

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

July 22, 2025

CALL TO ORDER: Mayor Tom Banks called the regular Council meeting to order at 7:01 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 Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, and Lori Machuk. Also present was Interim City Manager Karl Karlichek, City Clerk Tina Rush, and 9 citizens. Council member Melissa Wallace-Hoose was recorded absent.

PLEDGE OF ALLEGIANCE TO THE FLAG: Mayor Tom Banks led The Pledge of Allegiance.

CLOSED SESSION PURSUANT TO THE MICHIGAN OPEN MEETINGS ACT, MCL 15.268, TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, SPECIFICALLY AN ATTORNEY-CLIENT PRIVILEGED WRITTEN LEGAL OPINION. ROLL CALL VOTE REQUIRED:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle that we go into closed session. Roll Call Vote: Arnold – Aye, Heslop – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried. Mayor Banks closed the regular meeting at 7:03 p.m.

Mayor Banks brought the regular meeting back to order at 7:33 a.m.

CITIZEN OF THE MONTH:

1. *MAYOR BANKS TO PRESENT MONTROSE DIGITAL MEDIA "KIDS"*: Mayor Banks presented the Citizen of the Month Award to Mr. Kitts, thanking everyone for their professionalism.
2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF AUGUST:*

- **MOTION** by Mayor Banks **SECOND** by Mayor Pro-Tem Richard to nominate Allie Green and Victoria Sargent from Blackbird Market. Mayor Pro-Tem Richard – Aye, Heslop – Aye, Arnold – Aye, Pangle – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

PUBLIC HEARINGS:

1. *OBSOLETE PROPERTY REHABILITATION ACT (OPRA) EXEMPTION CERTIFICATION*: Mayor Banks opened the public hearing at 7:37 p.m. There were no questions and/or comments from the Public. Mayor Banks closed the public hearing at 7:38 p.m. and brought the regular meeting to order.

PRESENTATIONS:

1. *RON DRZEWICKI, REVITALIZE, LLC*: Drzewicki gave an oral update on the progress.

REPORTS:

- A. APPROVAL OF REGULAR MEETING MINUTES APRIL 8, APRIL 29, MAY 13, MAY 20
- B. APPROVE CITY COUNCIL BILLS JUNE 2025
- C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT JUNE 2025 ACTIVITY REPORT
- D. RECEIVE AND FILE GENESEE COUNTY 9-1-1 DIRECTOR'S JUNE 2025 ACTIVITY REPORT
- E. RECEIVE AND FILE DPW SUPERVISOR ACTIVITY REPORT

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F. RECEIVE AND FILE CITY CLERK ACTIVITY REPORT

G. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE ACTIVITY REPORT

H. RECEIVE AND FILE CITY MANAGER ACTIVITY REPORT

I. RECEIVE AND FILE WATER END POINTS REPORT

J. CITY COUNCIL REPORT & NOTIFICATION CITY ADMINISTRATION SWOT ANALYSIS

- **MOTION** by Machuk **SECOND** by Pangle to approve and file items A through J but I would like to make a revision to the language of the meeting minutes dated May 20, 2025 they currently read, "Machuk commented that she likes to research things and prior to researching on Facebook, she was contacted by outside people" when it should read that I said, "I like to research things and I knew about this before it was all over Facebook". Also, remove April 8 meeting minutes because they were approved June 24, 2025, remove April 29 and June 5 from the agenda because the meeting minutes were not located in the packet. Roll Call Vote: Heslop – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: *THE PURPOSE OF THIS AGENDA ITEM IS TO ALLOW PERSONS TO COMMENT. THIS IS NOT A FORUM FOR DEBATE OR FOR WHICH QUESTIONS WILL BE ANSWERED. THE CITY COUNCIL WILL CONSIDER ALL COMMENTS AND QUESTIONS AND DECIDE IF THEY WISH TO ADDRESS THOSE ITEMS DURING COUNCIL COMMENTS. ALL PERSONS ADDRESSING THE CITY COUNCIL ARE ASKED TO LIMIT THEIR COMMENTS TO NO MORE THAN THREE (3) MINUTES:* A citizen expressed concerns with council members arguing in council chambers prior to the start of the council meeting.

