

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**September 21, 2017**

**CALL TO ORDER**

Mayor Colleen Brown called the regular Council meeting to order at 7:01 p.m. The meeting was held at the Montrose City Office located at 141 Parkway Drive, Montrose.

**ROLL CALL**

Present Council Members were Mayor Colleen Brown, Eldon Dunklee, Christy Sanborn, Robert Arnold, Mark Richard, and Tom Bigelow. Also present were City Clerk Christina Rush, City Manager Neil Rankin, City Attorney Otis Stout, and 9 citizens. Member Debbie Gross was recorded as absent.

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

**CITIZEN OF THE MONTH**

1. *THE MONTH OF SEPTEMBER 2017, VICKI PODULKA* – Vicki has been in charge of the Blueberry Pageant for many years. Mayor Brown thanked her for all she has done for the community.
2. *CHOOSE A CITIZEN OF THE MONTH FOR OCTOBER*
  - **MOTION** by Richard **SECOND** by Bigelow to nominate Wayne Atwell as Citizen of the Month for the month of October, 2017. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** (Public Comments/Questions Only): NONE

**PRESENTATIONS:** NONE

**REPORTS**

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

2. *SAFEBUILT INSPECTION SERVICES:* Rush reported that the invoice and report came to the City with the Township's address Attn: Mark Emmendorfer. Once it is corrected it will be included in the next city council packet.

**PUBLIC COMMENTS:** Dave Walker was questioning the ditching on Elizabeth Street.

Mark Richard would like to add an item to the agenda for road preventative maintenance.

- **MOTION** by Richard **SECOND** by Arnold to add road preventative maintenance to the agenda. All Ayes. Motion Carried.

Tom Bigelow would like to add an item to the agenda for discussion of absences approval or disapproval of council members.

- **MOTION** by Bigelow **SECOND** by Arnold to add discussion of approval or disapproval of absences for council members. All Ayes. Motion Carried

**MATTERS OF COUNCIL ACTION**

1. *APPROVAL OF 8/17/2017 REGULAR MEETING MINUTES:*

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**September 21, 2017**

- **MOTION** by Dunklee **SECOND** by Richard to approve the 8/17/2017 Meeting Minutes. All Ayes. Motion Carried.

2. *APPROVAL OF CHECK REGISTER/TREASURER REPORT & POSSIBLE HANDOUT:* Clerk Rush said there is a handout in the amount of \$53,552.52 for a check run. Mayor Brown questioned why there was not a check for George Brown or Martha Brown Custom Builders. Rush said the check was printed August 24<sup>th</sup>. George Brown was emailed letting him know there were a couple things still needed, such as proof of worker's compensation from the date July 1<sup>st</sup>, 2016 to March 31<sup>st</sup>, 2017. Martha Brown needs to turn in a w-9, a general certificate of liability, and proof of worker's compensation before the checks can be released. Discussion ensued as to why the checks could not be released prior to receiving the required documents.

- **MOTION** by Dunklee **SECOND** by Richard to have Attorney Otis Stout write a letter to George Brown Inspection Services and Martha Brown Custom Builders indicating the correct paperwork they are required to bring to the City of Montrose so a check can be cut. Roll Call Vote: Richard – Aye, Dunklee – Aye, Sanborn – Aye, Arnold – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

- **MOTION** by Richard **SECOND** by Arnold to pay the bills. Roll Call Vote: Eldon – Aye, Sanborn – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, Sanborn, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. *UPDATE ON BID AWARD FOR 250 OAK STREET:* Rankin said there has been one bid submitted so far. There have been a couple applications given out. October 10<sup>th</sup> is the deadline.

4. *RFP FOR ASSESSING SERVICES:* Rankin said there was one RFP turned in from Bob Naumann. Rankin is also requesting if council approves Mr. Naumann to possibly purchase a laptop. There is a desktop; however, the cost to put additional software licensing on a second computer is expensive. It would be beneficial to transfer the software currently on the desktop onto the laptop for when the assessor is out in the field or working from home. The City would own the laptop.

- **MOTION** by Bigelow **SECOND** by Richard to approve the RFP from Mr. Naumann. All Ayes. Motion Carried

5. *CONTRACT APPROVAL FOR ASSESSING SERVICES:* Contract for Bob Naumann for assessing services. Prior to roll call vote, Sanborn asked what the length of the contract was. Rankin said three years.

