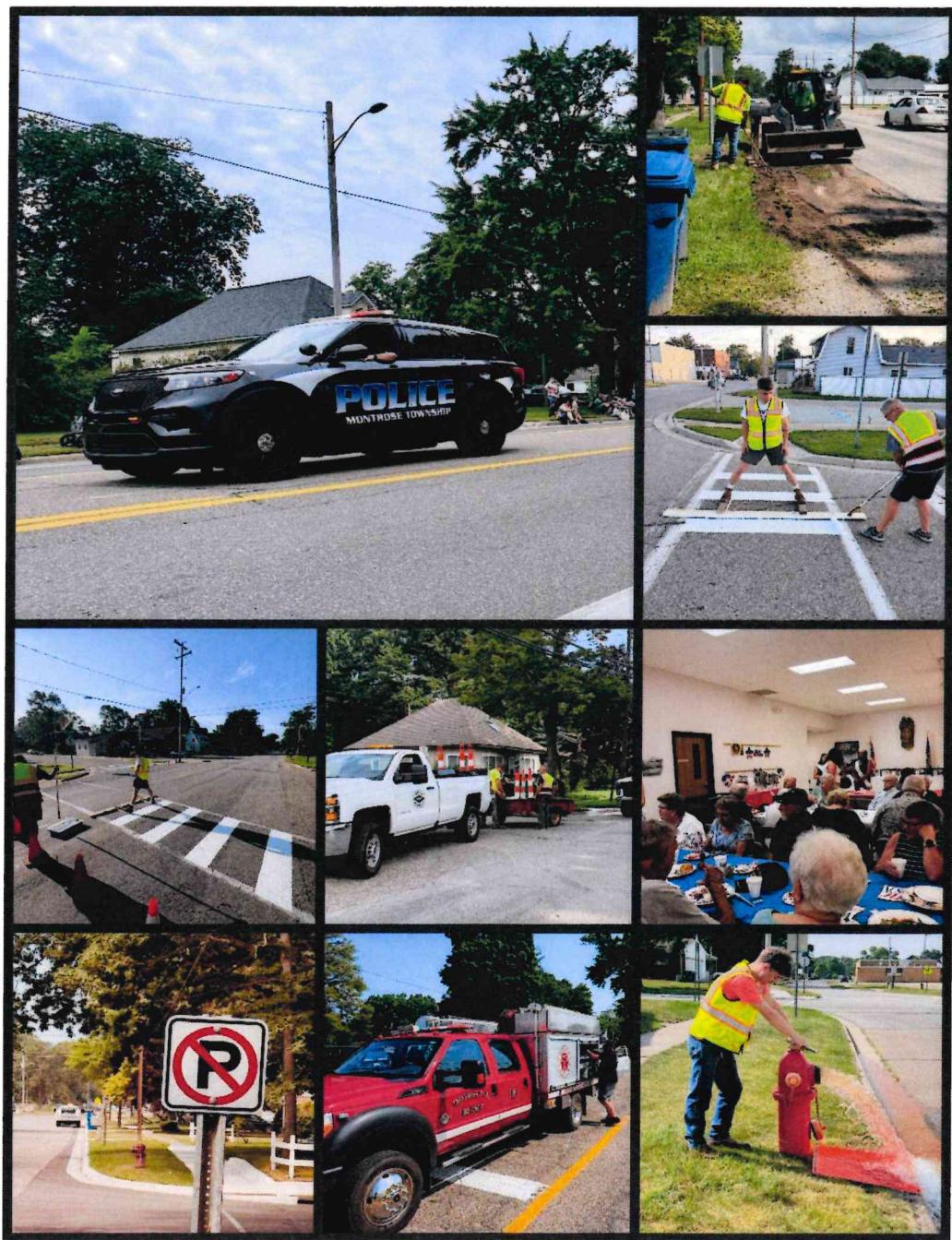


# CITY OF MONTROSE

## CITY COUNCIL MEETING PACKET





## MONTROSE CITY COUNCIL 2025

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

### **CALL TO ORDER**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA for December 23, 2025**

### **CLOSED SESSION**

### **CITIZEN OF THE MONTH**

### **MEETING OPEN TO THE PUBLIC (Agenda Items Only)**

The purpose of this agenda item is to allow persons to comment on agenda items that will be considered at this meeting. 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 the relevant agenda item. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes.

### **PRESENTATION**

1. Andy Campbell, CPA Bendzinski & Co.

### **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 Genesee 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

### **PUBLIC HEARING**

### **OLD BUSINESS**

## **NEW BUSINESS**

1. Consider Approving Sale of City DPW Generator
2. Consider Approving Administrative Code
3. Request for a Resolution to Reaffirm the Board of Reviews Poverty Exemption Guidelines
4. Consider Appeal Request from Kelley Grant
5. Consider Arbor Day Proclamation

## **BID AWARD/PURCHASE**

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

## **ORDINANCES**

## **APPOINTMENTS**

1. Consider Margaret Coomer as the Alternate Member to the Board of Review
2. Consider Committee and Board Appointments Expiring January 31, 2026

## **MEETING OPEN TO THE PUBLIC**

The purpose of this agenda item is to allow persons to comment, praise, or raise a concern that they feel the City Council should address. This is not a forum for debate or for which questions will be answered. The City Council will consider all comments, questions, praise, and concerns, and decide if they wish to address those items during the agenda item "City Council Comments." They may also ask administration to address issues raised after the meeting is completed. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes.

## **CITY COUNCIL COMMITTEE REPORTS**

## **CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS**

## **ADJOURNMENT**



A

## MONTROSE CITY COUNCIL 2025

**Tuesday November 25, 2025 at 7:00 p.m.**

### Minutes

#### CALL TO ORDER

**Minutes:** A Regular Meeting of the Montrose City Council was Called to Order on Tuesday, November 25, 2025 at 7:00 p.m. by Mayor Thomas J. Banks.

#### 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

#### APPROVAL OF AGENDA for November 25, 2025

**Minutes:** Motion by Councilmember Machuk, second by Arnold, to Approve the November 25, 2025 Agenda, as Presented.

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

#### CLOSED SESSION

#### CITIZEN OF THE MONTH

#### MEETING OPEN TO THE PUBLIC (Agenda Items Only)

**Minutes:** Meeting Open to the Public Opened at 7:06 p.m.

**None**

Meeting Open to the Public Closed at 7:06 p.m.

#### PRESENTATION

#### CONSENT AGENDA

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

**Minutes:** Motion by Councilmember Pangle, second by Arnold to Approve the Consent Agenda as Presented.

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

## PUBLIC HEARING

### OLD BUSINESS

#### 1. Consider Live Streaming City Council Meeting Policy

**Minutes:** Motion by Councilmember Hoose, second by Machuk to Approve the Live Streaming Policy as Presented.

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

### NEW BUSINESS

#### 1. Consider City of Montrose Assessor Contract

**Minutes:** Motion by Councilmember Pangle, second by Arnold to Approve the City of Montrose Assessor Contract as Presented.

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

#### 2. Consider Approving Title VI Policy

**Minutes:** Motion by Councilmember Hoose, second by Machuk to Approve the Title VI Policy as Presented and authorize the Mayor and City Manager to sign the Policy.

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

#### 3. Request for Consideration of DDA Function, MCL ACT, Community Marketing/Business Development

**Minutes:** No Motion or Action required. City Council unanimously accepted the memorandum.

#### 4. Request for Consideration M-57 Communication with MDOT

**Minutes:** No Motion or Action required. City Council unanimously accepted the memorandum.

#### 5. Consider Approving Amended Agreement with Strong Capital III, LP, License Fee

**Minutes:** Motion by Councilmember Machuk, second by Hoose to Approve Agreement with Strong Capital III, LP, License Fee, License No. 0090115 and 0090116 at a rate of \$676.93 per year, per license so the city is not in default and can maintain the City's water pipelines to cross GWRR right-of-entry-way.

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

## BID AWARD/PURCHASE

### ORDINANCES

### APPOINTMENTS

**MEETING OPEN TO THE PUBLIC**

**Minutes:** Meeting Open to the Public Opened at 7:45

**None**

Meeting Open to the Public Closed at 7:45 p.m.

**CITY COUNCIL COMMITTEE REPORTS**

**Minutes:** Reports provided.

**CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS**

**Minutes:** Comments provided by City Manager, City Attorney and City Council.

**ADJOURNMENT**

**Minutes:** Meeting Adjourned at 8:11 p.m.

Contact: Joe Karlichek, City Manager, 810.639.6168 [manager@cityofmontrose.us](mailto:manager@cityofmontrose.us) ) |

Minutes published on 11/26/2025

DRAFT

12/16/2025 09:49 AM  
User: TINA  
DB: Montrose

CHECK REGISTER FOR CITY OF MONTROSE  
CHECK DATE FROM 11/01/2025 - 11/30/2025

Page: 1/2

Check Date	Check	Vendor Name	Description	Amount
11/06/2025	21234	ACE-SAGINAW PAVING COMPANY	Cold Patch Purchased in September 2025	902.50
11/06/2025	21235	B S & A SOFTWARE - Bellefeuill	2025/2026 FY Annual Support for All B S	4,870.00
11/06/2025	21236	CHRISTINA RUSH	Per Diem for Attendance of NAMC Master A	263.90
11/06/2025	21237	CITY OF CLIO	Code Enforcement Services for October 20	1,604.10
11/06/2025	21238	CONSUMERS ENERGY	Utility Bills for October 2025	2,944.34
11/06/2025	21239	EGLE - STATE OF MICHIGAN	Final Payment for DWSRF Project	26,691.71
11/06/2025	21240	GENESEE COUNTY DRAIN COMMISSIONER	Community Public Water Supply Annual Fee	1,710.30
			Sanitary Sewer Maintenance & Lift Station	1,958.67
				<u>3,668.97</u>
11/06/2025	21241	GILL ROY'S COMPLETE HARDWARE	3/4 x 3/4 Connector & Anti-Freeze to Win	32.47
			Trapstick for Flies @ The Depot	8.29
			7, Braided Cable & Pack of Black Fine Ma	18.36
			16 Pack of AAA Alka Batteries for City O	21.98
				<u>81.10</u>
11/06/2025	21242	HYDROCORP	Cross Connection Inspections for October	307.58
11/06/2025	21243	KIMBERLY LYNCH	10/06/25 - 10/26/25 - Interim Treasurer	12,300.00
11/06/2025	21244	MENARDS	Floor Runner for City Office Back Door B	36.82
11/06/2025	21245	MICHIGAN MUNICIPAL LEAGUE	2025 Membership Dues	1,624.00
11/06/2025	21246	MICHIGAN MUNICIPAL TREAS ASSOC	Marcy Collins - Treasurer Toolkit Combo	199.00
11/06/2025	21247	MONTROSE TOWNSHIP	Police Office - 4 Hours Working Fall-O-W	170.12
				<u>670.00</u>
11/06/2025	21248	NETSOURCE ONE	IT Services for the Month of August 2025	670.00
			UPS Battery Backup Replacement	120.00
			IT Services for September 2025	2,335.00
			APC Replacement Batter Cartridge # 142	190.90
			IT Services for July 2025	1,469.38
				<u>4,785.28</u>
11/06/2025	21249	PRIORITY WASTE LLC	Refuse Services for November 2025	9,857.87
11/06/2025	21250	QUILL CORPORATION	Office & DPW Supplies for October 2025	247.52
			Office & DPW Supplies for November 2025	470.49
				<u>718.01</u>
11/06/2025	21251	SMALL BUSINESS INSURANCE SERVICES	12/01/25 - 11/30/26 Annual Year Membership	139.00
11/06/2025	21252	SOLUCIENT SECURITY SYSTEMS	2nd & Final Insalation Payment for Secur	3,232.37
			Security Monitoring 10/22/2025 - 01/31/2	250.00
				<u>3,482.37</u>
11/06/2025	21253	STACEY KAAKE	Replacing Check No. 20637 for 24/25 FY A	200.00
11/06/2025	21254	THE LAW OFFICE OF JOHN J. RYAN PLLC	Attorney Services for October 2025	1,500.00
11/06/2025	21255	TIM ROBSON	299 E. State Street - Jennings Grant Ass	5,000.00
11/06/2025	21256	VC3, INC.	Invoices No. VC#-171185, 166704 & 163538	2,190.53
11/06/2025	21257	VERDANT COMMERCIAL CAPITAL	November City Office Copy Machine Mainte	197.26
11/06/2025	21258	VIEW NEWSPAPER GROUP - JAMS MEDIA	Publications for October 2025	486.55
11/06/2025	21259	WEX BANK	Fuel for October 2025	345.51
11/20/2025	21260	BENDINSKI & MUNICIPAL FINANCE ADVIS	DWAM Grant Water Rate Study	19,500.00
11/20/2025	21261	CHRISTINE OAKS	Reimbursement for Cancellation Rental of	135.00
				<u>135.00</u>
11/20/2025	21262	CITY OF MONTROSE	City Offices for November 2025	77.25
			DPW Garage for November 2025	78.00

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12/16/2025 09:49 AM  
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DB: Montrrose

CHECK REGISTER FOR CITY OF MONTRROSE  
CHECK DATE FROM 11/01/2025 - 11/30/2025

Page: 2/2

Check Date	Check	Vendor Name	Description	Amount
11/20/2025	21263	DES MOINES STAMP MFG, CO.	The Depot for November 2025 Lion's Park Restrooms for November 2025 Blueberry Park Restrooms for November 2025 Jennings Library for November 2025	71.20 63.00 63.00 90.40 <hr/> 442.85
11/20/2025	21264	FLEIS & VANDENBRINK ENGINEERING	2 Heavy Duty Bank Stamps for Marcy DDA Services Rendered 09/28/25 - 10/25/22 DWAM Grant Amendment 1 for Services Rend	119.00 5,607.77 <hr/> 14,700.00 <hr/> 20,307.77
11/20/2025	21265	GENESEE COUNTY DRAIN COMMISSIONER	Water Samples for October 2025 Sewer Treatment Charges for September 20 Water Treatment Charges for October 2025	50.00 14,385.46 33,450.45 <hr/> 47,885.91
11/20/2025 11/20/2025	21266 21267	GOLD & SONS AUTOMOTIVE INC. KIMBERLY LYNCH	Oil & Washer Solvent 10/27/25 - 11/16/25 Interim Treasurer Con	34.49 12,300.00 <hr/> 47,885.91
11/20/2025	21268	MICHIGAN MUNICIPAL TREAS ASSOC	Treasurer to Treasurer Webinar for Marcy Treasurer to Treasurer Webinar for Marcy Treasurer Winter Workshop for Marcy Janu	15.00 15.00 199.00 <hr/> 229.00
11/20/2025 11/20/2025 11/20/2025 11/20/2025	21269 21270 21271 21272	MONTRROSE TOWNSHIP NETSOURCE ONE QUILL CORPORATION SARAH OLMFSTAD	Fire/Police Contract for December 2025 Monthly Complete IT Services & M365 Lice Office & DPW Supplies for November 2025 Reimbursement for Cancellation Rental of	35,602.44 1,054.30 65.97 0.00 <hr/> V
			Void Reason: Incorrect Amount	

SB CK TOTALS:

(1 Check Voided)  
Total of 38 Disbursements:  
  
  
222,243.25



# C. CITY OF MONTROSE MEMORANDUM

**Date:** December 2, 2025

**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 November 2025**

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**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 forty-six (46) calls;

Of those calls, they included;

- (0) Felony Arrest
- (4) Misdemeanor Arrest
- (7) Traffic Violations
- (9) Verbal Warnings
- (1) Accidents
- (7) Assists to other Departments
- (2) Public Assist
- (4) Medical Calls
- (468) Property Inspections.

## **FIRE DEPARTMENT RESPONSES**

The Fire Department responded to four (4) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, emergency medical responses.

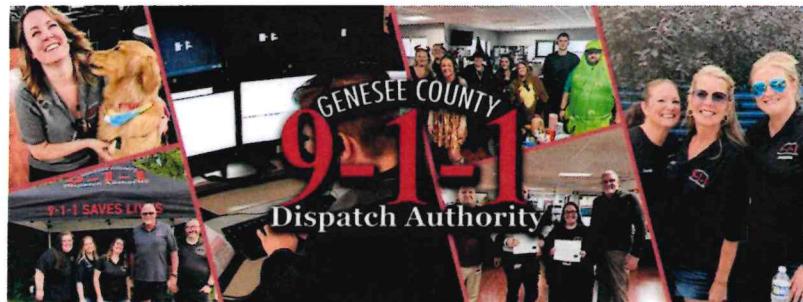
## **CODE ENFORCEMENT RESPONSES**

The Code Enforcement Officer received a total of twenty-seven (27) new complaints. Closed 25 of the new complaints. Attributed to the complaints are as follows: 10% inoperable vehicle/unregistered. 10% vehicles/parking in yard/sidewalk complaints. 20% Exterior. 10% trash receptacles left out. 50% other matters of investigation/research work preparing for rental inspections in 2026.

Any complaints that remain open may mean the Code Enforcement Officer has given them 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.

## 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

**December 9, 2025**

Re: Executive Directors Report – November 2025

### **Operations Manager Job Posting, October 30, 2025:**

We had four candidates apply for the Operation Manager position. Interviews are scheduled for December 23, 2025.

### **I.T. Specialist Level 1 – Job Posting, November 3, 2025:**

We had five candidates apply for the I.T. Specialist Level 1 position. Testing and Interviews are scheduled for end of December 2025.

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

In the month of November our Call Takers and Dispatchers dispatched the following number of incidents:

Police Incidents: **33,386**

Fire Incidents: **2,441**

EMS Incidents: **5,830**

Total Incidents: **30,995**

Incoming 9-1-1 Calls: **26,153**

Incoming 99-11 Calls: **4,842**

Total Incoming 9-1-1 Calls: **30,995**

## Executive Board and General Membership

### **9-1-1 Call takers and Dispatchers calls for Service - Continued:**

#### **Type of Calls:**

VOIP Calls: **2,133**

Cellular Calls: **23,275**

Cell 9-1-1 Hang Ups: **3,485**

Wireless Calls: **478**

Land 9-1-1 Hang Ups: **383**

Public Safety Line – Incoming: **1,509**

Text Sessions Incoming: **511**

Text Sessions Outbound: **96**

All Outbound Calls: **6,114**

The daily Average number of Calls into the 9-1-1 Center in the month of November was **1033.16** and our daily call volume for the month was from **884** per day to **1203** per day.

#### **Overtime Hours Worked due to Staffing Shortages, and Vacations:**

Our call takers and dispatchers have worked **1,507.75** hours of overtime in the month of November. FYTD, **3,121.25** hours. We have seven with Medical or Overtime Restrictions. Three employees who are out on medical leaves.

#### **Freedom of Information Act (FOIA) Requests Year to Date:**

Our part time FOIA Coordinator processed **319** in the month of November, year to date **698** FOIA's processed.

#### **Professional Standards Policy for the Month of November:**

None.

#### **Personnel in Training and Staffing:**

Staffing currently.

6 Floor Supervisors, 2 Administration Supervisors (1 Q&A Supervisor, 1 Training Supervisor).

We have 48 dispatchers total, 34 fully trained with 6 on restrictions, FMLA, or not back to full time. (+2-MOU Call taker only), (+1 in phones training), (3 Stalled on

## Executive Board and General Membership

### **Personnel in Training and Staffing - Continued:**

Phones), (+5 Part-time), 1 in Fire/EMS training, and 2 Cleared Phones, Fire/EMS Radio Trained.

