richard **SECOND** by Bigelow to approve Debbie Gross' absence at the August 20, 2020 regular city council meeting. Roll Call Vote: Sanborn – Aye, Gross – Aye, Richard – Aye, Arnold – Aye, Heslop – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.
13. *APPROVAL/DISAPPROVAL COUNCIL MEMBER CHRISTY SANBORN AT THE AUGUST 20, 2020 REGULAR CITY COUNCIL MEETING:* Council Member Christy Sanborn was working late.
  - **MOTION** by Gross **SECOND** by Richard to approve her absence. Roll Call Vote: Arnold – Aye, Richard – Aye, Gross – Aye, Heslop – Aye, Bigelow – Aye, Sanborn – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

**PUBLIC COMMENTS:** NONE

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

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* NONE. Next Meeting October 13th.

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

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Mayor Brown said they had a Zoom meeting. They decided they are going to continue monthly meetings by Zoom until future notice.

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For next month, they are trying to get a MML member to be on the call to discuss things to consider while having virtual meetings.

*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* Heslop said they're coming out with a sanitary sewer interceptor transmission and treatment agreement. They will want the city to review the draft. He also said they discussed a program for during this pandemic if someone is behind on their water bill there is a fund to help the city recoup utility costs and take it as a write off. The fund would cover 75% of what the resident owes. The city would have to absorb the other 25%. He thinks this is something to look into.

*GENESEE COUNTY METROPOLITAN ALLIANCE:* No Meeting.

*PLANNING BOARD:* Anthony Brown ran the meeting. There was discussion on business licenses, Taco Bell, the Master Plan, park improvements, community garden/flower garden, and changes needing to be made to the master plan because the school no longer has a pool.

*911 CONSORTIUM:* Bigelow was unable to attend.

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

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

#### *CITY MANAGER:*

I have been working with Dortch Enterprises for the development of the quick serve restaurant and things have been moving along. Most of the due diligence items are being addressed and the city is working on a reduction of easement agreement to accommodate the development. We should see work starting next week with the demolition of the home at 252 State Street and removal of trees on the site.

We have been pretty busy with NEP grant, which is now underway.

The office is back to Monday- Friday 8am-5pm hours, closed from noon to 1 for lunch.

Our assessor has been out in the field this last week.

DPW had been out last week cleaning out catch basin to improve storm sewer issue during heavy rains.

Rush said you can go to [www.michigan.gov/vote](http://www.michigan.gov/vote) to see who is on the ballot. On the local ballot is Colleen Brown rerunning for Mayor and Aaron Burch, Andrea Martin, and Robert Arnold running for council. Deb Gross requested to have information about the upcoming election be put in the next newsletter.

#### *CITY ATTORNEY:*

He is going to record the easement for the pipes that connect to the sanitary sewer for the new Taco Bell.

**MAYOR AND COUNCIL COMMENTS:** Richard said he spoke with Neil and would like to stay on the ball with the crack and seal. Arnold spoke about virtual council meetings being awkward and

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don't get as much done. He questioned if it was possible for council members to meet in person and still have the meeting online so anyone else will be able to attend that way. He thinks it would make it more efficient. Attorney Stout doesn't like the idea of doing it that way. It is difficult to hold a meeting and have people connect remotely to it to participate in the meeting. Sanborn spoke about bringing the trees down for the construction of Taco Bell. She also said the virtual meetings get easier as you do more of them. Heslop said to remind city people to turn in their mileage to be paid. Rankin said lights will be left on overnight at Blueberry Park and Lion's Park due to vandalism at the Lion's Park. Mayor Brown said we might want to look into timers for the lights. Richard said cameras can be effective in catching vandalism. Bigelow said the fish fry will be this Friday from 4-7 take out only.

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

### **ADJOURNMENT**

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

Mayor Brown adjourned the meeting at 8:32 p.m.

Prepared by City Treasurer, Chrystal Raible