

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES
December 19, 2019

CALL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 7:00 p.m. The meeting was held at the Montrose City Office located at 139 S. Saginaw St., Montrose.

ROLL CALL: Present Council Members were Mayor Colleen Brown, Christy Sanborn, Robert Arnold, Tom Bigelow, and Ryan Heslop. Also present was City Manager Neil Rankin, Attorney Otis Stout, and 5 citizens. Council members Debbie Gross and Mark Richard were absent.

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

CITIZEN OF THE MONTH

1. THE MONTH OF DECEMBER, GROVER GOOD

Mr. Good had a prior engagement and was unavailable.

2. CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF FEBRUARY: The Citizen of the Month for January is John Newcomer. Mayor Brown recommended Aiden Putnam for the month of February. He is a local teen who has been mowing the grass at 200 E. Maple St, which is a foreclosed home in the neighborhood.

- **MOTION** by Arnold **SECOND** by Bigelow to nominate Aiden Putnam to be Citizen of the Month for February. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS:

1. PRESENTATION AND APPROVAL OF THE 2018/2019 FISCAL YEAR FINANCIAL AUDIT

Mr. Berthiaume went over the highlights of the 2018/2019 audit. He said the city presents a healthy position at the end of the fiscal year.

- **MOTION** by Bigelow **SECOND** by Sanborn to accept the audit as presented. All Ayes. Motion Carried.

2. GENESEE STREET/HYDROLOGICAL MODELING

Fleis & Vandenbrink Engineer Geric Rose gave an update on the secondary water supply for the city. The preferred option the county has is the Wilson/Nichols route. This would come in on the south end of the city on Saginaw Street and be a 12-inch main. The cost is roughly \$1.2 million and would be split three ways between the county, township, and the city. Council had wanted to look into another option on Allen Drive. There is already a line going down Allen Drive to the city limits. It would just need to add another few hundred feet to be tied into the city system. Mr. Rose went over the feasibility of the Allen Drive option as that is an 8-inch main. Council ensued discussion on options for a secondary water supply but did not take any action.

REPORTS:

1. FIRE & POLICE DEPARTMENT REPORTS: On file at city office. Chief Cochran reported that the person responsible for the bank robbery at The State Bank in Montrose has been captured and

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yesterday, Vice President Pence came through the City of Montrose. Chief Cochran also spoke about the speed monitors and ORV's on the roads.

Mayor Brown asked the citizens to please call 9-1-1 when you see anything out of the ordinary in the city.

2. *SAFE BUILT INSPECTION SERVICES: On file at city office.*

3. *HYDROCORP CROSS CONNECTION REPORT:* Rankin said Hydrocorp most of the inspections and will be out January 16th to finish up.

PUBLIC COMMENTS: NONE

- **MOTION** by Arnold **SECOND** by Sanborn to add item #13 to the agenda, Change Order for Repairs for Genesee Street. All Ayes. Motion Carried.

MATTERS OF COUNCIL ACTION

1. *APPROVAL OF 11/21/19 REGULAR MEETING MINUTES:*

- **MOTION** by Bigelow **SECOND** by Arnold to approve the minutes as presented. All Ayes. Motion Carried.

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

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

3. *DISCUSSION DIRECTION RE: RFP FOR RENTAL INSPECTION ORDINANCE:* Rankin said there are two RFP's for rental inspections, one is from Martha Brown Custom Builders and the other is from SAFEbuilt, who is the city's current building inspection company. SAFEbuilt is currently doing rental inspections for four, (4) other municipalities and is proposing 10% of the cost they charge to go back to the city to cover administrative costs. Martha Brown Custom Builders is charging a lower price per inspection. There was council discussion about the RFPS.

- **MOTION** by Heslop **SECOND** by Arnold to accept the RFP from Martha Brown Custom Builders. Roll Call Vote: Heslop – Aye, Arnold – Aye, Sanborn – Aye, Bigelow – Aye, and Mayor Brown – Abstain. Four (4) – Ayes, One (1) Abstain. Motion Carried.

