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CITY OF MONTROSE

MEMORANDUM

Date: May 26, 2026

To: Mayor Thomas J. Banks and Members of City Council

From: Joe Karlichek, City Manager

Subject: City Clerk Contract Addendum – Election Compensation Review and Recommendation

Background

I am writing to provide Mayor and City Council with updated context regarding the City Clerk contract addendum currently before Council for review and direction.

The addendum appears to have expired in **February 2025**. There are no records on file indicating that the addendum was formally renewed by City Council prior to my arrival as City Manager. Additionally, even if the addendum had previously been renewed, the language of the addendum contemplates annual review by City Council.

Given the expiration of the addendum, it is appropriate and necessary for Council to evaluate whether the addendum remains in the City's best interest, whether the terms remain justified, and whether the requested additional compensation is supported by the City's current operational needs.

Election Work and Additional Compensation Request

The Clerk has represented that changes in election administration, including expanded early voting requirements, have resulted in approximately **90 additional hours** of election-related work. While expanded election requirements are acknowledged, the Clerk has not provided sufficient supporting documentation to justify additional compensation under the expired addendum.

Specifically, the City has not been provided with a detailed operational basis showing:

- The specific election duties requiring additional compensation;
- The number of hours personally performed by the Clerk beyond normal Clerk responsibilities;
- A breakdown of election-related tasks by date, duty, and estimated time;
- The use or availability of existing City staff to assist with election administration;
- The number of election inspectors, chairpersons, or trained personnel needed for each election function;

- Why the existing Clerk position, existing staff support, and authorized election workers are insufficient to carry out election operations.

Election administration is a core responsibility of the City Clerk's office. While elections require careful planning, accuracy, and compliance, the work itself falls within the general statutory and operational responsibilities of the Clerk position. The City also has staff resources available to assist with election-related activity, including trained and certified personnel who may be utilized where appropriate.

At this time, the record does not support the continuation of an expired contract addendum that provides additional compensation for duties that appear to fall within the existing scope of the Clerk's position.

Administrative Concerns

The City has a responsibility to ensure that any additional compensation is supported by clear documentation, operational necessity, and Council authorization. Continuing or renewing an expired addendum without sufficient justification may create concerns regarding consistency, internal equity, and fiscal accountability.

If additional election support is necessary, that need should be demonstrated through a written election operations plan, staffing schedule, and detailed explanation of duties that cannot be reasonably absorbed through the Clerk's regular responsibilities, existing staff support, or authorized election workers.

Alternative Approach

Rather than renewing the expired addendum at this time, Council may wish to direct the Clerk to provide a comprehensive election operations plan for the 2026 election cycle. That plan should identify staffing needs, training requirements, election deadlines, statutory duties, use of election inspectors, and any specific areas where additional support may be necessary.

If Council determines that additional election support is warranted, the more appropriate approach would be to authorize temporary or limited election support based on actual documented need, rather than approving additional compensation through an expired addendum without a clear factual basis.

This approach would allow the City to support election administration while maintaining accountability, transparency, and proper fiscal oversight.

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City Council Options

City Council has several options available:

Option 1: Decline Renewal of the Addendum

Option 2: Table the Matter Pending Further Documentation

Council may table consideration of the addendum and direct the Clerk to provide a written election operations plan, including a detailed staffing and time justification for any additional compensation request.

Option 3: Modify the Addendum

Council may modify the addendum to require documented hours, Council approval, defined duties, and limitations on any future additional compensation.

Option 4: Renew the Addendum

Council may renew the addendum; however, based on the information currently available, I do not recommend this option without additional documentation and justification.

Recommendation

Based on the current record, I recommend that City Council **decline renewal of the expired City Clerk contract addendum** at this time.

In the alternative, if Council believes additional review is warranted, I recommend that Council table the matter and direct the Clerk to submit a detailed written election operations plan and justification before any additional compensation is considered.

Recommended Motion

Motion to decline renewal of the expired City Clerk contract addendum related to additional election compensation and direct the Clerk to provide a written election operations plan identifying staffing, training, scheduling, statutory deadlines, and any documented need for additional election support for the 2026 election cycle.

CITY OF MONTROSE
MEMORANDUM

Date: April 21, 2026

To: Honorable Mayor Banks and City Council Members

From: Joe Karlichek, City Manager

Subject: Expired Contract Addendum – Council Review and Direction

I am writing to provide context regarding the contract addendum currently before you on the agenda. The addendum has expired (February 2025) and requires City Council review and direction regarding its future status. There are no records on file to suggest this was renewed in February 2025 prior to my arrival as the city manager. Even if it had the addendum requires annual review by the council.

Given the expiration, it is appropriate for Council to evaluate the terms, performance, and continued relevance of the addendum in relation to current City operations and priorities.

Following this review, Council may determine whether it is in the City's best interest to renew, modify, or allow the addendum to remain expired.

Your consideration and direction on whether to proceed with renewal of the addendum is respectfully requested.

Recommendation: It is recommended that the City Council take formal action to either renew or decline renewal of the addendum to the City Clerk's contract, which expired in 2024 and has not been extended.

ADDENDUM TO
EMPLOYMENT CONTRACT BETWEEN
CHRISTINA RUSH
AND
THE CITY COUNCIL OF THE CITY OF MONTROSE

WHEREAS, City of Montrose Council has entered into an employment contract with its City Clerk, Christina Rush, effective August 28, 2006 (the "Contract"); and

WHEREAS, Section 4 of the Contract of the Employee agrees and promises to perform and discharge, well and faithfully, the duties and responsibilities assigned.; and

WHEREAS, Section 5 of the Contract agrees to pay, and Employee shall accept, as compensation for all services rendered hereunder a salary, as may be adopted from time to time by the City and duly approved by the Montrose City Council, commencing on the date the term of this Agreement commences, payable in accordance with the practice which the City may from time to time adopt for payment of Employees.; and

WHEREAS, Section 7 of the Contract specifies that the Employee is employed in a full-time capacity as a salaried, exempt employee. As such, Employee is expected to work a minimum of forty (40) hours per week plus any additional work time reasonably required to discharge the duties, functions, and responsibilities of the position.; and

WHEREAS, In 2022, Michigan voters passed a referendum known as Proposal 2 making two significant changes to the voting law, regarding early and absentee voting.; and

WHEREAS, These changes to election law now require the City Clerk to create and maintain an absentee voter roll and may require up to thirty six days of early voting in any election expanding the duties and scope of the Contract and of the work time reasonably required time to discharge the duties.; and

WHEREAS, These changes in the scope and duties of the City Clerk limits the use of paid time off, available holidays and lengthens the regular work week and workday.

NOW, THEREFORE,

1. Election Compensation. Beginning February 21, 2024, the City Clerk shall be compensated an additional \$2,600 per election/per year. This compensation was calculated on the average of an additional 90 hours of election duties as suggested by the Michigan Bureau of Elections and changes to election law and current wages of the City Clerk. Compensation would be made on the first full payroll after an election.
2. This addendum will be effective for a period of **one year** and will be reviewed by council at such time.
3. That all other provisions of said Contract, including the addendums not hereby amended by this addendum shall be and remain in full force and effect as written.

The Council and the Manager, by their authorized signatures, hereby agree to be bound by the covenants, agreements, and prohibitions set forth above and in the attachments to this contract.