### **Applications Processed:**

No update currently.

### **Welcome to our new hires – Thank you Valerie:**

As of December 1, 2025, we have 5 new employees that have joined the 9-1-1 team! They are all training with Supervisor Young this week, and they should all be joining you on the floor in the next couple of weeks.

#### ***Here is a little introduction to each of our newest team members:***

**Isabella "Bella"** has several family members that work in public safety, and she attributes that to her interest in joining the team here at 911, Outside of work, Bella's hobbies and interests include going to the gym, running, and she also enjoys drawing, painting and building with Legos.

**Carmyn** has a desire to serve the public through a career which inspired her to join us here at 911. Outside of work Carmyn enjoys nature and taking hikes at the Hogbacks. Carmun also enjoys reading, painting and listing to some of her favorite music, 90's rock.

**Holly** has a desire to help people and has been inspired to join the 911 team in order to do that. Her fiancée who is a full-time firefighter, has been a huge part of her inspiration. Outside of work Holly enjoys taking trips to the UP and Wisconsin to hike or camp.

**Kathleen "Kate"** was inspired to take a break from management roles and join the 911 team. Kate enjoys spending time with her kids, watching movies, and her 2 dogs. One of Kate's children just recently joined a PD in southern Michigan last month.

**Carley** has been inspired by the positive experience gained through the GCI program, and desires to help those in need. Outside of work Carley loves Hockey, enjoys shopping and killing time playing video games.

## Executive Board and General Membership

### **Welcome to our new hires – Thank you Valerie - Continued:**

We are excited to have Bella, Carmyn, Holly, Kate and Carly join us.

Please take a moment to say "Hello" and help make them all feel welcome!

Thank you all!

**Mission Statement - Through teamwork, we provide the highest standard emergency communication services to the public**

At Genesee County 9-1-1, we recognize that every interaction we have leaves an impression. Create A Great Impression!

How we communicate can set the tone for trust, professionalism, and confidence in our Center.

Each day presents an opportunity to leave a lasting and positive impression.

Thank you for your continued commitment to representing Genesee County 9-1-1 with pride and professionalism!

### **Resignations & Retirement:**

None.

### **Monthly Training:**

Training was conducted on November 18 and 19, 2025, covering with map books, time log cards, when we lose CAD system and we can still do dispatching old school way.

### **Plante Moran Audit Team on Site for 2024-25 Field Work:**

The week of November 10-13, the Plante Moran Audit Team was on site for For their field work part of our 2024-25 audit, budget review.

## Executive Board and General Membership

### **EMS - Critical Status:**

In the Month of November, 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
1-Nov	2	4.25	1	9
5-Nov	1	0.43	1	4
7-Nov	1	1.08	1	4
10-Nov	1	3.68	1	6
11-Nov	1	1.10	1	4
12-Nov	1	1.93	1	6
15-Nov	1	0.78	1	4
23-Nov	1	0.12	1	3
25-Nov	2	1.65	1	6
27-Nov	1	0.35	1	7
<b>Grand Total</b>	<b>12</b>	<b>15.38</b>	<b>1</b>	<b>9</b>

### **Gov-Worx AI Product, CommsCoach:**

Our agency is currently implementing the Gov-Worx AI product, CommsCoach. This product will aid our agency's efforts in Quality Assurance as well as the training of new hires and current staff. The testing and creation of call simulations have already begun, and we have received positive feedback from the Dispatchers who have tested the system already. Once complete, the goal for CommsCoach is the evaluation of 100% of the emergency calls that come into Genesee County 9-1-1.

By utilizing AI for call evaluation, the QA Supervisor will be able to focus more on quality improvement measures with the staff, as well as individual coaching and encouragement. In addition to the Quality Assurance part of CommsCoach, our newly hired Dispatchers will use the system in call simulation training. This will give our newly hired trainees valuable experience and practice in processing realistic emergency calls before they are assigned to a trainer and expected to handle live emergency calls, with hopefully hundreds of simulated calls entered in an offline environment under the direction of a training supervisor.

## Executive Board and General Membership

### Quality Assurance:

Here are the stats as of today, Tuesday December 09 2025:

CALL TYPE	COUNT	AVERAGE
		SCORE
911 HANGUP	1	100.00%
ALARM	1	100.00%
ALERT	1	100.00%
ARCING WIRE	1	100.00%
ARMED		
ROBBERY	3	100.00%
CHASE	22	100.00%
DISORDERLY	4	94.00%
DOMESTIC	3	100.00%
EMS T-1	13	100.00%
EMS T-2	4	100.00%
ENTRAPMENT	15	100.00%
FULL ARREST	308	99.53%
HARRASSMENT	1	100.00%
NOISE	1	100.00%
PDA	5	98.00%
PI	1	100.00%
RESCUE	2	100.00%
SHOOTING	59	100.00%
SLIM	1	100.00%
STABBING	21	100.00%
STRUCTURE	448	99.68%
SUSP	2	100.00%
TXTX	1	100.00%
UDAA	5	100.00%
UNK ACCIDENT	1	96.00%
WELFARE	1	100.00%
HOME INVASION	1	100.00%
<b>Grand Total</b>	<b>927</b>	<b>99.64%</b>

As of 12-09-2025, 927 calls reviewed, with 13 calls "non-compliant" or below 90% proficiency so far this year.

## Executive Board and General Membership

### **Power DMS Project:**

Here's an update on where we are with PowerDMS:

- **PowerLine (Wellness App):** Live and fully functional.
- **PowerPolicy (Policy Management):** Complete and live.
- **PowerIA (Employee Tracking):** Users are set up and the system is alive. PowerDMS exported all their demo files, so we can now begin importing the legacy files. I still need to create the system categories for discipline and merit types.
- **PowerReady (CTO):** Will be added upon program renewal in February 2026. The system is about 30% built, so hopefully it won't be too heavy of a lift to complete.

### **Award, Citations, and Recognition:**

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



## Executive Board and General Membership

### Award Presentation to Team 2 Day's for Grand Blanc Twp., Mass Shooting Incident, November 5, 2025:

At today's Executive Board meeting, Team 2 Days was recognized for Outstanding Performance in response to the morning mass shooting and arson fire at Grand Blanc Township's Church of Jesus Christ of Latter-Day Saints on September 28, 2025. Following a recent shift pick trade, this newly formed team demonstrated exceptional excellence, never having worked together before. On behalf of the Genesee County 9-1-1 Consortium, thank you!!!



## Executive Board and General Membership

### Award Presentation to Team 2 Day's for Grand Blanc Twp., Mass Shooting Incident, November 5, 2025 - Continued:



9-1-1

Executive Board and General Membership

"Happy Thanksgiving" to ALL:



# Calling 911 on Thanksgiving

<b>No</b>	<b>Yes</b>
<ul style="list-style-type: none"><li>• I burnt the turkey</li><li>• My relatives asked if I'm still single</li><li>• Grandpa ate all of the deviled eggs</li><li>• I can't figure out how long to cook the turkey</li></ul>	<ul style="list-style-type: none"><li>• The kitchen is on fire</li><li>• My relatives are fighting each other</li><li>• Grandpa is choking on deviled eggs</li><li>• The turkey is shooting back</li></ul>





# CITY OF MONTROSE MEMORANDUM

**Date:** December 8, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: City Manager Report to Mayor & City Council**

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In an effort to keep City Council well-informed, Administration is providing a monthly Active Project Update Report. This report outlines the status, progress, and notable activity of ongoing projects and key initiatives, it is by no means an all-inclusive list of the activities of management.

## **ADMINISTRATIVE UPDATES**

- Daily meetings and discussions with city administration staff.
- Met with and/or on routine basis communications to Mayor and various city council members continuing to keep them informed of activity that is pertinent to their legislative roles so that they can properly inform their constituents.
- Completed review of the Admin Code and submitted to city attorney for review.
- Continue work on global CIP plan in preparations for FY26/27 Budget.
- Working with City Attorney on legal analysis of the current Rental Unit Registration Ordinance.
- Met with Engineering Firm F&V and discussed long-term strategic planning, investment and funding at State and Federal Government to facilitate development of the City. We discussed the top priorities of the city and specific State Allocation & Congressional Direct funding.

## **PUBLIC SAFETY**

- Met with Police Chief on law enforcement matters in the city.
- Continue to monitor Federal & State Grant opportunities for police/fire. They are slim to none, at this time.

## **BOARDS/COMMISSIONS**

- Month long preparations city council packet for December 23, 2025 meeting.
- Prepared DDA Packets and held DDA meeting December 18, 2025.
- Held City Council Meeting November 25, 2025.
- No Planning Board Meeting due to inactivity. Expect Planning meeting in January for Zoning Audit.

## **WEBSITE & INFORMATION TECHNOLOGY (IT)**

- Multiple updates conducted to our current website.
- Revize training on new website COMPLETE. Upgrades to the new website are underway and expect, if not by the time of the memorandum, to transition to new website.
- Updating city's IT services continues.
- Working with NetSource on additional items needing attention.

## **GRANTS**

- Closing out the MSHDA Grant with State of Michigan (relative to Retro-Foam), specifically the Administrative reimbursement. Unfortunately, due to poor and inadequate record keeping of the prior administration, the city will not see much of a return. There was estimated \$25,000 available and the city will most likely see less than \$4,000.00.
- City is keeping a close eye on Grants at the Local, State and Federal Level with emphasis on infrastructure and public safety.
- City Administration working with F&V researching Grant opportunities for city eligible infrastructure, parks and grounds.

## **CITIZEN/BUSINESS INTERACTIONS**

- Answered phone calls and emails during several nights and weekends from city council members and citizens' concerns or questions.
- Assisted 9 citizens at city hall relative to routine questions, permits, etc.
- Visited downtown businesses and drove around the city on numerous occasions observing.

## **ONLINE CONTINUING EDUCATION & TRAINING**

- Live with the League (MML) reviewing potential Legislation activities across the State.
- Continue to review training opportunities for self and staff.

# CITY OF MONTROSE MEMORANDUM

E

**Date:** December 17, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Marcy Collins, Deputy Treasurer Administrative Assistant

**Subject: Deputy Treasurer/Administrative Assistant Report for November 2025**

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## **Trainings**

- January- Winter Conference (upcoming in-person)

## **Webinar**

- Did the Introduction to Budgeting
- Beginning Budgeting
- Treasury in a year
- Treasurer to Treasurer (Q&A)
- New Treasurer Orientation

## **Duties**

- Winter Tax were prepared and have gone out
- Moved Funds that matured to general checking to cover costs in water funds
- Bank reconciliation of all accounts
- Worked with Kim and Joe to move some investments to better yielding accounts
- Handled multiple customer service needs

**Recommendation: City Council receive and File Report.**

E

C I T Y O F M O N T R O S E

M E M O R A N D U M

**DATE:** December 23, 2025

**TO:** Mayor Banks and Montrose City Council Members

**FROM:** Kim Lynch, Interim Treasurer

**SUBJECT:** Report on the Treasurers Department for November 2025

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Our office has continued work on the fiscal year ended 6.30.2025 financial audit. As we wrap up the report with Gabridge & Co., our annual reports will need to be filed with the State of Michigan by 12.31.2025.

Throughout November, we worked in communication with our rate study for both Sewer and Water funds.

The 2025 Winter Tax Roll was finalized, and bills were mailed out to all residents. As a reminder, our office accepts payments by mail, drop box and online. The bills are due March 2, 2026 (because the 28<sup>th</sup> falls on the weekend).

As the fiscal year is already almost 50% complete, we continue to monitor the budget and have conversations with department heads and other city administration related to any recommended adjustments needed.

The Board of Review and Assessor meet on the second Tuesday in December.

December 31<sup>st</sup> is commonly known as “Tax Day”. The status of a property on Tax Day determines the following year’s (2026) value of, and taxes, on that property.

As we navigate through the next month or so, it is the goal of the Treasurer’s office to start investing funds with different institutions to diversify and hopefully earn some additional interest income.

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
 PERIOD ENDING 11/30/2025  
 % Fiscal Year Completed: 41.92

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	AVAILABLE	% BDGT USED			
			2025-26	11/30/2025				
<b>Fund 101 - GENERAL FUND</b>								
<b>Revenues</b>								
101-000-403	PROPERTY TAXES - OPERATING LEVY	553,240.00	484,736.75	68,503.25	87.62			
101-000-406	PROPERTY TAXES - DDA CAPTURE	(115,000.00)	0.00	(115,000.00)	0.00			
101-000-427	PROPERTY TAXES - PUBLIC SAFETY LEVY	128,823.00	112,880.14	15,942.86	87.62			
101-000-432	PAYMENT IN LIEU OF TAXES (PILT)	10,000.00	0.00	10,000.00	0.00			
101-000-445	PENALTIES AND INTEREST ON TAXES	2,500.00	916.65	1,583.35	36.67			
101-000-447	PROPERTY TAX ADMIN FEE	21,829.00	11,879.85	9,949.15	54.42			
101-000-476	BUSINESS LICENSES AND PERMITS	900.00	590.00	310.00	65.56			
101-000-477	CATV FRANCHISE FEES	14,000.00	3,209.58	10,790.42	22.93			
101-000-479	BUILDING PERMITS	3,918.60	1,645.00	2,273.60	41.98			
101-000-480	LIQUOR LICENSE FEES	0.00	917.95	(917.95)	100.00			
101-000-569	STATE GRANTS - OTHER	0.00	5.99	(5.99)	100.00			
101-000-573	LOCAL COMMUNITY STABILIZATION SHARE TAX	0.00	6,410.57	(6,410.57)	100.00			
101-000-574	STATE REVENUE SHARING	240,000.00	84,803.00	155,197.00	35.33			
101-000-626	CHARGES FOR SERVICES	0.00	3,687.94	(3,687.94)	100.00			
101-000-628	COPY AND REPORT FEE	1,037.57	295.81	741.76	28.51			
101-000-637	MUNICIPAL REFUSE/SOLID WASTE	0.00	2,433.07	(2,433.07)	100.00			
101-000-651	CITY PARK FEES	190.00	30.00	160.00	15.79			
101-000-657	FINES	1,644.31	556.99	1,087.32	33.87			
101-000-665	INTEREST EARNED	12,000.00	8,756.08	3,243.92	72.97			
101-000-671	VILLAGE OF CHESANING EQUIP RENTAL	1,811.68	0.00	1,811.68	0.00			
101-000-675	PUBLIC CONTRIBUTIONS	500.00	0.00	500.00	0.00			
101-000-676	REIMBURSEMENTS	25,000.00	1,977.84	23,022.16	7.91			
101-000-693	SALE OF FIXED ASSETS	50,000.00	0.00	50,000.00	0.00			
101-000-694	MISCELLANEOUS	1,075.60	1,243.92	(168.32)	115.65			
<b>TOTAL REVENUES</b>		<b>953,469.76</b>	<b>726,977.13</b>	<b>226,492.63</b>	<b>76.25</b>			
<b>Expenditures</b>								
101	MAYOR & COUNCIL	34,548.00	8,267.30	26,280.70	23.93			
172	MANAGER	34,127.00	16,001.19	18,125.81	46.89			
215	CLERK	84,125.85	30,935.10	53,190.75	36.77			
223	AUDITOR	25,400.00	358.39	25,041.61	1.41			
247	BOARD OF REVIEW	2,932.00	393.26	2,538.74	13.41			
253	TREASURER	39,638.00	51,211.66	(11,573.66)	129.20			
257	ASSESSOR	17,000.00	5,700.44	11,299.56	33.53			
261	SECRETARY	26,995.65	9,309.33	17,686.32	34.48			
262	ELECTIONS	38,640.00	660.98	37,979.02	1.71			
265	BUILDING AND GROUNDS	24,971.25	13,758.12	11,213.13	55.10			
301	POLICE	26,429.50	4,763.04	21,666.46	18.02			
336	FIRE DEPARTMENT	550.00	0.00	550.00	0.00			
345	PUBLIC SAFETY DEPARTMENT (POLICE & FIRE)	433,638.24	142,409.76	291,228.48	32.84			
371	BUILDING INSPECTION DEPARTMENT	31,600.00	12,446.01	19,153.99	39.39			
441	DEPARTMENT OF PUBLIC WORKS	124,074.75	16,715.65	107,359.10	13.47			
448	STREET LIGHTS	27,539.40	5,581.84	21,957.56	20.27			
701	PLANNING	58,965.00	3,806.74	55,158.26	6.46			
702	ZONING	1,423.00	670.09	752.91	47.09			
751	PARKS AND RECREATION	53,953.00	28,628.05	25,324.95	53.06			
790	LIBRARY	4,000.00	0.00	4,000.00	0.00			
<b>TOTAL EXPENDITURES</b>		<b>1,090,550.64</b>	<b>351,616.95</b>	<b>738,933.69</b>	<b>32.24</b>			
<b>Fund 101 - GENERAL FUND:</b>								
<b>TOTAL REVENUES</b>		<b>953,469.76</b>	<b>726,977.13</b>	<b>226,492.63</b>	<b>76.25</b>			
<b>TOTAL EXPENDITURES</b>		<b>1,090,550.64</b>	<b>351,616.95</b>	<b>738,933.69</b>	<b>32.24</b>			
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(137,080.88)</b>	<b>375,360.18</b>	<b>(512,441.06)</b>	<b>273.82</b>			

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE		
		2025-26	11/30/2025	BALANCE ORMAL (ABNORMAL)	BALANCE ORMAL (ABNORMAL)	
<b>Fund 202 - MAJOR STREETS</b>						
<b>Revenues</b>						
202-000-459	SP. ASSESSMENT - GENESEE ST. DRIVEWAY	3,939.00	0.00	3,939.00	0.00	
202-000-460	SP. ASSESSMENT - WASHINGTON ST RECONST.	3,700.00	0.00	3,700.00	0.00	
202-000-546	STATE GRANTS - HIGHWAY AND STREETS	187,500.00	48,037.13	139,462.87	25.62	
202-000-567	ACT 17 TRUNKLINE	3,000.00	0.00	3,000.00	0.00	
202-000-665	INTEREST EARNED	750.00	1,407.38	(657.38)	187.65	
202-000-694	MISCELLANEOUS	0.00	605.41	(605.41)	100.00	
<b>TOTAL REVENUES</b>		<b>198,889.00</b>	<b>50,049.92</b>	<b>148,839.08</b>	<b>25.16</b>	
<b>Expenditures</b>						
000	202	130,063.00	0.00	130,063.00	0.00	
466	MAINTENANCE	37,837.90	13,479.92	24,357.98	35.63	
472	WINTER MAINTENANCE	13,559.00	662.63	12,896.37	4.89	
473	TRAFFIC SERVICES	2,145.00	2,707.50	(562.50)	126.22	
515	ADMINISTRATION	1,900.00	358.39	1,541.61	18.86	
517	STATE TRUNKLINE MAINTENANCE	7,176.00	358.39	6,817.61	4.99	
536	OPERATION AND MAINTENANCE	10,000.00	0.00	10,000.00	0.00	
<b>TOTAL EXPENDITURES</b>		<b>202,680.90</b>	<b>17,566.83</b>	<b>185,114.07</b>	<b>8.67</b>	
<b>Fund 202 - MAJOR STREETS:</b>						
TOTAL REVENUES		198,889.00	50,049.92	148,839.08	25.16	
TOTAL EXPENDITURES		202,680.90	17,566.83	185,114.07	8.67	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(3,791.90)</b>	<b>32,483.09</b>	<b>(36,274.99)</b>	<b>856.64</b>	