4. *TAX REVERTED PROPERTY REQUISITION 200 E. MAPLE STREET:* Rankin said the building inspector was able to look at the house on 200 E. Maple Street. The garage is in poor condition but the house is in decent shape structurally. It will need a new roof, furnace, and other basic items a house would need. The inspector's recommendation is that this would be an ideal property to refurbish and resell. Rankin spoke with Margret Kato at Genesee County Habitat for Humanity and she put together a package through the "HOME" program. This is a source to pursue funds to help with the refurbishing. Prior to roll call vote, Arnold said he would like to see Ms. Kato from Habitat come speak to city council at the January meeting.

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- **MOTION** by Bigelow **SECOND** by Arnold to take back the deed at 200 E. Maple from the county. Roll Call Vote: Arnold – Aye, Sanborn – Aye, Bigelow – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. *RESOLUTION RE: M.D.O.T. (TRUNK LINE MAINTENANCE AGREEMENT)*: Rankin said the updated contract is required to be adopted by resolution which also gives the City Manager approval to provide a digital signature.

- **MOTION** by Arnold **SECOND** by Heslop to Adopt the resolution for M.D.O.T. Trunkline Maintenance Agreement. Roll Call Vote: Bigelow– Aye, Sanborn – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. *DISCUSSION DIRECTION RE: 2020-2026 CAPITAL IMPROVEMENT PLAN*: Rankin said the Planning Board reviewed the Capital Improvement Plan. Most items are street related and he will continue to pursue road funding to match with the larger projects. He reached out to Highway Maintenance about capeseal for several of the streets. Also, driveway approaches will need to be addressed.

- **MOTION** by Arnold **SECOND** by Bigelow to accept the Capital Improvement six-year project summary as of the year 2020 until 2026. All Ayes. Motion Carried.

7. *DISCUSSION DIRECTION RE: BURN ORDINANCE*: Rankin said there were questions about the burn ordinance regarding when leaf burning is allowed. Rankin said the city provides leaf pick-up until the end of November and when he checked into a leafvac system, it was quite costly. Council ensued discussion on leaf burning days and health issues with the burning of leaves. Montrose resident, Brian Hatt, spoke of leaf burning asking council to consider the residents that have a lot of leaves and have a difficult time taking care of an overabundance of leaves. Prior to roll call, Mayor Brown clarified the motion, she said to change item A to read burning leaves and grass clippings only allowed from sunrise to sunset Saturdays and Sundays in the months of April, May, October, and November. Council members would like to review this ordinance in December 2020.

- **MOTION** by Arnold **SECOND** by Bigelow to limit the burning of leaves and grass clippings to the two months that are stipulated in here on Saturday and Sunday only. Roll Call Vote: Bigelow – Aye, Sanborn – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – No. Motion Carried.

8. *APPROVAL/DISAPPROVAL RE: REMOVAL OF DDA BOARD MEMBER WAYNE WHITE*: Rankin said DDA requested Wayne White be removed because he has not attended a meeting in almost a year. The DDA is trying to downsize the board in order to enable a better chance of having a quorum for meetings. Bigelow asked if Mr. White had been asked to step down prior to this and Mayor Brown said yes she did try to talk to him.

- **MOTION** by Arnold **SECOND** by Bigelow to remove DDA board member Wayne White. All Ayes. Motion Carried.

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9. *DISCUSSION DIRECTION RE: UPDATE DDA BY-LAWS 8 MEMBERS REQUIRED TO 7 TO AVOID TIE-VOTES:*. Rankin said currently there are eight board members required. The DDA would like to change this to seven, so having four members present would make a quorum.

- **MOTION** by Bigelow **SECOND** by Arnold to update the DDA bylaws to require seven board members versus eight. Roll Call Vote: Arnold – Aye, Sanborn – Aye, Bigelow – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

Mayor Brown asked the attorney about the qualifications of being a board member on the DDA, does the member need to be a city property owner if they are not a city resident or a registered city voter. There are members on the board who are not a city property owner, a city resident or city voter. The qualification, “Have an interest in real property in the DDA district” and how this affects being a member was discussed. The attorney said everyone on the board fits the criteria for being a board member.

