

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**  
**November 18, 2021**

**CALL TO ORDER:** Mayor Pro-Tem Mark Richard called the regular Council meeting to order at 7:00 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 Pro-Tem Mark Richard, Aaron Burch, (entered the meeting at 7:11 p.m.), Andrea Martin, Robert Arnold, Tom Bigelow, and Ryan Heslop. Also present were City Manager Neil Rankin, City Clerk Tina Rush, City Attorney Otis Stout and 2 citizens. Member Mayor Brown was recorded absent.

**PLEDGE OF ALLEGIANCE TO THE FLAG:** Council Member Ryan Heslop led the Pledge of Allegiance.

**CITIZEN OF THE MONTH:**

1. *THE MONTH OF OCTOBER 2021, JOELLYN & DENNIS GRAHAM:* The Graham's were unavailable.

2. *THE MONTH OF NOVEMBER 2021, TOM SKINNER:* Mr. Skinner's family was unavailable.

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF DECEMBER:*

- **MOTION** by Arnold **SECOND** by Bigelow to nominate Nancy Obershaw as Citizen of the Month for December. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** NONE

**PRESENTATIONS:** *SHUMAKER TECHNOLOGY GROUP CITY WEBSITE REDESIGN:* Shumaker Technology Group was approved the redesign the city website. The website was previously hosted/maintained by IT Right but has contracted Shumaker as IT Right was transitioning from offering this service. The City website has not been updated since 2013 when IT Right started hosting. Council will be able to make any comments/suggestion during the presentation.

*ROSE PEST SOLUTIONS:* Ashley Warner read aloud the end of the year report.

**REPORTS**

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

2. *BUILDING INSPECTION SERVICES:* Report on file at city office.

3. *HYDRO-CORP INSPECTION SERVICES:* On file at city office.

4. *RENTAL PROPERTY INSPECTIONS:* Currently scheduling appointments. There are 12 rentals that still have not been inspected.

**PUBLIC COMMENTS:** NONE

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**MATTERS OF COUNCIL ACTION:**

1. *APPROVAL OF THE 10/21/21 REGULAR MEETING MINUTES:*

- **MOTION** by Arnold **SECOND** by Burch to approve the minutes from October 21, 2021 regular meeting minutes. All Ayes. Motion Carried.

2. *APPROVAL OF CHECK REGISTER & TREASURER:* Prior to the roll call, Mayor Pro-Tem Richard asked if there was anything unusual and Rankin replied no.

- **MOTION** by Arnold **SECOND** by Burch that we pay our bills. Roll Call Vote: Arnold – Aye, Burch – Aye, Heslop – Aye, Bigelow – Aye, Martin – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

3. *DISCUSSION/DIRECTION WEBSITE DESIGN:* Rankin conveyed that council already approved this within the budget, tonight was just to get input from council before moving forward with implementing the new website. No action taken.

4. *DISCUSSION/DIRECTION RFP FOR SALT SHED CONSTRUCTION:* Rankin conveyed that three (3) bids were submit, Powell's in the amount of \$64,500.00, Martha Brown Custom Builders in the amount of \$63,522.00, and TNA Construction Clean Up & Excavating in the amount of \$60,000.00. Heslop asked why such a price difference and Rankin replied because TNA will pour the walls for better stability instead of utilizing formed walls. Rankin also mentioned that half of the cost will be coming out of general fund, the DPW department, along with major and local streets. Either way, a budget amendment will be needed for the project.

- **MOTION** by Bigelow **SECOND** by Arnold that we accept the bid with TNA for the construction of the salt shed in the amount of sixty thousand dollars and no cents, (\$60,000). Roll Call Vote: Bigelow – Aye, Martin – Aye, Arnold – Aye, Heslop – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

5. *DISCUSSION/DIRECTION 301 COKE DRIVE QUIT CLAIM DEED:* 301 Coke Drive, Beechtrail apartments is being sold. Subsequently a survey was completed on the property and showed that the platted street/not yet constructed had overlapped the 301 Coke Drive parcel by a few feet. They are requesting to deed that part over which is something that occasionally happens. Luckily there is no fence or street to remove.