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED		
		2025-26	11/30/2025			
<b>Fund 203 - LOCAL STREETS</b>						
<b>Revenues</b>						
203-000-546	STATE GRANTS - HIGHWAY AND STREETS	62,500.00	17,419.94	45,080.06 27.87		
203-000-665	INTEREST EARNED	2,800.00	844.69	1,955.31 30.17		
<b>TOTAL REVENUES</b>		<b>65,300.00</b>	<b>18,264.63</b>	<b>47,035.37 27.97</b>		
<b>Expenditures</b>						
473	TRAFFIC SERVICES	500.00	0.00	500.00 0.00		
496	MAINTENANCE	36,129.40	14,551.77	21,577.63 40.28		
502	WINTER MAINTENANCE	13,125.00	785.12	12,339.88 5.98		
503	TRAFFIC SERVICES	3,315.00	3,221.06	93.94 97.17		
515	ADMINISTRATION	2,000.00	358.39	1,641.61 17.92		
<b>TOTAL EXPENDITURES</b>		<b>55,069.40</b>	<b>18,916.34</b>	<b>36,153.06 34.35</b>		
<b>Fund 203 - LOCAL STREETS:</b>						
<b>TOTAL REVENUES</b>		<b>65,300.00</b>	<b>18,264.63</b>	<b>47,035.37 27.97</b>		
<b>TOTAL EXPENDITURES</b>		<b>55,069.40</b>	<b>18,916.34</b>	<b>36,153.06 34.35</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>10,230.60</b>	<b>(651.71)</b>	<b>10,882.31 6.37</b>		

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED		
		2025-26 AMENDED BUDGET	11/30/2025 'ORMAL (ABNORMAL)			
<b>Fund 226 - RUBBISH COLLECTION FUND</b>						
<b>Revenues</b>						
226-000-637	MUNICIPAL REFUSE/SOLID WASTE	116,550.00	104,606.41	11,943.59 89.75		
226-000-665	INTEREST EARNED	3.00	87.81	(84.81) 2,927.00		
<b>TOTAL REVENUES</b>		<b>116,553.00</b>	<b>104,694.22</b>	<b>11,858.78 89.83</b>		
<b>Expenditures</b>						
528	RUBBISH COLLECTION/DISPOSAL	116,608.00	38,287.21	78,320.79 32.83		
<b>TOTAL EXPENDITURES</b>		<b>116,608.00</b>	<b>38,287.21</b>	<b>78,320.79 32.83</b>		
<b>Fund 226 - RUBBISH COLLECTION FUND:</b>						
<b>TOTAL REVENUES</b>		<b>116,553.00</b>	<b>104,694.22</b>	<b>11,858.78 89.83</b>		
<b>TOTAL EXPENDITURES</b>		<b>116,608.00</b>	<b>38,287.21</b>	<b>78,320.79 32.83</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(55.00)</b>	<b>66,407.01</b>	<b>(66,462.01) 0,740.02</b>		

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED		
		2025-26 AMENDED BUDGET	11/30/2025 'ORMAL (ABNORMAL)			
<b>Fund 240 - MOSQUITO CONTROL FUND</b>						
<b>Revenues</b>						
240-000-455	SPECIAL ASSESSMENTS	30,690.00	27,796.64	2,893.36 90.57		
240-000-665	INTEREST EARNED	0.00	20.31	(20.31) 100.00		
<b>TOTAL REVENUES</b>		<b>30,690.00</b>	<b>27,816.95</b>	<b>2,873.05 90.64</b>		
<b>Expenditures</b>						
620	MOSQUITO CONTROL	39,480.00	13,160.00	26,320.00 33.33		
<b>TOTAL EXPENDITURES</b>		<b>39,480.00</b>	<b>13,160.00</b>	<b>26,320.00 33.33</b>		
<b>Fund 240 - MOSQUITO CONTROL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>30,690.00</b>	<b>27,816.95</b>	<b>2,873.05 90.64</b>		
<b>TOTAL EXPENDITURES</b>		<b>39,480.00</b>	<b>13,160.00</b>	<b>26,320.00 33.33</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(8,790.00)</b>	<b>14,656.95</b>	<b>(23,446.95) 166.75</b>		

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	11/30/2025	BALANCE			
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Revenues</b>							
248-000-403	PROPERTY TAXES - OPERATING LEVY	115,000.00	13,495.68	101,504.32	11.74		
248-000-509	JENNINGS MEMORIAL GRANT	0.00	5,750.00	(5,750.00)	100.00		
248-000-572	STATE OF MICHIGAN - ACT 86 - PPT REPLACE	0.00	429.23	(429.23)	100.00		
248-000-665	INTEREST EARNED	0.00	1,046.91	(1,046.91)	100.00		
248-000-675	PUBLIC CONTRIBUTIONS	1,200.00	0.00	1,200.00	0.00		
248-806-509	JENNINGS MEMORIAL GRANT	0.00	(5,000.00)	5,000.00	100.00		
248-806-653	DEPOT RENTAL	3,500.00	2,480.00	1,020.00	70.86		
<b>TOTAL REVENUES</b>		<b>119,700.00</b>	<b>18,201.82</b>	<b>101,498.18</b>	<b>15.21</b>		
<b>Expenditures</b>							
472	WINTER MAINTENANCE	4,841.00	504.90	4,336.10	10.43		
515	ADMINISTRATION	1,400.00	528.51	871.49	37.75		
528	RUBBISH COLLECTION/DISPOSAL	2,000.00	642.72	1,357.28	32.14		
703	DDA ACTIVITIES	26,086.00	15,488.88	10,597.12	59.38		
729	COMMUNITY GARDEN	1,400.00	358.42	1,041.58	25.60		
806	THE DEPOT	5,687.50	6,778.13	(1,090.63)	119.18		
<b>TOTAL EXPENDITURES</b>		<b>41,414.50</b>	<b>24,301.56</b>	<b>17,112.94</b>	<b>58.68</b>		
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>							
<b>TOTAL REVENUES</b>		<b>119,700.00</b>	<b>18,201.82</b>	<b>101,498.18</b>	<b>15.21</b>		
<b>TOTAL EXPENDITURES</b>		<b>41,414.50</b>	<b>24,301.56</b>	<b>17,112.94</b>	<b>58.68</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>78,285.50</b>	<b>(6,099.74)</b>	<b>84,385.24</b>	<b>7.79</b>		

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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PERIOD ENDING 11/30/2025  
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GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED
		2025-26 AMENDED BUDGET	11/30/2025 'ORMAL (ABNORMAL)	
Fund 285 - ARPA				
Revenues				
285-000-665	INTEREST EARNED	0.00	25.44	(25.44) 100.00
TOTAL REVENUES		0.00	25.44	(25.44) 100.00
Fund 285 - ARPA:				
TOTAL REVENUES		0.00	25.44	(25.44) 100.00
TOTAL EXPENDITURES		0.00	0.00	0.00 0.00
NET OF REVENUES & EXPENDITURES		0.00	25.44	(25.44) 100.00

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED
		2025-26 AMENDED BUDGET	11/30/2025 'ORMAL (ABNORMAL)	
<b>Fund 402 - EQUIPMENT REPLACEMENT FUND</b>				
Revenues				
402-000-665	INTEREST EARNED	0.00	0.21	(0.21) 100.00
<b>TOTAL REVENUES</b>		<b>0.00</b>	<b>0.21</b>	<b>(0.21) 100.00</b>
 <b>Fund 402 - EQUIPMENT REPLACEMENT FUND:</b>				
TOTAL REVENUES		0.00	0.21	(0.21) 100.00
TOTAL EXPENDITURES		0.00	0.00	0.00 0.00
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>0.21</b>	<b>(0.21) 100.00</b>

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED		
		2025-26 AMENDED BUDGET	11/30/2025 'ORMAL (ABNORMAL)			
<b>Fund 501 - CAPITAL PROJECT FUND</b>						
<b>Revenues</b>						
501-000-665	INTEREST EARNED	0.00	245.06	(245.06) 100.00		
<b>TOTAL REVENUES</b>		<b>0.00</b>	<b>245.06</b>	<b>(245.06) 100.00</b>		
 <b>Fund 501 - CAPITAL PROJECT FUND :</b>						
<b>TOTAL REVENUES</b>						
		0.00	245.06	(245.06) 100.00		
<b>TOTAL EXPENDITURES</b>						
		0.00	0.00	0.00 0.00		
<b>NET OF REVENUES &amp; EXPENDITURES</b>						
		0.00	245.06	(245.06) 100.00		

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	11/30/2025	BALANCE			
<b>Fund 590 - SEWER FUND</b>							
<b>Revenues</b>							
590-000-455	SPECIAL ASSESSMENTS	500.00	0.00	500.00	0.00		
590-000-631	SEWER USAGE COLLECTIONS	115,000.00	38,481.75	76,518.25	33.46		
590-000-634	SEWER REPLACEMENT	315,000.00	105,010.05	209,989.95	33.34		
590-000-636	LATE CHARGES	7,000.00	4,204.78	2,795.22	60.07		
590-000-665	INTEREST EARNED	2,000.00	3,252.53	(1,252.53)	162.63		
590-000-669	GAIN (LOSS) ON INVESTMENTS	3,000.00	0.00	3,000.00	0.00		
590-931-681	TRANSFER FROM MAJOR STREET FUND	130,199.00	0.00	130,199.00	0.00		
<b>TOTAL REVENUES</b>		<b>572,699.00</b>	<b>150,949.11</b>	<b>421,749.89</b>	<b>26.36</b>		
<b>Expenditures</b>							
536	OPERATION AND MAINTENANCE	187,541.30	65,060.13	122,481.17	34.69		
538	CHARGES FOR SERVICES-COUNTY	205,310.70	50,526.39	154,784.31	24.61		
<b>TOTAL EXPENDITURES</b>		<b>392,852.00</b>	<b>115,586.52</b>	<b>277,265.48</b>	<b>29.42</b>		
<b>Fund 590 - SEWER FUND:</b>							
<b>TOTAL REVENUES</b>		<b>572,699.00</b>	<b>150,949.11</b>	<b>421,749.89</b>	<b>26.36</b>		
<b>TOTAL EXPENDITURES</b>		<b>392,852.00</b>	<b>115,586.52</b>	<b>277,265.48</b>	<b>29.42</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>179,847.00</b>	<b>35,362.59</b>	<b>144,484.41</b>	<b>19.66</b>		

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User: MARCY  
DB: MontroseREVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
PERIOD ENDING 11/30/2025  
% Fiscal Year Completed: 41.92

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GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED		
		2025-26	11/30/2025			
<b>Fund 591 - WATER FUND</b>						
<b>Revenues</b>						
591-000-454	HYDRANT ASSESSMENT	12,540.00	11,394.05	1,145.95 90.86		
591-000-618	TURN ON FEES	0.00	120.00	(120.00) 100.00		
591-000-619	TURN OFF FEES	0.00	110.00	(110.00) 100.00		
591-000-620	WTR OP/MAIN	371,609.00	125,386.98	246,222.02 33.74		
591-000-632	WATER USAGE COLLECTIONS	241,198.00	80,039.73	161,158.27 33.18		
591-000-633	NSF CHARGES	0.00	150.00	(150.00) 100.00		
591-000-636	LATE CHARGES	10,000.00	6,230.14	3,769.86 62.30		
591-000-665	INTEREST EARNED	5,125.00	4,405.47	719.53 85.96		
591-000-694	MISCELLANEOUS	1,000.00	250.00	750.00 25.00		
<b>TOTAL REVENUES</b>		<b>641,472.00</b>	<b>228,086.37</b>	<b>413,385.63</b> 35.56		
<b>Expenditures</b>						
536	OPERATION AND MAINTENANCE	361,098.50	139,837.58	221,260.92 38.73		
538	CHARGES FOR SERVICES-COUNTY	388,500.00	123,987.68	264,512.32 31.91		
906	DEBT SERVICE	62,498.00	36,387.69	26,110.31 58.22		
<b>TOTAL EXPENDITURES</b>		<b>812,096.50</b>	<b>300,212.95</b>	<b>511,883.55</b> 36.97		
<b>Fund 591 - WATER FUND:</b>						
<b>TOTAL REVENUES</b>		<b>641,472.00</b>	<b>228,086.37</b>	<b>413,385.63</b> 35.56		
<b>TOTAL EXPENDITURES</b>		<b>812,096.50</b>	<b>300,212.95</b>	<b>511,883.55</b> 36.97		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(170,624.50)</b>	<b>(72,126.58)</b>	<b>(98,497.92)</b> 42.27		

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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GL NUMBER	DESCRIPTION	YTD BALANCE	AVAILABLE	% BDGT USED
		2025-26 AMENDED BUDGET	11/30/2025 'ORMAL (ABNORMAL)	
<b>Fund 701 - GENERAL CUSTODIAL FUND</b>				
Revenues				
701-000-665	INTEREST EARNED	0.00	24.51	(24.51) 100.00
<b>TOTAL REVENUES</b>		<b>0.00</b>	<b>24.51</b>	<b>(24.51) 100.00</b>
 <b>Fund 701 - GENERAL CUSTODIAL FUND:</b>				
TOTAL REVENUES		0.00	24.51	(24.51) 100.00
TOTAL EXPENDITURES		0.00	0.00	0.00 0.00
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>	<b>24.51</b>	<b>(24.51) 100.00</b>

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	AVAILABLE BALANCE	% BDGT USED
			2025-26	11/30/2025	
<b>Fund 703 - CURRENT TAX COLLECTION FUND</b>					
Revenues					
703-000-665	INTEREST EARNED		0.00	631.05	(631.05) 100.00
<b>TOTAL REVENUES</b>			<b>0.00</b>	<b>631.05</b>	<b>(631.05) 100.00</b>
<b>Fund 703 - CURRENT TAX COLLECTION FUND:</b>					
TOTAL REVENUES			0.00	631.05	(631.05) 100.00
TOTAL EXPENDITURES			0.00	0.00	0.00 0.00
<b>NET OF REVENUES &amp; EXPENDITURES</b>			<b>0.00</b>	<b>631.05</b>	<b>(631.05) 100.00</b>

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
PERIOD ENDING 11/30/2025  
% Fiscal Year Completed: 41.92

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GL NUMBER	DESCRIPTION	YTD BALANCE		AVAILABLE		% BDGT USED
		2025-26	11/30/2025	BALANCE	ORMAL (ABNORMAL)	
Fund 737 - OPEB Revenues 737-000-665	INTEREST EARNED	0.00	177.86	(177.86)	100.00	
TOTAL REVENUES		0.00	177.86	(177.86)	100.00	
Fund 737 - OPEB: TOTAL REVENUES TOTAL EXPENDITURES NET OF REVENUES & EXPENDITURES		0.00	177.86	(177.86)	100.00	
		0.00	0.00	0.00	0.00	
		0.00	177.86	(177.86)	100.00	
TOTAL REVENUES - ALL FUNDS TOTAL EXPENDITURES - ALL FUNDS NET OF REVENUES & EXPENDITURES		2,698,772.76 2,750,751.94 (51,979.18)	1,326,144.28 879,648.36 446,495.92	1,372,628.48 1,871,103.58 (498,475.10)	49.14 31.98 858.99	

# CITY OF MONTROSE MEMORANDUM

6.

**Date:** December 17, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** City Clerk Activities

**Subject: Report on City Clerk Activities for November/December 2025**

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## **Accounts Payable Processing**

- Processed multiple accounts-payable check runs for regular vendor payments, November tax distributions, utility refunds, Depot rental refunds, and coordinated signatures with the City Manager and City Secretary.
- Reviewed invoices, followed up on discrepancies, and requested clarification and credits from vendors Netsource, Ricoh, Bovan Floral Group; secured outstanding credits and clarified billing descriptions.
- Processed six, (6) vendors COL (Certificate of Liability) and workers' comp updates.
- Prepared for year-end 1099, NEC & INT reporting and ordered forms.
- Created four, (4) new vendor entries and emailed City W-9 and Tax-Exempt Certificates to new vendors.

## **Freedom of Information Act (FOIA) Compliance**

- Received and fulfilled FOIA requests, including: – Rental inspection/registration records – Historical blueprints – All trash/rubbish-related letters, citations, warnings, and tickets issued city-wide from September 1 – November 1, 2025
- Conducted extensive manual and digital searches of archived records and provided complete, timely responses with appropriate cost recovery.

## **Records Management & Retention**

- Continued organization of historical Council minutes and ordinances.
- Secured signatures for resolutions for city records.

## **Legal & Litigation Support**

- Compiled and transmitted complete personnel file and related records for former Treasurer Jennifer Whiting pursuant to subpoena received in ongoing litigation.

## **Information Technology & Equipment**

- Worked extensively with Netsource One on user access, user authentication, laptop remediation, printer and fax issues, and planning for additional workstations and front-counter security enhancements.
- Re-established Ricoh online supply-ordering portal.

### **Council, Committee & Community Support**

- Prepared documentation for Council packets and posted public notices for Council.
- Provided in-person customer service to residents visiting City Hall and phone inquiries.
- Met State Senator Berlein for the first time. He was here regarding Hickory Street funding.
- Coordinated office closure observance for Veterans Day 2025 in alignment with staff and union considerations.
- Supported City Manager with 2026 City Hall holiday closure schedule, committee appointment calendar, and preliminary planning for Spring 2026 proclamation honoring former official Steve Gold.
- Continued compiling monthly clerk report for the staff meeting and council packet.

### **Training, Professional Development & Associations**

- Attended the Michigan Association of Municipal Clerks (MAMC) Master Academy, December 2-4, 2025.
- Attended Genesee County Governmental Clerks Association meeting, including Executive Board meetings for planning of upcoming educational sessions, (I am a Trustee on this Board).
- Participated in BS&A year-end payroll, 1099, and election-related webinar.
- Participated in Voter List Maintenance Training Tidbits 2025 webinar.
- Participated in How to Use the E-Learning Center Training Tidbits 2025 webinar.
- Attended Genesee County Governmental Clerks Meeting, (I am a Trustee on this Board).
- Participated in Early Voting Preparation for 2026 Training Tidbits 2025 webinar.
- Participated in Genesee County Clerks & Treasurers Association Executive Board meeting and finalized arrangements for the December 18, 2025 association meeting featuring Earned Sick Time Act, (ESTA).

### **Personnel & Administrative Updates**

- Participated in Employee Meeting.
- Supported front office operations by helping staff locate records, clarify procedures, and resolve questions on refunds and customer accounts.
- Reviewed and provided input on proposed job description updates and Administrative Code revisions.
- Supported audit preparation by compiling personnel, payroll, and contract documentation.
- Assisted Treasurer's office with Michigan CLASS investment account enrollment, interfund transfers, and audit-support documentation.

### **Elections Administration / Election Activities**

- Completed election-related continuing education on voter challenge records.
- Processed 59 voters
  - Printed Voter Master Cards
  - Printed Voter ID Cards
  - Mail Voter ID Cards
  - Removed outdated Master Cards
  - Filed updated voter records

- Removed Master Cards for voters no longer residing within City limits
- Removed records for deceased voters
- Updated Master Cards to reflect surrendered licenses

The Clerk's Office remains committed to accurate record-keeping, fiscal transparency, responsive public service, and ongoing professional development in order to effectively serve the City Council and the residents of Montrose.

Respectfully submitted,  
Tina Rush, City Clerk

# CITY OF MONTROSE MEMORANDUM

**Date:** December 8, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Sam Spence, DPW Supervisor

**Subject: DPW Report for November 2025**

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## STREETS

- Street sweeper ran daily of the mornings for leaf cleanup.
- All winter equipment was inspected and serviced (plows, salter, and Kubota).
- Road salt was trucked from GCRC and placed in salt bin.