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CITY OF MONTROSE

RESOLUTION NO. 2026-_____

A RESOLUTION ADOPTING THE FISCAL YEAR 2026–2027 BUDGET AND APPROVING A REVISED FEE SCHEDULE FOR THE CITY OF MONTROSE

WHEREAS, the City of Montrose has prepared and reviewed the proposed Fiscal Year 2026–2027 Budget; and

WHEREAS, the proposed budget outlines anticipated revenues and expenditures for the General Fund and all other municipal funds, including but not limited to Major Street, Local Street, Solid Waste, Mosquito, Downtown Development Authority (DDA), Sewer, and Water Funds; and

WHEREAS, the General Fund budget is balanced, with total expenditures equal to total revenues and does not require the use of fund balance; and

WHEREAS, the City Council has reviewed revenue projections and expenditure requirements and has determined that certain user fees, service charges, and assessments must be updated to ensure adequate cost recovery and continued delivery of municipal services; and

WHEREAS, a revised Fee Schedule has been prepared and presented to the City Council reflecting necessary adjustments for Fiscal Year 2026–2027, including increases to solid waste, mosquito control, water, and sewer rates; and

WHEREAS, the City Council finds that adoption of the proposed budget and revised Fee Schedule is in the best interest of the City of Montrose and its residents;

WHEREAS, the City of Montrose will levy 16.2629 mills, subject to possible Headlee rollback, on taxable valuation as equalized for general operating requirements of the City of Montrose; and

WHEREAS, the City of Montrose will levy 3.7869 Mills for Public Safety subject to possible Headlee rollback; and

WHEREAS, the City of Montrose will levy 1.8292 Mills subject to possible Headlee rollback for Downtown Development Authority (DDA),

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Montrose hereby adopts the Fiscal Year 2026–2027 Budget as presented.

BE IT FURTHER RESOLVED, that the City Council hereby approves and adopts the revised Fee Schedule for Fiscal Year 2026–2027, to be effective July 1, 2026, which shall include, but not be limited to, the following specific fee adjustments:

1. Solid Waste (Curbside Collection and Recycling):

The annual residential equivalent fee is established at \$230 per unit, to support contractual obligations for waste and recycling services.

2. Hydrant Assessment:

\$20.00 per parcel, subject to certain distance

3. Mosquito Control Special Assessment:

The annual assessment is established at \$50 per parcel, representing a \$5 increase, to adequately fund contracted mosquito abatement services.

4. Sewer Rates:

Sewer usage rates are increased from \$3.60 per 1,000 gallons to \$3.74 per 1,000 gallons, consistent with the 2026 rate study, and the readiness-to-serve fee shall increase by 4%, including adjustments to multi-residential units.

5. Water Rates:

Water rates shall be adjusted in accordance with the 2026 User Rate study, including increases to both base and usage charges as reflected in the adopted Fee Schedule.

6. Public Safety: City of Montrose continues to contract with Montrose Township for police and fire services, with a probable increase in 2027.

BE IT FURTHER RESOLVED, that all other fees, charges, permits, and service rates contained within the revised Fee Schedule, though not specifically listed herein, are hereby adopted in full and incorporated by reference.

BE IT FURTHER RESOLVED, that the City Treasurer/Finance Director is hereby authorized to administer the budget and Fee Schedule and to make expenditures and collect fees in accordance with the adopted appropriations, schedule, and applicable City policies.

BE IT FURTHER RESOLVED, that the City Council acknowledges the following key financial conditions within the adopted budget:

- The General Fund is balanced with no use of fund balance.
 - Major and Local Street Funds reflect anticipated state funding, though subject to final confirmation.
 - Solid Waste and Mosquito Funds require fee adjustments to meet contractual obligations.
 - Sewer and Water Funds remain stable, with rate adjustments supporting long-term financial health and infrastructure obligations.
 - Downtown Development Fund anticipates a positive fund balance with continued investment in downtown improvements and programming.
-

MOTION BY: _____

SECOND BY: _____

VOTE COUNT: _____ YES / _____ NO / _____ ABSENT

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Montrose, County of Genesee, State of Michigan, at a regular meeting held on the ___ day of _____, 2026.

Christina M. Rush

City Clerk
City of Montrose

Thomas J. Banks
Mayor
City of Montrose

**CITY OF MONTROSE
COUNTY OF GENESEE, STATE OF MICHIGAN**

RESOLUTION NO. 2026-__

A RESOLUTION TO ADOPT WATER AND SEWER USER RATES AND READY-TO-SERVE CHARGES FOR FISCAL YEAR 2026/2027

WHEREAS, the City of Montrose owns and operates municipal water and wastewater utility systems for the benefit of its residents, businesses, and customers; and

WHEREAS, the City completed a comprehensive Water and Sewer Rate Study in collaboration with Bendzinski & Co. to evaluate the financial sustainability and operational needs of the utility systems; and

WHEREAS, the study identified the necessity of updating user rates and ready-to-serve charges to adequately support operations, maintenance, infrastructure improvements, debt obligations, and regulatory compliance; and

WHEREAS, the City Council finds that adopting updated utility rates is necessary to protect the public health, safety, and welfare and to maintain reliable water and wastewater services for the community.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Montrose hereby adopts the following Water and Sewer User Rates and Ready-to-Serve Charges effective July 1, 2026:

WATER RATES

Monthly Ready-to-Serve Charges

Meter Size	FY 2026/2027
5/8"	\$42.50
1"	\$42.50
1 1/2"	\$212.50
2"	\$340.00
3"	\$637.50

Commodity Charge

Description	Rate
Water Commodity Charge (per 1,000 gallons)	\$11.08

SEWER RATES

Monthly Ready-to-Serve Charges

Meter Size	FY 2026/2027
5/8"	\$29.90
1"	\$29.90
1 1/2"	\$149.50
2"	\$239.20
3"	\$448.50

Commodity Charges

Description	Rate
Sewer Commodity Charge (per 1,000 gallons)	\$3.74
Sewer Only Charge (monthly)	\$46.75

BE IT FURTHER RESOLVED, that the City Manager and Finance Department are authorized and directed to implement the rates and charges established herein effective July 1, 2026.

BE IT FURTHER RESOLVED, that all prior resolutions or portions thereof in conflict with this Resolution are hereby repealed to the extent of such conflict.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Thomas J. Banks, Mayor

Tina Rush, City Clerk

**CITY OF MONTROSE
GENESEE COUNTY, MICHIGAN**

RESOLUTION NO. ____

**A RESOLUTION TO ADOPT THE CITY OF MONTROSE FEE SCHEDULE EFFECTIVE
JULY 1, 2026**

WHEREAS, the City Council of the City of Montrose is authorized under the City Charter, ordinances, and applicable laws of the State of Michigan to establish and amend fees, rates, charges, and related costs for municipal services, permits, licenses, utilities, inspections, and administrative functions; and

WHEREAS, the City administration has reviewed the existing fee schedule and recommends updates and adjustments to ensure the continued fiscal stability of municipal operations, recovery of service-related costs, and equitable administration of city services; and

WHEREAS, the proposed fee schedule includes updates to utility rates, permit fees, inspection fees, zoning and planning fees, rental registration fees, construction fees, and other municipal service charges as set forth in the attached "Exhibit A – City of Montrose Fee Schedule Approved July 1, 2026"; and

WHEREAS, the City Council has reviewed the proposed fee schedule and finds it to be reasonable, necessary, and in the best interests of the City of Montrose and its residents.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose, Genesee County, Michigan, as follows:

1. The document attached hereto as "Exhibit A – City of Montrose Fee Schedule Approved July 1, 2026," is hereby adopted and incorporated by reference as the official fee schedule of the City of Montrose.
2. The adopted fee schedule shall become effective July 1, 2026.
3. All prior resolutions, fee schedules, or portions thereof in conflict with this Resolution are hereby rescinded effective July 1, 2026.
4. The City Manager, Clerk, Treasurer, Building Official, Department Heads, and all applicable city personnel are authorized and directed to administer and implement the adopted fee schedule accordingly.
5. Should any section, subsection, clause, phrase, or provision of this Resolution or attached fee schedule be declared invalid or unenforceable by a court of competent jurisdiction, the remaining portions shall remain in full force and effect.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Thomas J. Banks, Mayor City of Montrose	Christina Rush, City Clerk City of Montrose

