

# CITY OF MONTROSE

## CITY COUNCIL MEETING PACKET



**August 26, 2025**

# **CITY OF MONTROSE MEMORANDUM**

**Date:** August 21, 2026

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

**From:** Interim City Manager, Joe Karlichek 

**Subject: COVER LETTER TO MAYOR & CITY COUNCIL – AGENDA**

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Mr. Mayor Banks and City Council,

I hope you find this meeting agenda packet informative and a guide to help assist you in your decision making efforts. There is much work in assembling the meeting packet. It could not have been done without the assistance of city staff and many others whom I have had the privilege of meeting and working with.

It is this administration's goal to support the Mayor and City Council in its policies and activities and enable a positive culture for the public and council to engage in professional public policy discussions and decisions, doing so in a most transparent and efficient way.

Joe Karlichek  
Interim City Manager



Regular City Council Meeting August 26, 2025  
Montrose City Office 139 S. Saginaw Street 7:00 P.M.

## AGENDA

### 1) CALL TO ORDER

### 2) ROLL CALL

### 3) PLEDGE OF ALLEGIANCE TO THE FLAG

### 4) CITIZEN OF THE MONTH

- Mayor Banks Presentation of Award to Allie Green & Victoria Sargent.
- Nomination Citizen of the Month for September 2025.

### 5) REPORTS (*It is recommended the Mayor & City Council accept these reports collectively through a single motion.*)

- A. Approval City Council Meeting Minutes April 29, May 27, June 5, June 24, and July 22, 2025.
- B. Approval City Council Bills for the month of July 2025
- C. Receive and file Police, Fire, Code Enforcement July 2025 Activity Report
- D. Receive and file Genesee County 9-1-1 Director's July 2025 Activity Report
- E. Receive and file DPW Supervisor July 2025 Activity Report
- F. Receive and file City Clerk July 2025 Activity Report
- G. Receive and file City Interim Treasurer/Finance July 2025 Activity Report
- H. Receive and file City Manager July 2025 Activity Report
- I. Receive and file City Building Inspector July 2025 Activity Report

### 6) PUBLIC COMMENTS

The purpose of this agenda item is to allow persons to comment. 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 council comments. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes.

### 7) MATTERS OF CITY COUNCIL ACTION

- 1. Consider Mayor Appoint Ethics Ad-Hoc Committee in accordance to Article V, City Charter 5-103 Section 1, 2 and 3. "Appointment of Board Members."
- 2. Consider Amending City Council Rules.
- 3. Consider Agreement with Wade Trim for "As-Needed" Professional Planning Services for the City of Montrose.
- 4. Consider Approval the City of Montrose to re-classify Hickory Street in Accordance to ACT51.
- 5. Consider Placing in Abeyance Rental Unit Registration, Inspection.
- 6. Consider Approval of Emergency Purchase (Tree Services) and file this report.
- 7. Consider "Amended" Professional Services Employment Agreement – City Manager.
- 8. Consider Notification of Hiring of Deputy Treasurer & Administrative Assistant.

## **8) PUBLIC COMMENTS**

The purpose of this agenda item is to allow persons to comment. 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 council comments. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes

## **9) REPORTS FROM BOARDS/ASSOCIATIONS/COMMITTEES/ COMMISSIONS**

- Chairwoman Mrs. Machuk
- 1. DDA & Planning Board
- City Clerk Rush - Election Commission
- Mayor Pro-Tem Mr. Mark Richard – Three (3) Reports
  - 1. Genesee County Community Development Allocation Committee
  - 2. Genesee County Metropolitan Alliance
  - 3. Genesee County Small Cities & Villages Association
- Councilman Mr. Heslop - Genesee County Water and Waste Service's Advisory Committee
- Councilman Mr. Pangle – Genesee County 911 General Membership Report
- Councilman Mr. Arnold - Zoning Board of Appeals
- Councilwoman Mrs. Hoose - Montrose Area Chamber of Commerce

## **10) REPORTS FROM CITY MANAGER AND CITY ATTORNEY**

City Manager – Written Report Provided to City Council

City Attorney – None

## **11) MAYOR AND COUNCIL COMMENTS – *Consideration of comments should center what the Mayor and councilmembers accomplished for their constituents.***

## **12) ADJOURNMENT**

*Next scheduled City Council meeting Tuesday September 23, 2025, 7:00 p.m.*

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## MONTROSE CITY COUNCIL SPECIAL MEETING MINUTES

April 29, 2025

**CALL TO ORDER:** Mayor Tom Banks called the special Council meeting to order at 6:30 p.m. The meeting was held at the Montrose City Offices at 139 S. Saginaw Street, Montrose, MI.

**ROLL CALL:** Present Council Members were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, Lori Machuk, and Melissa Wallace-Hoose. Also present were City Manager Barbara Valentine, City Clerk Tina Rush, City Attorney Laura Genovich, and 6 citizens.

**PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Banks led the Pledge of Allegiance.

**PUBLIC COMMENTS ON AGENDA ITEMS:** Citizens Clint Diffin and Sadie Leonard made comments.

**SPECIAL BUSINESS:**

1. *CLOSED SESSION PURSUANT TO THE MICHIGAN OPEN MEETINGS ACT, MCL 15.268, TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, SPECIFICALLY AN ATTORNEY-CLIENT PRIVILEGED WRITTEN LEGAL OPINION. ROLL CALL VOTE REQUIRED.*

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Machuk to go into closed session pursuant to the Michigan Open Meetings Act, MCL 15.268, to consider material exempt from discussion or disclosure by State or Federal Statute, specifically an attorney-client privileged written legal opinion. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – No, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. Six (6) Ayes. One (1) No. Motion Carried.

Genovich asked Mayor Banks to indicate those who are invited into closed session. Mayor Banks announced the city attorney and city clerk. Mayor Banks closed the special meeting at 6:38 p.m. to go into closed session.

2. *RETURN TO OPEN SESSION AND BRING BACK SPECIAL MEETING TO ORDER:* Roll Call Vote: Pangle – Aye, Machuk – Aye, Arnold – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Heslop – Aye, and Mayor Banks – Aye. Motion Carried. Mayor Banks brought the special meeting back to order at 7:26 p.m.

3. *ANY FURTHER ACTION DESIRED BY COUNCIL:*

- **MOTION** by Pangle **SECOND** by Machuk to direct the city attorney to prepare a supplemental legal opinion for our next meeting. Roll Call Vote: Heslop – No, Pangle – Aye, Machuk – Aye, Hoose – Aye, Mayor Pro-Tem Richard – No, Arnold – Aye, and Mayor Banks – Aye. Five (5) Ayes. Two (2) Nay's. Motion Carried.

**MAYOR AND COUNCIL COMMENTS:** NONE

**ADJOURNMENT**

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

Mayor Banks adjourned the meeting at 7:30 p.m.

Prepared by City Clerk, Tina Rush

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## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 27, 2025

**CALL TO ORDER:** Mayor Tom Banks called the regular Council meeting to order at 7:01 p.m. The meeting was held at the City Offices located at 139 S. Saginaw Street, Montrose, MI.

**ROLL CALL:** Present council members were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, Lori Machuk, and **Melissa Wallace-Hoose**. Also present was City Attorney Laura Genovich, City Clerk Tina Rush, and **20** citizens.

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

**CITIZEN OF THE MONTH:** Mayor Tom Banks spoke on behalf of City resident Greg Ward and honored him as Citizen of The Month for the month of May 2025.

**PUBLIC HEARINGS:** NONE

**PRESENTATIONS:** NONE

**REPORTS**

1. **FIRE DEPARTMENT REPORTS:** NONE

2. **POLICE DEPARTMENT REPORTS:** NONE

3. **BUILDING INSPECTION SERVICES REPORT:** NONE

**PUBLIC COMMENTS:** Representative Deanna Campbell from Retro foam expressed concerns regarding RetroFoam not getting paid for work they completed for the MiHOPE Grant. Citizen Sadie Leonard asked Ms. Campbell if she knew which projects were not done yet and Ms. Campbell replied every project has been completed.

**MATTERS OF COUNCIL ACTION:**

1. **APPROVAL OF CHECK REGISTER AND TREASURER REPORT:**

- **MOTION** by Pangle **SECOND** by Arnold that we pay our bills. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

2. **DISCUSSION/DIRECTION INTERIM CITY MANAGER POSITION:** Council interviewed Dan Hill and Joe Karlicheck.

- **MOTION** by Arnold **SECOND** by Pangle that we hire Joe Karlichek for the Interim position with benefits, have the attorney drawing up a contract and authorize the City Mayor to sign the document to allow him to start immediately. Roll Call Vote: Pangle – Aye, Machuk – Aye, Arnold – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Pangle **SECOND** by Arnold that we take a 5-minute recess. All Ayes. Motion Carried. The meeting was recessed at 8:24 p.m.

# MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 27, 2025

Mayor Banks called the meeting back to order at 8:31 p.m.

## 3. DISCUSSION/DIRECTION INTERIM CITY TREASURER POSITION:

- **MOTION** by Hoose **SECOND** by Machuk to terminate the contract with the treasurer Nicole Moore. Roll Call Vote: Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Nay, Arnold – Aye, Hoose – Aye, Pangle – Nay, and Mayor Banks – Aye. Five (5) Ayes. Two (2) Nays. Motion Carried.
- **MOTION** by Arnold **SECOND** by Richard to add agenda item No. 9 Forensic Audit. All Ayes. Motion Carried.

4. DISCUSSION/DIRECTION CURRENT INVOICES: Rush indicated that this item was on the agenda to discuss the situation of not being able to follow financial controls due to being short staffed. Now that the council has appointed Interim Manager Karlichek, we can go to the bank to update the signature cards authorizing who is allowed to sign checks on behalf of the city. No action taken, informational only.

## 5. DISCUSSION/DIRECTION OF TEAM WIELAND INVOICE:

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Pangle to pay the invoice fourteen thousand three hundred thirty-three dollars and fifty-three cents, (\$14,333.53). Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

## 6. DISCUSSION/DIRECTION REGARDING EMPLOYEE PTO:

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard that we approve both the Union Agreement and the change to the Personnel Policy Handbook for the 2024/2025 fiscal year. Roll Call Vote: Hoose – Aye, Arnold – Aye, Machuk – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

7. APPROVAL/DISAPPROVAL REAPPOINTMENT OF TAX BOARD OF REVIEW MEMBERS: Mayor Banks recommended the re-appointments.

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard that we re-appoint Robert Urmetz and Judy Shanks to the Tax Board of Review. All Ayes. Motion Carried.

## 8. DISCUSSION/DIRECTION SET PUBLIC HEARING DATE FOR 2025/2026 FISCAL YEAR BUDGET:

- **MOTION** by Pangle **SECOND** by Arnold that we cancel the June 10<sup>th</sup> city council meeting. All Ayes. Motion Carried.
- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to set the public hearing for the 2025/2026 fiscal year budget on June 24<sup>th</sup>. All Ayes. Motion Carried.

## 9. FORENSIC AUDIT:

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard that as soon as possible the city manager arranges for a forensic audit. All Ayes. Motion Carried.

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 27, 2025

### REPORTS FROM BOARDS & COMMISSIONS:

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* Machuk reporting they discussed Wayfinding Signs for the library and post office and putting up signs for routes to the schools. Making the road signs heading to the schools red and black. Barbara and I have been discussing going to the zoning or planning board to set up a social district downtown. Also coming up with some festivals or events for the city.

*ELECTION COMMISSION:* Rush reported that in the council packet are the results from the Genesee County Board of Canvassers and there were no questions marked in red for the City of Montrose. Rush thanked the election workers for their thoroughness, dedication, hard work and commitment which played a crucial role in ensuring a smooth election. Also, the city was randomly selected for an audit by the Bureau of Elections which will take place this Thursday May 29<sup>th</sup> at 9am. Rush encouraged the council and the public to attend and observe.

*GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE:* NONE

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Mayor Pro-tem Richard indicated that they are discussing the TIP Grant that the city may be able to participate in again.

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Mayor Pro-tem Richard spoke about a guest speaker from MIOSHA and grants available through MIOSHA for health and safety. Municipalities can submit annually for a \$5,000 grant.

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

*PLANNING BOARD:* NONE

*911 CONSORTIUM:* Interim City Manager Karlichek reported that \$2.2 Million new 911 system that under development is under budget and on schedule.

*ZONING BOARD OF APPEALS:* Rush mentioned that there is a chicken coop permit waiting for approval.

*MONTROSE AREA CHAMBER OF COMMERCE:* NONE

### REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

*CITY MANAGER:* Interim City Manager Karlichek thanked everyone saying he will be in early tomorrow for a staff meeting. Karlichek asked for a contract to sign before he starts working.

*CITY ATTORNEY:* Genovich said she will have a contract to the mayor by tomorrow morning and a few outstanding items that did not make it onto tonight's agenda.

*PUBLIC COMMENTS:* Three (3) citizens from Thetford Township advocated for outgoing treasurer Nicole Moore. Moore also spoke on behalf of herself. Citizen Sadie Leonard mentioned a Veteran's dinner being held at the Senior Center on July 30<sup>th</sup> at 6pm.

