

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

February 17, 2022

CALL TO ORDER: Mayor Brown called the regular Council meeting to order at 7:01 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 Colleen Brown, Robert Arnold, Mayor Pro-Tem Mark Richard, Tom Bigelow, Ryan Heslop, Andrea Martin, and Aaron Burch. Also present were City Manager Neil Rankin, City Clerk Tina Rush, City Attorney Otis Stout, and 7 citizens.

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

CITIZEN OF THE MONTH:

1. *THE MONTH OF JANUARY 2022 CHERRY SAWDON:* Ms. Sawdon was unavailable.

2. *THE MONTH OF FEBRUARY 2022 MONTROSE HISTORICAL/TELEPHONE MUSEUM:* Council honored the staff from the museum.

3. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF MARCH 2022:* Mayor Brown mentioned that long time business owners of Carrie's Caboose sold the business and recommended them as Citizens of the month for the month of March.

- **MOTION** by Richard **SECOND** by Burch to nominate Jeff & Carie Rhyndress as Citizen of the Month for the month of March. All Ayes. Motion Carried.

Arnold mentioned that the City Manager Neil Rankin's brother, Marc Rankin, donated \$500 to the City to promote Arbor Day.

- **MOTION** by Arnold **SECOND** by Richard to nominate Marc Rankin as Citizen of the Month for the month of April. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS: NONE

REPORTS

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

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

PUBLIC COMMENTS: NONE

MATTERS OF COUNCIL ACTION:

1. *APPROVAL OF THE 01/20/22 REGULAR MEETING MINUTES:*

- **MOTION** by Richard **SECOND** by Arnold to accept the January 20, 2022 regular meeting minutes as presented. All Ayes. Motion Carried.

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

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

3. ***DISCUSSION/DIRECTION HYDROCORP INSPECTION SERVICES CONTRACT:*** Rankin conveyed that in 2019 City Council approved 3-year contract with Hydrocorp to conduct state required cross connection inspection testing with an optional of 2 (1) year extensions. Hydrocorp has conducted each year 28 inspection required by state law and provides the complete services including initial, compliance and reinspection. They also provide bibb vacuum breakers, brochures and submittal of reports. They are qualified to do the inspections as they have the ASSE 5110 certification. It's a saving in time and money for our DPW that doesn't have a separate water department. Sam and Mitch will be attending a one-day conference on this subject of February 17 in Rockford to know more about the process, laws and changes. For the cost and the size of the DPW is best to contracted out.

- **MOTION** by Bigelow **SECOND** by Heslop that we extend the HydroCorp contract for 3 more years. Roll Call Vote: Heslop – Aye, Burch – Aye, Martin – Aye, Arnold – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. ***DISCUSSION/DIRECTION LION'S PARK BATHROOM REMODEL RFP:*** Rankin reported that the City only received one, (1) bid, from Accountable Building Company, LLC., the City's current building inspector Matt Leoni. Rankin mentioned that electrical, mechanical and plumbing permits will not need to be pulled for the City so \$375.00 can be removed from the total amount of the project. Mayor Pro-Tem Richard asked where the funding would come from and Rankin replied \$60,000 from Capital Outlay and the City will need to match the rest.

- **MOTION** by Arnold **SECOND** by Richard that we approve the bid for twenty thousand six-hundred seventy dollars and no cents, (\$20,670.00) for the Lion's Park bathroom remodel project. Roll Call Vote: Bigelow – Aye, Heslop – Aye, Martin – Aye, Burch – Aye, Richard – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

5. ***DISCUSSION/DIRECTION BLUEBERRY PARK PASSPORT BIDS:*** Rankin reported that the city did not receive any bids for Blueberry Park Improvements this summer and the city was looking for a prime contractor to handle all three components. This includes new play equipment, signage and sidewalks. After DNR approved the city's engineering company to bid it out as three different components, below are the bids that were submitted. Rankin said he hopes to have the go ahead this week from the DNR. Council would also have to approve the bids. Geric has reviewed them and I have included his recommendation. The bid tabs have been submitted, along with our justification (publicly advertised and solicited to three or more contractors per contract), for their approval. Rankin recommended awards as follows; Contract 1. Recommend award to Lopez Concrete Construction in the amount of \$18,777.00. Contract 2. Recommend award to Play

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Environments Design in the amount of \$39,878.00. Contract 3. Recommend award to Signs by Crannie in the amount of \$9,269.60. If DNR approval is not received prior to the council meeting, all contract awards shall be subject to DNR approval.

