

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

August 26, 2025

CALL TO ORDER: Mayor Tom Banks 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 Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, Melissa Hoose, and Lori Machuk. Also present was Interim City Manager Joe Karlichek, City Clerk Tina Rush, and 10 citizens.

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

CITIZEN OF THE MONTH:

1. *MAYOR BANKS PRESENTATION OF AWARD TO ALLIE GREEN & VICTORIA SARGENT.*
2. *NOMINATION CITIZEN OF THE MONTH FOR SEPTEMBER 2025:*
 - **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle to nominate Adelaine Skidmore. Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carries.

REPORTS:

- A. APPROVAL CITY COUNCIL MEETING MINUTES APRIL 29, MAY 27, JUNE 5, JUNE 24, AND JULY 22, 2025
- B. APPROVE CITY COUNCIL BILLS FOR THE MONTH OF JULY 2025
- C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT JULY 2025 ACTIVITY REPORT
- D. RECEIVE AND FILE GENESEE COUNTY 9-1-1 DIRECTOR'S JULY 2025 ACTIVITY REPORT
- E. RECEIVE AND FILE DPW SUPERVISOR JULY 2025 ACTIVITY REPORT
- F. RECEIVE AND FILE CITY CLERK JULY 2025 ACTIVITY REPORT
- G. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE JULY 2025 ACTIVITY REPORT
- H. RECEIVE AND FILE CITY MANAGER JULY 2025 ACTIVITY REPORT
- I. RECEIVE AND FILE CITY BUILDING INSPECTOR JULY 2025 ACTIVITY REPORT
 - **MOTION** by Arnold **SECOND** by Pangle to approve and file items A through I. Roll Call Vote: Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose - Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: NONE

MATTERS OF COUNCIL ACTION:

1. *CONSIDER MAYOR APPOINT ETHICS AD-HOC COMMITTEE IN ACCORDANCE TO ARTICLE V, CITY CHARTER 5-103 SECTION 1,2,3, "APPOINTMENT OF BOARD MEMBERS":*
 - **MOTION** by Arnold **SECOND** by Heslop to appoint an ad-hoc committee. Roll Call Vote: Pangle – Nay, Hoose – Nay, Mayor Pro-Tem Richard – Nay, Machuk – Nay, Heslop – Aye, Arnold – Nay, and Mayor Banks – Nay. One, (1) Aye. Six (6) Nay. Motion did not carry.
2. *CONSIDER AMENDING CITY COUNCIL RULES:*
 - **MOTION** by Machuk **SECOND** by Mayor Pro-Tem Richard that we adopt the proposed changes for our code of conduct. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold –

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Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion carried.

3. CONSIDER AGREEMENT WITH WADE TRIM FOR “AS-NEEDED” PROFESSIONAL PLANNING SERVICES FOR CITY OF MONTROSE:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold as needed. This would be just an agreement and not a contract. Roll Call Vote: Machuk – Aye, Arnold – Aye, Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

4. CONSIDER APPROVAL THE CITY OF MONTROSE TO RE-CLASSIFY HICKORY STREET IN ACCORDANCE TO ACT51:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to reclassify Hickory Street in accordance to ACT51. City will receive TIP funding for Nanita in 2029 (3-year cycle). Roll Call Vote: Mayor Pro-Tem Richard – Aye, Hoose – Aye, Heslop – Aye, Arnold – Aye, Pangle – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

5. CONSIDER PLACING IN ABEYANCE RENTAL UNIT REGISTRATION, INSPECTION:

- **MOTION** by Hoose **SECOND** by Machuk to place the rental unit registration inspection in abeyance. Roll Call Vote: Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Arnold – Aye, Hoose – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

6. CONSIDER APPROVAL OF EMERGENCY PURCHASE (TREE SERVICES) AND FILE THIS REPORT:

- **MOTION** by Pangle **SECOND** by Arnold that we approve the emergency purchase tree services and file this report. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

7. CONSIDER “AMENDED” PROFESSIONAL SERVICES EMPLOYMENT AGREEMENT CITY MANAGER:

- **MOTION** by Hoose **SECOND** by Machuk that city council approve and include the change. Roll Call Vote: Hoose – Aye, Arnold – Nay, Machuk – Aye, Heslop – Nay, Mayor Pro-Tem Richard – Nay, Pangle – Aye, and Mayor Banks – Aye. Four (4) Ayes. Three (3) Nays. Motion Carried.

8. CONSIDER NOTIFICATION OF HIRING OF DEPUTY TREASURER & ADMINISTRATIVE ASSISTANT:

- **MOTION** by Machuk **SECOND** by Hoose that the Mayor & Council accept the hiring of the position and it is budgeted in the following 101-253-702, 590-536-702, 591-536-702, self-imposed 25-30 hours up to full-time. Roll Call Vote: Arnold – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Hoose – Aye, Pangle – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: Previous City Treasurer Nicole Moore asked for a FOIA request for all the supplemental handouts from May 27th. Citizen Julie Tack spoke on behalf of Nicole Moore.

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REPORTS FROM BOARDS & COMMISSIONS:

A. **DOWNTOWN DEVELOPMENT AUTHORITY BOARD:** Handicap improvement grant given to 295 E. State Street for \$5,000.00. engaged with Fleis & Vandenbrink to help execute plans for revitalizing things. getting new lights downtown. lights strung from pole to pole with colors just like the depot.

B. **ELECTION COMMISSION:** NONE

C. **GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE:** NONE

D. **GENESEE COUNTY METROPOLITAN ALLIANCE:** Held an emergency meeting regarding a roundabout in the City of Burton. City of Burton does not want the roundabout because there are issues with roundabouts. Hoping to move grant money on other projects. Trying to move to bus line. Mayor Pro-Tem Richard is working with Genesee Metro on Hickory Street and appreciates the City Manager coming out to vote on reclassifying Hickory Street and for Heslop and Spence attending for support. It looks promising that MDOT will approve it.

D. **GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:** September's meeting will be held in Swartz Creek.

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

F. **PLANNING BOARD:** Went over the site plan review for 106 w. state street and that is moving forward. Changing zoning into a PUD zone. The zoning is a little bit more Flexible. Social districts put on hold. Had a conversation on the GBL.

G. **911 CONSORTIUM:** General membership meets in September. The building is now open, soft grand opening coming up.

H. **ZONING BOARD OF APPEALS:** NONE

I. **MONTROSE AREA CHAMBER OF COMMERCE:** NONE

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: *On file at city office.*

CITY ATTORNEY: NONE

MAYOR AND COUNCIL COMMENTS: Heslop, Hoose, Machuk, Pangle, Arnold, Mayor Pro-Tem Richard, Mayor Banks all made comments.

ADJOURNMENT:

- **MOTION** by Pangle **SECOND** by Arnold. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 8:26 p.m.

Prepared by City Secretary, Christine Schultz