## PARKS & RECREATION

- Cleaned leaves Tuesdays and Thursdays in Lions Park. (Exmark mower, Backhoe, and dump trailer).
- Trimmed the perennials at the Depot and Blueberry Park.
- Both Lions park and Blueberry park were winterized and closed for the season.

## SEWER/WATER

- Conducted water shutoffs/turn-ons for non-payment.
- Addressed water issues (excessive usage).
- All water samples were drawn and reported.
- Water lines marked for Missdig tickets.

## BUILDINGS/GROUNDS

- Placed new garbage bins at the City office and Depot.
- All parcels received final mowing of the season.
- Winterized equipment (paint sprayer, power washer, water tank, street sweeper)

## DDA

- Removed and cleaned up the DDA Fall decorations.
- Relocated the DDA mums at multiple locations (Depot, City Office, Blueberry Park, and Lions Park).
- Hung the Christmas lights, Banners, and Garland.
- Removed banners on East and West ends of town.

## TRAINING/CONFERENCES/COMMITTEES

- Attended the Water Advisory Board meeting.

**Recommendation:** City Council Receive and File Report

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# CITY OF MONTROSE MEMORANDUM

**Date:** December 15, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Timothy Mazur, Building Official

**Subject: Receive and File City Building Inspector November 2025 Activity Report**

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The following has been performed for the month of November 2025. This is not inclusive as work and permits do/can carry over month to month in addition to multiple phone calls with customers handling questions and processes including consultation by the Building Inspector.

- Three (3) New Permits
- One (1) Not Approved, due to failure to contact Inspector following rough in.
- Four (4) Inspections.
- Follow-up phone conversations logged nearly 1 hour with customers.

Response time to contact customer: 20 minutes or less upon receipt of notification by city administration.

**Recommendation: City Council Receive and File Report**



## GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

- DIVISION OF -

### WATER & WASTE SERVICES

G-4610 BEECHER ROAD - FLINT, MICHIGAN 48532-2617  
PHONE (810) 732-7870 - FAX (810) 732-9773

5.1  
JEFFREY WRIGHT  
COMMISSIONER

## MEMORANDUM

To: Advisory Board

From: John F. O'Brien, PE, BCEE, Director  
Division of Water & Waste Services

Re: Water Affordability Bill Package  
Senate Bills 248 through 256

Date: December 1, 2025

Recently, the Housing and Human Services Committee, a Senate Subcommittee, approved a package of Bills commonly referred to as the Water Affordability Act. While it is different than the package that died in the last congressional session, it retains all of its chief points. Below is a brief summary of each bill, based on a review by GCDC-WWS staff. Attached is a bill analysis by the Senate Fiscal Agency.

### Senate Bill 248 (S-2)

- (1) Created the Residential Affordability Fund in Treasury
  - (a) Treasury can pull \$425,000 per year;
  - (b) EGLE can charge 5 percent (5%) per year additional for administration
  - (c) Initial fee is \$1.25 per month per meter; increase annually \$.25 for 5 years up to \$2.50 not to exceed \$3.00 per month.

### Senate Bill 248

- (1) Creates a task force to advise EGLE

### Senate Bill 250

- I. Defines Water Affordability Program
  - (1) Defines eligibility
  - (2) Purpose is to forgive or reduce bill arrearage
  - (3) No later than 18 months, EGLE shall begin distribution of the funds
  - (4) Develops an application process
  - (5) Create tiers for maximum amount eligible
  - (6) Develop program for leak detection and repair
  - (7) Sets caps on volume usage for reimbursement
  - (8) It becomes provider's responsibility to track and inform residents of high use
  - (9) EGLE to set up PR program
  - (10) Anyone in the program - Provider cannot shut off or lien property for nonpayment

- II. Water provider or multi providers can create their own system

- III. This Bill supersedes any local ordinances

**Senate Bill 251**

Creates the office of Residential Water Affordability within EGLE

**Senate Bill 252**

- I. Identifies when providers cannot shutoff water
  - (1) Eligible Customer (no)
  - (2) Eligible Customers who are Renters (no)
  - (3) Apartment complex without submeters
  - (4) Critical care resident
- II. Defines shutoff for non-eligible customers
  - (1) At least three (3) notices of late payment and shutoff notice
    - (a) Past notice
    - (b) Personnel visit
    - (c) Phone call
    - (d) Text message
    - (e) First class mail
    - (f) Notices must follow state outlined notice
    - (g) Must advertise affordability program
  - (2) Resident applies and pays \$10 per month. Provider must wait on process.
  - (3) Shutoffs
    - (a) Can only occur between 8am - 3 p.m.
    - (b) No Monday or Friday shutoffs
    - (c) No pre- post-holiday shutoffs
    - (d) 24 hours prior to shutoff must call or text
    - (e) Must leave notice of shutoff
    - (f) Can charge up to \$150 reconnection fee
- III. If an eligible resident fails to comply with the Water Affordability Program, they may request a triage program, and the provider cannot shut off.
- IV. The state of the resident may take civil action against the provider for a shutoff.
- V. Shutoff notices must be in multiple languages.

**Senate Bill 253**

Tenant may request a copy of landlord water bill. Future lease must include this language.

**Senate Bill 254**

Provider must release copies of the landlord bill to the lease.

**Senate Bill 255**

Water theft is reduced to Civil Infraction.

**Senate Bill 256**

Damage to water supply is modified in the criminal code.

### Our View

We believe water affordability legislation is necessary, however we do not think a fee-based program like this is the appropriate way to do it. This legislation does not pass the "Bolt" test in our opinion and in addition the \$1.25 per meter charge is the same for someone on a fixed income as it is for an apartment complex, factory, or other large user. This is not equitable.

The water affordability legislation should be in the form of a tax and anyone under the poverty level should be exempt from the tax. This would fund the program while not financially impacting the people it is intended to assist.

### Additional Comments

A municipality smaller than 6,000 population may opt out of the program if they agree not to shut all customers off for nonpayment and to agree not to place liens on parcels for late payment.

The Department shall set up regions; the money collected with a region staying within the region.

Genesee County would be in the metro region, which includes Kent, Wayne, Oakland, Genesee, and Oakland County.

While GCDC-WWS is not defined as a provider in the legislation and would not be impacted by any of these rules, our 19 water supply communities would be impacted.

The key takeaways are as follows:

1. The State will require municipalities to increase rates to cover the charges.
2. Most residents will pay a fee that:
  - (a) Does not serve a regulatory purpose;
  - (b) They will not receive a benefit from; and,
  - (c) Is not equally shared between customers within the system. A single-family home pay as much as a factory using 100 x volume or the same as a 100 unit condo association. All three above violate "Bolt."
3. Will not be able to perform shut off on any of the multi-tenant properties.
4. The State is superseding local ordinances.
5. This is a redistribution of revenues from municipality to other municipalities.
6. The State has no financial risk in dictating the operations of a local enterprise fund.

JFO/JMW  
Attachment

Senate Bills 248 and 250 (Substitute S-1 as reported)  
Senate Bills 249 and 252 through 256 (as reported without amendment)

Senate Bill 251 (Substitute S-2 as reported)

Sponsor: Senator Stephanie Chang (S.B. 248 & S.B. 252)

Senator John Damoose (S.B. 249)

Senator Rosemary Bayer (S.B. 250 & S.B. 251)

Senator Mary Cavanagh (S.B. 253 & S.B. 254)

Senator Paul Wojno (S.B. 255)

Senator Jeff Irwin (S.B. 256)

Committee: Housing and Human Services

## CONTENT

Senate Bill 250 (S-1) would amend the Social Welfare Act to do the following:

- Create the Low-Income Water Affordability Program within the Department of Health and Human Services (DHHS) to ensure an eligible customer did not pay more than 3% of the customer's household income on a water bill, subject to certain Program funding.
- Require the DHHS to prepare a Program policy and procedure manual by January 1, 2026.
- Require the DHHS and the Department of Treasury (DoT) to project annually funding needs for the Program and, if funding were projected to be insufficient, identify alternative funding.
- Require the Program to apply immediately after its effective date to providers with 500 or more retail service connections and apply to all water providers in the State after 18 months.
- Require the DHHS to develop a nonaffordability application, which would trigger an income review, and specify what information could be used for the determination of income eligibility.
- Establish payment tiers based on the Federal Poverty Guidelines (FPL) with corresponding percentages of household income caps.
- Create an appeal and complaint process for a customer to challenge the eligibility decisions or make a complaint about the Program.
- Prescribe ranges of water usage based on household size that an eligible customer could use per month and require a provider to decide customers' limited allocations of water use per month within those ranges.
- Require the DHHS or a program administrator to assess whether an eligible customer needed a household plumbing repair and pay for up to \$2,500 per household for a repair.
- Allow a customer who was enrolled in the Program to receive full forgiveness for an overdue balance if the customer's balance were no more than \$1,500 or allow an enrolled customer with over \$1,500 of overdue balance to be fully forgiven if the customer were enrolled and made timely payments for 24 months.
- Allow a water provider to create its own program and specify that its own program would have to be comparable to the DHHS' Program.
- Allow a water provider serving 6,000 or fewer retail water customers to not collect the Program funding factor under Senate Bill 248 (S-1) if it had a policy to not shut off water to retail customers and not collect debt instead of shutting off water service.
- Require a provider to provide notice of its own program or the DHHS' Program and require the DHHS to notify all individuals who already received benefit program services of the availability of the Program.

Senate Bill 248 (S-1) would amend the Social Welfare Act to do the following:

- Create the Fund within the State Treasury and prescribe how money in the Fund could be spent.
- Require 5% of the Fund to be spent for administrative costs and prescribe how the remaining balance would be spent to implement the Program.
- Prescribe a monthly \$1.25 mandatory fee (funding factor) on each retail water meter payable by every customer receiving water or sewerage service from a provider.
- Require the funding factor to increase by \$0.25 each year from 2026 to 2029 and beginning March 1, 2030, annually based on changes in the Consumer Price Index.
- Require money collected from each of the DHHS's business service center regions to be remitted to providers and program administrators within each region.
- Allow the DoT to adjust the funding factor by October 1 to apply January 1 of the succeeding year.
- Require providers to annually provide the Task Force with a report concerning the Program and funding factor.
- Require the Task Force to annually provide the Legislature with a report concerning the Fund and post the report on the DHHS' website.
- Allow the Attorney General (AG) to file a civil action against a provider that failed to include the funding factor in customers' bills.
- Allow customers or entities to donate to the Fund and designate any customer or entity that contributed more than \$5,000 a "water affordability champion".

Senate Bill 249 would amend the Social Welfare Act to do the following:

- Require the DHHS to create the Water Affordability Task Force within 30 days of the bill's effective date.
- Prescribe the Task Force's membership and responsibilities.
- Require the DHHS to work with the DoT to distribute funding from the Fund created by Senate Bill 248 (S-1) to providers for reimbursement and to assist with plumbing and other necessary repairs.
- Require the DHHS to work with the DoT to distribute funding from the Fund to third-party organizations involved in administering the Program.

Senate Bill 252 would enact the "Water Shutoff Protection Act" to do the following:

- Prohibit a provider from shutting off residential water service while a customer was part of a program described in Senate Bill 250 (S-1).
- Prohibit a provider from shutting off residential water for nonpayment within 120 days of the payment's due date.
- Prescribe the requirements for a water service provider to temporarily shut off a residential water service.
- Require a provider to contact a residential customer at least three times to notify the customer of a delinquent account and require the provider to keep records of such notices before shutting off service.
- Prescribe the requirements of delinquency notices.
- Allow a customer that applied for a water affordability program to pay \$10 a month to a provider to delay a shutoff.
- Specify that a shutoff could only occur between the hours of 8 AM and 3 PM.
- Prohibit a shutoff from occurring on a day that the provider's restoration services were not available.
- Require a provider to provide restorative service upon payment or payment arrangements, including a payment plan or enrollment in a program.
- Allow a provider to assess a maximum restoration fee of \$150 and prohibit the provider from issuing a shutoff fee.

- Require a customer who failed to comply with a program to participate in triage to restore program compliance and prevent disenrollment.
- Allow a program administrator to create a renewal agreement for the triage process.
- Allow a provider to proceed with a shutoff process if a program customer failed to comply with the triage.
- Prohibit a provider from shutting off services if the Fund created by Senate Bill 248 (S-1) were insufficient and the customer was enrolled in a program.
- Allow the AG or a lawful occupant to file a civil action for damages, declaratory relief, or temporary or permanent injunctive relief for a violation of the Act.
- Require providers to take reasonable steps to provide equal language access to water services and vital information to residential customers.
- Prohibit a local subdivision of the State from enacting or otherwise enforcing a rule, regulation, code, or ordinance that was not substantially similar to the Act.

Senate Bill 253 would amend the landlord-tenant Act to do the following:

- Allow a tenant residing in certain metered or sub-metered rental premises to request a copy of a water or sewer bill from the water or sewer provider.
- Prohibit a landlord from interfering with or discriminating or retaliating against a tenant that made such a request.
- Require all rental agreements entered, renewed, or negotiated after the bill's effective date to include information on the tenant's rights to request and receive such information.

Senate Bill 254 would amend Public Act 178 of 1939, which governs the collection of water or sewage charges, to require a provider to comply with a request made by a tenant under Senate Bill 253.

Senate Bill 251 (S-2) would enact the "Water Affordability and Transparency Act" to do the following:

- Create the Office of Residential Water Affordability within the DHHS and prescribe its duties.
- Require the DHHS to create a standardized provider report form by April 1, 2028, and prescribe its contents.
- Require a provider to submit this report to the DHHS by April 1 each year, beginning within 15 months of the bill's effective date.
- Require the DHHS to compile and publish on its website a summary of the reports received by September 1 each year, beginning within 20 months of the bill's effective date.
- Require the DHHS to provide training to providers concerning the report by December 31, 2026.

Senate Bill 255 would amend the Michigan Penal Code to prescribe penalties and fines to an individual who restored water at the person's residence that was shutoff due to an inability to pay.

Senate Bill 256 would add sentencing guidelines to the Code of Criminal Procedure for felonies proposed by Senate Bill 255.

Generally, Senate Bills 248, 249, 250, and 252 are tie-barred. Senate Bill 251 is tie-barred to Senate Bills 248 and 250. Senate Bill 254 is tie-barred to Senate Bill 253. Senate Bill 256 is tie-barred to Senate Bill 255.

Senate Bill 250 would take effect 180 days after the bill's effective date. Senate Bill 252 would take effect two years after the bill's effective date. Senate Bills 255 and 256 would take effect 90 days after the bills' effective date.

Proposed MCL 400.14t (S.B. 248); Proposed MCL 400.14q (S.B. 249)  
Proposed MCL 400.14n et al. (S.B. 250); Proposed MCL 554.601f (S.B. 253)  
MCL 123.161 et al. (S.B. 254); 750.282 & 750.383a (S.B. 255)  
777.16o & 777.16s (S.B. 256)

### **BRIEF RATIONALE**

Approximately 75% of Michigan households pay for water provided by public water systems.<sup>1</sup> According to the University of Michigan's Water Center, since 1980, the costs charged by public water systems have grown 188% across the State and up to 320% in some cities.<sup>2</sup> The increasing cost of water may make paying water bills difficult for the State's low-income residents. The University of Michigan's Water Center found that, out of those who had a high-water burden (i.e., spent a greater share of their annual income on water services), 70.8% to 78.1% fell below the FPL.<sup>3</sup> In total, between 6.59% and 10.75% of Michigan households struggled to pay their water bills in 2018.<sup>4</sup> This percentage may increase as water bills continue to rise. Some believe that all residents should have access to water for purposes of public health and safety and that unaffordable water bills threaten this access. Accordingly, it has been suggested that the State provide aid to low-income households struggling to pay their water bills.

Legislative Analyst: Abby Schneider

### **FISCAL IMPACT**

#### Senate Bills 248 (S-1) through 250 (S-1)

##### DHHS

The bill would create a restricted fund, the Low-Income Water Residential Affordability Program Fund, which would allow the State to appropriate funding to operate and administer funding to water providers to make up the difference between the total of customers' actual water, sewerage, and stormwater bill and total discounted water and sewerage bills provided through the DHHS or a local water provider water affordability program. The amount appropriated to the Fund each year would be subject to variation.

The initial annual funding factor would be \$1.25 per month per retail water meter or flat rate account that was not an irrigation or fire-line account. The fee would increase by \$0.25 annually from March 1, 2026, until February 28, 2030, so up to \$2.50 per month. After February 28, 2030, the bill would allow the DHHS to adjust the funding factor by the percentage increase in the United States Consumer Price Index for the immediately preceding calendar year. The rate increase would be limited if the Department of Treasury reported a remaining balance that exceeded 10% of funds collected by the funding factor in that fiscal year. The DHHS would have to adjust the rate so total collections did not surpass the amount from the low-income water affordability funding factor minus the remaining balance. The funding factor would be limited to \$3.00 per month for each retail water meter, or a set rate that led to collections totaling 10% more than those from the previous year.

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<sup>1</sup> "Drinking Water and Wells", Michigan PFAS Action Response Team. Accessed 11-5-25.  
[https://www.michigan.gov/pfasresponse/drinking-water#:~:text=drinking%20water%20supplies,-Maximum%20Contaminant%20Levels%20\(MCLs\),impacting%20private%20wells%20in%20Michigan.](https://www.michigan.gov/pfasresponse/drinking-water#:~:text=drinking%20water%20supplies,-Maximum%20Contaminant%20Levels%20(MCLs),impacting%20private%20wells%20in%20Michigan.)

<sup>2</sup> Read, Jennifer, et al., *Water Service Affordability in Michigan: A Statewide Assessment*, p. 16, 2018.

<sup>3</sup> *Id.* p. 20.

<sup>4</sup> *Id.* p. 19.

The bill also would allow for the funding factor to vary based on the geographically-based DHHS business service center area. Based on information from the United State Environmental Protection Agency Safe Drinking Water Information System, in Michigan there are approximately 2.5 million retail water meters serviced by water systems with 500 or more retail water service connections. According to the same source, there are approximately 106,000 retail water meters serviced by water systems with 500 or fewer retail water service connections.

The bills would require the DHHS to begin the affordability program not later than 18 months after the collection for the Fund begins. Upon implementation of the collection, water systems with 500 or more retail water service connections would be eligible for participation. No later than after the affordability program was implemented, the affordability program would apply to all water providers in the State.

Given the uncertainty and complexity of various funding factors at different business service center locations and implementation at various times to simplify the fiscal impact of the bills, the following analysis is based on a statewide allocation of the funding factor with an assumed uniform annual change. Based on the available data, the estimated amount collected in the Fund in the first 18 months (assuming a funding factor implementation of November 1, 2025) if all 2.5 million retail water meters were subject to two months of \$1.25 per month per retail water meter, 12 months of \$1.50 per month per retail water meter, and four months of \$2.00 per month per retail water meter \$71.2 million. If a water provider serves less than 6,000 water customers, they may opt out of the funding factor which could result in lower total collections, but the total reductions to a maximum collection are uncertain.