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 27, 2025

**MAYOR AND COUNCIL COMMENTS:** Mayor Pro-tem Richard regarding the upcoming 2025/2026 fiscal year budget and not having a treasurer. Heslop welcomed Karlichek, saying he looks forward to working with him. Heslop continued expressing concerns with council meetings progressing at a rapid pace, often requiring last-minute adjustments due to the presentation of extensive items on the night of the meeting. This practice limits our ability to make informed decisions, as it does not provide council members with adequate time to review materials beforehand and it is a losing proposition. Even if it means postponing something for an additional couple of weeks or until the next month, we need to get things pushed back. Mayor Banks said that we are not being informed and as mayor I am going to make the following comment, "I do not like the fact that people come in here and accuse us and throw accusations when they do not know what we have done over the last two months, I'd like to direct our city manager to do certain things for us and to actually present us with things before the council meeting. No, I didn't get this until I walked in here tonight, is that good, no, it's not, we should of have it earlier today or yesterday and it didn't happen, but I am going to say we are going to try and make this better ok, accuse all you want or blame what you will, we know and we are aware that we've got to fix things, we have been discussing that over and over for the last two and a half months ok, that's all I have got to say.

**COMMUNICATIONS TO THE COUNCIL:** NONE

**ADJOURNMENT:**

**MOTION** by Richard **SECOND** by Pangle to adjourn. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 9:44 p.m.

Prepared by City Clerk, Tina Rush

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## MONTROSE CITY COUNCIL SPECIAL MEETING MINUTES

June 5, 2025

**CALL TO ORDER:** Mayor Tom Banks called the special Council meeting to order at 6:00 p.m. The meeting was held at the Montrose City Offices at 139 S. Saginaw Street, Montrose, MI.

**ROLL CALL:** Present Council Members were Mayor Tom Banks, Robert Arnold, Ryan Heslop, Todd Pangle, Lori Machuk, and Melissa Wallace-Hoose. Also present were City Manager Barbara Valentine, City Clerk Tina Rush, City Attorney Laura Genovich, and 6 citizens. Mayor Pro-Tem Mark Richard and Council Member Robert Arnold were recorded absent.

**PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Banks led the Pledge of Allegiance.

**PUBLIC COMMENTS:** NONE

**SPECIAL BUSINESS:**

1. *CITY COUNCIL TO CONSIDERED ENGAGEMENT LETTER OF AGREEMENT WITH TAYLOR & MORGAN:*

- **MOTION** by Pangle **SECOND** by Machuk to authorize City Administration to enter into the agreement with Taylor & Morgan and the City of Montrose at a proposed cost of \$6,000.00 - \$8,000.00. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**MAYOR AND COUNCIL COMMENTS:** NONE

**ADJOURNMENT**

- **MOTION** by Heslop **SECOND** by Machuk to adjourn the meeting. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 6:08 p.m.

Prepared by City Clerk, Tina Rush

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## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 24, 2025

**CALL TO ORDER:** Mayor Tom Banks called the regular Council meeting to order at 7:01 p.m. The meeting was held at the City Offices located at 139 S. Saginaw Street, Montrose, MI.

**ROLL CALL:** Present council members were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, Lori Machuk, and Melissa Wallace-Hoose. Also present was City Attorney Laura Genovich, City Clerk Tina Rush, and 11 citizens.

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

**CLOSED SESSION:** *TO CONSULT WITH THE CITY'S ATTORNEY REGARDING TRIAL OR SETTLEMENT STRATEGY IN CONNECTION WITH PENDING LITIGATION IN JENNIFER WHITING V CITY OF MONTROSE, FOR THE REASON THAT THE OPEN MEETING WOULD HAVE A DETRIMENTAL FINANCIAL EFFECT ON THE LITIGATING OR SETTLEMENT POSITION OF THE CITY:*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Hoose. To go to closed session @ 7:03 p.m. Roll Call Vote: Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Arnold – Aye, Hoose – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

\*Mayor Banks brought the regular meeting to order at 7:11 p.m.

**CITIZEN OF THE MONTH:**

1. **MAYOR BANKS TO PRESENT BOB NAUMANN:** Mayor Banks presented the award to Naumann thanking him for stepping up as acting Interim City Manager from September 2024 through January of 2025 and for serving as City Assessor since August of 2017.

2. **CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF JULY:**

- **MOTION** by Hoose **SECOND** by Arnold to nominate the Montrose Digital Media Kids as Citizen of the Month for the Month of July. All Ayes. Motion Carried.

**PUBLIC HEARINGS:**

1. **FY25/26 BUDGET HEARING:** Mayor Banks opened public hearing @ 7:14 p.m. There were no comments and/or questions from the public. Mayor Banks closed the public hearing and brought the regular meeting to order at 7:16 p.m.

**PRESENTATIONS:**

1. **FY25/26 BUDGET PRESENTATION BY SHAWNA FARRELL, FROM TAYLOR & MORGAN CPA'S:** Farrell gave an overview to the Council of her findings for the FY25/26 Budget. **General Fund Budget:** Proposed budget of \$953,470.00. This is a highly conservative figure. We are keeping the largest revenue source, such as property taxes and state revenue sharing consistently to the previous year. Proposed numbers are less than 1% of the estimated 2024/2025 budget numbers. **Proposed expenditures:** \$1,090,551.00. They are fluctuating at an increase of \$26,046 over the current estimated amounts. A conservative 2.5% increase. Overall general fund deficit this year FY 2025/2026 budget of \$137,081.00. Overall general fund deficit for FY 2024/2025 is \$104,896. **Estimated Fund Balance calculation:** At the beginning of this last fiscal year was \$811,843. Projected 2024/2025 estimated figures combined with our proposed 2025/2026 figures the fund balance is expected to drop to around \$579,257.00. This is 53% of your total annual expenditure.

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 24, 2025

**Major Street Fund:** Estimated revenues totaling \$198,889.00. This includes estimated ACT51 funding of \$187,500.00. This is less than the 2024/2025 budgeted amount. Only because it included a \$51,583 transfer from ARPA Funds. Looking at about \$198,889 in revenue. The proposed expenditures we have are \$202,681. It includes a \$103,063.00 repayment back to the sewer fund. From the advance for the sewer fund in the amount of \$600,000 and I believe it is from the payment plan. Paying out over the next ten years. You have a budget deficit of \$3,798.00 for 2024/2025 FY. Estimated fund balance at the end of FY25/26 of \$61,161.00 for the Major Street Fund. **Local Street Fund:** Total fund balance of \$65,300.00. This includes your ACT51 funding estimated at \$62,500.00. Proposed Expenditures of \$55,069.00. Surplus of \$231.00. The fund balance at the end of FY/2526 is \$10,230.00. No Capital Outlay proposed for now in this budget. **Garbage Revenue Fund:** Total revenue of \$116,553.00. Budget deficit of \$55.00. Estimated Fund balance for FY25/26 of \$13,527.00. **Mosquito Control Fund:** Proposed revenue of \$30,690.00. Proposed expenditures are \$39,480.00. Deficit of \$8,790.00. Estimated fund balance for FY25/26 of \$208.00. **Sewer Fund:** Proposed revenue of \$572,699.00. Increasing 10% with salaries/contracts/ services/products etc. due to inflation. Projected FY25/26 budget surplus of \$179,847.00. Estimated Fund balance for FY25/26 of \$1,600,433.00. **Water Fund:** Expenditures over revenue of \$358,994.00. This may have to do with the Capital Improvement work being done in 2024/2025 FY. If it comes into this fiscal year, it would be capitalized Expenditures. FY25/26 fund balance of \$641,472.00. This is \$11,000.00 less than was projected in the FY24/25 budget. Expenditures of \$812,097.00 FY25/26 operating expenses we do have \$175,000.00 in depreciation. FY25/26 expecting a net position to decline \$170,625.00. FY24/25 deficit in Operations that equaled depreciation. Increasing the water costs to also includes depreciation. Estimated unrestricted net position end of FY25/26 of \$135,552.00. Look at water study or bond funding. **DDA Fund:** Proposed budget FY25/26 of \$119,700.00, with \$115,000 in tax revenue, \$1,200.00 in interest, and \$3,500.00 in rental income. Proposed expenditures of \$41,415.00. Expenditures are flat. Nothing budgeted for capital outlay in this fund. End of FY25/26 estimated fund balance of \$452,985.00.

2. *KIM LYNCH, INTERIM FINANCE MANAGER – BUDGET PRESENTATION:* Lynch gave the council an update on the 2025 Tax Roll, garbage and mosquito assessment we were allowed to stay the same this fiscal year. We received our 2024 tax settlement payout from the Genesee County Treasurers Office for the DDA and The City of Montrose. Ad Valorum property tax value for the City of Montrose for 2025 was \$35,150,946.00, of that, DDA taxable value of \$8,426,930.00. Veteran's exemptions of \$160,320.00 that are exempt from paying taxes. Altogether the city has an operating millage of 16.2629 mills proposed. Public safety of 3.7869 mills. DDA is 1.8292 mills. Will now work on making sure everything is reconciled.

3. *JOE VERLIN, CPA, CGFM PRINCIPLE IN CHARGE AUDIT SERVICE – GABRIDGE & COMPANY:* Joe introduced himself to the city council. Prior work with the City of Flushing for the last decade. A proposal for services was given to the council at this time. Been with Gabridge for the last twenty-five years. Works with 300 local government businesses and twenty-five cities across the State of Michigan. He and two other staff members are CGFM certified. On multiple boards.

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 24, 2025

**REPORTS** (*It is recommended the Mayor & City Council accept these reports collectively through a single motion*):

- A. APPROVE APRIL 8, 2025, MEETING MINUTES
- B. APPROVE CITY COUNCIL BILLS
- C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT MAY 2025 ACTIVITY REPORT
- D. RECEIVE AND FILE GENESEE COUNTY 9-1-1 DIRECTOR'S MAY 2025 ACTIVITY REPORT
- E. RECEIVE AND FILE DPW DIRECTOR MAY 2025 ACTIVITY REPORT
- F. RECEIVE AND FILE CITY CLERK MAY 2025 ACTIVITY REPORT
- G. RECEIVE AND FILE CITY MANAGER ACTIVITY REPORT
- H. RECEIVE AND FILE CONGRATULATORY MEMORANDUM SAM SPENCE
- I. REPORT NOTIFYING CITY COUNCIL INTERIM CITY MANAGER IS AUTHORIZED SIGNATORY & EXTENSION CITY OF MONTROSE DWAM GRANT
- J. REPORT ON BS&A CLOUD SYSTEM INDEFINITE HOLD & IMPLEMENTATION
- K. REPORT ON CITY OF MONTROSE CONTRACT(S) UPDATES
- L. REPORT TO CITY COUNCIL ON OUTSTANDING PERMITS
- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold to approve the consent agenda.
- **AMENDED MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold. To add E (May 2025 DPW Director) & F (May 2025, City Clerk) Reports to item #14 on the agenda. Roll Call Vote: Hoose – Aye, Arnold – Aye, Machuk – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**PUBLIC COMMENTS**: Planning Board member Warren Edwards communicated how hard it is to comment on a proposed budget prior to the meeting because it was not available for review. Edwards also commented on overtime hours at Genesee County due to under-staffing problems.

**MATTERS OF COUNCIL ACTION:**

1. **CONSIDER APPROVAL OF RESOLUTION FY25/26 BUDGET:**

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold that we consider approving the resolution for the FY25/26 Budget. Roll Call Vote: Arnold – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Pangle – Aye, Heslop – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

2. **CONSIDER APPROVAL OF PROPOSAL FROM MRS. KIMBERLY LYNCH, INTERIM/ACTING CITY TREASURER & FINANCE MANAGER:**

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

3. **CONSIDER APPROVAL OF ENGAGEMENT WITH GABRIDGE & CO. AS CITY'S AUDITOR:**

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold to approve Gabridge as the City's Auditor. Roll Call Vote: Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 24, 2025

4. *CONSIDER APPROVAL HIRING MR. TIMOTHY MAZUR (BUILDING INSPECTOR):*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Machuk to hire Timothy Mazur and authorize the contract with a basic background check. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

5. *CONSIDER EMPLOYMENT CONTRACT AGREEMENT WITH INTERIM CITY MANAGER:*

- **MOTION** by Pangle **SECOND** by Mayor Banks to approve the Employment Contract with Joe Karlichek. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Nay, Pangle – Aye, and Mayor Banks – Aye. Six (6) Ayes. One (1) Nay. Motion Carried.

6. *CONSIDER APPROVAL OF RESOLUTION ACT51 STREET ADMINISTRATOR & RESOLUTION:*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold to approve Resolution Act51 Street Administrator & Resolution. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

7. *CONSIDER APPROVAL OF MML LIABILITY & PROPERTY POOL INSURANCE:*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold that we approve the MML Liability & Property Pool Insurance. Roll Call Vote: Pangle – Aye, Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

8. *CONSIDER APPROVING RESOLUTION CITY OF MONTROSE SCHEDULE OF FEES:*

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

9. *CONSIDER APPROVAL OF EXTENDING THE CITY OF MONTROSE BUSINESS LICENSE ADDITIONAL 90 DAYS:*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Pangle to approve extending the General Business License 90 days. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – Nay, Mayor Pro-Tem Richard – Aye, Machuk – Abstain, Pangle – Aye, and Mayor Banks – Aye. Five, (5) Ayes, One, (1) Nay, and One, (1) Abstain. Motion Carried.