- **MOTION** by Arnold **SECOND** by Bigelow to award the bids as follows; Contract 1. Lopez Concrete Construction in the amount of \$18,777.00. Contract 2. Play Environments Design in the amount of \$39,878.00. Contract 3. Signs by Crannie in the amount of \$9,269.60. Roll Call Vote: Burch – Aye, Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. *DISCUSSION/DIRECTION BADGER METER GATEWAY/TOWER AT DPW GARAGE:* Rankin said that over the last year the city staff has been trying to improve the number of water reads for the water billing/meter system. This has included replacing the gateway to one that has a cellular backhaul, upgrading the server (which was needed) and replacing transmitters and/or relocation. It seems roughly 100 reads aren't consistently coming in. Geographically speaking they are the ones on North side of town and the percentage reporting is around 80%. I have the old gateway here at the city office and suggested to SLC Meter if it would probably benefit the city to install it as a second gateway. They agreed and provided some pricing. The proposal would have a second 70ft. tower at the DPW garage. It would build some redundancy into the system if city office lost power, a lightning strike, or connectivity issue and create overlap. Larger cities utilize as many as 30 gateways, especially if the geography or lack of a water tower require it. A second tower would help fine tune between replacing a meter or relocation of meter if readings aren't coming in. Rankins said he would recommend council approve SLC Meter quote for the installation of a 70-foot tower and gateway at the DPW garage for \$9,250.00. The budget for water capital outlay was \$30,000 for FY 2021-22 and currently the city has spent only \$3,717.

- **MOTION** by Richard **SECOND** by Arnold that we install the second tower Gateway by the DPW Garage in the amount of nine thousand two-hundred fifty dollars and no cents, (\$9,250.00). Roll Call Vote: Arnold – Aye, Richard – Aye, Martin – Aye, Bigelow – Aye, Heslop – Aye, Burch – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *DISCUSSION/DIRECTION EV CHARGING STATION:* At the February DDA Meeting the DDA board approved to enter into an agreement with Hage Automotive (Red E Charging) to install an EV Charging Station at the city office municipal lot. Consumers Energy is providing incentivized funding for installation. The benefits are is that the city would be able to offer this amenity for visitors and residents. The city would also benefit from the usage at .03 per kilowatt hour. This could work out at current rates around 25% of the costs per charge. For instance, 75kw at .35 per kilowatt hour is \$26.25 which the city would get \$2.25. Maintenance, liability would fall on Red E Charging. This is a standard agreement and would be for a period of 10 years. This is based on at least 3 years of 50 kw being used per month is met. With the increase in new electric cars that will be on the roads in the next few years I see this being a nice no costs amenity.

- **MOTION** by Bigelow **SECOND** by Arnold that we agree to the charging station with the corrections to the contract paragraph 1, changing the verbiage from Township to City. Roll Call Vote: Richard – Aye, Bigelow – Aye, Burch – Aye, Heslop – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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8. *APPROVAL OF POVERTY EXEMPTION GENERAL GUIDELINES*: Rankin relayed that these are the annual guidelines requiring council approval.

- ***MOTION*** by Bigelow ***SECOND*** by Richard that we adopt the General Poverty Exemption Guidelines for 2022. All Ayes. Motion Carried.

9. *APPROVAL OF BUDGET AMENDMENT #2*: There are two budget amendments (1) changes to expenditures for our Building Inspector, resulting from the number of permits being pulled this year, (The previous year the increase was due to business inspections be conducted), and (2) Change order for Washington Street. Funds are expended for a 285 fund as specified by ARPA. The change order needed to show this and needed to show that increase.

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

10. *APPROVAL OF DONATION FOR ARBOR DAY TREES*: The City has received a donation in the amount of \$500.00 to be used to purchase trees/supplies for the observed Arbor Day on October 7th. Funds could be leveraged with Michigan Releaf to plant even more trees this fall.

- ***MOTION*** by Richard ***SECOND*** by Heslop to accept the donation from Marc Rankin in the amount of \$500.00 for the 2022 Arbor Day. All Ayes. Motion Carried.

11. *APPROVAL OF PURCHASE/INSTALL OF ARBOR DAY TREE SIGN*: The City of Montrose has earned the designation of being a Tree City USA this month and to provide the recognition to the city I would request council to approve/install 4 Tree City USA signs on Saginaw Street and State Street. I don't think the installation will be issue on Saginaw and I have a call into MDOT to see if the signs can be attached on M-57. Bigelow asked if the decals can be purchased for city vehicles.