- **MOTION** by Arnold **SECOND** by Burch that we continue with the quit claim deed for 301 Coke Drive. Roll Call Vote: Martin – Aye, Heslop – Aye, Arnold – Aye, Bigelow – Aye, Burch – Aye, Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

6. *DISCUSSION/DIRECTION FORECLOSED PROPERTY 250 OAK STREET:* Rankin 250 is being foreclosed on by the county. We could get the property by doing nothing but I believe the owners to the East may be interested in purchasing it. I would object to the transfer and pro.

- **MOTION** by Bigelow **SECOND** by Arnold that we accept the resolution to reject the property located at 250 Oak Street. Roll Call Vote: Heslop – Aye, Burch – Aye, Martin – Aye, Arnold – Aye, Bigelow – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

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7. *DISCUSSION/DIRECTION 2022-2028 CAPITAL IMPROVEMENT PLAN:* Over the last two meetings the Planning Board has reviewed and updated the Capital Improvement Plan. Council has the opportunity to add, modify and/or remove items in what is our guiding document for future city improvements. Bigelow mentioned the recent infrastructure grant that allows funds to be utilized on water and road projects.

- **MOTION** by Arnold **SECOND** by Burch that we adopt the 2022/2028 Capital Improvement Program. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Martin – Aye, Burch – Aye, Arnold – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

8. *DISCUSSION/DIRECTION SEWER RATES:* Genesee County Water and Waste at the last advisory meeting, notified customers of a rate increase. This doesn't come as a surprise as the county has made it known of the issues they need to address. The rate has been the same since 2012/2013, which means for the average homeowner is an increase of \$60.00 a year or for the city an increase of \$38,659.32. The 21% increase would equal as follows;

Sewer usage, (commodity rate) would go from \$3.00 to \$3.63

Sewer readiness to serve would go from \$23.75 to \$28.75

Flat rate sewer only accounts would go from 34.35 to \$41.57

The City has a fund balance that has been growing the sewer fund over the last five years. The interesting component about the Sewer fund is that water usage generates revenue for the city when it increases which in turn generates a higher expenditure for the sewer component. The long-term issue will be the fund seeing less than 5% annual increase which not terrible the expenditure cost with either increase to the water means an increase in expenditure to the sewer or a reduce in water which means the RTS will need to cover the increase to the commodity. Council will need to hold a public hearing next month. Several council members that have been on council for years commented that they discussed in the past to pass these increases on immediately in order to avoid depletions in the city's water/sewer funds.

- **MOTION** by Arnold **SECOND** by Burch to set the public hearing date for December 16<sup>th</sup>. All Ayes. Motion Carried.

9. *DISCUSSION/DIRECTION TREE ORDINANCE/PUBLIC HEARING:* Rankin reported that with the removal and planting of trees within the City this past year I looked into what would qualify the city as an Arbor Foundation Tree City USA. The amount spent on trees/\$2 for every resident would qualify the city for that part of the criteria. The city would need to adopt an ordinance which the Planning Board reviewed, modified and request to be adopted and lastly council will need to issue a proclamation and appoint a tree board. The benefit of being a Tree City USA would be the recognition, potential grants and the knowledge that the community is invested in making Montrose a healthier community through the benefits that trees provide.

The ordinance would improve on the violation for damaging a city owned tree, issues with trees that are dangerous or dying over public property and develop a list of appropriate trees to planted on public property. As we planted trees on October 8<sup>th</sup> this year that would be an ideal day to celebrate/as the proclamation of Arbor Day in the City. Lastly a tree board would need to be established and would meet four time a year which could be done in conjunction with council

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meetings. Montrose would join a long list of Tree Cities in Michigan but would be only the third in Genesee County if council moves forward and is approved.