10. *ANNUAL REVIEW OF COUNCIL RULES & PROCEDURES:* There were not any changes to the rules and procedures.

- **MOTION** by Bigelow **SECOND** by Arnold to adopt the council rules and procedures. All Ayes. Motion Carried.

11. *ANNUAL ACCEPTANCE & CONFIRMATION OF 2020 MEETING DATES:*

- **MOTION** by Arnold **SECOND** by Bigelow to accept the dates as presented. All Ayes. Motion Carried.

12. *ANNUAL APPOINTMENTS TO THE VARIOUS BOARDS AND/OR COMMISSION:* Mayor Brown said she would like council member Mark Richard to continue being the Mayor Pro-Tem, Council Rep to the Planning Board will be Mark Richard, Council Rep to DDA will be Mayor Brown, and Council Rep to ZBA will be council member Bob Arnold. Mayor Brown would like to recommend making the reappointments as highlighted and made note that DDA treasurer position will be left vacant for now.

- **MOTION** by Bigelow **SECOND** by Arnold so moved. All Ayes. Motion Carried.

13. *DISCUSSION DIRECTION RE: GENESEE STREET CHANGEORDER:* Geric Rose from Fleis & Vandenbrink went over a change order that reduced the cost of the Genesee Street project by roughly \$1,200.00.

- **MOTION** by Arnold **SECOND** by Bigelow to approve the change order for the Genesee Street project for \$481,845.47. Bigelow – Aye, Heslop – Aye, Arnold – Aye, Sanborn – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: No meeting in November.

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

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Brown attended the meeting in Otisville. There was a tribute to Dick Abrams.

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: Rankin said that water rates should not be going up in 2020. Rankin suggested a smoke testing program for the storm sewer system.

GENESEE COUNTY METROPOLITAN ALLIANCE: NONE

PLANNING BOARD: NONE

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: NEXT MEETING IN FEBRUARY 2020. **NOTE: 1 member needed.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER:

The Candlewalk went very well last week. I was glad to the level of organization that the committee has taken to make sure the event is safe and enjoyable for all. I took a few pictures and will add them to our website and documents in the future.

The parking lot is complete for Blueberry Park and the city will be reimbursed \$12k from Genesee County Planning as a CDBG project. I signed the grant extension and should see payment in 2-3 weeks. Work will continue on the park restrooms. The project was stalled on the part of GCWWS for the permit as they needed more data.

The City did not receive funding this round from the Michigan Natural Resource Trust Fund. I think next year the city should pursue funds from the Passport Program as the Township was successful. That program requires a larger match.

The DPW has submitted our preliminary documents to the EGLE for lead and copper. This is the first step and with the documentation that the city has it should move smoothly.

I will be meeting with the Chesaning Village Administrator next week to discuss the use of their new (used) Vac Truck. Hopefully we can get a memo of understanding in place just like the streetsweeper. This will help with cleaning out catch basins and other projects.

Just a reminder that the office will be open on the Monday, Thursday and Friday for the next two weeks.

CITY ATTORNEY: NONE

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MAYOR AND COUNCIL COMMENTS: Bigelow said there are quite a few bad sidewalks in town and asked how should these be addressed? DPW Supervisor Sam Spence responded asking residents to call the city office to give them an address of possible violations. Sanborn wanted to remind everyone to salt and clear your sidewalks. Arnold suggested a group from council talk to the school to work together. Mayor Brown said there is elected official's academy in Frankenmuth, Rankin replied that there are funds set aside to attend training. Mayor Brown said Candlewalk was a success and thanked everyone for their help. If anyone wants to help with the Candlewalk in the future, please come talk to her. The Candlewalk committee meets on Sunday afternoons at various locations. They are working on becoming a non-profit.

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

ADJOURNMENT

- **MOTION** by Arnold **SECOND** by Bigelow to adjourn. All Ayes. Motion Carried.

Mayor Brown adjourned the meeting at 9:00 p.m.
Prepared by City Treasurer, Chrystal Raible