10. *CONSIDER APPROVAL FINAL RESOLUTION MRS. BARBARA VALENTINE WITHOUT CAUSE:*

- **MOTION** by Pangle **SECOND** by Machuk that we approve the final resolution to terminate City Manager Barbara Valentine's employment without cause. Roll Call Vote: Mayor Pro-Tem Richard – Nay, Heslop – Nay, Pangle – Aye, Machuk – Aye, Hoose – Aye, Arnold – Aye, and Mayor Banks – Aye. Five (5) Ayes. Two (2) Nays. Motion Carried.

11. *CONSIDER APPROVAL OF ADMINISTRATION DIRECTIVE RELATED TO MSHDS HOUSING STUDY:*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold that we approve the administration directive related to the MSHDS Housing study. Roll Call Vote: Mayor Pro-

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 24, 2025

Tem Richard – Aye, Heslop – Aye, Pangle – Aye, Machuk – Aye, Hoose – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

### 12. FOIA APPEAL – CITY ATTORNEY:

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold to grant approval to appeal as stated. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

### 13. SCHEDULE OPRA PUBLIC HEARING – CITY ATTORNEY:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to set an OPRAH Public Hearing for July 22<sup>nd</sup>. Roll Call Vote: Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Machuk – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

### 14. DISCUSSION/DIRECTION OF THE MAY 2025, DPW & CLERK REPORT:

- **MOTION** by Richard **SECOND** by Arnold to cease and desist DPW & Clerk report. Roll Call Vote: Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Machuk – Aye, Hoose – Aye, Mayor Banks – Aye. All Ayes. Motion Died.

### PUBLIC COMMENTS: NONE

- **MOTION** by Pangle **SECOND** by Arnold to have a five-minute adjournment. Roll Call Vote: Machuk – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, Heslop – Aye, Arnold – Aye, Mayor Banks – Aye. All Ayes. Motion Carried. Mayor Banks adjourned the meeting at 8:41 p.m.

Mayor Banks reconvened the regular meeting at 8:46 p.m.

### REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Met on June 10<sup>th</sup>, discussed 25/26 FY plans. Approved the resolution to levy up to 1.9956 mills for FY 25/26.

### ELECTION COMMISSION: NONE

GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: Meeting cancelled.

GENESEE COUNTY METROPOLITAN ALLIANCE: Looking at grants for one of our roads.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Very interested in the libraries. \$13,051,859.00. Consistently keeps on getting larger and larger. Small cities are concerned about money going to the central locations. Need to disperse amongst the communities. Lucky to have a good relationship with the township and the system which we break into 1/3 which we are able to maintain. But a lot of communities unfortunately do not have that cooperation. It doesn't impact us that much compared to. We may need money to maintain our libraries. To provide service.

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

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*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* Wasn't able to make the meeting. I would like to point out that there was a ribbon cutting for the digester here in Montrose. It is up and operational. Because of PFAS'S we can no longer put our sludge in the ground anymore. No longer doing field applications. Using a digestor to try and concentrate down the solids they got. It has been a work in progress the last couple of years.

*PLANNING BOARD:* No meeting, next one is July 10<sup>th</sup>.

*911 CONSORTIUM:* NONE

*ZONING BOARD OF APPEALS:* NONE

*MONTROSE AREA CHAMBER OF COMMERCE:* Sign at the end of town across from Gold's is getting a facelift, being wrapped to make it weatherproof. The Duck Race is coming up and it is being pretty well publicized. Also, still making a list of local businesses in the area. They are coming up with a QR code you can snap, and it will pop up.

### **REPORTS FROM CITY MANAGER AND CITY ATTORNEY:**

*CITY MANAGER:* In council packet. Report I provided you. I have some bullet points I would like to share with everybody. Sharing with you the fact that this City as many as you know as many of you know is extraordinarily lucky to have the employees and staff that we have here. It has been an honor to work with all of these folks, and the amount of respect we have for one another. The amount of work that goes on at City Hall. The door dingding with customers coming in. I met a number of citizens at the window and at the door. Facilitating permits and I will tell you the devotion of this clerk, the secretary, the DPW staff, our police officers' I have met, police chief, and fire chief and what they do for this community is we are lucky to have that. I just want to thank Tina and Christine for their help getting through the first three weeks here. Next up I was greeted by everybody on Tuesday when I walked in here for an interview. Listened to a particular individual, Deanna Campbell from MI Hope/Retro foam. After numerous hours of discussions, investigations, and reviews. This Thursday, crossing our fingers, we will begin to batch the first five of the fourteen properties and get the MI Hope Grant closed out. There has been a lot of work involved in that. Last but not least, your website, I discussed it with the Revise organization today and I talked to a number of members from the council today and looking at the current proposed design and pretty much got a consensus that this is what you like. I am going to click accept. From there, there is a series of approximately six months before your new website is implemented. That being said, your current website through Shumaker, I did speak with Mr. Skidmore. In order to improve our transparency, if you will with the community as I have been asked by numerous members of council. Beginning our next council meeting all Council, Planning, DDA board packets and information will be uploaded and sent to Shumaker to put on the city website for public consumption.

*CITY ATTORNEY:* NONE

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

June 24, 2025

**MAYOR AND COUNCIL COMMENTS:** **Mayor Tom Banks** – Melissa, Joe, and I attended the Jennings Foundation luncheon, everyone came up and shook his hand and welcomed him to the city, they were happy to have us there and it was an honor to be there. Joe from the telephone museum and his wife were honored as Citizens of the year. Looking at nominations for next year. Keep your eyes and ears open. **Councilwoman Hoose** – Spoke and said they are looking for younger people to nominate that are doing good things in the community. **Mayor Tom Banks** – For the citizen of the month, I would like to see that become a citizen of the month, not be so often an employee of the month. We can develop our own award for that. But the citizens are out there. We awarded Greg Ward, we have got other people, Mr. Kits, we have got other people out there in the city that should be recognized. Brought into our fold as part of the city so they know that we appreciate the things we do. Get people awarded for the good things they do here. **Councilman Pangle** - July 20<sup>th</sup> book signing at Riverside. A local resident published her first kid's book. **Councilman Arnold** – Long literary tradition in the county. There used to be two publishing companies in town, one of whom was in the 1920's and was a female which was a rarity. As of last count there were eighteen published authors in the state. One was a New York Times bestseller. Also, I would like to thank the staff for busting their butts in getting things done. Quite an accomplishment. Like to tell my fellow councilmembers when there is a transition and we have gone through a lot lately. It seemed overwhelming and that we can get discouraged and disheartened, this hasn't been normal but it will get easier. Other than that, I assume we are going to one meeting a month Mr. Manager? **City Manager Karlichek** - Yes sir, unless there is something that causes us to meet again. One meeting is plenty. **Mayor Pro-tem Richard** – I would like to congratulate Mr. Spence on passing his S3 licensing test. **Councilwoman Machuk** – I just want to congratulate Sam on passing his test, the staff for helping Joe out and getting everything done. Citizen of the month I just want to touch on that, I would like to open it up to residents, not nominate people. We are only a board of seven people. We only know so many people. Maybe come up with a form on the website. I also loved how this packet was put together and all the information that came with it, I definitely appreciated it. **Councilwoman Hoose** – I am glad for the budget being done and thankful for out taxes going out on time. I look forward to seeing where we are going to go in the future, it has been very nice today. **Councilman Heslop** – I just want to say thank you to all of the staff for your support during this tumultuous period of time. We have had a lot of overtime put in, a lot of things that are not necessarily what your day to day normally is, so, thank to everyone that contributed. I think that we also need to consider quantifying the amount of additional hours unpaid essentially that Tina has had to put in. I would like to figure out how many extra hours she put in much during this period of time with the changeover with the city manager and consider some type of additional reimbursement, because that was a lot of extra time and effort specifically on her shoulders. I apologize if I am missing anybody else. Also, something that we need to discuss amongst ourselves is this turmoil. we've kind of pushed other items off to the side, specifically, we need to schedule a meeting about the water endpoints. That was something we had decided a couple of months ago. We needed to get together and do a little fact finding. We have had a multitude of special meetings and other things going on that has slipped by the wayside and we need to get back on doing that. I'm looking forward to things going back to normal. I also did see in our listing of expenditures to the city that between March and today we are up to \$18,853.80 in attorney fees. I am really not happy about that. **City Attorney** – Since you hired the new city manager my workload has gone down. As it should be. **Councilman Heslop** – I feel like a lot of this is self-inflicted. **City Attorney** – I anticipate

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

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that dramatically decreasing. **Councilman Heslop** – Ok. That is all I have to say and congratulations Sam.

**COMMUNICATIONS TO THE COUNCIL:** NONE

**ADJOURNMENT:**

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

Mayor Banks adjourned the meeting at 9:05 p.m.

Prepared by City Secretary, Christine Schultz

**DRAFT**

A

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

July 22, 2025

**CALL TO ORDER:** Mayor Tom Banks called the regular Council meeting to order at 7:01 p.m. The meeting was held at the City Offices located at 139 S. Saginaw Street, Montrose, MI.

**ROLL CALL:** Present council members were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, and Lori Machuk. Also present was Interim City Manager Karl Karlischek, City Clerk Tina Rush, and 9 citizens. Council member Melissa Wallace-Hoose was recorded absent.

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

**CLOSED SESSION PURSUANT TO THE MICHIGAN OPEN MEETINGS ACT, MCL 15.268, TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, SPECIFICALLY AN ATTORNEY-CLIENT PRIVILEGED WRITTEN LEGAL OPINION. ROLL CALL VOTE REQUIRED:**

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle that we go into closed session. Roll Call Vote: Arnold – Aye, Heslop – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried. Mayor Banks closed the regular meeting at 7:03 p.m.

Mayor Banks brought the regular meeting back to order at 7:33 a.m.

**CITIZEN OF THE MONTH:**

1. ***MAYOR BANKS TO PRESENT MONTROSE DIGITAL MÉDIA "KIDS"***: Mayor Banks presented the Citizen of the Month Award to Mr. Kitts, thanking everyone for their professionalism.

2. ***CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF AUGUST:***

- **MOTION** by Mayor Banks **SECOND** by Mayor Pro-Tem Richard to nominate Allie Green and Victoria Sargent from Blackbird Market. Mayor Pro-Tem Richard – Aye, Heslop – Aye, Arnold – Aye, Pangle – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**PUBLIC HEARINGS:**

1. ***OBsolete PROPERTY REHABILITATION ACT (OPRA) EXEMPTION CERTIFICATION:*** Mayor Banks opened the public hearing at 7:37 p.m. There were no questions and/or comments from the Public. Mayor Banks closed the public hearing at 7:38 p.m. and brought the regular meeting to order.

**PRESENTATIONS:**

1. ***RON DRZEWICKI, REVITALIZE, LLC:*** Drzewicki gave an oral update on the progress.

**REPORTS:**

- A. ***APPROVAL OF REGULAR MEETING MINUTES APRIL 8, APRIL 29, MAY 13, MAY 20***
- B. ***APPROVE CITY COUNCIL BILLS JUNE 2025***
- C. ***RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT JUNE 2025 ACTIVITY REPORT***
- D. ***RECEIVE AND FILE GENESE COUNTY 9-1-1 DIRECTOR'S JUNE 2025 ACTIVITY REPORT***
- E. ***RECEIVE AND FILE DPW SUPERVISOR ACTIVITY REPORT***

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

July 22, 2025

F. RECEIVE AND FILE CITY CLERK ACTIVITY REPORT

G. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE ACTIVITY REPORT

H. RECEIVE AND FILE CITY MANAGER ACTIVITY REPORT

I. RECEIVE AND FILE WATER END POINTS REPORT

J. CITY COUNCIL REPORT & NOTIFICATION CITY ADMINISTRATION SWOT ANALYSIS

- **MOTION** by Machuk **SECOND** by Pangle to approve and file items A through J but I would like to make a revision to the language of the meeting minutes dated May 20, 2025 they currently read, "Machuk commented that she likes to research things and prior to researching on Facebook, she was contacted by outside people" when it should read that I said, "I like to research things and I knew about this before it was all over Facebook". Also, remove April 8 meeting minutes because they were approved June 24, 2025, remove April 29 and June 5 from the agenda because the meeting minutes were not located in the packet. Roll Call Vote: Heslop – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

**PUBLIC COMMENTS: THE PURPOSE OF THIS AGENDA ITEM IS TO ALLOW PERSONS TO COMMENT. 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 COUNCIL COMMENTS. ALL PERSONS ADDRESSING THE CITY COUNCIL ARE ASKED TO LIMIT THEIR COMMENTS TO NO MORE THAN THREE (3) MINUTES:** A citizen expressed concerns with council members arguing in council chambers prior to the start of the council meeting.