Under the bills' specifications, the Fund could be appropriated to the DHHS and local water providers. If at the commencement of a program, the Fund had reached the assumed \$71.2 million, the DHHS could spend, upon appropriation, 5% of the Fund or \$3.5 million for administrative costs associated with the Program and \$425,000 to the Department of Treasury. The remainder of that assumed initial balance, \$67.2 million, would be available for the following:

- Actual administrative costs of the water providers, which would be limited to 15% of the balance in the Fund which after 18 months could be estimated at \$10.1 million.
- Payment or advancement to providers for income-based bill discounts, income-based bill caps, or income-based rates.
- Arrearage payments.
- Water loss mitigation programs which would be capped at a total of \$15.0 million.

Estimates of revenue collections would be subject to the funding factor not being assessed on households that were participants in the Fund or retail water customers not remitting payment for the Program funding factor in their bills as water providers would not be liable for uncollected funding factor fees.

Assuming a 3% percentage increase in the United States Consumer Price Index for the immediately preceding calendar year the fastest period over which the funding factor fee could increase to the \$3 per month per retail water meter is estimated at the 2035 calendar year. If the funding factor fee reached the maximum \$3 per month per retail water meter and the water meter connections are assumed to remain at 2.5 million, the Fund could collect \$90.0 million annually.

#### Local Governments

For local fiscal impact, there would be no centralized data to assess the fiscal impact on each water system within the State so the fiscal impact on municipal water systems is uncertain.

Several different factors could affect the impact to local units of government. One of these would include whether the municipal water system would operate its own Program or participate in the Program established in the DHHS.

As an illustrative example of the status of the second largest municipal water system in the State, the City of Grand Rapids, Table 1 demonstrates a snapshot of fiscal data for a municipal water system.

<b>City Fiscal Year</b>	<b>Average Monthly Billings</b>	<b>Average Monthly Delinquent Payment Balance</b>	<b>Average Monthly Number of Customers</b>	<b>Monthly Amount Collected based on \$2 funding factor fee</b>
2019-20	\$5,313,000	\$1,935,000	81,063	\$1,945,500
2020-21	\$5,540,800	\$2,347,000	81,390	\$1,953,400
2021-22	\$6,119,800	\$2,126,300	81,690	\$1,960,500
2022-23	\$6,420,000	\$2,185,200	82,035	\$1,968,900

As this data is just for one municipal water system at a specific time, no broad fiscal impact statement can be made for all local units of government. "Program administrator" would mean the DHHS, the local water provider, or a third party organization. Depending on which entity was chosen as a program administrator, if the DHHS were chosen, there would be additional cost to the State.

The bill also would result in new costs for the DoT. Under the bill, the DoT would have to administer the Fund. While the general administration and investment of the Fund likely would not result in significant cost increases, the bills also specify that the Department would have to make adjustments to the funding factor if needed and create a mechanism by which customers or philanthropic entities could make a donation for deposit into the Fund. As a result of these obligations, the DoT could incur indeterminate costs related to administrative and information technology needs. As described above, the bill would allow, but not require, the DHHS to pay \$425,000 to the DoT from its allowed administrative costs.

The bill would have an indeterminate fiscal impact on the DHHS and no fiscal impact on local units of government. The bill would create the Low-Income Water Residential Affordability Program Task Force within the DHHS. The bill makes no mention of any reimbursement costs, so it is unclear if the DHHS would be responsible for providing task force members with reimbursement for necessary expenses incurred in the performance of their duties as task force members. For context, other similar commissions committees and task forces average less than \$50,000 in reimbursement costs annually.

The bill likely would have a minor fiscal impact on the DoT. Its additional responsibilities, including preparation of cost projections, could result in the need for one or more additional full-time equivalents (FTEs). The annual cost of an FTE is approximately \$137,500. The bill would allow, but not require, the DHHS to pay \$425,000 to the Department of Treasury from its allowed administrative costs.

### Senate Bill 251 (S-2)

The bill would have an indeterminate fiscal impact on the DHHS to create the Office of Residential Water Affordability and to create a standardized low-income water provider report and to compile and publish the summary information required under the bill. There would be an uncertain level of costs to local units of government in order to complete required form with the information required under the bill.

### Senate Bill 252

#### Local Governments

The bill would have an indeterminate fiscal impact for locally owned providers.

Under the bill, a provider could incur additional costs to comply with the described shut-off notification procedures; however, most providers already engage in similar notification practices. As a result, the fiscal impact on any given local provider would depend on its current practices as well as the number of customers who meet the delinquent account criteria described in the bill.

Although statewide and local actions prohibiting or delaying water shutoffs were enacted during the COVID-19 pandemic, there is insufficient data available to determine whether prohibiting water shut offs for critical care customers would have a significant negative fiscal impact on locally-owned providers overall over a more extended period. Costs and revenue effects would likely vary over time and among different providers depending on the number of customers served and their location. It is possible that the terms of the affordability program would result in revenue collection that would not have otherwise occurred due to the smaller payment amounts required of qualified customers. Conversely, delaying or preventing shut-offs could result in meaningful revenue loss to a provider should the payments made by customers fall below the cost of providing the service for an extended time. In addition, providers with a significant number of qualifying customers could experience additional administrative costs to monitor payments and ensure compliance with the procedures outlined in the bill. Providers could elect to increase rates to compensate for any new incurred losses if additional funding were not provided to offset these losses.

The bill would allow a provider to assess a restoration charge of not more than \$150 that could offset losses associated with water shutoff procedures.

The bill would have an indeterminate, and potentially minimal fiscal impact on State and local revenue and expenditure. State expenses incurred under the bill would likely be minimal and incorporated within the regular scope of duties for the programs affected by the bill. The bill would be unlikely to have any impact on State revenue. For local governments that operate retail water services, to the extent that the bill would prevent shutoffs that would otherwise occur, uncompensated expenses would increase by an unknown amount. Similarly, Notification requirements under the bill could increase local unit expenditures by an unknown amount. To the extent that customers would maintain service under the bill and the alternative payment arrangements were successful, the bill could increase revenue from retail water services over what would otherwise occur.

The bill could have a minor fiscal impact on local courts, particularly circuit courts, on account of an increase in complaints to enforce the proposed Act outlined in the bill language. Circuit court judges and administrators would likely need to identify and develop processes for handling such cases. Some confusion could be present as typically circuit courts handle civil

cases in which the amount in controversy exceeds \$25,000. Claims for money judgements of a lesser amount are handled in district, or small claims, courts.

The Attorney General could incur litigation costs, but only if it chose to enforce the act via civil litigation. It is not known under what circumstances the Attorney General would intervene, though it would seem more likely that the Attorney General would file civil actions against larger providers or landlords to address systemic violations, instead of single instance violations. Such costs are indeterminate. The bill would provide for attorney fees and costs for prevailing customers and lawful occupants; it does not indicate whether the Attorney General would be reimbursed for such costs when it prevailed in a civil action under the proposed Act.

#### Senate Bills 253 and 254

The bills would have no fiscal impact on courts or the AG.

#### Senate Bill 255

The bill could have a positive fiscal impact on local units of government. The bill would impose new civil fines of up to \$500. Revenue collected from civil fines is used to support local libraries and county law libraries. The amount of revenue for local libraries is indeterminate and dependent on the actual number of violations.

#### Senate Bill 256

The bill would have no fiscal impact on local government and an indeterminate fiscal impact on the State, in light of the Michigan Supreme Court's July 2015 opinion in *People v. Lockridge*, in which the Court ruled that the sentencing guidelines are advisory for all cases. This means that the addition to the guidelines under the bill would not be compulsory for the sentencing judge. As penalties for felony convictions vary, the fiscal impact of any given felony conviction depends on judicial decisions.

Date Completed: 11-7-25

Fiscal Analyst: Bobby Canell  
Joe Carrasco, Jr.; John P. Maxwell  
Elizabeth Raczkowski; Michael Siracuse

SAS\Floors2526\sb248

This analysis was prepared by nonpartisan Senate staff for use by the Senate in its deliberations and does not constitute an official statement of legislative intent.

**CITY COUNCIL MEETING DATES 2026**  
4<sup>th</sup> TUESDAY OF EACH MONTH @ 7:00 p.m.  
**JANUARY 27**  
**FEBRUARY 24**  
**MARCH 24**  
**APRIL 28**  
**MAY 26**  
**JUNE 23**  
**\*\*JULY 21 (date changed for Early Voting)**  
**AUGUST 25**  
**SEPTEMBER 22**  
**\*OCTOBER 20 (date changed for Early Voting)**  
**NOVEMBER 24**  
**DECEMBER 22**

**PLANNING BOARD MEETING DATES**  
2<sup>nd</sup> THURSDAY OF EACH MONTH @ 7:00 p.m.  
**JANUARY 8**  
**FEBRUARY 12**  
**MARCH 12**  
**APRIL 9**  
**MAY 14**  
**JUNE 11**  
**JULY 9**  
**AUGUST 13**  
**SEPTEMBER 10**  
**OCTOBER 8**  
**NOVEMBER 12**  
**DECEMBER 10**

K.

#### **BOARD OF REVIEW**

**MARCH 3** @ 12:00 p.m. – (Annual Organizational Meeting)  
@ 12:30 p.m. – 8:30 p.m. (Appeal Hearing)  
**MARCH 9** from 12:30 p.m. to 8:30 p.m. (Appeal Hearing)  
**MARCH 10** from 12:00 p.m. to 8:00 p.m. (Appeal Hearing)  
**JULY 21** @ 5:00 p.m.  
**DECEMBER 15** @ 5:00 p.m.

#### **DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING DATES**

THE ANNUAL MEETING SHALL BE HELD IN **FEBRUARY** AT A TIME AND PLACE TO BE SET BY THE BOARD. THIS BOARD WILL MEET MONTHLY ON THE 3<sup>rd</sup> THURSDAY. The potential dates are listed below:

January 15	April 16	July 16	October 15
February 19	May 21	August 20	November 19
March 19	June 18	September 17	December 17

#### **ZONING BOARD OF APPEALS**

**FEBRUARY 11 @ 7:00 P.M.** IS THE ANNUAL ORGANIZATIONAL MEETING. THIS BOARD WILL MEET ON THE SECOND WEDNESDAY OF EACH MONTH AS NEEDED.

#### **ELECTION COMMISSION** TBA

#### **OFFICE CLOSURE AND HOLIDAYS**

**JANUARY 1** – NEW YEARS DAY  
**JANUARY 19** – MARTIN LUTHER KING JR. DAY  
**FEBRUARY 16** – (*In Service Day*)  
**APRIL 6** – MONDAY AFTER EASTER  
**MAY 25** – MEMORIAL DAY  
**JUNE 19** – (*In Service Day*)  
**SEPTEMBER 7** – LABOR DAY  
**OCTOBER 12** – (*In Service Day*)  
**NOVEMBER 11** – VETERAN'S DAY  
**DECEMBER 24** – CHRISTMAS EVE  
**DECEMBER 31** – NEW YEARS EVE

All City Council, Planning Board, Downtown Development Authority, Tax Board of Review and Zoning Board of Appeals Meetings are held here at City Hall, 139 S. Saginaw Street, Montrose, MI 48457. Any questions, please call the City Office at (810) 639-6168.



# CITY OF MONTROSE



PRIORITY  
INNOVATE \* OPERATE

## 2026 Recycling and Waste Collection Calendar

Your Waste Collection is on Wednesday.

Your Recycling is Collected on the second Wednesday of each month.

Yard Waste Pickup is every Wednesday from April 1<sup>st</sup> - November 25<sup>th</sup>

  Waste Services

  Recycling & Waste Collection

  Holiday

If your service day falls on or after a holiday, your service will be delayed one day later.

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Call (855) WASTE-65 or visit PriorityWaste.com for more information.

## **2026 Genesee County Small Cities & Villages Association Meeting Calendar**

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January 7 – Fenton City

February 4 – Flushing City

March 4 - Gaines

April 1 - Goodrich

May 6 - Grand Blanc City

June 3 - Otter Lake

**July - No meeting**

**August - No meeting**

September 2 – Linden City

October 7 – Montrose City

November 4 - Swartz Creek City

December 2 – Burton City

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*\*Locations of meetings are announced generally two (2) weeks prior to the meeting and requires RSVP*

N.

# CITY OF MONTROSE MEMORANDUM

**Date:** December 15, 2025

**To:** Mayor Banks and City Council Members

**From:** City Secretary

**Subject: Utility, Tax, Water/Sewer and Customer Service Report for December 2025**

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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. **November 2025 activities.**

**Customer Assistance Front Counter**

Total: Total count not recorded for November. Will have an official count for December in the January 2026 council packet. Dozens came in to pay utility bills, get dump passes, burn permits, and had questions regarding permits and other city services.

**Depot Rentals**

Total: 7

**Trash/Recycling Complaints**

Total: 4

**Dump Passes**

Total: 2

**Burn Permits**

Total: 2

**Water/Sewer Bill Reconciliation**

655 Water bills processed in November. 106 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on November 10, 2025, to the post office. Seventy-six water bills on auto-payment.

**Water Shut Off**

Eighty residents on the shut-off list for the month of November. A resident must be two months behind on payments to be on the shut-off list. Thirty-eight residents paid before phone calls were made. Forty-two received one if not two additional phone calls regarding the shut-off date. By November 10, 2025, at 6pm, seventy-seven residents had paid on-time or made payment arrangements. Shut off was schedule for November 11, 2025.

Total: 3 – On November 11, 2025, at 8am. Residents who were shut off either had city office phone number blocked or no phone number on file. All paid on the same day.

**Recommendation: City Council Consider Receive and File Report**

# CITY OF MONTROSE MEMORANDUM

**Date:** December 16, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager 

**Subject:** Presentation by Andy Campbell, CPA Bendzinski & Co.

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**Background:** The Mayor and City Council will receive a presentation from Andy Campbell, CPA Bendzinski & Co relative to a report on the City of Montrose Water & Sewer Rate Study. As you are aware, this process first began in July 2025 when city council was asked to approve a Grant request (and was Granted) to pay for such study (water) and again in September (sewer) for a combined “User Rate Study.”

The council will be provided significant details and forecasts outlining the city’s position concurrent and prospectively. The progress of this study has been consistently conveyed to city council and the approach the city is taking to regain a foothold after several or more years of stagnant “schedule of fees” coupled with increases in costs to the overall system.

Council will not be asked to make any decisions at the meeting, rather consume the information, Q/A and will revisit early 2026 as city administration prepares for FY26/27 Budget.

**CITY OF MONTROSE**  
**COUNTY OF GENESEE, STATE OF MICHIGAN**  
Operating & Maintenance Expenses - Water

Draft 12/11/2025

	Fiscal Year Ended			Forecasted	
	6/30/2024	6/30/2025	6/30/2026	Test Year	Inflationary Increases
	Actuals	Actuals	Budget		
(-----Per Client-----)					
<b>Department 536: Operations and Maintenance</b>					
702.000 Salaries and Wages	\$128,305	\$125,119	\$116,550	\$166,550 [1]	4.00%
709.000 SS and Medicare	10,196	9,541	8,916	8,916	4.00%
716.000 Pension Expense	(10,863)	-	-	-	0.00%
717.000 MERS	3,270	2,086	3,675	3,675	4.00%
718.000 Health Insurance	1,314	5,321	12,736	12,736	4.00%
719.000 Workers Compensation	2	-	900	900	4.00%
720.000 Life and Short Term Disability	776	525	971	971	4.00%
721.000 Clothing Allowance	425	425	425	425	4.00%
752.000 Supplies - Operating and Office	8,222	3,754	8,000	8,000	4.00%
801.000 Contracted Services	125,565	229,711	-	-	0.00%
804.000 Legal Services	-	-	1,000	1,000	4.00%
811.000 IT Services	2,287	4,446	5,000	5,000	4.00%
824.000 Bank Charges	15	-	-	-	0.00%
826.000 OPEB Study	325	1,050	1,500	1,500	4.00%
840.000 Insurance	5,672	-	4,000	4,000	4.00%
850.000 Telephone	-	-	250	250	4.00%
851.000 Postage	2,000	1,000	2,000	2,000	4.00%
852.000 Internet	1,427	1,182	1,350	1,350	4.00%
861.000 Mileage and Parking	-	-	50	50	4.00%
868.000 Dues and Subscriptions	810	-	1,500	1,500	4.00%
900.000 Printing and Publishing	-	455	500	500	4.00%
910.000 Education, Meetings and Training	-	-	1,000	1,000	4.00%
920.000 Utilities	5,443	5,168	5,775	5,775	4.00%
934.000 Repairs and Maintenance	139	38	7,000	7,000	4.00%
940.000 Equipment Rentals and Leases	4,346	275	3,000	3,000	4.00%
956.000 Miscellaneous	2,310	-	-	-	0.00%
968.000 Depreciation Expense	-	-	- [2]	-	0.00%
975.000 Capital Outlay	3,497	3,140	-	-	0.00%
<b>Total Operation and Maintenance</b>	<b>295,483</b>	<b>393,236</b>	<b>186,098</b>	<b>236,098</b>	
<b>Department 538: Charges for Services - County</b>					
805.000 Water Charges	356,322	328,873	388,500	388,500	4.00%
<b>Department 906: Debt Service</b>					
991.000 Principal	-	-	- [3]	-	0.00%
992.000 Interest Expense	-	-	- [3]	-	0.00%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Water O&amp;M Expenses</b>	<b>\$651,806</b>	<b>\$722,109</b>	<b>\$574,598</b>	<b>\$624,598</b>	

[1] Adjusted per client.

[2] Depreciation Expense is removed from this report as it is performed on the cash basis.

[3] Bond Payments are removed from this section as these expenses are included in the debt service schedules addressed later in the report.