EXHIBIT A

CITY OF MONTROSE FEE SCHEDULE APPROVED JULY 1, 2026

(Attached Hereto)

CITY OF MONTROSE FEE SCHEDULE APPROVED JULY 1, 2026

SEWER CONNECTION	FEE	NOTES
1st 2 units	\$2,050	
Units 3, 4, & 5	\$1,025	
Each Additional Unit	\$512.50	
Water Cut & Cap Fee	\$150	<i>(If service has been disconnected for 18 months or less (from the date of disconnection), then a Water Reconnection Inspection Fee of \$150 shall be required). 18 months or more is considered a new tap-in</i>
Water Turn On Fee	\$10	
Water Turn Off Fee	\$10	
Water Hydrant Usage Fee	Annual Fee \$300 + cost of water	
GENERAL BUSINESS REGISTRATION		
Business Registration	\$25.00	
SERVICES / OTHER		
Liquor License Fee	\$50	
Non-Sufficient Funds	\$30	
Non-Sufficient Funds	\$30	
Notary Services Per Document	\$5.00	\$8.00 for non-resident
Park Pavilion Rental	\$15	
Tax Database Record (per parcel)	\$0.30	
Copies of FOIA – Fees apply per policy	\$.10 each	
Depot Rental	\$85.00	\$50.00 deposit request
Faxes per sheet	\$1.00	
Civil Infractions - Established by Ordinance	\$50/\$100/\$250/\$500	

CITY OF MONTROSE FEE SCHEDULE APPROVED JULY 1, 2026

WATER & SEWER		Ready to Serve (RTS) CHARGE	COMMODITY
WATER METER SIZE	RATIO	FEE	FEE
1 inch or less	1	\$42.50	\$11.08 per thousand gallons
1 ½ inch or less	5	\$212.50	\$11.08 per thousand gallons
2 inch	8	\$340.00	\$11.08 per thousand gallons
3 inch	15	\$637.50	\$11.08 per thousand gallons
Water only customers monthly charge			
SEWER METER SIZE	RATIO		\$3.74 per thousand gallons
1 inch or less	1	\$29.90	
1 ½ inch or less	5	\$149.50	
2 inch	8	\$239.20	
3 inch	15	\$448.50	
Non Metered sewer only customers monthly charge			
\$46.75			
Equivalent Meter Size Water & Wastewater			
Multi-unit residential dwellings will be charged a water & sanitary sewer RTS charge		Meter Size	Equivalent Meter Ratio
for each dwelling unit. All other customers shall be charged the above water & sewer RTS fee multiplied by the equivalent meter ratio according to the above ratio		1 inch and less	1.0
		1.5 inch	5.0
		2 inch	8.0
Water Meter Replacement Fee (new meter)			
** a minimum 3 hour labor charge (per union contract) if called in post reg. hours		1 inch or less	\$130.00
		1.5 inch	\$300.00
		2 inch	\$450.00
Rebuilt meter replacements/parts will be billed @ cost		Greater than 2 inch	\$850 + material cost of meter
WATER CONNECTION FEE METER SIZE			
		First 2 Units	Units 3, 4, or 5
1 inch		\$1,800	\$900
1.5 inch		\$1,970	\$985
2 inch		\$2,120	\$1,060
Greater than 2 inch		\$2,470	\$1,235

CITY OF MONTROSE FEE SCHEDULE APPROVED JULY 1, 2026

Rental Registration Program

	FEE	NOTES
Rental Registration Fee/Valid for 2 years	\$0	
Inspection	\$110	
Tennant complaint	\$110	
Failure to register property	\$400	
Special Meeting City Council Appeal Hearing	\$350	
Administrative Warrant	\$110	
No Show/Missed Appointments Pre-Scheduled Inspection- Less than 48 hours' notice	\$110	

Marijuana License

	FEE	NOTES
Medical Annual		
Grower/processor/transportation/testing/retail	\$5,000.00	
Recreational Annual		
Retail	\$5,000.00	

Vacant Building Inspection

	FEE	NOTES
Registration	\$25.00	
Inspections	\$125.00	

Zoning

	FEE	NOTES
Zoning Maps	\$10.00	
Zoning Appeal Application	\$230	
Variance Application	\$230	
Special Land Use Application	\$240	
Re-Zoning Application	\$155	
Lot/Combination Split Application	\$45	

CONSTRUCTION FEES

The below listed fee schedule shall be used for new projects, remodels/alteration, based on the cost of construction, subject to approval by the building official. In addition to construction, work conducted without a permit and removal of Stop Work Orders are included in this Schedule.

The total cost of improvement provides for the bases for the fee schedules. The cost of improvement will be based on the latest version of the ICC's Building Valuation Data Table and will be calculated at the time the application is submitted. In addition, the applicant may be required to provide a copy of a signed contract to verify the cost of the project. Pre-manufactured unit fees are based on the cost of the foundation and setting fees.

COST OF CONSTRUCTION		FEE SCHEDULE	
\$1 to \$500		\$50 Base Permit Fee	
\$501 to \$2,000		\$50 for the first \$500 plus \$6.00 for each additional \$100 or fraction thereof, to and including \$2,000	
\$2,001 to \$25,000		\$140 for the first \$2,000 plus \$15 for each additional \$1,000, or fraction thereof, to and including \$25,000	
\$25,001 to \$50,000		\$485 for the first \$25,000 plus \$10.50 for each additional \$1,000, or fraction thereof, to and including \$50,000	
\$50,001 to \$100,000		\$747.50 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000	
\$100,001 to \$500,000		\$1,122.50 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000	
\$500,001 to \$1,000,000		\$3,522.50 for the first \$500,000 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000	
\$1,000,001 and up		\$6,022.50 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof.	
Building Plan Review Fees - New Single Family Dwelling Structure			
Building Plan Review Fees - Single Family Dwelling (3,500 sq. ft or more)		\$300	
Other Structures up to 200,000 Cubic Feet		\$400	
Other Structures over 201,000 Cubic Feet		\$500	
Site Plan Review - Planning Commission (regular meeting)		\$1,000	
Site Plan Review - Planning Commission (special meeting)		\$230	
Site Plan Review - Commercial (regular or special meeting)		\$355	
Removal of Stop Work Order		\$1,550	
Work Started Without Permit		\$105	
Parking Lot Construction		\$150	
Driveway Approaches/Curb Cut/Culvert		\$55 + \$4 per 1,000 sq. ft.	
		\$95	

CITY OF MONTROSE FEE SCHEDULE APPROVED JULY 1, 2026

Permits are subject to approval first by Zoning Administrator or Building Official PRIOR to being paid.

PERMIT / INSPECTION FEES

Demolition Permit	\$75
Mobile Home Tie Down	\$50 each
Sign Permit/Building/Wall Sign Permit	\$125
Free Standing - On-Site Sign	\$135
Temporary Signage	\$90
Window Permit	\$125
Commercial Roofing Permit	Based on Construction Cost
Fence Permit	\$95
Sidewalk Permit	\$95
Roofing Permit	\$125
Commercial Roofing Permit	Based on Construction Cost
Siding Permit	\$125
Swimming Pool - Inground	Based on Construction Cost
Swimming Pool - Above Ground	\$155
Zoning Compliance Permit (Sheds & Fences)	\$95
Residential Occupancy Permit	\$80
Commercial Occupancy Permit	\$105
Home Occupation Permits New	\$135
Home Occupation Permit Renewal	\$50
Chicken Permit	\$35
PERMIT INSPECTIONS – Special	
Inspections on Weekends	\$105
Re-Inspection	\$65

A

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 28, 2026

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, Lori Machuk, and Melissa Hoose. Also present was City Manager Joe Karlichek, City Clerk Tina Rush, and 12 citizens.