### **MATTERS OF COUNCIL ACTION:**

- **MOTION** by Machuk **SECOND** by Mayor Pro-Tem Richard to remove No. 5 and revisit that at the August meeting when we have a full council panel and also add number, when we take away No. 5 in its place add the Water Rate Study for No. 5 instead. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Pangle – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

#### 1. CONSIDER APPROVING OBSOLETE PROPERTY REHABILITATION ACT (OPRA) RESOLUTION:

- **MOTION** by Pangle **SECOND** by Mayor Pro-Tem Richard that we approve the resolution to approve the obsolete property rehabilitation exemption certificate application for Ramby LLC and to specify the dates for June 2026. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

#### 2. CONSIDER APPROVE CHANGE ORDER NO. 4 and PAYMENT to KENNEDY EXCAVATING, INC.:

- **MOTION** by Arnold **SECOND** by Mayor Pro-Tem Richard that we approve change order No. 4 for Kennedy Excavating. Roll Call Vote: Machuk – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

#### 3. CONSIDER AMENDING CITY COUNCIL RULES AND ADOPT NEW AGENDA FORMAT:

- **MOTION** by Machuk **SECOND** by Mayor Banks that we amend the city council rules and

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

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adopt the new addendum format. Roll Call Vote: Pangle – Nay, Heslop – Nay, Machuk – Aye, Mayor Pro-Tem Richard – Nay, Arnold – Aye, and Mayor Banks – Aye. Two (2) Ayes. Four (4) Nays. Motion died.

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle to set this one aside so that everyone can look it over and discuss it at the next meeting. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Pangle – Aye, Arnold – Aye, Heslop – Aye, Machuk – Aye, and Mayor Banks – No. Five (5) Ayes. One (1) Nay. Motion Carried.

### *4. CITY COUNCIL CONSIDER TO AUTHORIZE THE DISTRIBUTION OF THE HOUSING STUDY FOR REVIEW IN ACCORDANCE WITH STATE LAW:*

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle that the City Council authorizes the distribution of the Housing Study for review according to State Law. Roll Call Vote: Pangle – Aye, Arnold – Aye, Machuk – Aye, Richard – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

### *5. WATER RATE STUDY:*

- **MOTION** by Pangle **SECOND** by Arnold to authorize the water rate study in the amount of ten thousand dollars, (\$10,000.00). Roll Call Vote: Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Heslop **SECOND** by Arnold to add onto the agenda item No. 6, Code of Ethics Discussion. Roll Call Vote: Machuk – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks. All Ayes. Motion Carried.
- **MOTION** by Heslop **SECOND** by Arnold to add onto the agenda item No. 7, Pivot Group. Roll Call Vote: Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard, Machuk – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

### *6. CODE OF ETHICS DISCUSSION:* Heslop conveyed that the city attorney was working on a draft and asked Karlichek to contact her and bring back the draft to the city council.

### *7. PIVOT GROUP:*

- **MOTION** by Heslop **SECOND** by Mayor Pro-Tem Richard that we direct the city manager to reach out to the Pivot Group to provide us with a list of additional candidates. Roll Call Vote: Pangle – Nay, Heslop – Aye, Machuk – Nay, Arnold – Nay, Mayor Pro-Tem Richard – Nay, and Mayor Banks – Nay. One (1) Aye. Five (5) Nays. Motion Died.
- **MOTION** by Heslop **SECOND** by Mayor Pro-Tem Richard that we conduct a background check on Mr. Karlichek prior to the next meeting so that we can have that information prior to voting on a contract. Roll Call Vote: Arnold – Nay, Machuk – Nay, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Heslop – Aye, and Mayor Banks – Nay. Three (3) Ayes. Three (3) Nays. Motion Died due to tie vote.

## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

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- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold that we offer the contract to Joe Karlichek based on an acceptable background check. Roll Call Vote: Heslop – Nay, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. Five (5) Ayes. One (1) Nay. Motion Carried.

**PUBLIC COMMENTS:** Citizen Pam Riley announced she is the one that petitioned the courts to recall Mayor Tom Banks with hopes to have it on the November ballot.

**REPORTS FROM BOARDS & COMMISSIONS:**

***DOWNTOWN DEVELOPMENT AUTHORITY BOARD:*** Fleis & Vandenbrink are retrieving quotes for the DDA for projects and services.

***ELECTION COMMISSION:*** Rush announced that she needs to work on re-certification.

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

***GENESEE COUNTY METROPOLITAN ALLIANCE:*** Mayor Pro-Tem Richard reported there was no meeting this month, but he is procuring information on how to revert the designation of Hickory Street from a local street to a minor collector, therefore making it eligible for other grants.

***GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:*** NONE

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

***PLANNING BOARD:*** Amendment was made to the Master Plan to include the Housing Study.

***911 CONSORTIUM:*** NONE

***ZONING BOARD OF APPEALS:*** There is a potential variance request.

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

**REPORTS FROM CITY MANAGER AND CITY ATTORNEY:**

***CITY MANAGER:*** *On file at city office.*

***CITY ATTORNEY:*** NONE

**PUBLIC COMMENTS:** NONE

**MAYOR AND COUNCIL COMMENTS:** Mayor Banks, Pangle, Arnold, Machuk & Heslop made comments.

**COMMUNICATIONS TO THE COUNCIL:** NONE

**ADJOURNMENT:**

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

July 22, 2025

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

Mayor Banks adjourned the meeting at 9:32 p.m.

Prepared by City Clerk, Tina Rush

**DRAFT**

User: TINA  
DB: Montrose

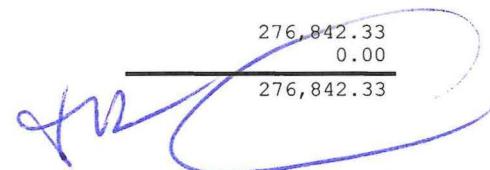
CHECK REGISTER FOR CITY OF MONTROSE  
CHECK DATE FROM 07/01/2025 - 07/31/2025

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount
07/15/2025	SB CK	21117	056	QUILL CORPORATION	QUILL CORPORATION	Office & DPW Supplies for	210.51
				QUILL CORPORATION	Office & DPW Supplies for	18.37	18.37
				QUILL CORPORATION	Office & DPW Supplies for	411.97	411.97
							640.85
07/15/2025	SB CK	21118	109	RETROFOAM OF MICHIGAN I	RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	14,860.00
				RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	18,232.00	18,232.00
				RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	17,926.00	17,926.00
				RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	10,838.00	10,838.00
				RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	22,823.00	22,823.00
							84,679.00
07/15/2025	SB CK	21119	885	SPECTRUM BUSINESS	SPECTRUM BUSINESS	Internet Services for July	279.98
07/15/2025	SB CK	21120	114	VERDANT COMMERCIAL CAPI	VERDANT COMMERCIAL CAPI	New Copy Machine Services	167.76
07/15/2025	SB CK	21121	964	VIEW NEWSPAPER GROUP -	VIEW NEWSPAPER GROUP -	Publications for June 2025	105.20
07/24/2025	SB CK	21122	020	GENESEE COUNTY DRAIN CO	GENESEE COUNTY DRAIN CO	Sewer Charge for May 2025	15,939.15
				GENESEE COUNTY DRAIN CO		Water Treatment Chargers f	28,910.37
							44,849.52
07/24/2025	SB CK	21123	172	KIMBERLY LYNCH	KIMBERLY LYNCH	Treasurer Contracted Servi	8,200.00
07/24/2025	SB CK	21124	071	MENARDS	MENARDS	Supplies to Paint Crosswal	52.93
07/24/2025	SB CK	21125	198	MICHIGAN MUNICIPAL LEAG	MICHIGAN MUNICIPAL LEAG	Treasurer/Deputy Clerk Cla	225.00
07/24/2025	SB CK	21126	042	MONTROSE TOWNSHIP	MONTROSE TOWNSHIP	Jennings Library Consume	1,330.06
				MONTROSE TOWNSHIP		Fire/Police Contract for A	35,602.44
							36,932.50
07/24/2025	SB CK	21127	109	RETROFOAM OF MICHIGAN I	RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	16,396.00
				RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	23,260.00	23,260.00
				RETROFOAM OF MICHIGAN I	MiHOPE Insulation Grant fo	21,713.00	21,713.00
							61,369.00
						Total Paper Check:	276,842.33
							276,842.33

SB CK TOTALS:

Total of 31 Checks:  
Less 0 Void Checks:

Total of 31 Disbursements:

276,842.33  
0.00  
276,842.33


# CITY OF MONTROSE MEMORANDUM

**Date:** August 14, 2025

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

**From:** Police Chief Jamie Cochran and Fire Chief George Taylor & Code Enforcement Officer Scott Murlick

**Subject: Police, Fire and Code Enforcement Report – July 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 fifty-one (49) calls in July. Of those calls, they included; (1) Felony Arrest, (1) Misdemeanor Arrest, (1) Traffic Violations, (5) Verbal Warnings, (4) Accidents, (8) Assists to other Departments, (1) Motor Assist, (3) Medical Calls, and (574) Property Inspections.

## **FIRE DEPARTMENT RESPONSES**

The Fire Department responded to seven (7) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, medical, in July 2025.

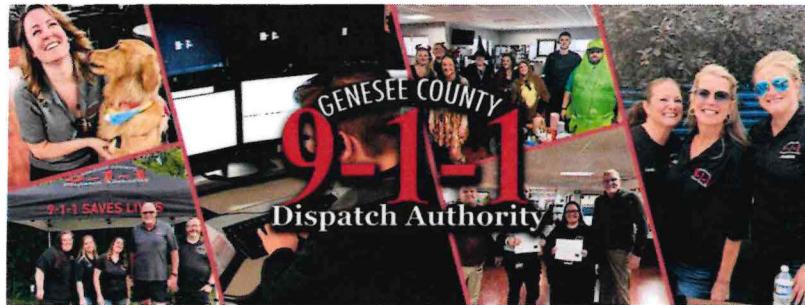
## **CODE ENFORCEMENT RESPONSES**

The Code Enforcement Officer received a total of 65 new complaints in July 2025. Code Enforcement Officer Mr. Scott Murlick closed all 55 of the new complaint. 60% exterior blight related issues and 25% inoperable vehicle/unregistered, 10% vehicles/parking in yard/sidewalk complaints, and 5% other matters of investigation/research.

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 July 2025 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

**August 14, 2025**

Re: Executive Directors Report – July 2025

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

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

Police Incidents: **41,911**

Fire Incidents: **2,865**

EMS Incidents: **6,438**

Total Incidents: **51,214**

Incoming 9-1-1 Calls: **32,082**

Incoming 99-11 Calls: **5,769**

Total Incoming 9-1-1 Calls: **37,851**

### Type of Calls:

VOIP Calls: **2,231**

Cellular Calls: **28,817**

Cell 9-1-1 Hang Ups: **4,946**

Wireless Calls: **719**

Land 9-1-1 Hang Ups: **367**

Public Safety Line – Incoming: **1,612**

## Executive Board and General Membership

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

Text Sessions Incoming: **622**

Text Sessions Outbound: **292**

All Outbound Calls: **6,292**

The daily Average number of Calls into the 9-1-1 Center in the month of July was **1,221** and our daily call volume for the month was from **1077** per day to **1,418** per day.

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

Our call takers and dispatchers have worked **1,704.25 hours** of overtime in the month of July. FYTD, **15,656.25** hours. We had 3 employees on medical leave in the month of July. Employees' medical restrictions remain as they were in June for Employees hours and Overtime.

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

Our part time FOIA Coordinator processed **393** in the month of July, year to date **2,564** FOIA's processed.

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

No complaints.

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

Staffing currently.

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

We have 35 fully trained employees, and 4 employees are on short/longer term medical leave, and 4 with overtime medical restrictions. (+3-MOU Call taker only), (+4 in phones training), (2 Stalled on Phones) (+1 in radio training) (+5 Part-time), 2 phones only (LOU), and 1 Fire/EMS Radio Trained.

## Executive Board and General Membership

### Applications Processed:

On July 1, 2025, we started accepting applications again for new hires.

### Resignations & Retirement:

Two employees resigned, Trevor Shaw and Brandon Campbell. Also, Corissa Hull our Assistant Account Manager, resigned.

### Monthly Training:

On July 15 and 16, 2025 we conducted mandatory Harassment & Discrimination in the workplace for the entire staff, presented by Attorney John Clark.

### EMS - Critical Status:

In the Month of July, 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-Jul	1	0.07	1	4
4-Jul	2	7.92	1	8
5-Jul	1	2.13	1	8
6-Jul	1	3.53	1	8
7-Jul	1	1.65	1	5
11-Jul	1	3.30	1	9
12-Jul	2	1.02	1	9
13-Jul	2	4.77	1	7
14-Jul	3	3.32	1	7
18-Jul	1	1.73	1	5
19-Jul	3	5.33	1	5
20-Jul	1	0.65	1	5
<b>Grand Total</b>	<b>19</b>	<b>35.42</b>	<b>1</b>	<b>9</b>

## Executive Board and General Membership

### **Quality Assurance:**

We stopped doing Q&A's for the month of July. Supervisor Reitano was reassigned to the management team to assist with the move into the New 9-1-1 Center.

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

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



## Executive Board and General Membership

### **HAP Building Renovations Completed:**

Final Renovations to the 4<sup>th</sup> floor are coming to an end. We still have a punch list of things to work through, but we are now up and fully operational as of 9:11am on August 5, 2025.