- **MOTION** by Bigelow **SECOND** by Arnold to set the public hearing date for the proposed ordinance for December 16<sup>th</sup>. Roll Call Vote: Burch – Aye, Heslop – Aye, Arnold – Aye, Martin – Aye, Bigelow – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

**10. DISCUSSION/DIRECTION ESTABLISHMENT OF A TREE BOARD/PROCLAMATION: .**

- **MOTION** by Bigelow **SECOND** by Burch to establish a tree board and adopt a proclamation establishing the first Friday in October as Arbor Day. Roll Call Vote: Bigelow – Aye, Burch – Aye, Richard – Aye, Martin – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

**11. APPROVAL OF FROZEN BLUEBERRY RACE COMMUNITY EVENT APPLICATION:** Frozen Blueberry is looking to have their 5k on January 22<sup>nd</sup>. They never require any barricades and the event operates under the festival insurance. I would recommend approval of both community events.

- **MOTION** by Arnold **SECOND** by Bigelow to Bigelow to approve the Frozen Blueberry Race Community Event. All Ayes. Motion Carried.

**12. APPROVAL OF MONTROSE CANDLEWALK COMMUNITY EVENT APPLICATION:** The Candlewalk Committee has submitted a revised application to hold their event on December 4<sup>th</sup>. The organizer has requested to close a portion of N. Genesee and Hickory Street and would utilize the parking lot of the Depot and Depot for Santa on that day. They have provided event insurance with the city listed as a certificate holder.

- **MOTION** by Arnold **SECOND** by Bigelow to Heslop to approve the Candlewalk Community Event. All Ayes. Motion Carried.

**13. POSSIBLE CLOSED SESSION RE: MCL 15.268 SECTION 8 (C) FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT IF EITHER NEGOTIATING PARTY REQUESTS A CLOSED HEARING. ROLL CALL VOTE REQUIRED:**

- **MOTION** by Bigelow **SECOND** by Arnold to go into closed session. Roll Call Vote: Heslop – Aye, Arnold – Aye, Martin – Aye, Bigelow – Aye, Burch – Aye, and Mayor Pro-Tem Richard – Aye – Aye. All Ayes. Motion Carried.

Mayor Pro-Tem Richard closed the regular meeting at 7:55 p.m.

Mayor Pro-Tem Richard brought the regular meeting back to order at 8:27 p.m.

**14. EMPLOYEE HANDBOOK UPDATE:** Rankin asked if council was comfortable with updating the personnel policy regarding PTO, (paid time off).

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15. Appointment of Metro Representative and Approval of Invoice Mayor Pro-Tem Richard agreed to stay on the board unless another council member was interested in serving as the representative.

- **MOTION** by Bigelow **SECOND** by Burch to re-appoint Mark Richard as the representative to the Metro Board and approve payment of the annual dues. 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:* NONE

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

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Addition funding from the county. Unknown

*PLANNING BOARD:* Richard reported that the Board approved the CIP Plan and tree ordinance.

*911 CONSORTIUM:* NONE

*ZONING BOARD OF APPEALS:* NONE

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

*CITY MANAGER:* Discussed that Washington Street reconstruction was completed. New banners and lights installed in the downtown. MSHDA funding from NEP Grant would go to get new picnic tables and a pollinator garden.

*CITY ATTORNEY:* Discussed Beech Trail apartments ongoing effort to collect from the PILOT program and previous owner.

**MAYOR AND COUNCIL COMMENTS:** Bigelow would like to see the same logo on the DPW trucks as what is at the front of the city offices that has the blueberries and not the nondescript design. He also asked about the option for banners along M-57 that could show Montrose graduating class much like they have in other communities as being an option to purchase.

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

**ADJOURNMENT:**

- **MOTION** by Arnold **SECOND** by Burch to adjourn the meeting. All Ayes. Motion Carried.

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Mayor Pro-Tem Richard adjourned the meeting at 8:38 p.m.  
Prepared by City Clerk, Tina Rush