



MONTROSE CITY COUNCIL 2025

Tuesday December 23, 2025 at 7:00 p.m.

MINUTES

CALL TO ORDER- Meeting called to order by Mayor Banks at 7:00 p.m.

ROLL CALL

Minutes: Present: Mayor Banks, Todd Pangle, Robert Arnold, Mark Richard, Lori Machuk, Melissa Hoose, Ryan Heslop. **Others Present:** Joe Karlichek, City Manager, John Ryan, City Attorney. **Absent:** Christina Rush, City Clerk

PLEDGE OF ALLEGIANCE - Pledge of Allegiance led by Mayor Banks

APPROVAL OF AGENDA for December 23, 2025

Minutes: Motion by Mark Richard to approve agenda and second by Robert Arnold.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

CLOSED SESSION

CITIZEN OF THE MONTH

Minutes: Motion by Mayor Banks to nominate M.J. Dailey AS January 2026 COM and second by Mark Richard.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0\

MEETING OPEN TO THE PUBLIC (Agenda Items Only)

One (1) Citizen spoke to discuss the condition of city sidewalks winter time and during warm months where sidewalks are not trimmed and maintained.

PRESENTATION

1. Andy Campbell, CPA Bendzinski & Co.

Minutes: Presentation made by Andy Campbell to city council on water/sewer rate study. Much discussion and Q/A. No Action. Council to discuss next month under Old Business.

CONSENT AGENDA

- a) Approval City Council Meeting Minutes from November 2025
- b) Approval City Council Bills for the month of November 2025
- c) Receive and file Police, Fire, Code Enforcement Report for November 2025
- d) Receive and file Genese County 9-1-1 Director's Report for November 2025
- e) Receive and file City Manager Report for November 2025
- f) Receive and file City Interim Treasurer/Finance Manager & Deputy Treasurer Reports for November 2025
- g) Receive and file City Clerk Report for November 2025

- h) Receive and file DPW Supervisor Report for November 2025
- i) Receive and file City Building Inspector Report for November 2025
- j) Receive and file Genesee County Drain Office Memorandum "Water Affordability Bill Package Senate Bills 248 – 256
- k) Receive and file 2026 City Council, Boards & Committees Meeting Schedule
- l) Receive and file 2026 Priority Waste Recycling & Waste Calendar
- m) Receive and file 2026 Genesee County Small Cities & Villages Association Meeting Schedule
- n) Receive and file November 2026 City Secretary Report

Minutes: Motion by Melissa Hoose to approve consent agenda and second by Lori Machuk.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

1. Consider Approving Sale of City DPW Generator

Minutes: Motion by Robert Arnold to approve sale of DPW Generator and second by Mark Richard.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

2. Consider Approving Administrative Code

Minutes: Motion by Todd Pangle to approve Administrative Code and second by Lori Machuk.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

3. Request for a Resolution to Reaffirm the Board of Reviews Poverty Exemption Guidelines

Minutes: Motion by Robert Arnold to approve Resolution for Poverty Exemption Guidelines and second by Mark Richard.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

4. Consider Appeal Request from Kelley Grant

Minutes: Motion by Todd Pangle to deny appeal and second by Melissa Hoose.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

5. Consider Arbor Day Proclamation

Minutes: Motion by Todd Pangle to approve Arbor Day Proclamation and second by Robert Arnold.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

BID AWARD/PURCHASE

1. Consider Approving Security Upgrade to City Hall Bid with Mantei & Sons Construction

Minutes: Motion by Mark Richard to table to next month and second by Ryan Heslop.

Vote results: Ayes: 2 (Richard/Heslop) / Nays: 5 / Abstains: 0 – Motion Failed.

Minutes: Motion by Melissa Hoose to approve Security Upgrade to city hall and award bid to Mantei & Sons Construction in the amount of \$13,500.00 and second by Lori Machuk

Vote results: Ayes: 5 / Nays: 2 (Richard/Heslop) / Abstains: 0

ORDINANCES

APPOINTMENTS

1. Consider Margaret Coomer as the Alternate Member to the Board of Review

Minutes: Motion by Mark Richard to approve BOR Alternate Ms. Margaret Coomer and second by Todd Pangle.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

2. Consider Committee and Board Appointments Expiring January 31, 2026

Minutes: No Action until January 2026 meeting to decide on committee appointments to be made by Mayor Banks.

MEETING OPEN TO THE PUBLIC

None.

CITY COUNCIL COMMITTEE REPORTS

Minutes: Committee Reports provided by council members.

CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS

City Manager, City Attorney and Council provided comments/report.

ADJOURNMENT

Minutes: Motion by Mark Richard to adjourn meeting and second by Todd Pangle.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

MEETING ADJOURNEED 9:07 P.M.