

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

December 17, 2020

CALL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 7:08 p.m. The meeting was held via meet.google.com/gkn-fbdt-fnz By phone: (US)+1 617-675-4444 PIN: 572 923 274 8503#

ROLL CALL: Present Council Members were Mayor Colleen Brown, Robert Arnold, Mark Richard, Tom Bigelow, Ryan Heslop, Aaron Burch and Andrea Martin, (joined the meeting at 7:39 p.m.). Also present were City Manager Neil Rankin, City Clerk Tina Rush, City Treasurer Chrystal Raible, 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 DECEMBER DEBBIE GROSS & CHRISTY SANBORN:* Debbie Gross & Christy Sanborn were unavailable.
2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF JANUARY:*
 - **MOTION** by Arnold **SECOND** by Burch to nominate Dee & Walt Hammond as Citizens of the Month for the month of January. Roll Call Vote: Arnold – Aye, Richard – Aye, Burch – Aye, Heslop – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS: *PRESENTATION AND APPROVAL OF THE 2019/2020 FISCAL YEAR FINANCIAL AUDIT – KEN BERTHIAUME:* Auditor Ken Berthiaume briefly read aloud various pages from the audit, taking note of pages 7, 10, 13, 15, and 19 and commenting that the city has improved financially due to the collection of 4 mills for public safety and paying off the 2013 water bond. The City received an un-modified opinion which is the highest score possibly earned.

- **MOTION** by Heslop **SECOND** by Burch to receive and place on file. Roll Call Vote: Bigelow – Aye, Burch – Aye, Heslop – Aye, Mayor Brown – Aye, Richard – Aye, and Arnold – Aye. All Ayes. Motion Carried.

REPORTS

1. *FIRE & POLICE DEPARTMENT REPORTS:* On file at city office.
2. *BUILDING INSPECTION SERVICES:* On file at city office.
3. *HYDRO-CORP INSPECTION SERVICES:* NONE
4. *RENTAL PROPERTY INSPECTIONS:* NONE
5. *ROSE PEST SOLUTIONS 2020 YEAR END REPORT:* On file at city office.

PUBLIC COMMENTS: NONE

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Mayor Brown asked that an item be added onto tonight's agenda.

- **MOTION** by Arnold **SECOND** by Burch to add onto the agenda, No. 1a) Making Good Together. Roll Call Vote: Richard – Aye, Heslop – Aye, Arnold – Aye, Burch – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

MATTERS OF COUNCIL ACTION: Member Martin joined the meeting at 7:39 p.m.

1(A). *MAKING GOOD TOGETHER:* Michelle Lukezic gave a presentation offering promotional ideas to assist the community with Covid-19 compliance and awareness. Ideas included but not limited to; letters of accreditation for businesses owners observing Covid compliance, sample verbiage for certificates and yard signs.

- **MOTION** by Arnold **SECOND** by Heslop to spend the money and bring back the costs at a future council meeting if needed. Roll Call Vote: Heslop – Aye, Burch – Aye, Martin – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

1. *APPROVAL OF THE 11/19/20 REGULAR MEETING MINUTES:*

- **MOTION** by Richard **SECOND** by Burch to accept the 11/19/20 regular meeting minutes as presented. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Martin – Aye, Burch – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

2. *APPROVAL OF THE 12/03/20 SPECIAL MEETING MINUTES:*

- **MOTION** by Arnold **SECOND** by Heslop that we accept the special meeting minutes from 12/03/20 as presented. Roll Call Vote: Burch – Aye, Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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

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

4. *APPROVAL OF 2020/2021 BUDGET AMENDMENTS #1:* The biggest adjustment was due to the park improvements starting in the 2019/2020 fiscal year, but being completed this fiscal year.

- **MOTION** by Arnold **SECOND** by Martin that we approve the budget amendments No. 1 for the 2020/2021 Fiscal Year as presented. Roll Call Vote: Richard – Aye, Bigelow – Aye, Martin – Aye, Burch – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. *DISCUSSION/DIRECTION PURCHASE BLUEBERRY PLAYGROUND EQUIPMENT/CDBG:* Rankin reported that the City received 3 bids from various recreation/playground equipment companies for the purchase and installation of an inclusive merry-go-round/whirl for Blueberry Park. This project would include all labor and materials. It would feature pour in place surfacing. As this is CDBG funds providing \$33,280 there would be little to no cost to the city for this project. The low bid on this project is Midstates Recreation with a bid of

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\$29,535. Our proposal would provide the selected company 180 days to complete the project as installation is based on weather for pour in place surfacing. Hopefully by early spring the older piece of climbing equipment can be removed and with that new piece installed shortly after. Rankin recommended council accept the Midstates Recreation bid proposal for playground equipment in the amount of \$29,535 for Blueberry Park.