MATTERS OF COUNCIL ACTION:

- **MOTION** by Machuk **SECOND** by Mayor Pro-Tem Richard to remove No. 5 and revisit that at the August meeting when we have a full council panel and also add number, when we take away No. 5 in its place add the Water Rate Study for No. 5 instead. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Pangle – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

1. CONSIDER APPROVING OBSOLETE PROPERTY REHABILITATION ACT (OPRA) RESOLUTION:

- **MOTION** by Pangle **SECOND** by Mayor Pro-Tem Richard that we approve the resolution to approve the obsolete property rehabilitation exemption certificate application for Ramby LLC and to specify the dates for June 2026. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

2. CONSIDER APPROVE CHANGE ORDER NO. 4 and PAYMENT to KENNEDY EXCAVATING, INC.:

- **MOTION** by Arnold **SECOND** by Mayor Pro-Tem Richard that we approve change order No. 4 for Kennedy Excavating. Roll Call Vote: Machuk – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

3. CONSIDER AMENDING CITY COUNCIL RULES AND ADOPT NEW AGENDA FORMAT:

- **MOTION** by Machuk **SECOND** by Mayor Banks that we amend the city council rules and

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adopt the new addendum format. Roll Call Vote: Pangle – Nay, Heslop – Nay, Machuk – Aye, Mayor Pro-Tem Richard – Nay, Arnold – Aye, and Mayor Banks – Aye. Two (2) Ayes. Four (4) Nays. Motion died.

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle to set this one aside so that everyone can look it over and discuss it at the next meeting. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Pangle – Aye, Arnold – Aye, Heslop – Aye, Machuk – Aye, and Mayor Banks – No. Five (5) Ayes. One (1) Nay. Motion Carried.

4. CITY COUNCIL CONSIDER TO AUTHORIZE THE DISTRIBUTION OF THE HOUSING STUDY FOR REVIEW IN ACCORDANCE WITH STATE LAW:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle that the City Council authorizes the distribution of the Housing Study for review according to State Law. Roll Call Vote: Pangle – Aye, Arnold – Aye, Machuk – Aye, Richard – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

5. WATER RATE STUDY:

- **MOTION** by Pangle **SECOND** by Arnold to authorize the water rate study in the amount of ten thousand dollars, (\$10,000.00). Roll Call Vote: Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Heslop **SECOND** by Arnold to add onto the agenda item No. 6, Code of Ethics Discussion. Roll Call Vote: Machuk – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks. All Ayes. Motion Carried.
- **MOTION** by Heslop **SECOND** by Arnold to add onto the agenda item No. 7, Pivot Group. Roll Call Vote: Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard, Machuk – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

6. CODE OF ETHICS DISCUSSION:

Heslop conveyed that the city attorney was working on a draft and asked Karlichek to contact her and bring back the draft to the city council.

7. PIVOT GROUP:

- **MOTION** by Heslop **SECOND** by Mayor Pro-Tem Richard that we direct the city manager to reach out to the Pivot Group to provide us with a list of additional candidates. Roll Call Vote: Pangle – Nay, Heslop – Aye, Machuk – Nay, Arnold – Nay, Mayor Pro-Tem Richard – Nay, and Mayor Banks – Nay. One (1) Aye. Five (5) Nays. Motion Died.
- **MOTION** by Heslop **SECOND** by Mayor Pro-Tem Richard that we conduct a background check on Mr. Karlichek prior to the next meeting so that we can have that information prior to voting on a contract. Roll Call Vote: Arnold – Nay, Machuk – Nay, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Heslop – Aye, and Mayor Banks – Nay. Three (3) Ayes. Three (3) Nays. Motion Died due to tie vote.

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- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold that we offer the contract to Joe Karlichek based on an acceptable background check. Roll Call Vote: Heslop – Nay, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. Five (5) Ayes. One (1) Nay. Motion Carried.

PUBLIC COMMENTS: Citizen Pam Riley announced she is the one that petitioned the courts to recall Mayor Tom Banks with hopes to have it on the November ballot.

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Fleis & Vandenbrink are retrieving quotes for the DDA for projects and services.

ELECTION COMMISSION: Rush announced that she needs to work on re-certification.

GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: NONE

GENESEE COUNTY METROPOLITAN ALLIANCE: Mayor Pro-Tem Richard reported there was no meeting this month, but he is procuring information on how to revert the designation of Hickory Street from a local street to a minor collector, therefore making it eligible for other grants.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: NONE

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

PLANNING BOARD: Amendment was made to the Master Plan to include the Housing Study.

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: There is a potential variance request.

MONTROSE AREA CHAMBER OF COMMERCE: NONE

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: *On file at city office.*

CITY ATTORNEY: NONE

PUBLIC COMMENTS: NONE

MAYOR AND COUNCIL COMMENTS: Mayor Banks, Pangle, Arnold, Machuk & Heslop made comments.

COMMUNICATIONS TO THE COUNCIL: NONE

ADJOURNMENT:

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

Mayor Banks adjourned the meeting at 9:32 p.m.

Prepared by City Clerk, Tina Rush