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

APPROVAL OF AGENDA FOR APRIL 28, 2026:

- **MOTION** by Hoose **SECOND** by Heslop to swap items 6 and 7 and approve the agenda. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Mayor Tom Banks – Aye.
- **AMENDED MOTION** by Hoose **SECOND** by Heslop to approve the agenda with items 6 and 7 being swapped. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

CITIZEN OF THE MONTH: Council honored Anthony Powell.

- **MOTION** by Mayor Tom Banks **SECOND** by Pangle to nominate Dennis Reinhardt for Citizen of the month for May 2026. 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.

CLOSED SESSION:

A. CONSIDER ENTERING INTO A CLOSED SESSION PURSUANT TO MCL 15.268(C) TO DISCUSS COLLECTIVE BARGAINING STRATEGY IN CONNECTION WITH NEGOTIATIONS WITH LOCAL UNION NO. 7-SM, AFL-CIO OF THE INTERNATIONAL SHEET METAL, AIR, RAIL, AND TRANSPORTATION WORKERS (SMART).

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Pangle to go into closed session. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

B. CONSIDER ENTERING CLOSED SESSION RELATIVE TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING LITIGATION STRATEGY AS ALLOWED BY THE OPEN MEETINGS ACT, MCL 15.268(E) WHITING V. CITY OF MONTROSE AND BARBARA VALENTINE.

- **MOTION** by Pangle **SECOND** by Arnold to go into closed session. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to leave closed session: 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.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 28, 2026

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to bring the regular meeting back into order @ 7:47p.m.: 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.
- **MOTION** by Arnold **SECOND** by Mayor Pro-Tem Richard that we approve the Union Contract. 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.
- **MOTION** by Arnold **SECOND** by Hoose that we accept the settlement as negotiated by attorney. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MEETING OPEN TO THE PUBLIC (Agenda Items Only): NONE

PRESENTATIONS: NONE

CONSENT AGENDA:

A. APPROVAL OF CITY COUNCIL MEETING MINUTES FROM MARCH 2026 & BUDGET WORKSHOP APRIL 2026

B. APPROVE CITY COUNCIL BILLS FOR THE MONTH OF MARCH 2026

C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT REPORT FOR MARCH 2026

D. RECEIVE AND FILE GENESEE COUNTY 9-1-1 DIRECTOR'S REPORT FOR MARCH 2026

E. RECEIVE AND FILE CITY MANAGER REPORT FOR MARCH 2026

F. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE MANAGER & DEPUTY TREASURER REPORTS FOR MARCH 2026

G. RECEIVE AND FILE CITY CLERK REPORT FOR MARCH 2026

H. RECEIVE AND FILE CITY SECRETARY REPORT FOR MARCH 2026

I. RECEIVE AND FILE CITY DPW SUPERVISOR REPORT FOR MARCH 2026

J. RECEIVE AND FILE CITY BUILDING INSPECTOR REPORT FOR MARCH 2026

K. RECEIVE AND FILE WADE TRIM SIGNED AGREEMENT

L. RECEIVE AND FILE APPROVED ARBOR DAY APPLICATION

M. RECEIVE AND FILE QUARTERLY UPDATE – CITY OF MONTROSE SPARK GRANT

N. RECEIVE AND FILE 2026 SPRING/SUMMER NEWSLETTER

O. RECEIVE AND FILE PARKS & RECREATION MASTER PLAN FLIER

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

PUBLIC HEARING: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 28, 2026

1. CONSIDER APPROVING DDA BY-LAWS, AS AMENDED:

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

2. CONSIDER EXPIRED CONTRACT ADDENDUM-COUNCIL REVIEW AND DIRECTION:

- **MOTION** by Mayor Banks **SECOND** by Arnold to table and set it aside till next month. Roll Call Vote: Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Arnold – Aye, Pangle – No, and Mayor Banks – Aye. Six Ayes, 1 Nay. Motion Carried.

BID AWARD/PURCHASE:

1. RECEIVE AND FILE MEMORANDUMS FROM DPW SUPERVISOR AND CITY MANAGER RELATIVE TO EMERGENCY REPAIR OF CITY STREET SWEEPER

2. STREET SWEEPER REPAIR – FUNDING RECOMMENDATION

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Machuk to get our street sweeper repaired. 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.

ORDINANCES: NONE

APPOINTMENTS: NONE

MEETING OPEN TO THE PUBLIC: A citizen made a comment.

CITY COUNCIL COMMITTEE REPORTS: Oral reports given.

CITY MANAGER & CITY ATTORNEY REPORT:

CITY MANAGER: Oral report.

CITY ATTORNEY: Oral report.

CITY COUNCIL COMMENTS: Comments were made.

ADJOURNMENT:

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

Mayor Banks adjourned the meeting at 8:41 p.m.

Prepared by City Secretary, Christine Schultz

Check Date	Check	Vendor Name	Description	Amount
Bank SB CK CHOICE ONE BANK				
04/09/2026	29 (E)	ELAN - CREDIT CARD	Credit Card Statement for February 2026	3,535.70
04/09/2026	30 (E)	FITNEY BOWES GLOBAL FINANCIAL LLC	Equipment Lease 01/01/26 - 03/29/26	460.26
04/09/2026	31 (E)	SMALL BUSINESS INSURANCE SERVICES	SBAM - May 2026 Health, Dental & Life In	4,723.43
04/27/2026	32 (E)	NEXTIVA, INC.	Nextiva Telephone Charges for April 2026	195.49
04/27/2026	33 (E)	FITNEY BOWES (POSTAGE)	Fitney Bowes Postage Refill for April 20	1,000.00
04/27/2026	34 (E)	SPECTRUM BUSINESS	Internet Services for May 2026	279.98
04/09/2026	21438	APM - ADVANCED OUTDOOR SPRAYING	Mosquito Services for April 2026	6,580.00
04/09/2026	21439	BOSS BUSINESS SOLUTIONS	Work Performed Due to Office Upgrades No	190.00
04/09/2026	21440	C. R. ELECTRIC	Installation of Wiring and Junction Box	689.00
04/09/2026	21441	CITY OF CLIO	Code Enforcement Services for March 2026	1,887.24
04/09/2026	21442	CONSUMERS ENERGY	Utility Bills for March 2026	3,249.28
04/09/2026	21443	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio	2,970.35
			Water Samples Tested March 2026	50.00
				<u>3,020.35</u>
04/09/2026	21444	GILL ROY'S COMPLETE HARDWARE	QT NFL Contact Cement & DAP Weldwood Con	46.16
			Carpet Glue & Paint Roller for City Offi	67.58
			Stud Sensor & 9V Battery to Find Studs i	32.28
			6' Beige A/C Cord for Ctiy Office Copy M	18.99
			Command Strip for City Office	6.29
			Pack of 100 Blue Stake Flags to Mark Wat	12.99
			Returned QT NFL Contact Cement & DAP Wel	(59.98)
				<u>124.31</u>
04/09/2026	21445	GOLD & SONS AUTOMOTIVE INC.	Oil Filters for 2016 Pickup Truck	32.87
04/09/2026	21446	GRAY'S TOWING	Towing of Street Sweeper	620.00
04/09/2026	21447	HYDROCORP	Cross Connection Inspections for March 2	307.58
04/09/2026	21448	LARKO'S LAWN CARE	Replacing Check No. 20810 - Lost in the	120.98
04/09/2026	21449	MICHIGAN MUNICIPAL LEAGUE CDL & UNE	Unemployment Ending March 31, 2026	185.76
04/09/2026	21450	MONTROSE TOWNSHIP	Fire/Police Contract for April 2026	36,670.52
04/09/2026	21451	NETSOURCE ONE	Second of Five Invoices Transitioning to	622.00
			Monthly Server Backup/ Licensing & M365	1,232.50
				<u>1,854.50</u>
04/09/2026	21452	OUILL CORPORATION	Office & DPW Supplies for March 2026	191.32
04/09/2026	21453	SOLUCIENT SECURITY SYSTEMS	Quarterly Security Monitoring 05/01/26 -	225.00
04/09/2026	21454	STATE OF MICHIGAN	MIOSHA - FOIA for Documentation on 103 W	99.45
04/09/2026	21455	VERDANT COMMERCIAL CAPITAL	City Office Copy Machine Maintenance for	197.26
04/09/2026	21456	VIEW NEWSPAPER GROUP - JAMS MEDIA	Publications for March 2026	197.25
04/09/2026	21457	WEX BANK	Fuel for March 2026	358.07
04/09/2026	21458	WIN'S ELECTRICAL SUPPLY CO.	Lightbulbs for City Office Sign	31.36
04/27/2026	21459	CITY OF MONTROSE	City Offices for April 2026	74.24
			DPW Garage for April 2026	78.00
			The Depot for April 2026	67.95
			Lion's Park Restrooms for April 2026	85.00
			Blueberry Park Restrooms for April 2026	63.00
			Jennings Library for April 2026	63.00
				<u>431.19</u>
04/27/2026	21460	GENESEE COUNTY DRAIN COMMISSIONER	Quarterly Water Quality Monitoring	80.00
			Water Treatment Charges for March 2026	26,756.07

