

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

October 28, 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 City Manager Joe Karlichek, City Clerk Tina Rush, and 9 citizens.

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

APPROVAL OF AGENDA for October 28, 2025:

- **MOTION** by Pangle **SECOND** by Machuk to approve the agenda. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

CLOSED SESSION: NONE

CITIZEN OF THE MONTH:

1. ***MAYOR BANKS TO PRESENT CITIZEN OF THE MONTH AWARD TO: DR. LINDEN MOORE.***

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle to make the individuals that helped with the tree planting for the Citizen of the month for November. Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MEETING OPEN TO THE PUBLIC (Agenda Items Only): APM Mosquito Control made a comment.

PRESENTATION:

1. ***City of Montrose Finance Manager Kim Lynch – Report given.***
2. ***Connor Zook from Triterra – Report given.***

CONSENT AGENDA:

- A. APPROVAL OF CITY COUNCIL MEETING MINUTES REPORT SEPTEMBER 2025
- B. APPROVE CITY COUNCIL BILLS FOR THE MONTH OF SEPTEMBER 2025
- C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT REPORT SEPTEMBER 2025
- D. RECEIVE AND FILE GENESE COUNTY 9-1-1 DIRECTOR'S REPORT SEPTEMBER 2025
- E. RECEIVE AND FILE CITY MANAGER REPORT SEPTEMBER 2025
- F. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE MANAGER REPORT SEPTEMBER 2025
- G. RECEIVE AND FILE CITY CLERK REPORT SEPTEMBER 2025
- H. RECEIVE AND FILE CITY DPW SUPERVISOR REPORT SEPTEMBER 2025
- I. RECEIVE AND FILE CITY BUILDING INSPECTOR REPORT SEPTEMBER 2025
- J. RECEIVE AND FILE APM MOSQUITO CONTROL REPORT
- K. APPROVAL COMMUNITY EVENT APPLICATION – HOMECOMING PARADE
- L. RECEIVE AND FILE FOIA STAFFING APPOINTMENT
- M. RECEIVE AND FILE STATE OF MICHIGAN FY25-26 BUDGE SUMMARY FROM MML

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

October 28, 2025

N. RECEIVE AND FILE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MONITORING REVIEW

- **MOTION** by Machuk **SECOND** by Hoose to approve agenda items with the correct clerks' report in our packet. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

PUBLIC HEARING:

1. *PUBLIC HEARING – BROWNFIELD PLAN FOR PARCEL #60-17-581-008, 106 W. STATE STREET, MONTROSE, MI 48457:*
2. *PUBLIC HEARING – ZONING TEXT AMENDMENT, ARTICLE 14, PLANNED UNIT DEVELOPMENT (PUD) DISTRICT. – NO QUESTIONS AND OR COMMENTS FROM THE PUBLIC.*
3. *PUBLIC HEARING – PROPOSED ORDINANCE NO. 461 AN ORDINANCE AMENDING THE CITY OF MONTROSE CODE OF ORDINANCE NO. 434 ARTICLE III ENTITLED, “GENERAL BUSINESS LICENSE” – NO QUESTIONS OR COMMENTS FROM THE PUBLIC.*

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. *CONSIDER RESOLUTION APPROVING A BROWNFIELD PLAN FOR THE PROPOSED RAMBY, LLC REDEVELOPMENT PROJECT FOR 106 W. STATE STREET, MONTROSE, MI 48457 IN THE CITY OF MONTROSE:*
 - **MOTION** by Pangle **SECOND** by Mayor Pro-tem Richard that we approve the resolution approving the Brownfield plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street, Montrose, MI 48457 in the City of Montrose. 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.
2. *CONSIDER AGREEMENT WITH BENDZINSKI & CO. USER RATE STUDY:*
 - **MOTION** by Pangle **SECOND** by Machuk that we agree to the agreement with Bendzinski & Co. User Rate Study. 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.
3. *CONSIDER PSA AMENDMENT NO. 1 FOR ADDITIONAL SERVICES RELATED TO THE CITY’S DWAM GRANT WITH FLEIS & VANDENBRINK ENGINEERING, INC. (F&V):*
 - **MOTION** by Hoose **SECOND** by Machuk that the city approves the PSA amendment No. 1. 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.
4. *CONSIDER RESOLUTION TO ENABLE THE CITY OF MONTROSE ELIGIBILITY FOR FIRE INSURNACE WITHHOLDING PROGRAM:*
 - **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle the resolution to enable the City

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

October 28, 2025

of Montrose eligibility for Fire Insurance Withholding Program. 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.

5. CONSIDER CITY COUNCIL LIVE STREAMING CITY COUNCIL MEETING POLICY:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Heslop to table this and review this for the next meeting. Roll Call Vote: Hoose – Aye, Arnold – Aye, Machuk – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

6. CONSIDER REPORT ON COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING:

- **INFORMATIONAL ONLY**

7. CONSIDER AMENDING ADMINISTRATIVE PERSONNEL HANDBOOK LEAVES OF ABSENCES AND TIME OFF:

- **MOTION** by Pangle **SECOND** by Mayor Pro-Tem Richard that we amend the Personnel Policy Handbook to coincide with ESTA.
- **AMENDED MOTION** by Pangle **SECOND** by Mayor Pro-Tem Richard that we approve with corrections. 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.

BID AWARD/PURCHASE:

1. CONSIDER LECLERC DISPLAY CO. LEASING CHRISTMAS DECORATIONS:

- **MOTION** by Pangle **SECOND** by Mayor Pro-tem Richard that we renew the lease for LeClerc for \$1,680.00. Roll Call Vote: Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

ORDINANCES:

A. CONSIDER ADOPTING ZONING ORDINACE ARTICLE 14, PLANNED UNIT DEVELOPMENT (PUD) DISTRICT:

- **MOTION** by Arnold **SECOND** by Machuk that we adopt Zoning Ordinance Article 14 Planned Unit Development (PUD) district. Roll Call Vote: Arnold – Aye, Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Nay, Hoose – Aye, Mayor Banks – Aye. Six Ayes, 1 Nay. Motion carried.

B. CONSIDER ORDINANCE NO. 461 GENERAL BUSINESS LICENSE REGISTRATION AN ORDINANCE AMEDNING THE CITY OF MONTROSE CODE OF ORDINANCE NO. 434, ARTICLE III, "GENERAL BUSINESS LICENSE"

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Hoose that we adopt Ordinance No. 461 GBR an Ordinance amending the City of Montrose Code of Ordinance No. 434, Article III. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk –

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

October 28, 2025

Abstain, Heslop – Aye, Arnold – Aye, Mayor Banks – Aye. Six Ayes, 1 Abstain. Motion carried.

APPOINTMENTS: None

PUBLIC COMMENTS:

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: REPORT GIVEN

ELECTION COMMISSION: NO NEWS

GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: REPORT GIVEN

GENESEE COUNTY METROPOLITAN ALLIANCE: NO MEETING

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: REPORT GIVEN

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: REPORT GIVEN

PLANNING BOARD: NO MEETING

911 CONSORTIUM: NO MEETING

ZONING BOARD OF APPEALS: NO MEETING

MONTROSE AREA CHAMBER OF COMMERCE: NO MEETING

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: REPORT GIVEN.

CITY ATTORNEY: REPORT GIVEN

MAYOR AND COUNCIL COMMENTS: Comments made.

ADJOURNMENT:

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Pangle. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 8:50 p.m.

Prepared by City Secretary, Christine Schultz