Our Special “Thanks” with all our vendors that had some very long days to make this happen on time! Thank you, Lurvey Construction team and the 9-1-1 providers, Motorola, Pro Comm, PFN, INdigital, MPSCS, Thomas, Shelby Furniture, Watson, Fire & Security Alarm., Cresent Digital, Cleaning Companies, and Westshore.

### **Open House – September 9, 2025:**

On September 9, 2025, we are having an Open House at the New 9-1-1 Center from 11:30am to 1:30pm. We will invite our staff and their families along with our consortium partners, elected Executive & General Membership members, EMS, Fire and Police leadership. We will have light refreshments and be giving guided tours.



## Executive Board and General Membership



# E

## CITY OF MONTROSE MEMORANDUM

**Date:** August 19, 2025

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

**From:** Sam Spence, DPW Supervisor

**Subject: Receive and File City DPW July 2025 Activity Report**

---

The following has been performed for the month of July 2025.

### **Streets**

- ALL streets were swept (including M-57)
- Cross walks repainted with more visible hash marks included.
- RR Crossing sign at Howard was cleared for clear vision, per RR request
- S. Saginaw shoulder work, along with mailbox relocation, completed
- Dirt roads graded with the Dump Truck belly blade

### **Water/Sewer**

- All water samples were completed and reported
- Attended meeting with Genesee County Sewer Superintendent & Interim City Manager

### **Parks/Downtown**

- All parcels mowed, weed wacked, and blown off weekly, (including both Lions and BB Park)
- DDA flowers watered at least 3x's per week. Due to extreme heat
- Dead end road overgrowth was trimmed and pushed back

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

# CITY OF MONTROSE MEMORANDUM

F

**Date:** August 19, 2025

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

**From:** City Clerk Activities

**Subject: Report on City Clerk Activities for July/August 2025**

---

Thank you Lori for updating the outside city office hours, the lettering looks great!

July 15<sup>th</sup> processed \$151,628.95 check run 1 week early so that RetroFoam could be paid for MiHOPE Insulation Grant.

July 18<sup>th</sup> traveled to Clio to select and purchase wind chime for Otis Stout to be sent to the funeral home on behalf of the City Council, City Staff & DPW Crew.

Researched and processed current mailing information for OPRA Public Hearing notices. Forwarded public hearing notice to the Tri County for publication, printed public hearing notices, addressed envelopes and mailed notifications.

July 21<sup>st</sup> finished scanning and attaching documents to complete July 15<sup>th</sup> Accounts Payable check run.

Reformatted several resolutions keeping them in alignment with the City's records per City Charter requirement.

Disputed Montrose Township's invoice for ½ payment of 6 months utility bills for the Jennings Library, \$500 savings to the City.

Called and cancelled The Hartford Insurance policy regarding the volunteers @ The Depot. This policy was purchased when the Depot was under restoration. The visitors and/or volunteers are now covered through the City's Michigan Municipal League. \$340 annual savings.

Emailed Shumaker asking them to update the city's website by adding a tab for 2025 meeting minutes and adding various attachments.

Research and retrieved vendor information for DPW Supervisor to purchase paint.

Emailed May 20<sup>th</sup> and May 27<sup>th</sup> meeting minutes per ChoiceOne Bank to update city records reflecting Valentine & Moore was removed and added Karlichek.

Sent email to Shumaker asking them to post the vacant Treasurer/Deputy Clerk position onto the city's website.

Ordered cleaning supplies per custodian request.

Updated the council roll call to reflect, "Council Member" prior to each council members name per Interim Manager's request.

Twice I emailed meeting minutes to ChoiceOne Bank showing Barbara Valentine and Nicole Moore was removed and Interim City Manager Joe Karlichek was added to the City's bank accounts as authorized signatories, however, for the third time, they requested a memo stating these facts. Generated a memo and again emailed meeting minutes from May 20<sup>th</sup> and May 27<sup>th</sup>.

Created 3 new vendor entries into B S & A. Retrieved W-9, COL and worker's comp certificate. Assigned a vendor number and entered accounts payable information into the system, along with general ledger percentage breakdown and EIN number. Also logged onto the IRS website to verify EIN information supplied is correct according to IRS records and crossed off the vendor number so that it does not get re-assigned to another vendor.

Updated the City's W-9 and Tax-Exempt Certificates for vendors that said the City's certificate expired. Signed new certificates, scanned and /or emailed accordingly.

Updated computer task reminder and entered new expiration date of vendor expiring certificates of liability and worker's comp certificates.

Updated city records for key assignments and mailbox key assignments accordingly.

Spent several webinar hours training and processing MERS report for the treasurer position.

Held 1 hour meeting for Unemployment Appeal Public hearing, only to be deferred until Tuesday August 5<sup>th</sup> @ 2:30 p.m.

July 30<sup>th</sup> Generated \$1,610.25 revenue by researching and generating an invoice for conducting the May 6, 2025 School Election. This took approximately 1 ½ to gather supporting documentation and calculating costs. \*NOTE: Received payment 08/11/25.

Spent several hours contacting SBAM, (Small Business Association of Michigan, the City employees' health/dental/optical/short-term disability and life insurance carrier). Retrieved and re-printed several months' worth of documents that previous treasurer never gave back to me. Recalculating and recording the general ledger number breakdown for the second time, scanned in the documents and attached appropriately into General Ledger to show back-up of journal entry. For the invoices that were not entered into General Ledger by the previous treasurer, I still need to enter the invoice into A/P and process with a future check run.

Contacted Boss to set up an appointment to service the copy machine. It was making grinding noises for over a week.

July 31<sup>st</sup> processed \$93,717.79 check run for treasurer position.

Researched general ledger numbers for DPW Supervisor and separated the costs per GL #

Spent several hours contacting Pitney Bowes to retrieve documents that previous treasurer never gave back to me. Reprinted several months of invoices, recalculating and recording the general ledger number breakdown for the second time, scanned in the documents and attached appropriately into General Ledger to show back-up of journal entry. For the invoices that were not entered into General

Ledger by the previous treasurer, I still need to enter the invoice into A/P that were not recorded into GL and process with a future check run.

Responded to a substantial number of emails received daily.

Returned significant numbers of phone calls from citizens regarding various city operating questions.

Successfully completed the transcription of six meeting minutes, with assistance from the City Secretary, (THANK YOU CHRISTINE!!). There were four additional sets than the normal one meeting per month.

Meeting minutes, besides the rule of thumb that if a meeting lasts 2 ½ hours, it will take 5 hours to transcribe, the meeting minutes starting in January are now even longer due to several motions being made, amended motions being made, roll call votes having to be typed out when a roll call vote is not required, so please understand this has added additional hours of work to the clerk department.

Calculated the Michigan Municipal League Worker's Comp Audit for the treasurer position.

Participated in an employee meeting.

Participated in a meeting with Netsource. Disputed a charge on invoice, \$90 savings to the City.

Spent several hours contacting Nextiva to retrieve documents that previous treasurer never gave back to me. Reprinting several months of invoices, re-calculating and re-coding on the invoice the general ledger number breakdown for the second time, scanning in the documents and attached appropriately in General Ledger to show back-up of journal entry. Still need to enter invoices into A/P that were not recorded into GL and process with a future check run.

Reached out to the Union to retrieve executed copies of MOU for one-time PTO payout. They did not have anything, retrieved signatures for the city's records and scanned and emailed the document to the Union for their records.

45 minutes researching, printing, and re-coding all Pitney Bowes lease invoices from July 2024 through September 2025 for the treasurer. Re-coded all of the invoices for the auditor's records, now I just need to research in the General Ledger to see if these were already entered because I cannot locate the journal entry. Still need to enter invoices into A/P that were not recorded into GL and process with a future check run.

August 13<sup>th</sup> processed 32 QVF voter files.

August 14<sup>th</sup> processed \$35,662.01 check run for treasurer position.

1 G

CITY OF MONTROSE

MEMORANDUM

**DATE:** August 26, 2025

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

**FROM:** Kim Lynch, Interim Treasurer

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

---

In July the treasurer's office started collecting summer tax bills. As property tax bills are collected our office is responsible for disbursing those collections. The State of Michigan has statutory dates each year for tax disbursements. The office is doing a great job collecting, depositing and recording the payments. I had no issues balancing and disbursing the payments collected for July 2025.

We are working together to streamline all payments made by the City of Montrose. The goal is to have all payments whether electronic or check, to be issued by the accounts payable department. This will help ensure accuracy and proper control.

A current budget report for the fiscal year 2025-June 2026 has been attached. We are working to monitor revenues and expenditures for the current fiscal year while still working to reconcile and correct the prior fiscal year that ended June 30, 2025.

Training will begin shortly with a new office assistant/deputy treasurer. This person will help handle the day-to-day operations of the treasurer and front office.

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DB: Montrose

REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
PERIOD ENDING 07/31/2025  
% Fiscal Year Completed: 8.49

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	AVAILABLE	% BDGT USED			
			BALANCE				
<b>Fund 101 - GENERAL FUND</b>							
<b>Revenues</b>							
101-000-403	PROPERTY TAXES - OPERATING LEVY	553,240.00	532,387.76	3.77			
101-000-406	PROPERTY TAXES - DDA CAPTURE	(115,000.00)	(115,000.00)	0.00			
101-000-427	PROPERTY TAXES - PUBLIC SAFETY LEVY	128,823.00	123,967.58	3.77			
101-000-432	PAYMENT IN LIEU OF TAXES (PILT)	10,000.00	10,000.00	0.00			
101-000-445	PENALTIES AND INTEREST ON TAXES	2,500.00	2,500.00	0.00			
101-000-447	PROPERTY TAX ADMIN FEE	21,829.00	21,339.86	2.24			
101-000-476	BUSINESS LICENSES AND PERMITS	900.00	850.00	5.56			
101-000-477	CATV FRANCHISE FEES	14,000.00	14,000.00	0.00			
101-000-479	BUILDING PERMITS	3,918.60	3,108.60	20.67			
101-000-574	STATE REVENUE SHARING	240,000.00	240,000.00	0.00			
101-000-626	CHARGES FOR SERVICES	0.00	(500.00)	100.00			
101-000-628	COPY AND REPORT FEE	1,037.57	1,024.67	1.24			
101-000-651	CITY PARK FEES	190.00	160.00	15.79			
101-000-657	FINES	1,644.31	1,482.28	9.85			
101-000-665	INTEREST EARNED	12,000.00	12,000.00	0.00			
101-000-671	VILLAGE OF CHESANING EQUIP RENTAL	1,811.68	1,811.68	0.00			
101-000-675	PUBLIC CONTRIBUTIONS	500.00	500.00	0.00			
101-000-676	REIMBURSEMENTS	25,000.00	25,000.00	0.00			
101-000-693	SALE OF FIXED ASSETS	50,000.00	50,000.00	0.00			
101-000-694	MISCELLANEOUS	1,075.60	1,075.60	0.00			
<b>TOTAL REVENUES</b>		<b>953,469.76</b>	<b>925,708.03</b>	<b>2.91</b>			
<b>Expenditures</b>							
101	MAYOR & COUNCIL	34,548.00	32,986.83	4.52			
172	MANAGER	34,127.00	31,329.58	8.20			
215	CLERK	84,125.85	79,435.14	5.58			
223	AUDITOR	25,400.00	25,373.46	0.10			
247	BOARD OF REVIEW	2,932.00	2,905.27	0.91			
253	TREASURER	39,638.00	30,934.74	21.96			
257	ASSESSOR	17,000.00	15,881.41	6.58			
261	SECRETARY	26,995.65	25,754.59	4.60			
262	ELECTIONS	38,640.00	38,613.27	0.07			
265	BUILDING AND GROUNDS	24,971.25	23,497.96	5.90			
301	POLICE	26,429.50	24,879.46	5.86			
336	FIRE DEPARTMENT	550.00	550.00	0.00			
345	PUBLIC SAFETY DEPARTMENT (POLICE & FIRE)	433,638.24	433,638.24	0.00			
371	BUILDING INSPECTION DEPARTMENT	31,600.00	29,459.26	6.77			
441	DEPARTMENT OF PUBLIC WORKS	124,074.75	119,531.79	3.66			
448	STREET LIGHTS	27,539.40	27,539.40	0.00			
701	PLANNING	58,965.00	58,938.27	0.05			
702	ZONING	1,423.00	1,396.46	1.87			
751	PARKS AND RECREATION	53,953.00	50,094.99	7.15			
790	LIBRARY	4,000.00	4,000.00	0.00			
<b>TOTAL EXPENDITURES</b>		<b>1,090,550.64</b>	<b>1,056,740.12</b>	<b>3.10</b>			
<b>Fund 101 - GENERAL FUND:</b>							
TOTAL REVENUES		953,469.76	925,708.03	2.91			
TOTAL EXPENDITURES		1,090,550.64	1,056,740.12	3.10			
NET OF REVENUES & EXPENDITURES		(137,080.88)	(131,032.09)	4.41			