- ***MOTION*** by Arnold ***SECOND*** by Burch that we purchase the five (5) signs and pay for the installation. Roll Call Vote: Martin – Aye, Richard – Aye, Burch – Aye, Arnold – Aye, Heslop – Aye, Bigelow – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

12. *LETTER OF APPRECIATION*: Rankin conveyed that William White has been a member of the planning board since 2012. His 4-year term expired in January and I would like to send him a letter from council thanking him for serving.

- ***MOTION*** by Arnold ***SECOND*** by Burch that we send a letter of appreciation to Bill White. All Ayes. Motion Carried.
- ***MOTION*** by Bigelow ***SECOND*** by Richard to make Bill White as Citizen of the Month for the month of May. All Ayes. Motion Carried.

13. *DISCUSSION/DIRECTION BANNERS FOR GRADUATES*: Rankin explained that he was able to get some pricing for banners for graduating seniors. Costs would be \$1,489 for 18 banners and install and removal costs (DPW) of \$1,623.84 for a total of \$3112.84. As the current banners are

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a DDA undertaking I will provide the DDA with this information and see if this something they wish to pursue. There is no current policy in regards to how many times a year banners will be installed and removed, length of display, structure of the sale as these banners would be a one-time use and eventually be the property of the student/family and limited number of poles. As these poles are located on a state highway MDOT regulates those doing work on a trunkline. Arnold suggested involving the Chamber of Commerce. Rush cautioned State revenue/expenditure budget regulations regarding city only expenditures. Informational only. No action taken.

14. APPROVAL/DISAPPROVAL COUNCIL MEMBER AARON BURCH'S ABSENCE AT THE JANUARY 20, 2022 CITY COUNCIL MEETING

- **MOTION** by Richard **SECOND** by Arnold to approve Council Member Aaron Burch's absence at the January 20th council meeting. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Mayor Brown reported that the DDA met and approved the EV Charging Station and hopefully will have a new recruit for the DDA at the next city council meeting.

ELECTION COMMISSION: NONE

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Richard reported that a State Representative was present at the meeting.

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: Rankin reported that nothing new was discussed, however, after the meeting, Rankin met with Drain Commissioner Director John Obrien, Matt Raysin, and Montrose Township Supervisor Mark Emmendorfer, and the city will be transferring 10 properties to Genesee County that are tied into the city's water-line system, but are actually located within Montrose Township.

GENESEE COUNTY METROPOLITAN ALLIANCE: None, meeting was moved to next week.

PLANNING BOARD: Richard reported that the current board members were re-appointed and parking of RV's was discussed.

911 CONSORTIUM: None, next meeting is in March.

ZONING BOARD OF APPEALS: Arnold reported that the ZBA was unable to hold their annual organizational meeting due to no quorum.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Rankin read aloud his report; **TIP Funding**. I have been attending meetings with Metro Planning for the next round of TIP funding over the last few weeks. The city is trying to

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address improvements to Feher Drive. The CIP projected cost was \$830,000 with about \$544,000 federally funded as there is a storm sewer component. It would be a 80/20% split on construction. Things were looking promising in January, however, at the February meeting the allocation was reduced by \$363,000. The city would receive \$181,000. After the meeting I spoke with the Mayor on the direction as Metro Planning sent out an email asking to provide an answer by last Monday for those receiving partial funding if they were willing to take that amount or wait until 2027 and the new round. The thought was to take partial funding as the city has already budget \$50,000 for construction engineering, utilize ARPA funds (\$101,000) and find other state dollars to complete the project. I will work with Geric to see if we can secure additional funding. The goal would be to have a project ready to go for Summer of 2023. The DPW has been bust with snow removal this month and have been doing equipment maintenance as time allows. The treasurer and I have been working on budget related items as the start of the fiscal year approaches. Geric and I have submitted request for funding from DWAM and DWSRF. This looks quite promising that the city will get funded. I have another meeting with EGLE on February 22nd and should have news by March. This will help the city address replacement of galvanized lines and water mains.

CITY ATTORNEY: Stout reported that cases are still being processed via zoom and also mentioned he mailed out a letter of demand to the Beech Trail Apartments giving them a deadline date of March 16th or Stout will proceed with a lawsuit.

MAYOR AND COUNCIL COMMENTS: Burch mentioned an acquaintance approached him about possibly opening up a business in Montrose, more details to come. Mayor Brown said she attended the recent Academy Core Weekender and would like to forward information to all of the council members that summarizes projects she would like to see accomplished and set up a path of where we are going and to evaluate what this community could become.

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

ADJOURNMENT:

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

Mayor Brown adjourned the meeting at 8:03 p.m.

Prepared by City Clerk, Tina Rush