B.

Check Date	Check	Vendor Name	Description	Amount
			SewerTreatment Charges for February 2026	14,657.34
04/27/2026	21461	JOHN J. RYAN PLLC	Attorney Services for March 2026	41,493.41
04/27/2026	21462	MENARDS	8" & 36" Cable Zip Ties & Tape for the D	1,500.00
04/27/2026	21463	MICHIGAN MUNICIPAL LEAGUE WORKER'S	Worker's Comp Payroll Audit 7/01/2024 -	18.96
04/27/2026	21464	PRINTING SYSTEMS, INC	A/P Laser Checks - 500 Check No. 21530 -	6,028.00
04/27/2026	21465	PRIORITY WASTE LLC	Refuse Services for May 2026	157.75
04/27/2026	21466	QUILL CORPORATION	Office & DPW Supplies for April 2026	10,155.95
			Credit Memo for Return of an Office Supp	240.48
				(37.43)
				203.05
04/27/2026	21467	SUMMIT FIRE PROTECTION	2026 Annual Fire Extinguisher Inspection	853.00
04/27/2026	21468	VERDANT COMMERCIAL CAPITAL	City Office Copy Machine Maintenance for	197.26
SB CK TOTALS:				

Total of 37 Disbursements:

128,065.53

C,
1

CITY OF MONTROSE

MEMORANDUM

Date: May 5, 2026

To: Mayor Banks and Montrose City Council Members

From: Jamie Cochran, Chief of Police, George Taylor, Fire Chief, Scott Murlick, Code Enforcement

Subject: Report of Police, Fire, & Code Enforcement Report for April 2026

Background: The purpose of this report is to provide the city council and city residents with a report of public safety activity within the City of Montrose.

POLICE DEPARTMENT RESPONSES

The Montrose Township Police Department responded to (38) calls;

Of those calls, they included;

- (0) Felony Arrest
- (2) Misdemeanor Arrest
- (4) Traffic Violations
- (4) Verbal Warnings
- (5) Accidents
- (2) Assists to other Departments
- (1) Public Assist
- (2) Medical Calls
- (425) Property Inspections
- (8) Vacation Checks

FIRE DEPARTMENT RESPOSNES

The Fire Department responded to nine (9) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, emergency medical responses and thirty-one (31) responses in the Township of Montrose for a total of 34 responses.

CODE ENFORCEMENT RESPONSES

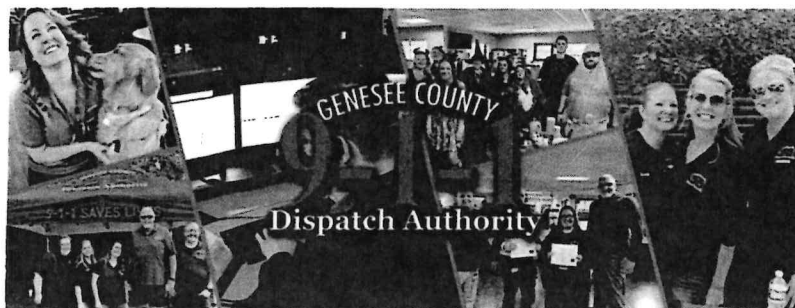
The Code Enforcement Officer received a total of forty-two (42) new complaints. Closed 34 of the new complaints. Attributed to the complaints are as follows: 25% inoperable vehicle/unregistered. 30% vehicles/parking in yard/sidewalk complaints. 30% Exterior. 15% vacant building registration notices.

Any complaints that remain open may mean the Code Enforcement Officer has given the property owner a set amount of time, or a date, to come into voluntary compliance before writing a citation.

Recommendation: It is recommended the city council approve and file the Police, Fire and Code Enforcement Report.

D

Executive Board and General Membership



Report shared with:

Genesee County Fire Chiefs Association
Genesee County Police Chiefs Association
Genesee County Board of Commissioners
Med Control

May 6, 2026

Re: Executive Directors Report – April 2026

9-1-1 Call takers and Dispatchers calls for Service:

In the month of April our Call takers and Dispatchers dispatched the following number of incidents:

Police Incidents: **33,515**
Fire Incidents: **1,182**
EMS Incidents: **5,964**
Total Incidents: **40,661**
Incoming 9-1-1 Calls: **27,920**
Incoming 99-11 Calls: **3,014**
Total Incoming 9-1-1 Calls: **30,934**

Type of Calls:

VOIP Calls: **2,299**
Cellular Calls: **25,039**
Cell 9-1-1 Hang Ups: **3,356**
Wireless Calls: **225**
Land 9-1-1 Hang Ups: **291**
Public Safety Line – Incoming: **1,633**
Text Sessions Incoming: **133**

Executive Board and General Membership

Monthly Training:

On April 7 and 8, 2026, we conducted in-house training with Kailey Baker covering the New GHS facility at Fenton and Bristol Rds., and the capabilities and services available.

EMS - Critical Status:

In the Month of April, we had the following incidents that occurred that led to us having Critical Status activations.

Dates	Times in Critical	Sum of Critical Duration (hrs.)	Max of T1 Pending	Max of T2 Pending
10-Apr	1	3.17	1	8
14-Apr	1	4.33	2	11
20-Apr	1	2.38	1	4
23-Apr	1	6.65	1	10
24-Apr	1	14.42	2	9
25-Apr	1	4.12	1	9
26-Apr	2	2.42	1	9
28-Apr	2	4.08	2	7
29-Apr	1	1.35	1	7
Grand Total	11	42.92	2	11

Aurelian Project Update:

Aurelian - We have dialed back from AVA pushing calls to CAD on her own while some technical aspects are evaluated. Ava is still processing calls; dispatchers must have a hand in pushing each call to CAD. In the month of April, out of 3570 calls, Ava answered 2533. Ava created 210 calls for service in CAD.