**CITY OF MONTROSE  
COUNTY OF GENESEE, STATE OF MICHIGAN  
Combined Debt Schedules - Water**

Draft 12/11/2025

Date	2014 USDA Bonds	2023 DWSRF Bonds	Fiscal Year Total
2025/26	\$28,785.00	\$25,312.66	\$54,097.66
2026/27	29,427.50	25,031.40	54,458.90
2027/28	29,042.50	24,750.14	53,792.64
2028/29	28,657.50	24,468.88	53,126.38
2029/30	29,272.50	24,187.62	53,460.12
2030/31	28,860.00	23,906.36	52,766.36
2031/32	29,447.50	23,625.10	53,072.60
2032/33	29,007.50	23,343.84	52,351.34
2033/34	28,567.50	23,062.58	51,630.08
2034/35	29,127.50	22,781.32	51,908.82
2035/36	28,660.00	22,500.06	51,160.06
2036/37	29,192.50	27,218.80	56,411.30
2037/38	28,697.50	26,843.80	55,541.30
2038/39	29,202.50	26,468.80	55,671.30
2039/40	28,680.00	26,093.80	54,773.80
2040/41	29,157.50	25,718.80	54,876.30
2041/42	28,607.50	25,343.80	53,951.30
2042/43	29,057.50	24,968.80	54,026.30
2043/44	29,480.00	24,593.80	54,073.80
2044/45	28,875.00	24,218.80	53,093.80
2045/46	29,270.00	23,843.80	53,113.80
2046/47	28,637.50	23,468.80	52,106.30
2047/48	29,005.00	23,093.80	52,098.80
2048/49	29,345.00	22,718.80	52,063.80
2049/50	28,657.50	27,343.80	56,001.30
2050/51	28,970.00	26,875.04	55,845.04
2051/52	29,255.00	26,406.28	55,661.28
2052/53	29,512.50	25,937.52	55,450.02
2053/54	27,742.50	25,468.76	53,211.26
<b>Total:</b>	<b>\$840,200.00</b>	<b>\$719,595.76</b>	<b>\$1,559,795.76</b>

**CITY OF MONTROSE  
COUNTY OF GENESSEE, STATE OF MICHIGAN  
Schedule of Estimated Capital Improvements - Water**

Draft 07/30/2025

Project	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	Total
Water Main - RUTH-02			\$250,000								\$250,000
Water Main - OAK-BEECH-LOOP			318,750								318,750
Water Main - PERRY-05			39,490								39,490
Water Main - PERRY-06			82,500								82,500
Water Main - GENESSEE-01											76,940
Water Main - HICKORY-04											363,100
Water Main - OAK-03											280,700
Water Main - PARKWAY-01											204,360
Water Main - WASHINGTON-05											183,950
Water Main - CLARK-STATE-LOOP											461,250
Water Main - STATE-01											213,420
Lead (Galvanized) Service Line Replacements	\$60,000	\$60,000	60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$600,000
Subtotal	-	\$60,000	\$750,740	\$60,000	\$60,000	\$985,100	\$60,000	\$60,000	\$60,000	\$60,000	\$3,074,460
Plus 5% Yearly Inflation	-	6,150	118,335	12,930	16,577	335,028	24,426	28,547	506,461	37,734	1,086,289
<b>Total Estimated Capital Improvements</b>	<b>-</b>	<b>\$66,150</b>	<b>\$869,075</b>	<b>\$72,930</b>	<b>\$76,577</b>	<b>\$1,320,128</b>	<b>\$84,426</b>	<b>\$88,647</b>	<b>\$1,425,081</b>	<b>\$97,734</b>	<b>\$4,160,749</b>
<b>Cash-Funded:</b>	<b>-</b>	<b>\$66,150</b>	<b>\$69,458</b>	<b>\$72,930</b>	<b>\$76,577</b>	<b>\$80,406</b>	<b>\$84,426</b>	<b>\$88,647</b>	<b>\$93,080</b>	<b>\$97,734</b>	<b>\$729,407</b>
<b>Debt-Funded:</b>	<b>-</b>	<b>-</b>	<b>\$799,618</b>	<b>-</b>	<b>-</b>	<b>\$1,239,722</b>	<b>-</b>	<b>-</b>	<b>\$1,332,001</b>	<b>-</b>	<b>\$3,371,342</b>
Project	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	Total	
Water Main - MAPLE-08		\$211,930									\$211,930
Water Main - MAPLE-09		47,150									47,150
Water Main - GOLD-01		134,430									134,430
Water Main - STATE-04		253,056									253,056
Water Main - STATE-03		76,000									76,000
Water Main - ELIZABETH-01											122,880
Water Main - ELIZABETH-02											177,480
Water Main - ELIZABETH-03											94,020
Water Main - GROVER-01											117,320
Water Main - GROVER-02											368,530
Water Main - SAGINAW-05											368,530
Water Main - SAGINAW-06											283,890
Water Main - SAGINAW-07											84,920
Lead (Galvanized) Service Line Replacements											180,000
Subtotal	\$60,000	\$782,566	\$60,000	\$60,000	\$60,000	\$880,230	-	-	-	\$521,470	\$2,304,266
Plus 5% Yearly Inflation	42,620	622,810	53,139	-	-	949,705	-	-	-	796,259	2,464,533
<b>Total Estimated Capital Improvements</b>	<b>\$102,620</b>	<b>\$1,405,376</b>	<b>\$113,139</b>	<b>-</b>	<b>\$1,829,935</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,317,729</b>	<b>\$4,768,799</b>	
<b>Cash-Funded:</b>	<b>\$102,620</b>	<b>\$107,751</b>	<b>\$113,139</b>	<b>-</b>	<b>\$1,829,935</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,317,729</b>	<b>\$323,511</b>	
<b>Debt-Funded:</b>	<b>-</b>	<b>\$1,297,625</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$4,445,288</b>	

**CITY OF MONTROSE  
COUNTY OF GENESEE, STATE OF MICHIGAN  
Cash Flow - Water - Scenario One**

Draft 12/11/2025

	2025/26	Three-Step Increase	2026/27	2027/28	2028/29	Inflationary Increases	2029/30	2030/31
<b>Rates:</b>								
Meter Equivalents	780		780	780	780		780	780
Multi-Residential Units Billed	135		135	135	135		135	135
Ready to Serve Charge (monthly)	\$24.25	\$3.25	\$37.50	\$40.75	\$44.00	4.00%	\$45.76	\$47.59
Billable Flow	32,204		32,204	32,204	32,204		32,204	32,204
Commodity Charge (per 1,000 gal.)	\$7.58	\$1.50	\$9.08	\$10.58	\$12.08	4.00%	\$12.56	\$13.07
<i>Typical homeowner's monthly bill (assumes 4,500 gallons/month)</i>	\$68.36		\$78.36	\$88.36	\$98.36		\$102.29	\$106.39
 Revenues:								
Ready to Serve Charge Revenue	\$320,580		\$351,000	\$381,420	\$411,840		\$428,314	\$445,446
Multi-Residential Units Revenue	55,419		60,678	65,937	71,196		74,044	77,005
Commodity Charge Revenue	244,105		292,411	340,717	389,023		404,584	420,767
Hydrant Assessment	12,540		12,540	12,540	12,540		12,540	12,540
Other Revenue	16,125		16,125	16,125	16,125		16,125	16,125
<b>Total Revenues</b>	<b>648,770</b>		<b>732,754</b>	<b>816,739</b>	<b>900,724</b>		<b>935,606</b>	<b>971,884</b>
 Less: Total Operating Expenditures								
Net Operating Revenue	74,172		83,172	141,174	198,136		204,915	211,965
 Less: Current Debt Service Payments								
Sewer Fund Interfund Loan Payment	(54,098)		(54,459)	(53,793)	(53,126)		(53,460)	(52,766)
<i>Estimated Cash-Funded Lead Service Lines</i>	(13,648)		(13,648)	(13,648)	-		-	-
<i>Estimated Debt Service #1: 2028 DWSRF Bonds [1]</i>	-		-	(66,150)	(69,458)		(72,930)	(76,577)
 Net Cash Flow	<b>\$6,426</b>		<b>\$15,066</b>	<b>\$7,583</b>	<b>\$60,552</b>		<b>\$63,524</b>	<b>\$47,621</b>
 Cash & Investments	\$165,588		\$172,015	\$194,663	\$255,215			
<i>Less: Debt Service Reserve [2]</i>	(38,422)		(38,422)	(38,422)	(38,422)		(38,422)	(38,422)
<i>Unrestricted, RRI Cash and Investments</i>	\$127,167		\$133,593	\$148,659	\$156,242		\$216,793	\$227,939

[1] Estimated debt service payments based on a \$679,675 30-year DWSRF project at an estimated interest rate. Total project is \$799,618 with 15% principal forgiveness.  
 [2] Accumulated, includes Water Supply System Revenue Bond, Series 2014A.

**CITY OF MONTROSE  
COUNTY OF GENESSEE, STATE OF MICHIGAN**  
Cash Flow - Water - Scenario Two

Draft 12/11/2025

	<u>2025/26</u>	<u>Three-Step Increase</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>One-Step Increase</u>	<u>2029/30</u>	<u>Inflationary Increases</u>	<u>2030/31</u>
<b>Rates:</b>									
Meter Equivalents	780		780	780	780		780		780
Multi-Residential Units Billed	135		135	135	135		135		135
Ready to Serve Charge (monthly)	\$34.25	10.00%	\$37.68	\$41.44	\$45.59	\$3.00	\$48.59	4.00%	\$50.53
Billable Flow	32,204		32,204	32,204	32,204		32,204		32,204
Commodity Charge (per 1,000 gal.)	\$7.58	10.00%	\$8.34	\$9.17	\$10.09	\$1.50	\$11.59	4.00%	\$12.05
<i>Typical homeowner's monthly bill (assumes 4,500 gallons/month)</i>	<b>\$68.36</b>		<b>\$75.20</b>	<b>\$82.72</b>	<b>\$90.99</b>		<b>\$100.74</b>		<b>\$104.77</b>
 Revenues:									
Ready to Serve Charge Revenue	\$320,580		\$352,638	\$387,902	\$426,692		\$454,772		\$472,963
Multi-Residential Units Revenue	55,419		60,961	67,058	73,763		78,618		81,762
Commodity Charge Revenue	244,105		268,516	295,367	324,904		373,210		388,138
Hydrant Assessment	12,540		12,540	12,540	12,540		12,540		12,540
Other Revenue	16,125		16,125	16,125	16,125		16,125		16,125
Total Revenues	<b>648,770</b>		<b>710,780</b>	<b>778,992</b>	<b>854,024</b>		<b>935,265</b>		<b>971,529</b>
Less: Total Operating Expenditures	<b>(574,598)</b>		<b>(649,582)</b>	<b>(675,565)</b>	<b>(702,588)</b>		<b>(730,691)</b>		<b>(759,919)</b>
Net Operating Revenue	<b>74,172</b>		<b>61,198</b>	<b>103,427</b>	<b>151,437</b>		<b>204,573</b>		<b>211,610</b>
Less: Current Debt Service Payments									
Sewer Fund Interfund Loan Payment	<b>(54,098)</b>		<b>(54,459)</b>	<b>(53,793)</b>	<b>(53,126)</b>		<b>(53,460)</b>		<b>(52,766)</b>
Estimated Cash-Funded Lead Service Lines	<b>(13,648)</b>		<b>(13,648)</b>	<b>(13,648)</b>	<b>-</b>		<b>-</b>		<b>(76,577)</b>
Estimated Debt Service #1: 2028 DWSRF Bonds [1]	<b>-</b>		<b>-</b>	<b>-</b>	<b>(66,150)</b>	<b>(69,458)</b>	<b>(72,930)</b>	<b>(15,000)</b>	<b>(35,000)</b>
Net Cash Flow	<b>\$6,426</b>		<b>(\$6,909)</b>	<b>(\$30,164)</b>	<b>\$13,853</b>		<b>\$63,183</b>		<b>\$47,266</b>
<i>Cash &amp; Investments</i>	<b>\$165,588</b>		<b>\$172,015</b>	<b>\$165,106</b>	<b>\$134,942</b>	<b>\$148,795</b>	<b>\$211,977</b>		<b>\$259,244</b>
<i>Less: Debt Service Reserve [2]</i>	<b>(38,422)</b>		<b>(38,422)</b>	<b>(38,422)</b>	<b>(38,422)</b>	<b>(38,422)</b>	<b>(38,422)</b>		<b>(38,422)</b>
<i>Unrestricted, RRI Cash and Investments</i>	<b>\$127,167</b>		<b>\$133,593</b>	<b>\$126,684</b>	<b>\$96,520</b>	<b>\$110,373</b>	<b>\$173,556</b>		<b>\$220,822</b>

[1] Estimated debt service payments based on a \$679,675 30-year DWSRF project at an estimated interest rate. Total project is \$799,618 with 15% principal forgiveness.

[2] Accumulated, includes Water Supply System Revenue Bond, Series 2014A.

**CITY OF MONTROSE**  
**COUNTY OF GENESEE, STATE OF MICHIGAN**  
Operating & Maintenance Expenses - Sewer

Draft 12/11/2025

	Fiscal Year Ended			Forecasted	
	6/30/2024	6/30/2025	6/30/2026	Test Year	Inflationary Increases
	Actuals	Actuals	Budget		
(-----Per Client-----)					
<b>Department 536: Operations and Maintenance</b>					
702.000 Salaries and Wages	\$85,702	\$87,084	\$104,200	\$104,200	4.00%
709.000 SS and Medicare	6,909	6,632	7,971	7,971	4.00%
717.000 MERS	(10,863)	1,183	1,500	1,500	4.00%
718.000 Health Insurance	1,709	8,407	10,000	10,000	4.00%
719.000 Workers Compensation	1,314	-	500	500	4.00%
720.000 Life and Short Term Disability	332	847	836	836	4.00%
721.000 Clothing Allowance	776	425	425	425	4.00%
752.000 Supplies - Operating and Office	425	3,621	5,000	5,000	4.00%
801.000 Contracted Services	6,114	42,441	12,000	12,000	4.00%
804.000 Legal Services	9,311	-	-	-	0.00%
811.000 IT Services	2,287	4,481	500	500	4.00%
826.000 OPEB Study	325	1,050	1,103	1,103	4.00%
840.000 Insurance	5,672	-	6,000	6,000	4.00%
850.000 Telephone	363	-	500	500	4.00%
851.000 Postage	2,000	1,000	2,000	2,000	4.00%
852.000 Internet	1,427	1,497	1,400	1,400	4.00%
861.000 Mileage and Parking	-	-	-	-	0.00%
868.000 Dues and Subscriptions	1,357	1,082	2,000	2,000	4.00%
900.000 Printing and Publishing	-	455	500	500	4.00%
910.000 Education, Meetings and Training	-	-	-	-	0.00%
920.000 Utilities	4,273	4,453	5,000	5,000	4.00%
934.000 Repairs and Maintenance	-	38	500	500	4.00%
940.000 Equipment Rentals and Leases	332	275	1,000	1,000	4.00%
968.000 Depreciation Expense	-	-	- [1]	-	0.00%
975.000 Capital Outlay	3,230	3,140	-	-	0.00%
<b>Total Operation and Maintenance</b>	<b>122,992</b>	<b>168,113</b>	<b>162,935</b>	<b>162,935</b>	
<b>Department 558: Charges for Services - County</b>					
806.000 Treatment Charge	177,191	175,327	185,609	185,609	4.00%
807.000 Maintenance Charge	17,595	17,200	19,702	19,702	4.00%
<b>Total Charges for Services - County</b>	<b>194,787</b>	<b>192,527</b>	<b>205,311</b>	<b>205,311</b>	
<b>Department 931: Operating Transfer In</b>					
931.000 Transfer from Major Street Fund	-	-	-	-	0.00%
<b>Total Sewer O&amp;M Expenses</b>	<b>\$317,779</b>	<b>\$360,640</b>	<b>\$368,246</b>	<b>\$368,246</b>	

[1] Depreciation Expense is removed from this report as it is performed on the cash basis.

**CITY OF MONTROSE  
COUNTY OF GENESSEE, STATE OF MICHIGAN**  
Schedule of Estimated Capital Improvements - Sewer

Draft 12/11/2025

Project	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	Total
Miscellaneous Repairs and Pipe Linings	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000
Subtotal	\$25,000	25,000	\$25,000	25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000
Plus 5% Yearly Inflation	1,250	2,563	3,941	5,388	6,907	8,502	10,178	11,936	13,783	15,722	80,170
Total Estimated Capital Improvements	<u>\$26,250</u>	<u>\$27,563</u>	<u>\$28,941</u>	<u>\$30,388</u>	<u>\$31,907</u>	<u>\$33,502</u>	<u>\$35,178</u>	<u>\$36,936</u>	<u>\$38,783</u>	<u>\$40,722</u>	<u>\$330,170</u>
Cash-Funded:	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936	\$38,783	\$40,722	\$330,170
Debt-Funded:											\$0

2025/26		Inflationary Increases	2025/27	2026/28	2027/28	2028/29	2029/30	2030/31
Meter Equivalents								
Multi-Residential Units Billed	780		780	780	780	780	780	780
Ready to Serve Charge (monthly)	133		133	133	133	133	133	133
Billable Flow	\$28.75	4.00%	\$29.90	\$31.10	\$32.34	\$33.63	\$34.98	\$34.98
Commodity Charge (per 1,000 gal.)	32,169		32,169	32,169	32,169	32,169	32,169	32,169
Residential Equivalent Units	\$3.60	4.00%	\$3.74	\$3.89	\$4.05	\$4.21	\$4.38	\$4.38
Sewer Only Charge (monthly)	3		3	3	3	3	3	3
	\$41.57		\$46.75	\$48.62	\$50.56	\$52.59	\$54.69	\$54.69
Typical homeowner's monthly bill (assumes 4,500 gallons/month)	\$44.95		\$46.75	\$48.62	\$50.56	\$52.59	\$54.69	\$54.69
Revenues:								
Ready to Serve Charge Revenue	\$269,093		\$279,857	\$291,051	\$302,693	\$314,801	\$327,393	\$327,393
Multi-Residential Units Revenue	45,739		47,568	49,471	51,450	53,508	55,648	55,648
Commodity Charge Revenue	115,810		120,442	125,260	130,270	135,481	140,900	140,900
Sewer Only Charge Revenue	1,497		1,683	1,750	1,820	1,893	1,969	1,969
Water Fund Interfund Loan Payment	13,648		13,648	13,648	-	-	-	-
Major Street Fund Interfund Loan Payment	130,063		130,063	130,063	130,063	-	-	-
Other Revenue	12,500		12,500	12,500	12,500	12,500	12,500	12,500
Total Revenues	588,349		605,761	623,743	628,796	518,182	538,410	538,410
Less: Total Operating Expenditures	(368,246)		(382,976)	(397,796)	(413,208)	(429,237)	(445,908)	(31,907)
Net Operating Revenue	220,103		222,785	225,947	215,588	88,945	92,502	
Less: Estimated Cash-Funded Capital Improvements	-		(26,250)	(27,563)	(28,941)	(30,388)		
Net Cash Flow	\$220,103							
Cash & Investments	\$196,535		\$198,385	\$186,647	\$58,557		\$60,595	
Less: Net Cash Flow	\$1,165,678		\$1,364,063	\$1,550,710	\$1,609,268	\$1,669,863		
Net Cash Flow	\$749,040		\$969,143					

# CITY OF MONTROSE MEMORANDUM

**Date:** December 2, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Sam Spence, DPW Supervisor & Joe Karlichek, City Manager

**Subject: Consider Approving Sale of City DPW Generator**

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**Background:** Upon reviewing the city's capital needs and discussing the budgetary needs of city-wide departments with DPW Supervisor Sam Spence, Sam expressed his desire to relinquish the city's 2009 Magnum 45 Trailer Generator with an estimated 220 hours of running time. The generator was primarily used to backup the city's one (1) lift station in the event of a power failure. The city no longer maintains those lift stations as you may be aware or know. The city purchased this generator in 2009 at a price of \$17,600.

It is the recommendation by city administration to place this asset on recognized bid sites. If the city is successful in selling the generator, those funds would be considered earmarked for other "Capital Outlay" needs of the city identified in the upcoming FY Budget Capital Improvement Plan (CIP). It is estimated, given the desire from other municipalities who need a generator for waste water and other higher level needs, to sell for \$20-\$25,000.00.

Pictures are included in this memorandum. The generator is currently stored at the city's old pump house.

**Recommendation:** It is the recommendation the city council consider placing this asset on recognized bid sites.



# CITY OF MONTROSE MEMORANDUM

2.

**Date:** December 11, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: Consider Approving Administrative Code (AC)**

---

**Background:** Upon my hiring as your city manager one of the many tasks I laid out was studying city personnel, its operations and developing plans to assist in rebuilding employee culture, develop positive relationships and improve compliance. If you recall the city council was presented with a SWOT analysis and was approved at your August 2025 meeting. In part, the SWOT analysis revealed several areas of deficiency that included the city's current "Personnel Handbook" or PH.

## **OUTDATED**

It was discovered the PH had essentially not been updated since 2012, some thirteen (13) years ago only to have a short amendment added in 2022 and then shelved. Upon examination of the PH, some of the following key areas of antiquation was discovered.

- There were numerous antiquated and/or insufficient guidelines and guardrails for administration, and its employees.
- Medical/health insurance and retirement information contradicted today's practices and was inconsistent with the scope of the city's needs concurrently and prospectively.
- The PH was inconsistent with current CBA Local Union No. 7-SM, AFL-CIO International Association of Sheet Metal, Air, Rail and Transportation Workers or SMART.

