

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

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

ROLL CALL: Present council members were Mayor Colleen Brown, Mark Richard, Robert Arnold, Ryan Heslop, Andrea Martin and Todd Pangle. Also present, City Attorney Ben Stoltman, City Manager Neil Rankin and 7 citizens. Member Aaron Burch was absent.

PLEDGE OF ALLEGIANCE TO THE FLAG: The Pledge of Allegiance was recited.

CITIZEN OF THE MONTH:

1. *THE MONTH OF MAY IS KEN SHERMAN*

2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF JUNE/JULY: JOSH SINCESSIN/
GREG LYMAN*

PUBLIC HEARINGS: NONE

PRESENTATIONS: Leslie Abdo from Foster, Swift, Collins & Smith, P.C presented recommendations to council on the licensing of businesses and recommended changes to the General Business License and licensing procedure. City Manager had a Revenue Sharing/Per Capita Funding Presentation.

REPORTS

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

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

3. *ENGINEERING UPDATE: Geric Rose from Fleis and Vandenbrink presented and provided update on the current water main project.*

PUBLIC COMMENTS: Warren Edwards spoke on the wishing to see the General Business Licenses being rescinded.

MATTERS OF COUNCIL ACTION:

1. *APPROVAL OF THE 03/26/23 REGULAR MEETING MINUTES:*

- **MOTION** by Richard **SECOND** by Arnold to accept the minutes with the amendment that Mayor Pro-Tem Richard be removed and to replace with Mayor Brown under the first public comments and adjournment of the meeting. All Ayes. Motion Carried.

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

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

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

3. APPROVAL OF BUDGET AMENDMENT # 4:

- **MOTION** by Richard **SECOND** by Arnold for the amendment 2 changes dated 05/28/2024. Pangle – Aye, Martin – Aye, Arnold – Aye, Richard – Aye, Heslop – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

4. DISCUSSION/DIRECTION GENERAL BUSINESS LICENSE

- **MOTION** by Richard **SECOND** by Arnold to send the General Business License Ordinance and the attorney recommend changes to the Planning Board. All Ayes. Motion Carried.

5. DISCUSSION/DIRECTION CDBG HOWARD STREET SIDEWALK:

- **MOTION** by Richard **SECOND** by Arnold to approve the bid proposal from Better 2 Enterprises to install the sidewalk along Howard Street in the amount of \$35,683. Roll Call Vote: Heslop – Aye, Martin-Aye, Arnold – Aye, Richard – Aye, Pangle – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. RESOLUTION RE: TEDF-B FUNDING HICKORY STREET

- **MOTION** by Richard **SECOND** by Arnold to adopt the Resolution presented approving to apply to the MDOT Transportation Economic Development Fund including matching funding for the reconstruction of E. Hickory Street. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Martin-Aye, Richard – Aye and Mayor Brown – Aye. All Ayes. Motion Carried.

7. DISCUSSION/DIRECTION MILL AND FILL PARK STREET PROPOSAL

Kennedy Excavating that is completing the Water System improvements presented a proposal and change order to both Coke and Park Drive. Park Drive would be added and cold milled and resurfaced between Alfred Street and Feher Drive. This section of roadway is in need of this treatment as water improvements in 2015 only patched where water lines were installed and the roadway has deteriorated. Coke Drive had roadway removed to install waterlines with the current project as directional boring was not possible. This roadway removal has left many cuts and to address it is recommended by Geric Rose to cold mill and resurface this section which EGLE/DWSRF Grant will cover 75% of the costs and would be better repair option over hand patching.

- **MOTION** by Richard **SECOND** by Arnold to approve the proposal by Kennedy Excavating in the cold milling and resurfacing of Coke Drive and Park Street in the amount of \$138,441.00. Roll Call Vote: Robert – Aye, Martin – Aye, Heslop – Aye, Richard-Aye, Pangle – Aye and Mayor Brown – Aye. All Ayes. Motion Carried.