- **MOTION** by Arnold **SECOND** by Richard to approve the contract for assessing services. Roll Call Vote: Bigelow – Aye, Sanborn – Aye, Richard – Aye, Arnold – Aye, Dunklee – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. *DITCHING ON ELIZABETH & NORTH STREET:* Dave Walker, a resident who lives on Elizabeth Street, has concerns regarding the ditching project. He is wishing to tile/fill several of the property's ditches on the street due to them being too deep. Andrew Bisaha from Wade Trim spoke to the Road Commission regarding this and was told there are two scenarios for tiling

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**September 21, 2017**

and ditch, one is to connect fully between two driveways, and the other is to extend the culvert on one side or both to still provide positive drain above it and drain below it. Option one is only allowed when the ditch is 4' deep or deeper. Mr. Walker's driveway at the time surveyed, does not meet the criteria for option one; however, option two would work in this case but to be done correctly and properly it would be costly. There was discussion about the City paying for this work and then having a special assessment to the residents who would be involved for the cost or Mr. Walker could hire the work himself and cover the cost but it would require council approval for his plans.

- **MOTION** by Richard **SECOND** by Bigelow to table this issue until March 2018. All Ayes. Motion Carried.

*7. RESOLUTION RE: WATER RATE INCREASE FROM \$7.01 TO 7.58:* Rankin said Genesee County sent a letter regarding the water rate increase for the water commodity rate. The Ready To Serve (RTS) fee covers the better portion of what is being invoiced by the county. It may seem excessive but there are the bonds that are owed on the improvements as well regular maintenance costs all while maintain to keep a healthy balance. The county is suggesting a \$50,000+ increase for the next year. However, from what Rankin graphed out last year and updated again this past month shows that if the city were to raise the rate .58 cents it could maintain that the balance of keeping a healthy fund and residents not seeing a \$5-6 monthly increase, but rather a \$2-3. The increase in commodity rate would generate roughly \$30,000. Genesee County said the water rate will not have an increase again until 2020.

- **MOTION** by Arnold **SECOND** by Dunklee to adopt the Resolution to increase the water rate to the amount of \$7.58. Roll Call Vote: Dunklee – Aye, Arnold – Aye, Sanborn – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

*8. MEMORANDUM OF UNDERSTANDING WITH VILLAGE OF EDMORE - JETTER:* Rankin reached out to the Village of Edmore and they have agreed to a memo of understanding in the use of their Jetter to remove any infilling of the culverts and storm drains. The cost per hour is \$36 and the agreement is good until next year. Sam or Mitch would be trained by Edmore DPW. This piece of equipment is significantly lower priced than a truck mounted vac-jetter.

- **MOTION** by Dunklee **SECOND** by Richard to approve the memorandum of understanding. Roll Call Vote: Arnold – Aye, Richard – Aye, Sanborn – Aye, Bigelow – Aye, Dunklee – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

*9. DISCUSSION & DIRECTION RE: PUBLIC SAFETY MILLAGE:* Rankin said the Police/Fire contract and the related services have eliminated what many residents had come to expect. He had a council member wish to add this item to the agenda and discuss the possibility of the city proposing to the residents a public safety millage. As of now 100% of public safety is covered by the General Fund and the future holds that services can only be cut without additional sources of revenue. Mayor Brown said she has requested checking into a police and fire joint authority between the Township and the City. Arnold said he did speak with the Township Supervisor about this, and they have no interest in this. Discussion was directed at how much of a mileage is needed to help offset the General Fund and how long of a time frame to have the mileage.

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**September 21, 2017**

- **MOTION** by Dunklee **SECOND** by Richard to have Neil come up with a program to come back to council of 3 mills and 5 mills. Roll Call Vote: Richard – Aye, Bigelow – Aye, Sanborn – Aye, Dunklee – Aye, Arnold – Aye, and Mayor Brown – No. Five (5) Ayes and One (1) No. Motion Carried.

10. *DISCUSSION & DIRECTION: POLICE/FIRE CONTRACT:* Rankin is looking for someone to volunteer to meet with Mark Emmendorfer and start negotiations. Mayor Brown, Bob Arnold, and Eldon Dunklee volunteered.

11. *SALE OF 2007 KABOTA F2880 W/CAB & 60 INCH DECK* – Rankin said the purchase of the X-Mark Mower has made the Kubota unnecessary. The tractor would include a 60 inch cutting deck. He recommends putting it out to bid on Bidcorp, require a minimum bid of \$500, have the ad run for 30 days, and require the winning bid to take delivery.

- **MOTION** by Bigelow **SECOND** by Richard to sell the 2007 Kubota and mower deck. All Ayes. Motion Carried.

12. *APPOINTMENT TO THE PLANNING BOARD:* Rankin said Keith Young resigned from the Planning Board and there is an opening. Anthony Brown has applied for the position.