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
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GL NUMBER	DESCRIPTION	AMENDED BUDGET	AVAILABLE			
			BALANCE	% BDGT USED		
<b>Fund 202 - MAJOR STREETS</b>						
<b>Revenues</b>						
202-000-459	SP. ASSESSMENT - GENESEE ST. DRIVEWAY	3,939.00	3,939.00	0.00		
202-000-460	SP. ASSESSMENT - WASHINGTON ST RECONST.	3,700.00	3,700.00	0.00		
202-000-546	STATE GRANTS - HIGHWAY AND STREETS	187,500.00	187,500.00	0.00		
202-000-567	ACT 17 TRUNKLINE	3,000.00	3,000.00	0.00		
202-000-665	INTEREST EARNED	750.00	750.00	0.00		
<b>TOTAL REVENUES</b>		<b>198,889.00</b>	<b>198,889.00</b>	<b>0.00</b>		
<b>Expenditures</b>						
000	202	130,063.00	130,063.00	0.00		
466	MAINTENANCE	37,837.90	32,087.61	15.20		
472	WINTER MAINTENANCE	13,559.00	13,506.00	0.39		
473	TRAFFIC SERVICES	2,145.00	2,118.46	1.24		
515	ADMINISTRATION	1,900.00	1,873.46	1.40		
517	STATE TRUNKLINE MAINTENANCE	7,176.00	7,149.46	0.37		
536	OPERATION AND MAINTENANCE	10,000.00	10,000.00	0.00		
<b>TOTAL EXPENDITURES</b>		<b>202,680.90</b>	<b>196,797.99</b>	<b>2.90</b>		
<b>Fund 202 - MAJOR STREETS:</b>						
TOTAL REVENUES		198,889.00	198,889.00	0.00		
TOTAL EXPENDITURES		202,680.90	196,797.99	2.90		
NET OF REVENUES & EXPENDITURES		(3,791.90)	2,091.01	155.14		

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	AVAILABLE BALANCE		% BDGT USED			
			NORMAL	(ABNORMAL)				
<b>Fund 203 - LOCAL STREETS</b>								
<b>Revenues</b>								
203-000-546	STATE GRANTS - HIGHWAY AND STREETS	62,500.00	62,500.00	0.00	0.00			
203-000-665	INTEREST EARNED	2,800.00	2,800.00	0.00	0.00			
<b>TOTAL REVENUES</b>		<b>65,300.00</b>	<b>65,300.00</b>	<b>0.00</b>				
<b>Expenditures</b>								
473	TRAFFIC SERVICES	500.00	500.00	0.00	0.00			
496	MAINTENANCE	36,129.40	33,164.55	8.21				
502	WINTER MAINTENANCE	13,125.00	13,071.99	0.40				
503	TRAFFIC SERVICES	3,315.00	3,288.46	0.80				
515	ADMINISTRATION	2,000.00	1,973.46	1.33				
<b>TOTAL EXPENDITURES</b>		<b>55,069.40</b>	<b>51,998.46</b>	<b>5.58</b>				
<b>Fund 203 - LOCAL STREETS:</b>								
<b>TOTAL REVENUES</b>		<b>65,300.00</b>	<b>65,300.00</b>	<b>0.00</b>				
<b>TOTAL EXPENDITURES</b>		<b>55,069.40</b>	<b>51,998.46</b>	<b>5.58</b>				
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>10,230.60</b>	<b>13,301.54</b>	<b>30.02</b>				

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	AVAILABLE BALANCE		% BDGT USED			
			NORMAL	(ABNORMAL)				
<b>Fund 226 - RUBBISH COLLECTION FUND</b>								
<b>Revenues</b>								
226-000-637	MUNICIPAL REFUSE/SOLID WASTE	116,550.00	110,670.00	5.05				
226-000-665	INTEREST EARNED	3.00	3.00	0.00				
<b>TOTAL REVENUES</b>		<b>116,553.00</b>	<b>110,673.00</b>	<b>5.04</b>				
<b>Expenditures</b>								
528	RUBBISH COLLECTION/DISPOSAL	116,608.00	116,608.00	0.00				
<b>TOTAL EXPENDITURES</b>		<b>116,608.00</b>	<b>116,608.00</b>	<b>0.00</b>				
 <b>Fund 226 - RUBBISH COLLECTION FUND:</b>								
<b>TOTAL REVENUES</b>		<b>116,553.00</b>	<b>110,673.00</b>	<b>5.04</b>				
<b>TOTAL EXPENDITURES</b>		<b>116,608.00</b>	<b>116,608.00</b>	<b>0.00</b>				
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(55.00)</b>	<b>(5,935.00)</b>	<b>.0,690.91</b>				

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)	
<b>Fund 240 - MOSQUITO CONTROL FUND</b>					
Revenues					
240-000-455	SPECIAL ASSESSMENTS	30,690.00	28,980.00		5.57
TOTAL REVENUES		30,690.00	28,980.00		5.57
Expenditures					
620	MOSQUITO CONTROL	39,480.00	32,900.00		16.67
TOTAL EXPENDITURES		39,480.00	32,900.00		16.67
 <b>Fund 240 - MOSQUITO CONTROL FUND:</b>					
TOTAL REVENUES		30,690.00	28,980.00		5.57
TOTAL EXPENDITURES		39,480.00	32,900.00		16.67
NET OF REVENUES & EXPENDITURES		(8,790.00)	(3,920.00)		55.40

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
PERIOD ENDING 07/31/2025  
% Fiscal Year Completed: 8.49

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	AVAILABLE BALANCE		% BDGT USED			
			NORMAL	(ABNORMAL)				
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>								
<b>Revenues</b>								
248-000-403	PROPERTY TAXES - OPERATING LEVY	115,000.00	114,638.12	0.31				
248-000-509	JENNINGS MEMORIAL GRANT	0.00	(5,000.00)	100.00				
248-000-675	PUBLIC CONTRIBUTIONS	1,200.00	1,200.00	0.00				
248-806-653	DEPOT RENTAL	3,500.00	2,940.00	16.00				
<b>TOTAL REVENUES</b>		<b>119,700.00</b>	<b>113,778.12</b>	<b>4.95</b>				
<b>Expenditures</b>								
472	WINTER MAINTENANCE	4,841.00	4,814.46	0.55				
515	ADMINISTRATION	1,400.00	1,373.46	1.90				
528	RUBBISH COLLECTION/DISPOSAL	2,000.00	2,000.00	0.00				
703	DDA ACTIVITIES	26,086.00	25,207.33	3.37				
729	COMMUNITY GARDEN	1,400.00	1,373.46	1.90				
806	THE DEPOT	5,687.50	5,507.31	3.17				
<b>TOTAL EXPENDITURES</b>		<b>41,414.50</b>	<b>40,276.02</b>	<b>2.75</b>				
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>								
<b>TOTAL REVENUES</b>		<b>119,700.00</b>	<b>113,778.12</b>	<b>4.95</b>				
<b>TOTAL EXPENDITURES</b>		<b>41,414.50</b>	<b>40,276.02</b>	<b>2.75</b>				
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>78,285.50</b>	<b>73,502.10</b>	<b>6.11</b>				

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
PERIOD ENDING 07/31/2025  
% Fiscal Year Completed: 8.49

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	AVAILABLE			
			BALANCE	% BDGT USED		
<b>Fund 590 - SEWER FUND</b>						
<b>Revenues</b>						
590-000-455	SPECIAL ASSESSMENTS	500.00	500.00	0.00		
590-000-631	SEWER USAGE COLLECTIONS	115,000.00	103,332.98	10.15		
590-000-634	SEWER REPLACEMENT	315,000.00	288,768.94	8.33		
590-000-636	LATE CHARGES	7,000.00	6,091.82	12.97		
590-000-665	INTEREST EARNED	2,000.00	2,000.00	0.00		
590-000-669	GAIN (LOSS) ON INVESTMENTS	3,000.00	3,000.00	0.00		
590-931-681	TRANSFER FROM MAJOR STREET FUND	130,199.00	130,199.00	0.00		
<b>TOTAL REVENUES</b>		<b>572,699.00</b>	<b>533,892.74</b>	<b>6.78</b>		
<b>Expenditures</b>						
536	OPERATION AND MAINTENANCE	187,541.30	179,261.61	4.41		
538	CHARGES FOR SERVICES-COUNTY	205,310.70	203,747.03	0.76		
<b>TOTAL EXPENDITURES</b>		<b>392,852.00</b>	<b>383,008.64</b>	<b>2.51</b>		
<b>Fund 590 - SEWER FUND:</b>						
<b>TOTAL REVENUES</b>		<b>572,699.00</b>	<b>533,892.74</b>	<b>6.78</b>		
<b>TOTAL EXPENDITURES</b>		<b>392,852.00</b>	<b>383,008.64</b>	<b>2.51</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>179,847.00</b>	<b>150,884.10</b>	<b>16.10</b>		

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
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GL NUMBER	DESCRIPTION	AMENDED BUDGET	AVAILABLE			
			NORMAL	(ABNORMAL)		
<b>Fund 591 - WATER FUND</b>						
<b>Revenues</b>						
591-000-454	HYDRANT ASSESSMENT	12,540.00	11,800.00	5.90		
591-000-618	TURN ON FEES	0.00	(30.00)	100.00		
591-000-619	TURN OFF FEES	0.00	(30.00)	100.00		
591-000-620	WTR OP/MAIN	371,609.00	340,290.79	8.43		
591-000-632	WATER USAGE COLLECTIONS	241,198.00	216,876.31	10.08		
591-000-633	NSF CHARGES	0.00	(50.00)	100.00		
591-000-636	LATE CHARGES	10,000.00	8,613.28	13.87		
591-000-665	INTEREST EARNED	5,125.00	5,125.00	0.00		
591-000-694	MISCELLANEOUS	1,000.00	1,000.00	0.00		
<b>TOTAL REVENUES</b>		<b>641,472.00</b>	<b>583,595.38</b>	<b>9.02</b>		
<b>Expenditures</b>						
536	OPERATION AND MAINTENANCE	361,098.50	329,971.40	8.62		
538	CHARGES FOR SERVICES-COUNTY	388,500.00	388,500.00	0.00		
906	DEBT SERVICE	62,498.00	30,450.12	51.28		
<b>TOTAL EXPENDITURES</b>		<b>812,096.50</b>	<b>748,921.52</b>	<b>7.78</b>		
<hr/>						
<b>Fund 591 - WATER FUND:</b>						
TOTAL REVENUES		641,472.00	583,595.38	9.02		
TOTAL EXPENDITURES		812,096.50	748,921.52	7.78		
NET OF REVENUES & EXPENDITURES		(170,624.50)	(165,326.14)	3.11		
<hr/>						
<b>TOTAL REVENUES - ALL FUNDS</b>						
TOTAL EXPENDITURES - ALL FUNDS		2,698,772.76	2,560,816.27	5.11		
NET OF REVENUES & EXPENDITURES		2,750,751.94	2,627,250.75	4.49		
		(51,979.18)	(66,434.48)	27.81		

# CITY OF MONTROSE MEMORANDUM

HF

**Date:** August 20, 2025

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

**From:** Joe Karlichek, Interim City Manager 

**Subject: Interim City Manager Activity 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**

- Continued review of the Employee Personnel Handbook. Handbook is undergoing full overhaul due to so many outdated policies or policies the city should have that are not present.
- SWOT analysis implemented across all departments.
- Met with city engineer (F&V), Finance Manager/Treasurer & DPW Supervisors to begin review and discussions of a more broader Capital Improvement Plan (CIP) for FY26/27 projects for budgeting purposes.
- Daily meetings and discussions with city administration staff.
- Met with and/or on routine basis communications to all 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.
- Discussed and reviewed with City attorney all pertinent matters.
- City Hall entry doors examined with three (3) quotes to move from a key to a FOB system.
- Closed out multiple items that had been pending dating back many months in 2025.
- DPW Supervisor Sam Spence and I met with Genesee County Wastewater/Sewer Director and reviewed upcoming new contract. City Council may receive a presentation from Genesee County and new contract proposal at their September meeting.
- Mrs. Kimberly Lynch, Treasurer & Finance Manager & I interviewed three (3) candidates for the Deputy Treasurer/Administrative Assistant Position. Heavy discussion about the position and long-term development.

## **PUBLIC SAFETY**

- Met with Fire Chief and Police Chief for review and implementation of SWOT analysis.
- Multiple meetings with Police Chief surrounding Law Enforcement Activities in the city.

## **BOARDS/COMMISSIONS**

- Month long preparations for city council memorandums & packets for August 26, 2025, meeting.
- Prepared Planning Commission Packets and held PC meeting Thursday August 14, 2025.
- Prepared DDA Packets and held DDA meeting August 21, 2025.
- Held City Council Meeting July 22, 2025.

# CITY OF MONTROSE MEMORANDUM

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

- Multiple updates conducted to our current website.
- TEAM Meeting with Revize and solidified the site mapping of the new website and upgrades. Expected to take another 4 – 6 weeks on the complete migration of the site map. Moving along!
- Conference Call with BS&A Cloud Account Representative. Very productive meeting and expecting to follow up late fall for final Q/A and projected 2026 implementation following new FY Budget.
- City Clerk and I conducted conference TEAMS Meeting with Net Source (City IT vendor) and reviewed contract that was signed earlier in 2025. Found it to be inadequate and needing upgrade. Awaiting further communication and will advise city council.