8 DISCUSSION/DIRECTION DRAFT MASTER PLAN The Planning Board was presented the draft Master Plan on May 9th by Adam Young of Wade Trim. Planning reviewed the draft document and was advised in the next steps in adoption which included authorizing the distribution of this version of the draft Master Plan to council.

- **MOTION** by Richard **SECOND** by Pangle to move forward in the distribution of the City of Montrose Master Plan 2040 as presented. Roll Call Vote: Arnold-Aye, Richard -Aye, Martin-Aye, Pangle-Aye, Heslop-Aye, Mayor Brown-Aye. All Ayes. Motion Carried.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

9. *DISCUSSION/DIRECTION POVERTY EXEMPTION GENERAL GUIDELINES*: The City is currently going through its AMAR review and the assessor has requested that council adopt the revised Poverty Exemption Guideline.

- **MOTION** by Richard **SECOND** by Heslop to adopt the Poverty Exemption General Guideline. Roll Call Vote: Richard – Aye, Pangle – Aye, Heslop – Aye, Martin – Aye, Arnold – Aye and Mayor Brown – Aye. All Ayes. Motion Carried.

10. *DISCUSSION/DIRECTION RECIPROCAL PARKING LOT AGREEMENT*: In 2005 the City of Montrose was granted an easement for the utilities located along the alleyways on the North and South sides of State Street which is known as the Montrose Downtown. The easement did not provide for the maintenance of the property but only for ingress and egress and restoration of any repairs. No agreements exist with the property in the maintenance of the alleyways and or parking. The proposed parking lot agreement would allow for public parking in exchange for the city ingress and egress to maintain the parking lots in the alleyways for a period of ten years. Costs for parking lot improvements would be based on parking lot square footage based on property descriptions.

- **MOTION** by Richard **SECOND** by Martin to send a notice and the agreement to these business (property) owners. Roll Call Vote: Pangle – Aye, Richard – Aye, Martin – Aye, Heslop – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

11. *DISCUSSION/DIRECTION CONTRACT FOR MOWING SERVICES*: The City has utilized an outside contractor for mowing to address violations of the tall grass and weeds ordinance. Larko's Lawncare and Landscape Services LLC. has been the sole contractor for this service since 2016. In 2023 the contract expired and was not renewed as the city had no violations. This year the city has several properties that needed to be mowed and Larko's has agreed to extend/enter into a new contract and keep the current rate. The city will contract with Larko's for a period of up to three years to provide for mowing services.

- **MOTION** by Richard **SECOND** by Arnold to approve the contract with Larko's Lawncare and Landscape Services LLC. Roll Call Vote: Pangle – Aye, Richard – Aye, Martin – Aye, Heslop – Aye, Arnold – Aye and Mayor Brown – Aye. All Ayes. Motion Carried.

12. *RESOLUTION SAFE ROUTES TO SCHOOL*:

The city staff is working with Montrose Community Schools to apply for funding from the Safe Routes to School Program that will help address the walkability of the city and community for school aged students. The City is required to adopt a resolution in support of the program and the related costs

- **MOTION** by Richard **SECOND** by Heslop to approve the Safe Routes to School Resolution as presented. Roll Call Vote: Martin-Aye, Richard-Aye, Arnold-Aye, Heslop-Aye, Pangle-Aye and Mayor Brown-Aye. All Ayes. Motion Carried.

13. *DISCUSSION/DIRECTION RFP MI-HOPE GRANT*: The City was awarded a MI-HOPE grant in the amount of \$300,000 in August of 2023. City staff have created a program guide and an RFP for a contractor to install insulation and energy auditor to meet criteria for approved homes.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

- **MOTION** by Arnold **SECOND** by Richard to approve the MSHDA MI-HOPE request for proposals as presented. Roll Call Vote: Arnold-Aye, Martin-Aye, Heslop-Aye, Richard-Aye, Pangle-Aye and Mayor Brown-Aye. All Ayes. Motion Carried.