## **JOB DESCRIPTIONS (JD)**

In addition to the review, I also took considerable time to review the city's job descriptions. All of job descriptions were found to be 10 – 15 years old. One other disparaging fact is that while our DPW Supervisor had a job description including DPW laborers, it was reported to me they had never seen their very own job description before. That review reveals many of the matters at hand relative to job tasks and inefficiencies that had been plaguing the administration in the beginning. This is not unique amongst many organization in my experience, (job descriptions are written to shove in the employee file or written and forgotten about). It is important for the city administration to establish a system where periodic reviews of JD's (every three (3) years) are conducted to ensure today's labor force, its expectations and job functions are matching. Without effective job descriptions which outline expectations, the employer cannot effectively and objectively evaluate the employees' job performance. Henceforth, the last known record of an employee evaluation occurred in 2019, nearly six (6) years ago. This again, is not unique to many organizations when comfortability sets in and over time it can breed inefficiencies as well as enable a breeding ground for litigation in complex labor relations that can exist.

## **NEW CITY COUNCIL RULES/ORIENTATION**

One of the other components added to the AC is additional city council rules describing a required Orientation processes when newly elected and appointed personnel become part of the organization. Proper orientation is

vital to the success of the organization. It requires time, effort, educating, and participation so the newly elected and appointed members of a board/committee such as Planning, Zoning, or DDA are professionally and properly communicated with. This allows for a smoother transition, mitigates anxiety, and provides a true open door environment where the newly elected and appointed are welcomed members of the organization verses an outcast.

### **FINANCES/PERSONNEL**

Thorough examination of the city's finances, personnel structure and all related variable and fixed expenses was conducted to facilitate the update. From nearly six (6) months of investigations, research, and multiple independent reviews this Administration presents the city council with a new personnel policy manual called the City of Montrose Administrative Code or AC.

### **ALL CITY STAFF PARTICIPATION & LEGAL REVIEW**

All city staff participated in the review and feedback, offering input, corrections, and Q/A. Upon concluding that process the AC was handed off to the city attorney Mr. John Ryan, PLLC for review. Concluding Mr. Ryan's review, the city council is presented with a final document of the Administrative Code for approval as you see it.

### **CONCLUSION**

Following six (6) months of investigations, research, staff participation/review, Q/A and final legal review City Administration requests the city council to approve the Administrative Code (AC).

**Recommendation:** It is recommended city council approve the City of Montrose Administrative Code, replacing the current outdate and antiquated city personnel handbook.

# CITY OF MONTROSE MEMORANDUM

**Date:** December 11, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: Request for a Resolution to Reaffirm the Board of Reviews Poverty Exemption Guidelines**

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**Background:** In accordance with §211.7u(1) of the Michigan General Property Tax Act, as amended, defining poverty exemptions for property tax and providing impoverished property owners with relief based upon the judgment of the City's Board Review, as authorized by the Official Charter of the City of Montrose §6-203, the adoption of property tax poverty exemptions is within the authority of the Montrose City Council.

In this regard, the Board of Review for the City of Montrose recommends that the Montrose City Council reaffirm and adopt by Resolution its recommendations for the implementation of annual poverty exemptions to comply with guidelines promulgated by the Michigan Department of Treasury Bulletin 15 of 2025 and established by PA 253 of 2020 and PA 191 of 2023, as well as federal poverty guidelines published by the U.S. Department of Health and Human Services annually.

A copy of a proposed City Council Resolution for this purpose is attached to this memorandum and the application indicating poverty guidelines. You may add, or eliminate any income or assets, and you may change the asset level from \$15,000 to any other number, but those are the only things that are not statutorily required.

**Recommendation:** It is recommended that the City Council consider the adoption, by Resolution, of the recommendations of the Board of Review that would reaffirm and adopt Poverty Exemption Guidelines for the granting of property-tax-poverty-exemptions as provided for by state and federal laws as well as the Official Charter of the City of Montrose.

**RESOLUTION No.**  
**POVERTY EXEMPTION APPLICATION FOR 2026**

At a regular meeting of the City Council of the City of Montrose, County of Genesee, State of Michigan, held at the City of Montrose Offices Building, 139 S Saginaw Street Montrose, Michigan, on the 23<sup>rd</sup> day of December 2025 at 7:00 o'clock p.m.,

## PRESENT MEMBERS:

## **ABSENT MEMBERS:**

The following resolution was **moved** by Council Member \_\_\_\_\_ and **seconded** by Council Member \_\_\_\_\_ to adopt the following:

**WHEREAS**, the Montrose City Council is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions;

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, pursuant to MCL 211.7u, that the City of Montrose, Genesee County, adopts the Poverty Application for 2026 as presented.

**Ayes:**

## Nays:

## RESOLUTION DECLARED ADOPTED

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Thomas Banks, Mayor

## **Christina M. Rush, City Clerk**

STATE OF MICHIGAN )

Ss: )

**COUNTY OF GENESEE )**

I, the undersigned, the duly qualified and acting Clerk for the City of Montrose, Genesee County, Michigan, do hereby certify that the foregoing resolution was adopted by the City Council at its regular meeting held on 23<sup>rd</sup> day of December, 2025, at which meeting

a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

---

Christina M. Rush, City Clerk

# CITY OF MONTROSE

139 SOUTH SAGINAW STREET    MONTROSE, MI 48457  
PHONE (810) 639-6168 FAX (810) 639-6125

## POVERTY EXEMPTION GENERAL GUIDELINES 2026

The following criteria must be met to be eligible for the Poverty Exemption:

1. The applicant must own and occupy the property and have a valid Principal Residence Exemption filed with the Assessor's Office.
2. File a Poverty Exemption Application (available at City Offices) with the assessor's Office each year after January 1<sup>st</sup> but before the day prior to the last day of the December Board of Review.
3. Provide federal and state income tax returns for all persons residing in the principal residence including any property tax credit forms. These income tax returns shall include those filed in the current year or the immediately preceding year. **IMPORTANT: Treasury form 4988 (Poverty Exemption Affidavit) shall be filed with the Poverty Application for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year.**
4. Produce a valid driver's license or other valid form of identification.
5. Produce a deed, land contract, or other evidence of ownership of the property for which the exemption is being requested.
6. Must meet the federal poverty income standards as defined and determined annually by the United States Department of Health and Human Services. The amount of relief due to poverty that will be granted by the Board of Review for any qualified applicant will be determined as follows:
  - a. Household income levels greater than 10% of the Federal Poverty Income Standards will not be granted an exemption
  - b. Household income levels greater than the Federal Poverty Income Standards up to 5% greater than Federal Poverty Income Standards will be eligible for a 50% reduction.
  - c. Household income levels 5% greater than the Federal Poverty Income Standards up to 10% greater than Federal Poverty Income Standards will be eligible for a 25% reduction.
  - d. Household income levels equal to or less than the Federal Poverty Income Standards will be eligible for a 100% reduction. (SEE CHART ON NEXT PAGE)
7. Must meet the Asset Level Test. Household Assets cannot exceed Thirty thousand dollars (\$30,000) Household assets refer to the amount of cash, fixed assets or other property that could be used, or converted to cash for use in payment of property taxes (your residence and primary vehicle are not included in the Asset test) it does include but is not limited to:
  - a. A second home, additional land not associated with the primary residence.
  - b. Vehicles other than your primary vehicle, motor homes, campers, ATV's, boats and motorcycles.
  - c. Jewelry, antiques, artwork, equipment and other personal property of value.
  - d. Gifts, loans lump sum inheritances and one-time insurance payments.
  - e. Food or housing received in lieu of wages
  - f. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless the person is in the specific business of selling such property.

# CITY OF MONTROSE

139 SOUTH SAGINAW STREET  
MONTROSE, MI 48457



PHONE (810) 639-6168  
FAX (810) 639-6125

## 2026 INCOME GUIDELINES

SIZE OF FAMILY UNIT	INCOME GUIDELINES 100% Exemption	INCOME GUIDELINES 50% Exemption	INCOME GUIDELINES 25% Exemption
1	\$15,650	\$15,651 thru \$16,432	\$16,433 thru \$17,215
2	\$21,150	\$21,151 thru \$22,207	\$22,208 thru \$23,265
3	\$26,650	\$25,651 thru \$27,982	\$27,983 thru \$29,315
4	\$32,150	\$32,151 thru \$33,757	\$33,758 thru \$35,365
5	\$37,650	\$37,651 thru \$39,532	\$39,533 thru \$41,415
6	\$43,150	\$43,151 thru \$45,307	\$45,308 thru \$47,465
7	\$48,650	\$48,651 thru \$51,082	\$51,083 thru \$53,515
8	\$54,150	\$54,151 thru \$56,857	\$56,858 thru \$59,565
Each Additional Person	\$5,500	\$5,775	\$6,050

# **City of Montrose**

## **2026**

### **Poverty Exemption Asset Level Information**

See #7 Must meet the Asset Level Test.

## Application and Affirmation for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township where the property is located in each year on or after January 1 but before the day prior to the last day of the board of review. Poverty Exemptions may be heard by the Board of Review during its March, July, and December sessions.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

<b>PART 1: PERSONAL INFORMATION</b> — Petitioner must list all required personal information.				
Petitioner's Name		Daytime Phone Number		
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City		State ZIP Code
<b>PART 2: REAL ESTATE INFORMATION</b>				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Identification Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence		Monthly Payment	Length of Time at this Residence	
Property Description				
<b>PART 3: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS</b> (Check all boxes that apply.)				
<input type="checkbox"/> I own the property in which the exemption is being claimed.				
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.				
<b>PART 4: ADDITIONAL PROPERTY INFORMATION</b>				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.		Amount of Income Earned from other Property		
1	Property Address		City	State ZIP Code
	Name of Owner(s)		Assessed Value	Date of Last Taxes Paid
2	Property Address		City	State ZIP Code
	Name of Owner(s)		Assessed Value	Date of Last Taxes Paid

Continue on Page 2

<b>PART 5: EMPLOYMENT INFORMATION</b> — List your current employment information.				
Name of Employer				
Address of Employer		City		State
Contact Person		Employer Telephone Number		
<b>PART 6: INCOME SOURCES</b>				
List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.				
<b>Source of Income</b>			<b>Monthly or Annual Income</b> (indicate which)	
<b>PART 7: CHECKING, SAVINGS AND INVESTMENT INFORMATION</b>				
List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.				
<b>Name of Financial Institution or Investments</b>	<b>Amount on Deposit</b>	<b>Current Interest Rate</b>	<b>Name on Account</b>	<b>Value of Investment</b>
<b>PART 8: LIFE INSURANCE</b> — List all policies held by all household members.				
<b>Name of Insured</b>	<b>Amount of Policy</b>	<b>Monthly Payments</b>	<b>Policy Paid in Full</b>	<b>Name of Beneficiary</b>
<b>PART 9: MOTOR VEHICLE INFORMATION</b>				
All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.				
<b>Make</b>	<b>Year</b>	<b>Monthly Payment</b>	<b>Balance Owed</b>	

**PART 10: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 11: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 12: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare		Car Expense (gas, repair, etc.)
Other (type and amount)	Other (type and amount)		Other (type and amount)
Other (type and amount)	Other (type and amount)		Other (type and amount)

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

**PART 13: POLICY AND GUIDELINES ACKNOWLEDGMENT**

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

**PART 14: LEGAL DESIGNEE INFORMATION (Complete if applicable.)**

Legal Designee Name	Daytime Telephone Number		
Mailing Address	City	State	ZIP Code

**PART 15: CERTIFICATION**

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
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**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 30 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
PO Box 30232  
Lansing MI 48909

Phone: 517-335-9760  
Email: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)

## Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

<b>PART 1: OWNER INFORMATION</b> — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address		City	State ZIP Code
<b>PART 2: LEGAL DESIGNEE INFORMATION</b> (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address		City	State ZIP Code
<b>PART 3: HOMESTEAD PROPERTY INFORMATION</b> — Enter information for property in which the exemption is being claimed.			

City or Township (check the appropriate box and enter name)		County	<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Vill.
Year(s) Exemption Previously Granted by Board of Review		Name of Local School District	
City		State	ZIP Code
Parcel Identification Number			
Homestead Property Address			

<b>PART 4: AFFIRMATION OF OWNERSHIP</b>			
<input type="checkbox"/> I own the property in which the exemption is being claimed.			
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as buildings where a family makes its home.			
I qualify for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
<b>PART 5: CERTIFICATION</b>			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			

Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
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Designee must attach a letter of authority.			
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<b>LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll

<b>CERTIFICATION</b> — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.	
Assessor Signature Date Certified by Assessor	

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_

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Signature of Person Making Affidavit

---

Date

4.

# CITY OF MONTROSE MEMORANDUM

**Date:** December 11, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: Consider Appeal Request from Kelley Grant**

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**Background:** Attached is communication the city manager has had with an individual identified as Kelley Grant, who rented the Depot in October this year. The email communication provides the necessary information for city council edification outlining the reason(s) for denying Ms. Grant her requested \$85.00 on the depot rental agreement she signed.

The Depot Rental Agreement and Depot Policy accompanies this memorandum.

**Recommendation:** It is recommended that the City Council consider one, denying Ms. Grant her request of \$85.00, or two, approve her denial and direct city administration to reimburse Ms. Grant \$85.00.

---

**Joe Karllichek**

**From:** Joe Karllichek  
**Sent:** Tuesday, November 25, 2025 1:12 PM  
**To:** Kelley Grant  
**Subject:** RE: Refund of depot payment

Hello Kelley,

I have reviewed your inquiry and unfortunately am denying your rental agreement fee of \$85.00. The city refunded the \$50.00 deposit upon your return of the key on Monday October 13, 2025, per our records.

The City is denying the rental fee of \$85.00 for the following reason(s):

1. Shortly after you signed the agreement on October 7, 2025, for the Depot, City Administration contacted you by phone after becoming aware you were advertising your business "Saltree Mamas" to sell/distribute merchandise in the Depot on the day of your rental agreement.
2. Depot Policy states, in excerpt; Section 3 of Depot Policy: The Depot to be utilized for weddings, receptions, open houses, small events, funeral dinners, day-before decorating rental, regular seasonal users, and meetings.
3. City Secretary contacted you two (2) times. First, leaving you a voice message. Second time, when a call was not returned the following day or so, upon calling your phone, your voicemail box indicated "full" and unable to leave another voice message.
4. Calls made to your phone, by city administration, were made to the contact number listed on the rental agreement.
5. You did not return City administration calls.
6. The Depot key was not returned to city administration during normal business hours prior to rental date specified in agreement.
7. Not adhering to the Depot Policy.

Consequently, due to the aforementioned the city has denied your request to return the \$85.00 rental agreement fee.

If you have any questions please feel free to contact me. Thank you.

Joe Karllichek  
City Manager  
City of Montrose  
139 South Saginaw Street  
Montrose, MI 48457

**CONFIDENTIAL:** This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

**From:** Kelley Grant <[saltmediaco@yahoo.com](mailto:saltmediaco@yahoo.com)>  
**Sent:** Tuesday, November 25, 2025 12:13 PM  
**To:** Joe Karlichek <[manager@cityofmontrose.us](mailto:manager@cityofmontrose.us)>  
**Subject:** Re: Refund of depot payment

**CAUTION: This email originated from outside the City of Montrose. Maintain caution when opening external links/attachments**

Following up on this as I haven't gotten a response or a refund of my deposit. Can you let me know the status of this refund?

On Wednesday, November 12, 2025 at 04:24:13 PM EST, Kelley Grant <[saltmediaco@yahoo.com](mailto:saltmediaco@yahoo.com)> wrote:

Hi Joe,

My name is Kelley Grant and I came in to return the depot key a few weeks ago. At that time I was told that a refund would be sent. When can I expect that refund? At this time I have not received the promised refund.

Thank you for your help.

-Kelley Grant

# Depot Rental Policy

City of Montrose

This institution is an equal opportunity provider and employer.

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## **Section 1 – Introduction**

The City Council has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of The Montrose Depot located at 154 W. State Street.

The intent of this policy is to insure that the Depot is maintained, used by, and kept available for use by City of Montrose Residents and members of the public at large, without undue restriction or discrimination of any person, entity or organization seeking access to, and use of, facilities offered by the City.

The City reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations may be required.

The City of Montrose intends to adopt a schedule of fees for reasonable use of the Depot.

City of Montrose reserves the right to refuse any individual or organized group.

ADA Compliance; ADA, American Disabilities Act prohibits municipal agencies from supporting organizations that discriminate on the basis of disability.

## **Section 2- Categories of Users**

### Category 1- The City

Activities of the City of Montrose

### Category 2

Individuals or organizations upon verification that members/participants are residents of the City of Montrose or taxpayers of property within the city limits.

Individuals, organizations, groups and other entities, regardless of the tax/profit status of the entity.

### Category 3-Non Profit Organizations

Organizations with a non-profit 501(c) 3 status.

### Category 4-Regular Seasonal Users

Civic groups, non-profit events or instructional classes.

Candle-walk, Tractor Show, Etc.

## **Section 3-Depot Reservations**

All applications will be considered on a first received basis.

Persons must be 21 years old or older to reserve Depot.

There shall be a maximum capacity of 70 persons in the Depot at any one time.

The Depot to be utilized for weddings, receptions, open houses, small events, funeral dinners, day-before decorating rental, regular seasonal users and meetings. Fee schedule is by resolution from Council.

Applicant must be made aware of the fact that the flooring of the Depot, inasmuch as it is the original flooring of the building, contains some uneven areas.

No alcohol is permitted at the Depot.

To reserve your date, a payment of \$85.00 is required at least 48 hours from the time requested.

A credit card will be used as deposit for any group or individual to cover costs for cleaning if necessary or damages incurred during the rental. There is a cleaning fee of \$25.00/hr if the facility needs to be cleaned or tables/chairs are required to be moved.

Decorating on the day before reservation is available upon request.

The key shall be picked up on the last City business day prior to rental.

*Cancellations less than ten (10) days prior to the event or activity \$35.00 of the original payment will be retained.*

Deposits shall be refunded to the applicant after the premises has been inspected by the City.

#### **Section 4-Regular Seasonal Users**

City reserves the right to preempt the use of the Depot with at least a ten-day notice to user.

Fees are nonrefundable and no credit will be allowed except if City preempts the use of Depot in which case the fee paid for that day shall be applied to future use.

The Mayor or His/ Her designee may waive the fee on an individual basis for a single use of the Depot .

Damages to the premises, building, equipment and grounds caused by the applicant's use shall be reimbursed to the City of Montrose.

Shall indemnify and hold harmless, the City of Montrose against any and all liability to persons or property brought within the Community Center or upon the property of the City by the Applicant, its members agents or anyone acting on the applicant's behalf.

#### **Section 4 - Depot Rules**

Sweep all floors after use, including restroom floors and spills.

He/ she shall use a ladder and shall not use a table or chairs to stand on while decorating Depot.

The use of nails, pins, staples, thumb tacks and duct (silver) tape is prohibited.

Glitter and Confetti are not allowed.

There shall be no music in the Depot after 11:00 p.m.

Supply his/her dishes, silverware, towels, etc.

Use Depot kitchen facilities only during your reserved date.

Clean all restrooms. Extra supplies for the restrooms will be left in the storage closet.

Remove all tape from tables. All tables and chairs shall be washed and cleaned.