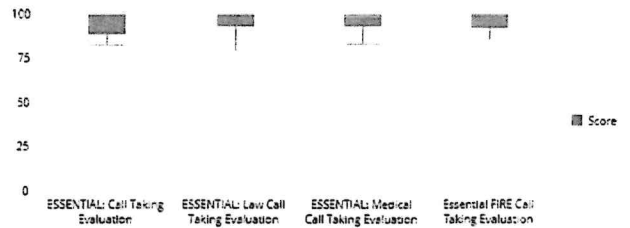
Executive Board and General Membership

Quality Assurance - Continued:

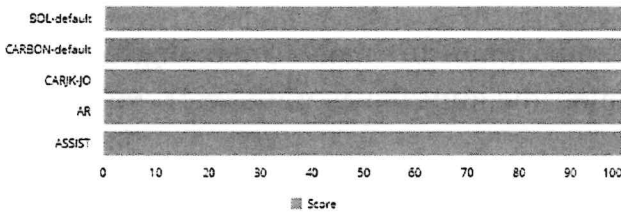
of Evaluations
40,292

Average Score
93.48

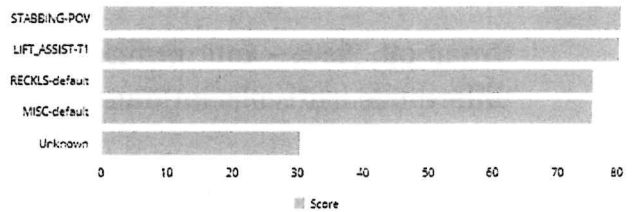
Scores by Evaluation



Top 5 Performing Incident Types



Bottom 5 Performing Incident Types



Award, Citations, and Recognition:

Please join us in Congratulating our team members with anniversary dates this month of April.

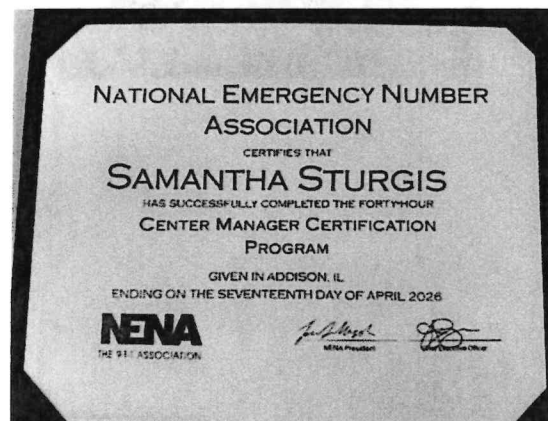


Executive Board and General Membership

Management Training:

During the month of April, Operations Manager Samantha Sturgis and Supervisor Adrienne Roberts both completed some amazing training and testing.

Sam completed her NENA's course Center Manager Certification Program. This comprehensive course is designed to equip aspiring communication center managers or directors with the essential knowledge, skills and abilities needed to excel in the management of emergency communication centers (ECCs). Congratulations Sam!



Executive Board and General Membership

National Public Safety Telecommunicators Week:



We want to Thank everyone for an amazing week of celebration, food and fun for our Rock Star's that serve every hour of every day here at our 9-1-1 Center and at Centers across our Country.

Sunday 04/12

Deputy Director Dave Plumb-pulled pork and beans (night shift and day shift)

Monday 04/13

Patriot Ambulance - Jimmy Johns (night shift and day shift)

Tuesday 04/14

Medstar Ambulance - Lupe's (night shift and day shift)

Supervisor Jake & Katie Reitano - Cookies and other desserts

Mt Morris City PD, Chief Kevin Mihailoff - Dispatcher bling necklace

Councilwoman Ellen Ellenburg - Fruit

Wednesday 04/15

Supervisors Hoffman/Unrath - Famous Daves (day shift)

Supervisor Jake & Katie Reitano - Cookies and other desserts

Aurelian - Cookies

Supervisor Andrea Yambrick - Sloppy joes (night shift)

Thursday 04/16

Police Chiefs Association - Lupe's

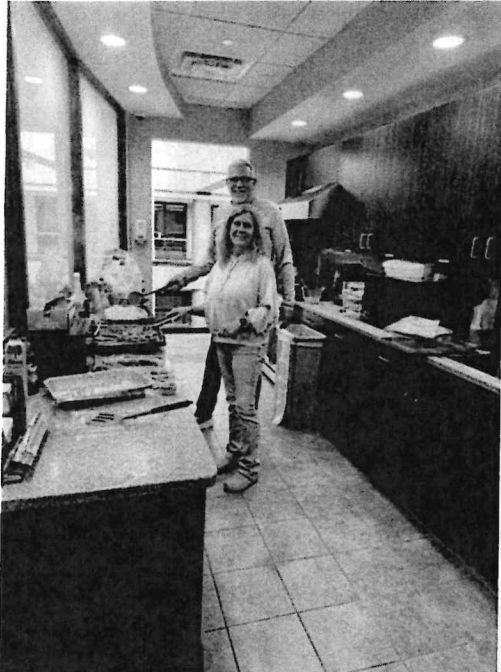
OnStar - Lanterns

Richfield Twp PD, Chief Melissa Galloway - Cookies

Michigan State Police Command Staff – Flint Post - Danishes

Fire Chiefs Association - Lupe's (night shift)

Executive Board and General Membership



Executive Board and General Membership



Executive Board and General Membership

Incident Tactical Dispatcher (INTD) Course hosted by Genesee County 9-1-1 Authority, April 27 - May 1, 2026:

Michigan's COMU brought Incident Tactical Dispatcher (INTD) training to Genesee County April 27 - May 1 at Genesee County 9-1-1.

MPSCS Radio Training

This course includes training 911 personnel on radio communications *outside* of the 911 center and from inside a mobile command vehicle. The operation of mobile radios, portable radios, state cache radios and off-network communications using 8TACs, 7TACs and Radio Over IP (ROIP) Push-To-Talk apps are covered as well.



E.

CITY OF MONTROSE

MEMORANDUM

Date: May 26, 2026

TO: Honorable Mayor Thomas J. Banks and Members of City Council

FROM: Joe Karlichek, City Manager

SUBJECT: City Manager Report

Honorable Mayor and Members of Council,

Please accept the following report as an administrative update regarding current City operations, ongoing projects, compliance matters, financial planning, and transition-related items. This report is intended to provide Council with a clear summary of key matters currently being addressed by administration.

1. City Manager Transition Planning

As previously communicated, I have accepted another position with another municipality and will be transitioning from my role as City Manager for the City of Montrose. My final day of employment with the City is expected to be **June 19, 2026**, consistent with the notice provisions contained within my employment agreement.

During this transition period, my priority remains ensuring continuity of operations, supporting department heads and staff, and providing Council with clear recommendations regarding pending projects, administrative responsibilities, financial obligations, and operational needs.

To assist with continuity, I am recommending that Council consider engaging outside municipal management support, such as Pivot Group Municipal Services, to assist the City during the transition period and until a permanent successor is identified.

2. MIOSHA / City Hall Compliance Update

Following the recent MIOSHA-related review of City Hall, administration identified that the City did not have an asbestos survey on file for the City Hall facility located at **139 Saginaw Street**. This issue appears to date back to the City's 2018 purchase and conversion of the former Township Hall facility into City Hall operations.

The City has since taken corrective action. An asbestos survey was completed, and the City received confirmation from the MIOSHA inspector that the submitted abatement information was received and considered sufficient.

In addition, the City's custodial employee has completed both **Asbestos Awareness** and **Bloodborne Pathogens** training. Certificates of completion have been printed and provided to the City Clerk for placement in the employee's personnel file.

These steps help address employee safety, regulatory compliance, contractor awareness, and future building-related work.

3. City Hall Property / Survey Review

During the same general review process, it was also confirmed that a property survey was not completed at the time the City acquired the City Hall property in 2018. Administration has taken steps to address this issue so the City has proper records regarding the property boundary and related conditions.

This matter is important from a long-term asset management, liability, permitting, and property record standpoint.