## **GRANTS**

- Meeting with MIOSHA and Deanna Campbell from Retro Foam and cleared out MiHope Grant. Closed out ALL properties with MSHDA and Retro Foam and final FSR completed. Working on administrative reimbursement report as it was found to not have been completed since the Grant was initiated.
- City undergoing a Grant Funded Water Rate Study.
- City Administration working with F&V researching Grant opportunities for city eligible infrastructure, parks and grounds.

## **CITIZEN/BUSINESS INTERACTIONS**

- Answered phone calls and emails over weekends from citizens concerns relative to zoning/garbage concerns.
- Assisted 16 citizens at city hall relative to routine questions, permits, etc.
- Toured several downtown businesses.
- Met with Cosmetology Business Owners to clear out an issue involving prior administration related to presumed OPRA and other matters.
- Dinner with the Veterans Ceremony. Over 30 Veterans were in attendance and had wonderful time. Attended with Mayor Tom Banks.

## **ONLINE CONTINUING EDUCATION & TRAINING**

- Live with the League (MML) reviewing potential Legislation activities across the State.
- Reviewing training opportunities for staff.
- MML conference is upcoming and may be attending if time permits.

## **BUDGET MONITORING**

- Administration is closely tracking the 2025–2026 Budget on a weekly basis.

I.

# CITY OF MONTROSE MEMORANDUM

**Date:** August 19, 2025

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

**From:** Timothy Mazur, Building Official

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

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The following has been performed for the month of July 2025. This is not inclusive to the month of July as work and permits do/can carry over month to month.

- Two (2) Approved Permits
- One (1) Not Approved, due to no call back for inspection.
- Four (4) Pending Approval via Inspection
- Two (2) In-Progress, working with Architects
- One (1) Stop Work Order, in progress

Thank you and it has been a pleasure working with our business community and constituents of the City.

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

# CITY OF MONTROSE MEMORANDUM

**Date:** August 7, 2025

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

**From:** Joe Karlichek, Interim City Manager

**Subject: Mayor Consider Appointing an Ethics Ad-Hoc Committee in accordance to Article V, City Charter 5-103 Appointment of Board Members Section 1, 2 and 3.**

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**Background:** At the previous city council meeting July 22, several members discussed the city adopt an ethics policy. After several rounds of back and forth discussions, the city council directed the interim city manager to come to the next council meeting with recommendations.

Since that meeting city administration conducted investigations into ethics policies.

First, contacting through MML List Serve, interacting with numerous city managers who shared their polices. Those policies include the CVT's of: City of Saugatuck, City of Petoskey, City of Muskegon, Michigan Township Association (MTA), City of Otsego, City of Flushing, and Village of Birch Run. The submitted versions were short, long and some consisted of Ordinances.

Second, examining Michigan Municipal League (MML) Handbook Code of Ethics. It is important to note there are two State Laws ACT196, concerned with individual behavior and ACT317, regulates approval of public contracts in which local officials may have an interest. (*Section 2: Roles and Responsibilities Chapter 6: Ethics*)

Third, a conversation was had with city legal counsel Laura Genovich, Foster & Swift and through that discussion we came to a consensus we both felt most appropriate that may satisfy the council's approach to implementing such policy or ordinance. The recommendation was that the city Mayor consider requesting the council to appoint an "Ethics Ad-Hoc Committee" consisting of no more than three (3) members of council and city administration to review numerous provided polices and ordinances, MML guide, and other materials. And the Ethics Committee, upon completion of its review, make a recommendation to city council for city council to consider their recommendation at a regularly scheduled meeting of the city council.

**Recommendation:** It is recommended the City Mayor consider Appointing an "Ethics Ad-Hoc Committee" consisting of no more than three (3) members of council and city administration to review numerous provided polices and ordinances, MML guide, and other materials. And the Ethics Committee, upon completion of its review, make a recommendation to city council for city council to consider their recommendation at a regularly scheduled meeting of the city council.

# CITY OF MONTROSE MEMORANDUM

(1)

**Date:** August 7, 2025

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

**From:** Joe Karlichek, Interim City Manager (10)

**Subject: City Council Consider amending City Council Rules with Agenda Format, Agenda Preparation, and Agenda Distribution**

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**Background:** After considerable discussion with the Mayor and other council members relative to the delivery of city council business via the use of an agenda, it was determined there was a need to make some modifications to the current agenda format and move to a more efficient model to facilitate the Mayor and council conducting legislative activity of the city.

Following the July 22, 2025, meeting and listening to the few council members, who spoke and their feedback, the consensus was to remove Invocation and to keep the council start time at 7:00 PM due to a few councilpersons indicating their job locations would prevent their timely arrival. No other concerns were discussed.

Agenda Format, Agenda Preparation, and Agenda Items are the three (3) matters of subject of modification.

1. In regard to **Agenda Format**, the presented format enables better public consumption of items for constituents in a more transparent presentation.
2. In regard to **Preparation**, City administration invests much time in the preparation of the agenda with items the city council should consider. Many items demand extensive research, review, internal discussions, investigations and discussion(s) that would be considered extrinsic with many people and organizations/vendors involved in the process. Having a fully published agenda identified by the time and day preceding the city council meeting promotes consistency, transparency, and enables members of council adequate time to read, and ask questions for city administration to address prior to the meeting, if necessary.
3. In regard to **Adding** additional items by members of council, City administration invests much time in the preparation of the agenda with items the city council should consider. Many items demand extensive research, review, internal discussions, investigations and discussion(s) that would be considered extrinsic with many people and organizations/vendors involved in the process. On the fly additions to the agenda is not an acceptable practice as it usually promotes disarray, promotes unprepared discussion and promotes confusion.

Adding agenda items, by members of council, council and the general public must consider discussion with the city manager and evaluation for proper vetting and potentially delivering a recommendation so that council has a clear understanding what they are being asked to consider to potentially vote on. City council is the policy making body and policies need proper thought and consideration. Consequently, adding items, even at the proposed time change, may still become difficult for professional preparation.

Attached to this memorandum is the Current City Council Rules. City Administration recommends the following;

1. Proposed City Council “Agenda Format.”
2. Proposed City Council “Agenda Preparation” (*adding items to the agenda*) time from 5:00 PM to 1:00 PM on the Tuesday, instead of Wednesday preceding the scheduled Tuesday City Council Meeting.
3. Proposed “Agenda Distribution”: Such materials shall be made available at the Council chambers (from 4:30 PM) to 2:00 P.M. on Thursday, preceding the regularly scheduled meetings & complete city council packet be posted on the City website.

**Recommendation: City administration recommends City Council adopt the proposed changes identified above (Items #1 - #3).**

## **MONTROSE CITY COUNCIL AGENDA**

**Tuesday September 23, 2025 – 7:00 p.m.**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**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**

**CONSENT AGENDA**

**PUBLIC HEARING**

**NEW BUSINESS**

**BID AWARD/PURCHASE**

**ORDINANCES**

**APPOINTMENTS**

**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 MANAGER REPORT, CITY COUNCIL COMMENTS AND COMMITTEE REPORTS**

**CLOSED SESSION**

**ADJOURNMENT**

**CITY OF MONTROSE  
CITY COUNCIL RULES OF PROCEDURE**

**A. Authority**

The following rules are adopted by the City of Montrose (hereinafter "City") pursuant to Article III, Chapter 1, Section 3-103, entitled "Rules" of the City Charter and the Michigan Compiled Laws Annotated (MCLA) 88.8. These rules supplement, but do not duplicate, the provisions of the City Charter.

**B. Organization**

The first regular scheduled meeting in December, the City Council shall meet and organize to select a Mayor pro-tem. The Council may establish special or ad hoc committees limited in time and purpose.

**C. Cancellation**

Subject to the adoption of these rules by resolution of the City Council, all previous Council Rules of Procedure and Bylaws are cancelled effective with the date of adoption of these rules.

**D. Regular and Special Meetings**

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, Public Act 267 of 1976, as amended, and with these rules.

**1. Regular Meetings**

Regular meetings of the City Council will be held on the fourth Tuesday of each month beginning at 7:00 p.m. at the City Offices Building, 139 S. Saginaw Street, Montrose, County of Genesee, Michigan 48457, unless otherwise rescheduled by resolution of the Council.

**2. Special Meetings**

In accordance with Article III, Chapter 1, Section 3-202, a special meeting shall be called by the Clerk upon the written request of the Mayor, City Manager or any two members of the Council. At least 18 hours before the meeting, the Clerk shall give public notice of the meeting and have each Council Member served personally with a notice of the meeting or left at the Council Member's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

**3. Posting Requirements for Regular and Special Meetings**

- a). Within 10 days after the first meeting of City Council in each calendar year, a public notice stating the dates, times and places of the regular monthly Council meetings will be posted at the City Offices Building, located at 139 S. Saginaw Street, Montrose, County of Genesee, Michigan 48457 (per MCL 15.265 Sec. 5 (2)).
- b). For a rescheduled regular or a special meeting of the City Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the City offices.

- c). The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that a delay would be detrimental to the City's efforts in responding to a threat.
- d). Copies of notices of public meetings of Montrose City Council, the City's Boards and Commissions, shall be made available upon written request and payment of a reasonable yearly fee for the cost of printing and postage as established by Council.

#### **4. Minutes of Regular and Special Meetings**

The Clerk shall attend the Council meetings and record all proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

A copy of the minutes of each regular or special council meeting shall be available for public inspections at the City offices during regular business hours. Proposed minutes shall be available for public inspection within eight (8) business days after the meeting at which they were approved.

#### **5. Study Sessions**

At the call of the Clerk upon the written request of the Mayor, City Manager or any two members of Council and with appropriate notice to the Council Members and to the public, the Council may convene a work session devoted exclusively to the exchange of information related to municipal affairs. No votes shall be taken on any matters under discussion, nor shall any Council Member enter into a formal commitment with another Member regarding a vote to be taken subsequently.

### **E. Conduct of Meetings**

#### **1. Meetings To Be Public**

All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

#### **2. Agenda Preparation**

An agenda for each regular Council meeting shall be prepared by the City Manager. Any Council Member or any member of the public desiring to place a matter on the regular meeting agenda shall notify the City Manager of such an item, **in writing by 1:00 p.m., on Tuesday** of the week preceding the meeting. The Mayor or any other member of City Council may request, and is encouraged to meet or discuss with the City Manager to meet and review the schedule for agenda items for the next regular or special City Council meeting at any location mutually agreeable to both parties and at a time that is considered

reasonable to the norms of the City Council as a governing, legislative body, provided that there is no violation of the Open Meetings Act (e.g., a quorum of City Council members attending without proper public notice). Should a disagreement arise between the City Manager, the Mayor and or other member of City Council requesting a meeting with the City Manager over the term "reasonable" for a given time, the City Attorney may be asked to mediate a resolution to the dispute. If the City Attorney is unable to resolve the dispute, then the final decision shall be rendered by a formal vote of the City Council at the next regular or special meeting of City Council. The agenda items shall be arranged in the following order of business for the meeting of City Council:

Call to Order  
Roll Call  
Pledge of Allegiance to the Flag  
**Approval of Agenda**  
Citizen of the Month  
Public Comments (Agenda Only)  
Presentation  
**Consent Agenda**  
Public Hearings  
New Business  
**BID/Award Purchase**  
Ordinances  
**Appointments**  
Public Comments  
**City Manager, Council, City Attorney, Committee Reports**  
Adjournment

Any Council Member shall have the right to add items to the agenda at any time, with approval from the full Council.

### **3. Agenda Distribution**

Upon completion of the agenda, the City Manager shall be responsible for seeing that all agenda-related documentation and relevant material is made available to Council Members. Such materials shall be made available at the Council chambers by 2:00 P.M. on the previous Thursday for regularly scheduled meetings & posted on the City website.

### **4. Quorum**

Four (4) members of the entire elected or appointed and sworn members of the Council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

### **5. Attendance at Council Meetings**

Election to the City Council is a privilege freely sought by the nominee. It carries with it responsibilities to participate in Council activities and represent the residents of the City. Attendance at council meetings is critical to fulfilling this responsibility.

The Council may excuse absences for cause. If a Council Member has more than three (3) unexcused consecutive absences for regular council meetings, the Council shall vote

to excuse or not to excuse the inability at each Council meeting until the officer resumes the duties of the office. If the Council does not excuse the inability at any meeting, after the second meeting, the office shall be forfeited at the close of the meeting as described in Article II, Chapter 3, Section 2-301. The Chair has the authority to request a reason why a member is absent from any regular meeting.

The City Council may compel the attendance of absent Members at a duly called meeting by a majority vote of the Council Members present whether or not a quorum is present. In addition, the Council may by ordinance provide penalties for non-attendance, including the penalty for forfeiture of office.

## **6. Presiding Officer**

The Presiding Officer shall be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings. The Mayor shall preside at all Council meetings and in the absence of the Mayor, the Mayor pro-tem shall preside. In the absence of both the Mayor and the Mayor pro-tem, the Member present who has the longest consecutive service on the Council shall preside.

## **7. Disorderly Conduct**

The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, then the Chair may order the Sergeant-at-Arms, a sworn police officer of the Montrose Township Police Department, to remove the person from the meeting. No person shall be removed from a public hearing except for an actual breach of the peace, as defined in the Disorderly Conduct Ordinance, City of Montrose Code of Ordinances, committed at the meeting.