Fold all chairs used and place the same on the chair closet, which shall be returned to the storage room when full. Set tables and chairs to original configuration.

Clean refrigerator, sinks and counter tops.

Remove all trash from the premises, without exception. Trash bags are provided. Place in receptacles located on the north side of the Depot.

Check all doors to make sure they are tightly closed and locked. (All windows are permanently locked.)

Remove all signs you hang inside or outside the building.

When departing the premises, return the key on the next business day to the City office at 139 S. Saginaw and retrieve your deposit.

No smoking anywhere in the building.

#### **Section 5- Amendments/Review**

This policy may only be amended by action of the City of Montrose Council members. In the case of a conflict between this policy and any other document, agreement, attachment, form, or other policy of the City of Montrose, this Policy shall control.

## CITY OF MONTROSE

139 S. Saginaw Street  
Montrose, MI 48457  
(810) 639-6168

Date Requested: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### DEPOT RENTAL AGREEMENT

This Agreement made on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the CITY OF MONTROSE, a Michigan Municipal Corporation, herein referred to as "CITY" and (Name) \_\_\_\_\_ herein referred to as "RENTER".

1. The parties agree as follows:

CITY agrees to provide RENTER the DEPOT located at 154 W. State Street, Montrose, Michigan for the following hours: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm on the \_\_\_\_\_ day of \_\_\_\_\_.

(Rental agreements are generally for an event no longer than six (6) hours, including set up)

RENTER agrees to pay the sum of \$85.00 in rent.

RENTER further agrees to provide a \$50 cash deposit for damages that may be incurred.

2. It shall be RENTER's responsibility to pick up the key for the DEPOT during normal business hours (Monday-Thursday, 8:00 a.m. to 5:00 p.m.) in advance of the scheduled meeting time. RENTER shall return the key to the City Hall within 24 hours after completion of rental, or if rental takes place on a weekend, RENTER shall return the key on the first business day following rental day. For added convenience, RENTER may place keys in the drop box outside the front door of City Hall. If keys are not returned, the expense of new copies will be deducted from the deposit.

3. RENTER also agrees to make sure all doors are locked when activity is completed.

4. RENTER agrees to assume all supervisory responsibility for all persons present at facility during rental period.

5. RENTER agrees to clean the facility if necessary and to return the facility in the same condition as it was prior to rental period. RENTER will remove the plastic liners from the waste baskets, secure them by tying the tops, remove them from the building and put them in the trash container(s) located at the Depot.

6. The chair arrangement in the room must be returned to the formation on the attached diagram. Floors must be swept and mopped if needed. The refrigerator and freezer must be clean and empty. **The City provides a vacuum broom, dustpan, and trashcan liners. The City DOES NOT provide towels, dish soap, dishtowels, paper towels, etc. Renter must dispose of trash in city provided trash receptacles located on the north side of Depot.**

7. RENTER agrees to reimburse CITY for any and all costs, which result from any damage done to the facility during the rental period. The CITY will provide an itemized cost of repairing damage, or the cost to replace CITY property. RENTER agrees to reimburse CITY for any and all costs, which result from returning the facility to the same condition that it was prior to rental. This includes returning tables and chairs to their proper places.

8. RENTER agrees that no alcoholic beverages will be served or consumed on premises or gambling unless such gambling has been licensed by the Michigan Bureau of Lottery.

9. RENTER agrees that no tape, staples, tacks, or any other fastening devices shall be secured to the walls of the premises.

10. RENTER shall indemnify and hold the CITY harmless from all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in, or about the leased premises, or to the leased premises themselves resulting from any act done or omission by or through RENTER, its agents, employees, invitees, or any person on the premises by reason of RENTER's use or occupancy or resulting from RENTER's non-use, or possession of such property, any and all loss, costs, liability, or expense resulting therefrom; and further agrees at all times to maintain such premises in a safe and careful manner.

11. RENTER may reserve the facility for specific days during a period of six (6) months in advance. Upon ninety (90) days of RENTER's rental period, RENTER may reserve the premises for an additional three (3) month period. At no time may there be more than six (6) months of advance rental.

12. The CITY reserves the right to cancel RENTER's reservations upon providing the RENTER a written notice mailed to RENTER by ordinary mail seven (7) days prior to the date to be canceled. The CITY may cancel this Agreement immediately if RENTER is in violation of any of the terms of this Agreement.

13. RENTER agrees to report any problems with the facility to City Hall personnel. If mechanical problems occur during rental period, and it is other than normal business hours, RENTER shall contact the Montrose Township Police Department by calling 911.

14. RENTER agrees that it shall not exceed any room capacity as posted in the facility. RENTER also agrees not to violate any other Federal, State, or local laws.

15. Violation of rental agreement may prevent future rental of facilities.

16. RENTER has read and understands the Depot Policy.

IN WITNESS THEREOF the parties have executed this Agreement at Montrose City Hall the date and year first above written.

**RENTER'S SIGNATURE:** \_\_\_\_\_

RENTER'S ADDRESS/ORGANIZATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER (HOME/CELL):** \_\_\_\_\_

**CITY OF MONTROSE**

\_\_\_\_\_  
City Representative

5.

# CITY OF MONTROSE MEMORANDUM

**Date:** December 11, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: Consider Arbor Day Proclamation**

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**Background:** Attached is a Proclamation for the Mayor to declare. The Proclamation is required in the application so the city can maintain its Grant Application and be offered trees to plant in the city.

You may recognize the date on the Proclamation is April 2025, that is because the city apparently never added this to the agenda at the time of the requirement. This should conclude the issue and going forward the city council will receive a new Proclamation most likely the following year.

**Recommendation:** It is recommended that City Council authorize the Mayor to sign the Arbor Day Proclamation.



**TREE CITY USA®**

An Arbor Day Foundation Program

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\*\*\* OFFICIAL PROCLAMATION \*\*\*

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Thomas J. Banks, Mayor of the City of Montrose, do hereby proclaim City of Montrose as **ARBOR DAY** In the City of Montrose, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** 28 day of April, 2025

Mayor \_\_\_\_\_



**Arbor Day Foundation®**

# CITY OF MONTROSE MEMORANDUM

**Date:** December 17, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: Consider Approving Security Upgrade to City Hall**

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**Background:** Upon my hiring as your city manager one of the many items brought to my attention by council members and staff is the concerns for lack of protection for staff, city records and financials. Over the past six (6) months I have had numerous upon numerous discussions with our entire staff on this and seeking their feedback. We examined numerous ways to protect the organization and have concluded a final way this can be offered.

There apparently had been examples where person(s), non-city staff, were found in the administrative areas of the city drawing concerns where city records and financials would be at risk.

Another contributing factor is the view of the front door is obstructed. The only way staff knows when someone walks in, is the sound a “door ding.” Visual of person(s) is only known upon them essentially at the counter.

Staff has zero protection from “bad actors” and no escape route in the event of criminal activity. The cash register has zero protection. The city, daily, has customers paying in cash and coins their utility bills, taxes, rentals, etc. This poses and frankly invites a financial security risk to the city.

The city clerk’s “office” is defined as an open space and offers no additional protection of certain city records. The city clerk has expressed many times her concern of certain city records being exposed. While these records are locked in a desk file they are still not as secure as they should be. A “clerk office” is most suitable where functionality and security can merge. The current location will be moved to a contiguous area, placing the Clerk’s office closer to main area, while at the same time providing a more secure location.

The current layout of city hall provides a breeding ground to invite criminal activity, financial harm, personnel safety risk and records risk. All of which needs to be corrected and done as soon as possible. (**New layout accompanies the memorandum**).

We met with two (2) contractors. First, Mantei & Sons Construction, from Millington, MI. Second contractor was O’Neal Home Construction. We discussed with them our plans and opened the door on construction options to facilitate ideas, from their perspective, on how city hall should look through the needed functionality and enhance the best customer service and experience possible.

We also met with our IT vendor NetSource and discussed the projected changes. We expect very minor work or need with NetSource (i.e. Cord drops) relative to work space location.

## **BIDS**

There were two (2) Bids Submitted for this project.

### **BID #1:**

Mantei & Sons Construction, Millington, MI. Bid amount of \$13,500.00. Mantei & Sons Construction is a well-known and highly reputable business. They have conducted numerous upgrades to municipal and other commercial buildings. They are very flexible and stipulated they can work in the evening and weekend hours to not interrupt city hall services.

### **BID #2:**

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ONeal Home Construction, Montrose, MI: Bid amount of \$17,416.00.

While both organizations are local, it is city administration's recommendation to hire Mantei & Sons Construction. Their organization indicated they can work nights and weekends as well to avoid disruption of city operations and can begin construction in February 2026.

**Recommendation: It is recommended city council approve Mantei & Sons Construction, from Millington, MI. Bid amount of \$13,500.00. Expenditure from Fund #101-265-975.**

Mantei & Sons Construction  
13205 Irish Rd  
Millington, MI 48746

# ESTIMATE

City of Montrose  
139 South Saginaw St.  
Montrose, Mi

**Estimate #** 0000031

**Estimate Date** 12/08/2025

Item	Description	Unit Price	Quantity	Amount
Service	Labor to build walls in reception area and labor to build walls in area to create an office space and a lunch/conference room. this includes all demo work.	7000.00	1.00	7,000.00
Product	All materials to complete job	6500.00	1.00	6,500.00
		<b>Subtotal</b>		13,500.00
		<b>Total</b>		13,500.00
		<b>Amount Paid</b>		0.00
		<b>Estimate</b>		\$13,500.00

# ESTIMATE



## Prepared For

City Of Montrose  
139 S Saginaw St  
Montrose , Mi 48457  
(810) 625-4886

## O'Neal Home Improvements

10070 Dodge Rd  
Montrose, Mi 48457  
Phone: (810) 965-9335  
Email: ohi.koneal@gmail.com

Estimate # 183

Date 12/16/2025

Business / Tax # LICENSE # 2101195810

Description	Total
Office space remodel	\$17,416.00
Set up dust containment barrier	
Remove existing half wall	
Remove electrical in half wall	
Remove hallway gate	
Remove window casing	
Remove window	
Frame and window opening	
Frame up office divider walls	
Install prehung door unit	
Rough in electrical where necessary	
Hang tape and finish drywall	
Prime and paint walls	
Install service window	
Install service countertop	
Move ceiling light fixture	
Lay carpet tile	
Install trim moldings	
Clean up and haul away debris	

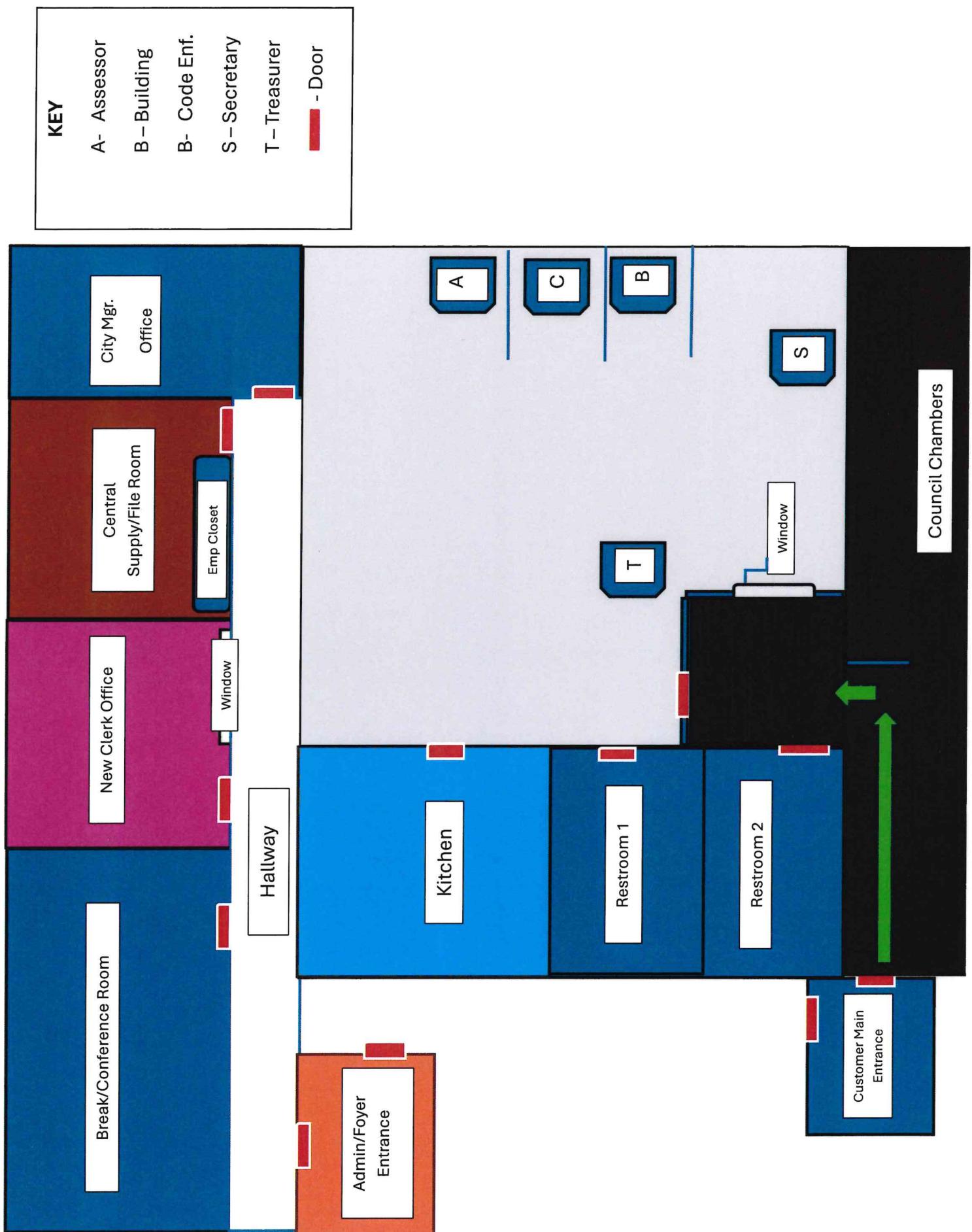
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**Subtotal** \$17,416.00

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**Total** \$17,416.00

By signing this document, the customer agrees to the services and conditions outlined in this document.



139 SOUTH SAGINAW STREET  
MONTROSE, MI 48457

# CITY OF MONTROSE



PHONE (810) 639-6168  
FAX (810) 639-6125

December 2, 2025

Joe Karlichek, City Manager  
City Council Members

Regarding: Board of Review

I have been very fortunate to have three dedicated hard-working Board of Review Members, Robert Urmetz, Judy Shanks and Nancy Obershaw.

The State Tax Commission allows for an alternate member to the Board of Review. I would like to recommend Peggy Coomer as the Alternate Member to the Board of Review.

Peggy meets the requirements to be a Board of Review Member and brings a wealth of knowledge as a Deputy Treasurer from Montrose Township and recently certified as Michigan Certified Assessing Technician. See attached application and Certificate.

Thank you for considering my recommendation.

A handwritten signature in blue ink that reads 'Bob Naumann'.

Bob Naumann, Assessor  
City of Montrose  
139 South Saginaw Street  
Montrose, MI 48457  
Cell 989-506-8032

STATE OF MICHIGAN  
STATE TAX COMMISSION



This is to certify that

*Margaret Coomer*

is a

*Michigan Certified Assessing Technician (1)*

Issued under the provisions of Act 206, Public Acts of 1893,  
Being Section 211.10d of the Michigan Compiled Laws.

T-3319  
CERTIFICATE NO  
12/31/2026  
EXPIRATION DATE

*Jeffrey C. New*  
State Tax Commission Chairperson

CITY OF MONTROSE  
APPLICATION FOR A BOARD POSITION

Board Position Requested: Board of Review

NAME: Margaret (Peggy) Coomer

ADDRESS: 1317 Eastman

How long have you resided within the City? 4 YRS.

Occupation: Deputy Treasurer Employer: Montrose Township

EDUCATIONAL BACKGROUND:

High School: 4 YRS. Drexel High School, Philadelphia  
(Name of School)

College: 0 YRS.   
(Name of School)

Community Service: Coaching Soccer, football mom,  
Scoring games @ middle & high school

Reason for seeking this position: Would like to use my  
MCAT and learn more about the process

Attendance at all meetings is extremely important to this position. Name any factors that may prohibit  
your attendance for any reason: As long as I have notice  
I should not have any issues.

You may be asked to attend training sessions or seminars. Will you be able to attend?

YES  NO

If NO, please explain:

Phone numbers where you can be reached:

Home Phone: 810-247-7046 Work Phone: 810-639-2021

Additional Comments: \_\_\_\_\_  
(Please use the back of this sheet if more space is required)

Sign & Date: Margaret Coomer

2.

## CITY OF MONTROSE MEMORANDUM

**Date:** December 15, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** City Clerk, Tina Rush

**Subject:** Notification of Upcoming Board and Committee Term Expirations

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The purpose of this memorandum is to formally notify City Council of upcoming term expirations for members serving on the City's boards and commissions.

Pursuant to the City Charter, ordinances, and established appointment practices, the following board and/or commission members have terms that will expire in the coming months. This notification is provided to allow sufficient time for Council review, reappointment consideration, or the initiation of a recruitment and appointment process, as applicable.

A summary of the expiring terms is provided below:

### **COMMITTEE & BOARD APPOINTMENTS effective February 1, 2026**

#### **CITY COUNCIL MEMBERS**

1. Mayor Pro-Tem Mark Richard, Term Ending – January 31, 2026

#### **PLANNING BOARD**

<b>Members</b>	<b>Term Ending</b>
1. Chairman – Ray Foust	January 31, 2026
2. Vice Chairman – Anthony Brown	January 31, 2026
3. Paul Wixon	January 31, 2026
4. Todd Baryo	January 31, 2026
5. Warren Edwards	January 31, 2026
6. Lori Machuk (Ex -Officio)	January 31, 2026

*\*Council Rep, not a voting member*

## ZONING BOARD OF APPEALS

<b>Members</b>	<b>Term Ending</b>
1. Chairperson – Anthony Brown (Planning Board Rep to ZBA)	January 31, 2026
2. Vice Chairperson – Nathan Richard	January 31, 2026

## D.D.A. BOARD

<b>Members</b>	<b>Term Ending</b>
1. <b>Vacancy</b> –	January 31, 2026

## ELECTION COMMISSION – (2 year term)

<b>Members</b>	<b>Term Ending</b>
Secretary City Clerk Tina Rush	None
Chairman – <b>(Vacancy)</b>	January 31, 2026

## GENESEE COUNTY 911 GENERAL MEMBERSHIP BOARD

<b>Member</b>	<b>Term Ending</b>
Councilman Todd Pangle	None
Alternate – <b>(Vacancy)</b>	None

## GENESEE COUNTY METROPOLITAN ALLIANCE

<b>Member</b>	<b>Term Ending</b>
1. Mark Richard – (Elected Official)	None
2. <b>Vacancy</b> – (Alternate)	None
3. <b>Vacancy</b> – (Citizen Representative)	None

## GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION

1. Mark Richard – (Elected Official)
2. **Vacancy** – (Alternate)
3. **Vacancy** – (Citizen Representative)

## **GENESEE COUNTY WATER AND WASTE SERVICES ADVISORY COMMITTEE**

### **City of Montrose Representation**

1. Ryan Heslop – (Elected Official)
2. Sam Spence – (Alternate)

*\*Per John O'Brien 12/11/09 – An Elected Official is “not” required to be appointed. Representative from the community must be appointed by “resolution”.*