14. *DISCUSSION/DIRECTION TREE DONATION*: The city was donated eight (8) potted Sycamore trees by Greg Lyman and Mary Hausbeck and they requested that they be distributed in whatever manner that would be most appropriate.

- **MOTION** by Richard **SECOND** by Arnold to accept the donation from Gary Lyman and Mary Hausbeck and distribute the trees to residents on a first come first serve basis. All Ayes. Motion Carried.

15. *DISCUSSION/DIRECTION REQUEST FOR ARMED FORCES PARTICIPATION EVENT*: To celebrate 125 years the city can request one of the many military bands to perform in Montrose. Ideally this would be an event in October at Lion's Park and a contingency to use the auditorium at the middle school if necessary.

- **MOTION** by Pangle **SECOND** by Richard to complete the application/request for Armed Services Participation at a City Event on October 19, 2024. Roll Call Vote: Richard-Aye, Heslop-Aye, Pangle-Aye, Martin-Aye, Arnold-Aye and Mayor Brown-Aye. All Ayes. Motion Carried.

16. *RESOLUTION RE: REQUEST TO CITY COUNCIL TO LEVY 1.8309 MILLS WITHIN DDA DISTRICT AND APPROVAL*: The DDA board requested this fiscal year to continue to levy the millage which would be 1.8309 Mills within the DDA district.

- **MOTION** by Richard **SECOND** by Arnold to approve the resolution from the DDA board to levy of 1.8309 mills. Roll Call Vote: Heslop – Aye, Richard – Aye, Martin – Aye, Arnold – Aye, Pangle – Aye and Mayor Brown-Aye All Ayes. Motion Carried.

17. *DISCUSSION/DIRECTION VC3 PROPOSAL*: VC3 is our IT support, they replaced IT Right. One of the issues IT companies are addressing is security or lack thereof in particular POP email servers. VC3 will be discontinuing in August *mailenable* our web-based email and migrating to Office 365/Outlook based email that offers more encryption. This migration would include all computers in the office and those issued to council members. The office would move to a cloud backup system, Office 365, etc. The monthly cost will be \$315 but the city may see a saving as the cost for the current contracted support will end. To configure this the quote for this will be \$4,382.

- **MOTION** by Richard **SECOND** by Pangle to approve the proposal as presented from VC3. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Martin – Aye, Richard – Aye and Mayor Brown-Aye All Ayes. Motion Carried.

18. *DISCUSSION/DIRECTION MML TRAINING*: MML proposal on training on parliamentary procedures is scheduled June 11th from 6-9pm at the Depot. I have reached out number Clio

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

Commissioners and their Planning commission members as well as Montrose Township officials who plan to attend. I will need approval by council to move forward to schedule.

- **MOTION** by Richard **SECOND** by Arnold to approve the proposal from MML presented. Roll Call Vote: Heslop – Aye, Richard – Aye, Arnold – Aye, Pangle – Aye, Martin-Aye and Mayor Brown-Aye All Ayes. Motion Carried.

19. *DISCUSSION/DIRECTION BUDGET WORKSHOP MEETING:* To have council set the annual budget workshop for June 25th at 6:00 p.m.

- **MOTION** by Pangle **SECOND** by Richard to set the 2024-25 Budget Workshop for June 25th at 6:00 p.m. All Ayes. Motion Carried.

20. *RESOLUTION RE: ESTABLISHING 9-DAY EARLY VOTING LOCATION:* The voters in the State of Michigan, on November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles registered voters to vote in every State and Federal election in person at an early voting site prior to election. It also requires that Early Voting sites must be open for nine (9) consecutive days beginning on the second Saturday before the election and ending on the Sunday before the election, for at least eight hours each day. The City Clerk recommends that the Early Voting Precinct for all City of Montrose registered voters be held at the Montrose City Offices located at 139 S. Saginaw Street Montrose, MI 48457, as it meets all polling place requirements set forth in Proposal 22-2.