- **MOTION** by Richard **SECOND** by Dunklee to appoint Anthony Brown to the Planning Board. Mayor Brown – Abstained. Five (5) Ayes and One (1) Abstain. Motion Carried.

13. *APPROVAL/DISAPPROVAL OF MEMBER BOB ARNOLD’S ABSENCES AT THE 08/17/17 REGULAR CITY COUNCIL MEETING:*

- **MOTION** by Bigelow **SECOND** by Richard to approve Bob Arnold’s absence. All Ayes. Motion Carried.

14. *ROAD PREVENTATIVE STREET MAINTENANCE:* Richard said since they cut the police/fire contract there should be extra money to do preventative street maintenance. Rush said part of the extra money was used for Alfred Street, and Mayor Brown said the rest went toward continuing the month to month contract for police. Rankin asked what kind of preventative maintenance Richard is looking for and Richard said rubberizing. Rankin said he has quotes for that and he could bring it to the next meeting.

15. *DISCUSSION OF ABSENCES APPROVAL OR DISAPPROVAL OF COUNCIL MEMBERS:* Bigelow said if someone misses a meeting because they simply forgot should not be an excused absent; however, if someone is on vacation and notify those ahead of time that you can’t make the meeting that should be excused. Arnold asked how many meetings a council member can miss. Mayor Brown said it is three consecutive unexcused absences before you are penalized. Arnold would like to put this up for review to change the consecutive portion. Discussion continued about the excused/unexcused absence policy.

**PUBLIC COMMENTS:** Resident Dave Walker asked about where the extra money paid for water/sewer goes. Mayor Brown told him the money goes into the water/sewer fund to maintain the system. He also asked if the City is getting more than what the State requires.

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**September 21, 2017**

Mayor Brown told him the City has to pay bonds and part of that money is going toward the bond payment for the water and sewer system. He asked if the City could use the extra money for the roads. Mayor Brown said no, that is illegal because water and sewer money can only be used for water and sewer. Mayor Brown explained that the City probably has more than the state requires, but if all you had is what the state requires, you are barely doing what you need to and really need to reassess where you're at. He asked if the City was way over and he was told no, water rate studies have been done and was set then to maintain our funds.

**REPORTS FROM BOARDS & COMMISSIONS:**

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* Next meeting October 10<sup>th</sup> @ 7:00 a.m.

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* NONE.

*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* *On file at City Office.* Next meeting September 27<sup>th</sup> at 9:30 am at the Administration Building. Bigelow said they will be discussing the pros and cons of fluoride in the water.

*GENESEE COUNTY METROPOLITAN ALLIANCE:* NONE; August meeting was cancelled. Richard said there was a September meeting and a copy will be on file at the City Office.

*PLANNING BOARD:* The next meeting is September 28<sup>th</sup> @ 7:00 p.m. Richard said at the last meeting, the Planning Board was looking at an ordinance from Lansing and they also discussed concerns about police protection regarding the odor ordinance. Mayor Brown said the Planning Board reviewed the medical marijuana and odor ordinance. For the medical marijuana ordinance there wasn't any new information that was requested so there wasn't any forward progress on that. The Planning Board has tabled the odor ordinance until the police contract has been reviewed because if the ordinance is passed they don't know if there is anyone to enforce it.

*911 CONSORTIUM:* Sanborn said there is an opening for a new director for the Genesee County 911. They have also adopted their new bylaws.

*ZONING BOARD OF APPEALS:* NONE

**REPORTS FROM CITY MANAGER AND CITY ATTORNEY**

*CITY MANAGER:* Rankin said he attended the MML convention in Holland. It was a good experience with a lot of great ideas. If you have any questions, concerns or just want to chat please feel free to stop by or call.

*CITY ATTORNEY:* NONE

**MAYOR AND COUNCIL COMMENTS:** Dunklee said he was impressed with the Mayor's time and energy putting into the work that she does. Arnold said they are trying to reform Friends of the Library and will be having a meeting Wednesday, September 27 at 5:00 pm at the Library.

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**September 21, 2017**

Richard spoke about revenue sharing belonging to the Cities and not the State of Michigan. Due to some tax cuts that were made, we got the short end of revenue sharing. Mayor Brown said the Candlewalk is requesting from the community anyone who can donate clean one gallon plastic jugs. These can be dropped off behind the Depot in the jail cell or at Bubba's house in a trailer in his yard. They are looking for 500-700 milk jugs and they only have about 100.

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

**ADJOURNMENT:** Mayor Brown adjourned the meeting at 8:57 p.m.  
Prepared by City Treasurer, Chrystal Raible