4. Budget, Rates, and Financial Planning

Administration continues to prepare for the FY 2026/2027 budget and related financial items. Key areas include:

- Proposed sewer and water rate adjustments;
 - Review and update of City fees;
 - Millage and revenue assumptions;
 - Public safety funding;
 - DDA budget coordination;
 - Capital and infrastructure planning;
 - Review of long-term financial sustainability.
-

5. CDBG / ADA Sidewalk and Intersection Work

Administration has continued work on the CDBG-related ADA improvements, including targeted work at:

- Oak and Perry;

- Ash and Washington.

The current estimated project cost has been reconciled at approximately **\$6,697.68**, including ADA pads, labor, and concrete-related costs.

This work supports ADA compliance, sidewalk accessibility, pedestrian safety, and the City's continued effort to address infrastructure conditions in a cost-effective manner.

6. DPW Operations and Equipment

Administration continues to monitor DPW operations, staffing, equipment, and long-term service capacity.

A significant operational matter involves the City's **2007 Elgin Whirlwind Street Sweeper**, which required substantial repair work. The repair cost was approximately **\$33,428.68**, and administration has recommended use of the Major Road Fund line item for this expense.

Given the age of the equipment and the cost of repair, the City should continue evaluating long-term equipment replacement planning, preventative maintenance practices, and major equipment funding needs.

DPW staffing and labor matters have also been reviewed with a focus on reducing overtime, improving continuity, and ensuring the department remains financially sustainable and operationally effective.

7. DDA and Economic Development

The City continues to work with the DDA on several important matters, including:

- DDA budget planning;
- DDA by-law updates;
- Streetscape and Depot Restoration planning;
- Coordination with Rowe Professional Services;
- Downtown improvement priorities.

The City's broader funding request related to the DDA Streetscape and Depot Restoration Project remains a significant community development priority. This project continues to represent a major opportunity for downtown investment, community identity, historic preservation, and economic development.

8. Parks and Recreation Planning

The Parks and Recreation planning process is continuing with Rowe Professional Services. This process will assist the City in identifying community recreation priorities, long-term park improvements, grant opportunities, and public engagement needs.

The next major step is the community survey process, which will help gather resident feedback and support future planning and funding opportunities.

9. Election Operations and Administrative Continuity

Administration has requested additional information regarding election operations, staffing, training, contingency planning, and statutory compliance.

The goal is not to interfere with the Clerk's statutory duties, but to ensure the City has a clear operational plan, sufficient trained election workers, and appropriate continuity in the event of an emergency, absence, or unexpected staffing issue.

With the continued expansion of election requirements, including early voting obligations, it is important that the City maintain written procedures, training documentation, and contingency plans.

10. Staff, Department Head, and Organizational Continuity

One of my primary priorities during this transition period is supporting staff and department heads. The City has made significant progress over the past year in stabilizing operations, improving financial structure, restoring administrative function, and moving important projects forward.

It is important that Council continue supporting professional administration, clear lines of authority, department head accountability, and a stable working environment for employees.

The City has capable personnel in several key roles, and maintaining stability during this transition will be critical.

11. Recommended Council Direction

At this time, I respectfully recommend that City Council:

- 1. Receive and file this City Manager Report;**
- 2. Authorize continued transition planning;**
- 3. Consider outside municipal management support during the transition period;**
- 4. Continue moving forward with pending budget, rate, fee, and project-related approvals;**
- 5. Support staff and department heads through the transition;**
- 6. Refer contract-specific matters to the City Attorney as appropriate.**

Closing

The City of Montrose has made meaningful progress in a relatively short period of time. While challenges remain, the City is in a stronger operational position today than it was when I began serving in this role.

My focus through June 19, 2026, will remain on maintaining continuity, supporting staff, completing pending work where possible, and providing Council with the information necessary to make informed decisions.

Respectfully submitted,

Joe Karlichek
City Manager
City of Montrose

F.

CITY OF MONTROSE MEMORANDUM

Date: May 7, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Deputy Treasurer/Administrative Assistant Report for April 2026

Training

- April
 - I did attend my 1st of 3 Basic Institutes (I will be going every year for the next 3 years in April to be certified with my MICPT) (Michigan Certified Professional Treasurer)
 - While at Basic Institute did a group project and out of 28 in our group was one of 2 that presented our project to the rest of the attendees.
 - Some of the topics covered at Basic Institute this year were Cash Handling, Tax Preparation, Crisis in the Workplace, How to Handle the Media/Political Environment, Uniform Chart of Accounts, Budgets and Audits. Lots of great information, thanks for the opportunity to attend.
 - Did my every 2-year election certification so I can work the election for another 2 years

Webinar

- Treasurer to Treasurer – April 8th

Duties

- Bank reconciliation of all accounts
- Handled multiple customer service needs
- Most Business Registration Forms are in. We are currently only missing 5, which is mostly our bigger business. After April 30 we raised the registration fee to \$75.00.
- Working on some amended procedures

Recommendation: City Council receive and File Report.

CITY OF MONTROSE

MEMORANDUM

Date: May 7, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Investment Report for April 2026

Money Market – Choice One Bank

- Beginning balance for February \$79,998.67. In April we put \$3,305.00 into account and then withdrew \$39,660.00 to put in Michigan Class. This is the amount we put aside each year for the USDA Bond Fund to meet our agreement we have with them. Leaving the ending balance for April at \$44,059.37.
 - The monthly interest rate is staying at about 2.48%, or right between 2.43% & 2.63%
 - We earned \$150.35 in interest for February. March's interest was 159.31 and we ended April with interest at \$106.04.

Big Sweep/Little Sweep – Choice Bank

- Beginning balance for February \$886,883.58. Ending balance in April was \$891,712.12
 - We earn about 2.25% to 2.5% on this account of interest.
 - For February we earned \$1,531.94 in interest, March interest was \$1,699.15 and April's interest was \$1647.45.

Michigan Class

- Our Michigan Class accounts are doing great
 - General Fund \$300,000.00 - \$302,952.10
 - Major Roads \$400,000.00 - \$403,936.12
 - Downtown Development Authority \$150,000.00 - \$151,476.04
 - Sewer Fund \$400,00.00 - \$403,936.12
 - Water Fund \$100,00.00 - \$100,984.05
 - Rubbish Collection Fund \$10,000.00 - \$10,098.46
 - Mosquito Control Fund \$4,000.00 - \$4,039.33
 - USDA Bond Acct \$39,660.00 - \$39,745.65
 - We also added an additional account to Michigan Class, that is our USDA Bond account, as we must put a certain amount away per our agreement. This way it can be earning higher interest as well.
- In February we earned \$3,970.75 in interest. March interest was \$4,358.25 and we ended April with interest at \$4,321.69.

Recommendation: City Council receive and File Report.

G.

**CITY OF MONTROSE
MEMORANDUM**

Date: May 7, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk, Tina Rush

Subject: Report on City Clerk Activities for March 2026

Accounts Payable Processing

- Processed invoices, check runs, and vendor payments to support daily City operations.
- Reviewed supporting documentation including W-9s, certificates of insurance, and workers' compensation forms.
- Monitored budget line items and coded invoices for accurate financial tracking.
- Worked with vendors and BS&A support to resolve invoice and prior-year check processing issues.
- Verified and attached supporting financial documentation to strengthen internal controls and compliance procedures.
- Worked to identify and resolve differences between vendor transaction dates and bank postings for more accurate financial records.

Personnel & Administrative Support

- Provided daily administrative support to City staff, and vendors.
- Assisted with correspondence, notices, scheduling, and interdepartmental coordination.
- Updated related to fuel card limits for DPW and transaction monitoring.
- Assisted with reviewing banking procedures, deposit processing, and account reconciliation activities.
- Worked with staff to improve accountability and efficiency in financial processing procedures.
- Supported continuity of operations during staff absences and vacations.