- **MOTION** by Richard **SECOND** by Heslop to adopt the resolution as presented. Roll Call Vote: Heslop – Aye, Richard – Aye, Arnold – Aye, Pangle – Aye, Martin-Aye and Mayor Brown-Aye All Ayes. Motion Carried.

21. *APPROVAL/DISAPPROVAL REAPPOINTMENT OF TAX BOARD OF REVIEW MEMBERS:*

The tax board of review member Nancy Obershaw has her appointment expiring May 31, 2024. Council will need to approve her re-appointment as she wishes to continue to serve.

- **MOTION** by Richard **SECOND** by Heslop to reappoint Nancy Obershaw to the tax board of review for another term. All Ayes. Motion Carried.

22. *APPROVAL/DISAPPROVAL MAYOR BROWN'S ABSENCE AT THE 10/18/23 COUNCIL MEETING:*

- **MOTION** by Pangle **SECOND** by Richard to approve the absence of Mayor Colleen Brown at the October 18, 2023 Regular Council Meeting. All Ayes. Motion Carried.

23. *APPROVAL/DISAPPROVAL ANDREA MARTIN AND TODD PANGLE'S ABSENCE AT THE 12/21/23 COUNCIL MEETING:*

- **MOTION** by Arnold **SECOND** by Richard to approve the absence of Council Member Pangle and Council Member Martin at the December 21, 2023 Regular Council Meeting. All Ayes. Motion Carried.

24. *APPROVAL/DISAPPROVAL AARON BURCH ABSENCE AT THE 01/23/24 COUNCIL MEETING:*

- **MOTION** by Arnold **SECOND** by Heslop to approve the absence of Council Member Burch at the January 23, 2024 Regular Council Meeting. All Ayes. Motion Carried.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

25. APPROVAL/DISAPPROVAL ROBERT ARNOLD, AARON BURCH & ANDREA MARTIN'S ABSENCE AT THE 02/20/24 COUNCIL MEETING

- **MOTION** by Richard **SECOND** by Heslop to approve the absence of Council Member Burch, Arnold and Martin at the February 20, 2024 Regular Council Meeting. All Ayes. Motion Carried.

26. APPROVAL/DISAPPROVAL MAYOR BROWN AND RYAN HESLOP'S ABSENCE AT THE 03/26/24 COUNCIL MEETING:

- **MOTION** by Arnold **SECOND** by Richard to approve the absence of Council Member Heslop and Mayor Colleen Brown at the March 26, 2024 Regular Council Meeting. All Ayes. Motion Carried.

PUBLIC COMMENTS: Lori Machuk and Zahary Hal spoke on related downtown concerns including parking.

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Brown discussed they approved and requested council in levying the DDA millage which she was not in favor of as the loan from Water and Sewer to repay the bonds were paid.

ELECTION COMMISSION: NONE

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Richard discussed that it was held in Burton and the speaker was the City of Burton Clerk that discussed election issues.

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

GENESEE COUNTY METROPOLITAN ALLIANCE: Richard discussed the work plan for FY 2025 and the TIP Amendment for 2023-2026.

PLANNING BOARD: Richard discussed they approved and requested council to distribute the Draft Master Plan.

911 CONSORTIUM: Pangle discussed that 911 will be placing a proposal on the ballot in August that a charge of \$3.00 per line to generate revenue to offset costs

ZONING BOARD OF APPEALS: NONE

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: The City Staff has been busy with a variety of projects including budget, training, watermain installation, mowing and street sweeping. The flower pots are hung and banners will be going up hopefully next week. The DPW will start on DWAM grant related work this summer-inspecting waterlines coming into homes. All the water line are now installed and the new mains will be activated in the coming days. I expect restoration and roadwork to be finished in late June

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

early July and after that capeseal going down. Wildflowers/pollinator garden was planted the other week and both parks have been cleaned up and ready for the summer.

CITY ATTORNEY: NONE

MAYOR AND COUNCIL COMMENTS: NONE

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

ADJOURNMENT:

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

Mayor Brown adjourned the meeting at 9:28 p.m.

Prepared by City Manager, Neil Rankin