- **MOTION** by Arnold **SECOND** Bigelow that we accept the bid as presented. Roll Call Vote: Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, Bigelow – Aye, Burch – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. *DISCUSSION/DIRECTION OF RECREATIONAL PARKS MASTER PLAN 2021-2025*: Rankin reported that the Planning Board on December 10th reviewed the updated draft Parks & Recreation Master Plan. Changes made included updating the action items to develop a community garden/passive space, upgrades to landscaping, adding of picnic benches and seating and accessibility. The draft will incorporate public comments from a online public survey that is on the city website for the next 30 days. Planning board will have a public input special session on January 7th where the public can comment on the draft plan. Comments will be added and the draft will be presented to council on January 21 at the council meeting where public comment will be heard and the plan will be adopted with the amendments. The city recreation master plan is a requirement for grants such as the one the city received from the DNR and is a good planning tool as it has been used in making park improvements with CDBG funds. If council wishes to make any additions/changes now would be the time as these can easily be added before it comes back to Council next month. Bigelow asked to include restroom improvement and outdated or unsafe equipment at Lions Park.

- **MOTION** by Burch **SECOND** by Arnold to adopt the Master Parks Plan. Roll Call Vote: Bigelow – Aye, Burch – Aye, Martin – Aye, Richard – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *DISCUSSION/DIRECTION BURNING ORDINANCE*: Rankin reminded council that in March of 2020 council amended the burning ordinance for second time. In 2011 the newly adopted ordinance banned burning of grass, leaves, etc. was eventually amended in May of 2017 to allow burning during the week in the Spring and Fall months of April, May and October of November. The issue to allow burning was that some residential lots in the city would require significant leaf bags. This has been a contentious subject. Prior to the roll call vote, Member Arnold had to leave the meeting at 8:13 p.m. due to a work obligation.

- **MOTION** by Martin **SECOND** by Burch to send this back to Planning. Roll Call Vote: Martin – Aye, Burch – Aye, Richard – Aye, Heslop – No, Bigelow – No, and Mayor Brown – Aye. Four (4) Ayes. Two (2) No's. Motion Carried.

8. *DISCUSSION/DIRECTION REFUND OF LATE FEES FOR FOREST GLEN APTS*: The city received a letter requesting a refund on the late fees for Forest Glen The office cannot waive fees and the staff always suggests they write to council. The dates and information in the letter are

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true and unfortunately it was the fault of the post office. The city has never refunded late fees and I Rankin strongly recommend not setting precedent. The city offers various ways to pay including mailing & online payments. No action was taken.

9. *ANNUAL REVIEW OF COUNCIL RULES OF PROCEDURES*: Rush conveyed that this is just the annual review required according to the by-laws. Currently there are no proposed changes, in the past, council has amended them as needed.

- **MOTION** by Richard **SECOND** by Martin to accept the Montrose City Council Rules of Procedures. Roll Call Vote: Richard – Aye, Burch – Aye, Heslop – Aye, Bigelow – Aye, Martin – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

10. *ANNUAL ACCEPTANCE & CONFIRMATION OF 2021 MEETING DATES*: Rankin said if there are no changes, council can approve the meeting dates as presented.

- **MOTION** by Richard **SECOND** by Bigelow to approve the 2021 meeting dates as presented. Roll Call Vote: Bigelow – Aye, Martin – Aye, Richard – Aye, Burch – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

11. *ANNUAL APPOINTMENTS TO THE VARIOUS BOARDS*: Rush conveyed that this item is generally on the December meeting and in the past the Mayor has contacted the member's whose terms are expiring to see if they would like to continue to serve. Mayor Brown asked Rush to contact them and have this on the next meeting agenda.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: The next meeting is January 12th @ 7:30 a.m.

ELECTION COMMISSION: Rush reported that she mailed an application to Christy Sanborn but has not heard back from her.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Brown said they had a representative from the MML speak on the stabilization Plan & upcoming house bills.

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: Heslop reported that the County is not expecting rate increases for 2021.

GENESEE COUNTY METROPOLITAN ALLIANCE: December meeting cancelled.

PLANNING BOARD: The next meeting will be December 28th to discuss a special use permit application for Taco Bell.

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: NONE

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REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Rankin read aloud his report; The City received a 1.3% increase for employee health insurance. The office remains closed. Hopefully as the number of Covid cases come down I hope to reopen but it will be probably be after the first of the year. We have paused rental inspections as well but have sent out registrations to property owners. The planning board will have a special use permit meeting on December 28th for the Taco Bell. There will also be a planning board meeting on January 7th to hear public comments on the Draft Recreation Master Plan. Simms Chevrolet has delivered our 2021 work truck last week, the DPW will fit it out with the plow package this spring as plow prices are up and they want to swap out the utility body and don't want to risk it with snow in the forecast. Lastly please take moment to complete the survey on the city website to help us with the Recreation Master Plan. Those comments will be added to the plan.

CITY ATTORNEY: NONE

MAYOR AND COUNCIL COMMENTS: Richard encouraged continual mask wearing until a vaccine becomes available. Heslop asked questions regarding reinstating the Public Safety Committee. Bigelow asked for an update on the secondary waterline and Rankin replied that that secondary waterline is looking to begin construction this spring with no proposed increases. Mayor Brown obtained 3 porch gnomes for Christmas lighting prizes from Mayne Street. First prize to be awarded by council, second prize is a city citizen's choice award and third place, a township citizen's choice award.

COMMUNICATIONS TO THE COUNCIL: NONE

ADJOURNMENT

Mayor Brown adjourned the meeting at 8:55 p.m.

Prepared by City Clerk, Tina Rush