Freedom of Information Act (FOIA) Compliance

- Continued supporting compliance with FOIA public records and record retention laws.

Council, Committees & Community Support

- City Secretary Christine Schultz assisted the clerk's department with scanning various record retention documents "and" transcribed the April 28th meeting minutes.

THANK YOU CHRISTINE!! 😊

- Assisted with council packet preparation.
- Researched Jerry Mears' years of service on the DDA and Depot Committee.
- Researched Steve Gold's years of service on the DDA and Depot Committee and drafted proclamation.

- Researched, followed up, and maintained related documentation to Planning Commission and ZBA appointment status regarding oath administration oath requirements.
- Prepared budget public hearing notice and published when required.
- Responded to resident inquiries and operational requests throughout the month.
- Continued improving accessibility and organization of public meeting records and online postings.
- Responded to **858** emails of residential inquiries, general municipal city operating questions and election procedures.
- Returned **39** phone calls from citizens regarding various city operating questions.
- Received **4** faxes, directing them to the correct department.

Records Management, Ordinances, and Publications

- Reviewed and organized historical records, meeting minutes, recordings, and archived documents.
- Identified and corrected missing or mislabeled records and files.
- Continued managing records and improving digital and physical filing organization in accordance with Michigan Record Retention for long-term record accessibility.

Training, Professional Development & Associations

- Attended Michigan Association of Municipal Clerks (MAMC) Education Day.
- Participated in Election Inspector and election administration training sessions.
- Attended local chapter MTA meeting at Richfield Township.
- Reviewed updates related to early voting, records retention, election law, and Bureau of Elections guidance.

Information Technology & Equipment

- Coordinated with IT vendors regarding cybersecurity concerns and software support issues.
- Assisted with Outlook security reviews, authentication setup questions, and system troubleshooting.
- Supported website updates and online meeting posting coordination.
- Continued improving how City records and digital files are organized and accessed to help maintain efficient day-to-day operations.

Elections Administration / Election Activities

- Continued preparation for the 2026 election cycle and upcoming election deadlines.
- Coordinated Election Inspector training and communication with Genesee County Elections staff.
- Scheduled Public Accuracy Testing and reviewed election equipment readiness.
- Maintained election records and compliance with Michigan Election Law requirements.
- Processed candidate filing documentation and affidavit submissions.
- Reviewed Bureau of Elections updates related to early voting and election administration procedures.
- Organized election materials, keys, retention files, and operational planning activities.

Please let me know if you have any questions.

Respectfully submitted,
Tina Rush, City Clerk

H.

CITY OF MONTROSE

MEMORANDUM

Date: May 4, 2026

To: Mayor Banks and City Council Members

From: City Secretary

Subject: Utility, Tax, Water/Sewer and Customer Service Report for May 2026

In an effort to keep City Council well-informed, Administration is providing a monthly report on the following activities. This report outlines the status, progress, activity, projects and/or initiatives, it is by no means an all-inclusive list of the activities. **April 2026 activities.**

- Scanned in old code enforcement files.
- Scanned in all new permits and permit applications.
- Scanned in Policy & Procedure Committee meeting minutes.
- Scanned in Planning Board meeting minutes and packets for multiple years.
- Continue to search for additional training opportunities.

Customer Assistance Front Counter

Total: 281

I received 50 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

Depot Rentals

Total: 4

Lions Park Rentals

Total: 0

Blueberry Park Rentals

Total: 0

Trash/Recycling Complaints

Total: 11

Dump Passes

Total: 1

Burn Permits

Total: 42

Water/Sewer Bill Reconciliation

655 Water bills were processed in April. 106 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on April 10, 2026, to the post office. Eighty-one water bills on autopayment.

Water Shut Off

Seventy-two residents on the shut-off list for the month of April. A resident must be two months behind on payments to be on the shut-off list. Fourteen residents paid before phone calls were made. Fifty-eight received one if not two additional phone calls regarding the shut-off date. By April 7, 2026, at 6pm, Sixty-eight residents had paid on time or made payment arrangements. Shut off was schedule for April 8, 2026.

Total: 4 – On April 8, 2026, at 8am. Residents who were shut off either had the city office phone number blocked, disconnected, or no longer in service.

Recommendation: City Council Consider Receive and File Report

CITY OF MONTROSE

MEMORANDUM

I
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Date: May 18, 2026

To: Mayor Banks and City Council Members

From: Sam Spence, DPW Supervisor

Subject: DPW Report for April 2026

STREETS:

- * Patched Hickory St. with 2.5 tons of cold patch
- * Patched Ray St., N Genesee St., and S Genesee St. with cold patch
- * Cleaned curb lines with Truck and Dump trailer
- * Graded all dirt roads with Dump Truck belly blade
- * Graded S Saginaw St. shoulders with Dump Truck and Kubota Tractor
- * Graded Hickory St. shoulders with Dump Truck and Kubota

PARKS AND RECREATION:

- * Opened Blueberry Park Bathrooms
- * Spring Cleanup on Lions Park
- * General Maintenance

SEWER/WATER:

- * Conducted water turn off/turn-ons for non-payment
- * Collected and submitted all water samples required by EGLE
- * Submitted annual reports required by EGLE (Pumpage Report, CDSMI, Lead and Copper)
- * Marked water lines/storm drains for ongoing Consumers Energy upgrades

MAINTENANCE:

- * General Maintenance
- * Removed salter from '08 Pick up
- * Moved all snow plows to the Pump house for summer storage
- * Inserted the water tank in the '08 Pick up

TRAINING/CONFERENCES/COMMITTEES:

- * Attended a vendor showcase at GCWWS regarding automatic flushers and sampling ports

BUILDING/GROUNDS/CITY HALL:

- * Mowed and cleaned up all City Parcels

Recommendation: City Council Receive and File Report.

J.
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CITY OF MONTROSE MEMORANDUM

Date: May 18, 2026

To: Mayor Banks and Montrose City Council Members

From: Timothy Mazur, Building Official

Subject: Receive and File City Building Inspector April Activity Report

The following activities were conducted during the month of April 2026. This summary is not exhaustive, as ongoing projects, permits, and communications often extend across multiple months. Additionally, numerous phone consultations were conducted with customers, including guidance and clarification provided by the Building Inspector.

- Issued (5) new permits.
- Completed (3) Final inspections.
- Stop Work Orders Issued (2)

In addition, multiple interviews and discussions were held with business owners, property owners, operators, and contractors regarding potential construction projects within the city. I also conducted weekend inspections and follow-up with many customers.

I continue to work directly with the contractor on property 106 West State Street in the anticipated development of the property.

Follow-up phone conversations, reviews, research, staff meetings, and investigations totaled over (25) hours.

Recommendation: City Council Receive and File Report

**NOTICE OF PUBLIC HEARING FOR THE CITY OF MONTROSE
ON THE PROPOSED 2026/2027 FISCAL YEAR BUDGET &
PROPERTY TAX MILLAGE RATE**

A public hearing will be held on Tuesday May 26, 2026 at 7:00 p.m. during the regular Montrose City Council meeting. This meeting will take place at the Montrose City Offices at 139 S. Saginaw Street, Montrose. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing** for the 2026/2027 Fiscal Year Budget and Property tax millage rate.

A complete copy of the proposed budget shall be on file for public inspection during office hours at the Clerk's Office at the Montrose City Offices Building Monday through Thursday 8:00 a.m. to 6:00 p.m.

Public comments either oral or written are welcome at the Public Hearing. Handicapped persons needing assistance or aid should contact the City of Montrose Offices during regular working hours forty-eight hours prior to the meeting.

This institution is an equal opportunity provider and employer.

Christina M. Rush, City Clerk