

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

December 15, 2022

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 Richard, Robert Arnold, Ryan Heslop, Aaron Burch, and Andrea Martin. Also present were City Manager Neil Rankin, City Clerk Tina Rush, and City Attorney Otis Stout. Member Todd Pangle was recorded absent. There were 2 citizens in attendance.

PLEDGE OF ALLEGIANCE TO THE FLAG: Member Arnold led the Pledge of Allegiance.

CITIZEN OF THE MONTH:

1. *THE MONTH OF DECEMBER 2022, TOM BIGELOW:* Previous Council member Bigelow was unavailable.

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

- **MOTION** by Heslop **SECOND** by Arnold to nominate Marie Menosky, Jean Taylor, Pam Wagner, Cammie Martin, Pam Riley and Kelly Blackburn as citizens of the month for the month of March. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS: Presentation and Approval Of The 2021/2022 Fiscal Year Financial Audit: Auditor Ken Berthiaume briefly read aloud various pages from the audit, taking note of prepaid expenses, payables and payroll adjustments equaling to 32 journal entries that could have been completed by staff. Page 11 shows a big picture of the assets, liabilities and net positions, which shows there were no deficiencies. Berthiaume also read aloud pages 14, 16 and 21. The City received the standard un-modified opinion which is the highest score possibly earned.

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 11/17/22 MEETING MINUTES:*

- **MOTION** by Burch **SECOND** by Arnold to accept the 11/17 meeting minutes as presented. All Ayes. Motion Carried.

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

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

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

December 15, 2022

3. *APPROVAL OF BUDGET AMENDMENT #1*: In 2020/2021 FY Rankin had budgeted \$30,000 for the NEP Grant. As of May this year when he began working on the budget, he budget \$40,000 but for whatever reason no expenditures were included. The 245 fund has three components revenue from the State/matching funds from the homeowner and expenditures. This is considered pass through funding as the city is a subrecipient of these MSHDA funds and come January there will be no fund balance.

- **MOTION** by Heslop **SECOND** by Burch that we approve budget amendment No. 1. Roll Call Vote: Heslop – Aye, Burch – Aye, Arnold – Aye, Martin – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

4. *DISCUSSION/DIRECTION WADE TRIM MASTER PLAN AGREEMENT*: Rankin reported that he spoke with Adam Young from Wade Trim and he is looking forward to providing a great product for the city this coming year. Rankin recommends council approve the agreement with Wade Trim providing profession services to develop the new city master plan in the amount of \$50,000 utilizing ARPA funds.

- **MOTION** by Arnold **SECOND** by Burch to enter into an agreement with Wade Trim for the Master Plan. Roll Call Vote: Martin – Aye, Burch – Aye, Heslop – Aye, Arnold – Aye, and Mayor Pro-Tem Brown – Aye. All Ayes. Motion Carried.
- **MOTION** by Arnold **SECOND** by Burch to add onto the agenda no. 15, discussion/direction to allow the library gaming group to use the Depot on the third Friday of every month for a community game night. All Ayes. Motion Carried.

5. *DISCUSSION/DIRECTION POVERTY EXEMPTION FOR 2023*: These are the poverty exemption guidelines recommended by our assessor for council/city to adopt for 2023.

- **MOTION** by Burch **SECOND** by Arnold to accept the poverty exemption general guidelines for 2023 as presented. Roll Call Vote: Heslop – Aye, Martin – Aye, Burch – Aye, Arnold – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

6. *DISCUSSION/DIRECTION RESOLUTION AUTHORIZING PUBLIC NOTICE OF INTENT TO ISSUE REVENUE BONDS*: Moving forward with the DWSRF project the city will need to provide public notice by resolution in its intent to issue bonds.

- **MOTION** by Heslop **SECOND** by Arnold that we approve by resolution authorizing public notice of intent to issue revenue bonds. Roll Call Vote: Arnold – Aye, Martin – Aye, Burch – Aye, Heslop – Aye, and Mayor Pro-Tem Richard. All Ayes. Motion Carried.

7. *DISCUSSION/DIRECTION MILLER CANFIELD BOND COUNSEL ENGAGEMENT*: Rankin reported that Steve Mann from Miller & Canfield provided bond counsel in 2016 when the city was awarded the USDA water bonds. Fleis and Vandenbrink have worked with them in the past and Rankin was able to meet with Bakertilly which was Umbrough in 2016 who also provided the rate study and served as our municipal advisor. All parties are familiar with the city and process and costs would be covered under this award.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

December 15, 2022

- **MOTION** by Burch **SECOND** by Heslopt to accept the Miller & Canfield as Bond Counsel. Roll Call Vote: Martin – Aye, Heslop – Aye, Arnold – Aye, Burch – Aye, and Mayor Pro-Tem Richard. All Ayes. Motion Carried.

8. ***DISCUSSION/DIRECTION MUNICIPAL ADVISORY SERVICES BAKERTILLY:*** The City has used Bakertilly for municipal advisory services in the past. Under the scope appendix is listed all assistance they would provide including a rate analysis.

- **MOTION** by Heslop **SECOND** by Arnold that we engage the Bakertilly Municipal Advisory Services. Roll Call Vote: Burch – Aye, Heslop – Aye, Arnold – Aye, Martin – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

9. ***APPROVAL OF INTER-GOVERNMENTAL AGREEMENT FOR ENHANCED ACCESS TO GENESEE COUNTY GIS OUTPUT:*** Rankin conveyed that he already signed the agreement which was required to allow Fleis & Vandenbrink data access for field work, however, city charter requires contracts have city council and legal counsel approval.

- **MOTION** by Heslop **SECOND** by Burch that we approve the inter-governmental agreement for enhanced access to Genesee County for GIS input. Roll Call Vote: Arnold – Aye, Burch – Aye, Heslop – Aye, Martin – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

10. ***DISCUSSION/DIRECTION REFINISHING COUNCIL CHAMBER TABLE/ADDITIONAL TABLES:***

- **MOTION** by Heslop **SECOND** by Martin that we authorize the chamber of commerce council table be refurbished. Roll Call Vote: Heslop – Aye, Martin – Aye, Burch – Aye, Arnold – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

11. ***DISCUSSION/DIRECTION CITY MANAGER’S EVALUATION:*** Rankin said he typically every year requests council to provide an evaluation around the “audit season” November- December as he feel that a hindsight approach of the year coupled with the finances of the previous year is a good formula to address the successes and areas of needed improvements going into the next. Rankin said he felt that this year has been financially a very good one with the city receiving a number of grants from home improvements to water upgrades. Parks have been improved, equipment is being maintained, new facilities have been built and the city is taking steps to create a new master plan. Each budget I include city manager salary increases but council has the final say. Rankin said he makes salary increase requests every two years. In the past the costs of living increases were quite low. Going into 2023 those cost of living have jumped over 9% between 2021-2022. Raises were approved by council in July in the budget hearing to offset these increased costs and is the price of doing business. Rankin requested at the beginning of the calendar year in 2023, an increase of 8% or roughly \$5,000. The scope of what he has brought to the city over the last few years has increased, for example, the last three years the city has received over \$100,000 in MSHDA funds with over \$9,000 billed to administration. The Michigan Infrastructure Council also provided funding for city management training in 2021 as it provides certification that the city is implementing, best practices to address asset management. Rankin ended by saying that the request he is making is not solely on the local taxpayer dime but covered by other programs and grants..

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

December 15, 2022

- **MOTION** by Heslop **SECOND** by Arnold to authorize a salary increase of 9% effective January 1, 2023. Roll Call Vote: Martin – Aye, Arnold – Aye, Heslop – Aye, Burch – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

12. ANNUAL REVIEW OF COUNCIL RULES & PROCEDURES: Rankin explained that this is the annual review as required by charter.

- **MOTION** by Arnold **SECOND** by Heslop that we re-adopt council rules of procedures as is, with replacing 141 Parkway to 139 S. Saginaw Street. Roll Call Vote: Martin – Aye, Burch – Aye, Heslop – Aye, Arnold – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

13. ANNUAL ACCEPTANCE & CONFIRMATION OF 2023 MEETING DATES: Rankin conveyed that within 10 days after the first meeting of City Council in each calendar year, a public notice stating the dates, times and places of the regular monthly Council meetings will be posted at the City Offices Building according to council's rules of procedures.

- **MOTION** by Burch **SECOND** by Heslop to accept the confirmations of the 2023 meeting dates. All Ayes. Motion Carried.

14. ANNUAL APPOINTMENTS TO THE VARIOUS BOARDS AND/OR COMMISSION: Rush mentioned that no one has said that they are not willing to continue serving. Mayor Pro-Tem Richard recommended the re-appointments.

- **MOTION** by Arnold **SECOND** by Burch to re-appoint based on the recommendation of Mayor Pro-Tem Richard. All Ayes. Motion Carried.

15. DISCUSSION/DIRECTION ALLOW THE LIBRARY GAMING GROUP TO USE THE DEPOT ON THE THIRD FRIDAY OF EVERY MONTH FOR A COMMUNITY GAME NIGHT: Member Arnold requested council allow the gaming group to use the Depot on the third Friday of every month free of charge. Discussion ensued.

- **MOTION** by Heslop **SECOND** by Martin that we approve the gaming group for the third Friday from January to June, 2023 to rent the Depot for free. Roll Call Vote: Arnold – Aye, Martin – Aye, Burch – Aye, Heslop – Aye, and Mayor Pro-Tem Richard – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: NONE

ELECTION COMMISSION: Rush reported that she is volunteering for the re-count that will be held at Genesee County December 16th regarding Proposal 2.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Pro-Tem said it was a good turnout, approximately 15 communities were represented. Mayor Pro-Tem Richard also thanked Rankin for creating a power point presentation due to the speaker not being able to attend at the last minute.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

December 15, 2022

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: Spence conveyed that the meeting is next week.

GENESEE COUNTY METROPOLITAN ALLIANCE: NONE

PLANNING BOARD: Richard reported that the Planning Board is still discussing the proposed marihuana ordinance. A special meeting will be held this Monday November 21st at 7:00 p.m.

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: NONE

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Rankin wished everyone a safe & Merry Christmas and a Happy New Year and the City Offices will be open December 27-29th.

CITY ATTORNEY: Stout read aloud a judgement for the demolition of 261 Oak Street. The property owner has 30 days to complete. Stout conveyed that the city now has an opportunity to take possession of the property.

MAYOR AND COUNCIL COMMENTS: Mayor Pro-Tem Richard was pleased with the turnout on election day and mentioned that if citizens are upset with the city manager's decision, they need to understand that unless it is illegal, he is following the direction of this city council. Arnold was pleased with the turnout on election day as well and expressed concerns with how the city will be handling the implementation of Proposal 2. Arnold also echoed what Richard said regarding the direction by council to the city manager. Burch mentioned he attended a Veteran's Day function that was well attended. Martin thanked council for the baby gifts.

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

ADJOURNMENT:

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

Mayor Pro-Tem Richard adjourned the meeting at 8:30 p.m.

Prepared by City Clerk, Tina Rush