## **F. Closed Meetings**

### **1. Purpose**

Closed meetings may be held only for reasons authorized in the Opening Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or hear complaints or charges brought against, to consider a periodic evaluation of, a public officer, employee, staff member or individual agent, if the named person requests a closed hearing.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

- d. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigating or settlement position of the Council.
- e. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by Council for employment or appointment to a public office shall be held in an open meeting.
- f. To consider material exempt from discussion or disclosure by state or federal statute.

## **2. Calling Closed Meetings**

At a regular or special meeting, the Council Members elected or appointed or serving may call a closed session under the appropriate provisions of the Open Meetings Act. The roll call vote and the purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

## **3. Minutes of Closed Meetings**

A separate set of minutes shall be taken by the Clerk or the designated Secretary of Council at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

## **G. Discussion and Voting**

### **1. Rules of Parliamentary Procedure**

The rules of parliamentary practice in accordance with Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they not conflict with these rules, City ordinances or applicable state statutes. The Mayor may appoint a Parliamentarian.

The Chair shall preserve order and decorum and may speak to points of order in preference to other Council Members. The Chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Council Members present.

Any Member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the Member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other Member shall participate in the discussion. The question shall be, "Shall the decision of the Chair be sustained?" If the majority of the Members present vote "aye" the ruling of the Chair is sustained: otherwise, it is overruled.

When a main motion is before the Council, other motions may not be entertained except a) to adjourn, b) to recess, c) to table, d) for the previous question (to limit debate which requires a two-thirds vote), e) to refer to a committee, or f) to amend. These motions have precedence in the order indicated. Once made and seconded, each motion shall be put to a vote without debate except that a motion to amend is debatable.

## **2. Conduct of Discussion**

During the Council discussion and debate, no Member shall speak until recognized for that purpose by the chair. After such recognition, the Member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another Member. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate. No Member shall speak more than once on the same question unless every Member desiring to speak to that question shall have the opportunity to do so.

The Chair, at his or her discretion and subject to the appeal process mentioned in Section G.1., may permit any person to address the Council during its deliberations.

## **3. Ordinances and Resolutions**

No ordinance, except an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken be a roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call is required by law or by Council rules.

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In all roll call votes, the names of the Members of the Council shall be called in rotation. Roll Call votes shall be taken on all motions involving financial affairs, or on any motion when requested by a Council Member. A roll call vote shall be required on all motions associated with actual or potential impact on public assets or liabilities, including public monies.

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Conflict of interest shall be the sole reason for a Member to abstain from voting. Conflict of interest, by definition, occurs when a Member, or a member of his family, or a business associate, has a financial or other interest in a question before the Council that is not shared by other citizens who would be affected by the motion. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney.

An action of the Council shall become effective with an affirmative vote of the majority of the Council Members voting.

The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

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## **1. General**

Each regular Council meeting agenda shall provide for reserved time for audience participation.

If requested by a Member of Council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

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## **I. Miscellaneous**

### **1. Adoption and Amendment of Rules of Procedure**

These Rules of Procedure of the City Council of the City of Montrose, County of Genesee, Michigan, should be placed on the annual organizational meeting agenda held at the first regularly scheduled meeting in December. A copy of the Rules adopted shall be distributed to each Council Member.

The Council may alter or amend its Rules at any time by a vote of the majority of its Members after notice has been given of the proposed alteration or amendment.

### **2. Suspension of Rules**

The Rules of the Council may be suspended for a specific portion of a meeting by an affirmative vote of two-thirds of the Members present except that Council actions shall conform to state statutes and the Michigan and United States Constitutions.

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Bids will be awarded by Council during regular or special meetings. A bid award may be made at a special meeting of Council if that action is announced in the notice of the special meeting.

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committee. All committee members are subject to Council approval and shall serve for a term of two years and may be re-appointed.

The Council may require each committee to adopt its own Rules of Procedure consistent with the Charter for the City of Montrose and due process similar to that as described in Article V, Chapter 1, Section 5-105.

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Citizen task forces may be established by a resolution of the Council which specifies the task to be accomplished and the date of its dissolution. Members of such committees will be appointed by the Mayor, subject to approval by a majority vote of Council and must be residents of the City. Vacancies will be filled by majority vote of the Council in the same way appointments are made.

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The City Manager and/or Mayor are the only officials authorized to contact the City Attorney, unless otherwise specifically authorized by an affirmative vote of a majority of City Council members present at either a duly noticed public regular or special meeting prior to attempting to make a contact. In the absence of the Mayor, or in the event the Mayor is physically incapacitated, the Mayor Pro-Tem may contact the City Attorney regarding municipal issues. All other elected or appointed officials may make such contact with the City Attorney only with permission of the City Manager. However, Council Members may question the City Attorney at Council meetings.

The City Attorney shall attend meetings of the City Council or any of its Boards or commissions at the request of the Mayor and/or City Manager. The City Manager shall make such request at least twenty-four (24) hours in advance of the meeting except in extenuating circumstances. Council may determine the specific meetings the City Attorney is expected to attend.

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Step 1. The Mayor and City Manager shall meet as quickly as scheduling permits with the Council Member disputing the decision made by the City Manager, with both parties attempting to resolve the dispute to the mutual satisfaction of the two parties. In the event such dispute over a decision made by the City Manager made by a Member of Council is not resolved by the conclusion of the above meeting, the following steps may be utilized. In the event such dispute is initiated by the Mayor, then said dispute goes directly to Step #3 of this resolution process.

Step 2. In the event that the above dispute resolution meeting identified in Step #1 does not resolve the matter, a meeting of the disputing Council Member, the Mayor, the City Manager shall be conducted as quickly as scheduling all involved parties permits, and if

no resolution can be made the City Attorney shall act as the mediator in an effort to resolve the disputed decision.

Step 3. In the event the meeting at which the City Attorney acted as mediator to mediate a dispute of a decision made by the City Manager does not result in a mutual satisfactory resolution for all parties involved, then said dispute shall be appealed to the entire City Council for resolution with a roll call vote on the question involving the disputed City Manager decision and the duly adopted decision by City Council shall constitute the final resolution of said dispute, unless either party believes their legal rights have been violated by the adopted decision rendered by the City Council vote of the City Council.

Step 4. The adopted decision rendered by a vote of the entire City Council over said dispute may thereafter be appealed to the Circuit Court of the County of Genesee for a remedy as the laws of the United States of America and the State of Michigan may permit.

**Amended Dates**

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**05-28-2009**

**01-14-2010**

**04-22-2010**

**06-10-2010**

**09-09-2010**

**01-13-2011**

**09-12-2013**

**12-12-2013**

**12-11-2014**

**12-01-2016**

**01-18-2018**

**12-15-2022**

**08-26-2025**

Council

**CITY OF MONTROSE  
CITY COUNCIL RULES OF PROCEDURE**

**A. Authority**

The following rules are adopted by the City of Montrose (hereinafter "City") pursuant to Article III, Chapter 1, Section 3-103, entitled "Rules" of the City Charter and the Michigan Compiled Laws Annotated (MCLA) 88.8. These rules supplement, but do not duplicate, the provisions of the City Charter.

**B. Organization**

At the first regular scheduled meeting in December, the City Council shall meet and organize to select a Mayor pro-tem. The Council may establish special or ad hoc committees limited in time and purpose.

**C. Cancellation**

Subject to the adoption of these rules by resolution of the City Council, all previous Council Rules of Procedure and Bylaws are cancelled effective with the date of adoption of these rules.

**D. Regular and Special Meetings**

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, Public Act 267 of 1976, as amended, and with these rules.

**1. Regular Meetings**

Regular meetings of the City Council will be held on the fourth Tuesday of each month beginning at 7:00 p.m. at the City Offices Building, 139 S. Saginaw Street, Montrose, County of Genesee, Michigan 48457, unless otherwise rescheduled by resolution of the Council.

**2. Special Meetings**

In accordance with Article III, Chapter 1, Section 3-202, a special meeting shall be called by the Clerk upon the written request of the Mayor, City Manager or any two members of the Council. At least 18 hours before the meeting, the Clerk shall give public notice of the meeting and have each Council Member served personally with a notice of the meeting or left at the Council Member's usual place of residence. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the Council unless the item has been stated in the notice of such meeting.

**3. Posting Requirements for Regular and Special Meetings**

- a). Within 10 days after the first meeting of City Council in each calendar year, a public notice stating the dates, times and places of the regular monthly Council meetings will be posted at the City Offices Building, located at 139 S. Saginaw Street, Montrose, County of Genesee, Michigan 48457 (per MCL 15.265 Sec. 5 (2)).
- b). For a rescheduled regular or a special meeting of the City Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the City offices.

- c). The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the Council determine that a delay would be detrimental to the City's efforts in responding to a threat.
- d). Copies of notices of public meetings of Montrose City Council, the City's Boards and Commissions, shall be made available upon written request and payment of a reasonable yearly fee for the cost of printing and postage as established by Council.

#### **4. Minutes of Regular and Special Meetings**

The Clerk shall attend the Council meetings and record all proceedings and resolutions of the Council in accordance with the Open Meetings Act. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

A copy of the minutes of each regular or special council meeting shall be available for public inspections at the City offices during regular business hours. Proposed minutes shall be available for public inspection within eight (8) business days after the meeting at which they were approved.

#### **5. Study Sessions**

At the call of the Clerk upon the written request of the Mayor, City Manager or any two members of Council and with appropriate notice to the Council Members and to the public, the Council may convene a work session devoted exclusively to the exchange of information related to municipal affairs. No votes shall be taken on any matters under discussion nor shall any Council Member enter into a formal commitment with another Member regarding a vote to be taken subsequently.

### **E. Conduct of Meetings**

#### **1. Meetings To Be Public**

All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

#### **2. Agenda Preparation**

An agenda for each regular Council meeting shall be prepared by the City Manager. Any Council Member or any member of the public desiring to place a matter on the regular meeting agenda shall notify the City Manager of such an item, in writing by 5:00 p.m., on Wednesday of the week preceding the meeting. The Mayor or any other member of City Council may request at any time the City Manager to meet and review the schedule for agenda items for the next regular or special City Council meeting at any location mutually agreeable to both parties and at a time that is considered

reasonable to the norms of the City Council as a governing, legislative body, provided that there is no violation of the Open Meetings Act (e.g., a quorum of City Council members attending without proper public notice). Should a disagreement arise between the City Manager, the Mayor and or other member of City Council requesting a meeting with the City Manager over the term "reasonable" for a given time, the City Attorney may be asked to mediate a resolution to the dispute. If the City Attorney is unable to resolve the dispute, then the final decision shall be rendered by a formal vote of the City Council at the next regular or special meeting of City Council. The agenda items shall be arranged in the following order of business for the meeting of City Council:

Call to Order  
Roll Call  
Pledge of Allegiance to the Flag  
Citizen of the Month  
Public Hearings  
Presentations  
Reports  
Public Comments  
Matters of Council Action  
Public Comments  
Reports from Boards and Commissions  
Reports from City Manager and City Attorney  
Mayor and Council Comments  
Communications to the Council  
Adjournment

Any Council Member shall have the right to add items to the agenda at any time, with approval from the full Council.

### **3. Agenda Distribution**

Upon completion of the agenda, the City Manager shall be responsible for seeing that all agenda-related documentation and relevant material is made available to Council Members. Such materials shall be made available at the Council chambers by 3:00 P.M. on the previous Friday for regularly scheduled meetings.

### **4. Quorum**

Four (4) members of the entire elected or appointed and sworn members of the Council shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

### **5. Attendance at Council Meetings**

Election to the City Council is a privilege freely sought by the nominee. It carries with it responsibilities to participate in Council activities and represent the residents of the City. Attendance at council meetings is critical to fulfilling this responsibility.

The Council may excuse absences for cause. If a Council Member has more than three (3) unexcused consecutive absences for regular council meetings, the Council shall vote to excuse or not to excuse the inability at each Council meeting until the officer

resumes the duties of the office. If the Council does not excuse the inability at any meeting, after the second meeting, the office shall be forfeited at the close of the meeting as described in Article II, Chapter 3, Section 2-301. The Chair has the authority to request a reason why a member is absent from any regular meeting.

The City Council may compel the attendance of absent Members at a duly called meeting by a majority vote of the Council Members present whether or not a quorum is present. In addition, the Council may by ordinance provide penalties for non-attendance, including the penalty for forfeiture of office.

## **6. Presiding Officer**

The Presiding Officer shall be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings. The Mayor shall preside at all Council meetings and in the absence of the Mayor, the Mayor pro-tem shall preside. In the absence of both the Mayor and the Mayor pro-tem, the Member present who has the longest consecutive service on the Council shall preside.

## **7. Disorderly Conduct**

The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the Chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, then the Chair may order the Sergeant-at-Arms, a sworn police officer of the Montrose Township Police Department, to remove the person from the meeting. No person shall be removed from a public hearing except for an actual breach of the peace, as defined in the Disorderly Conduct Ordinance, City of Montrose Code of Ordinances, committed at the meeting.

## **F. Closed Meetings**

### **1. Purpose**

Closed meetings may be held only for reasons authorized in the Opening Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or hear complaints or charges brought against, to consider a periodic evaluation of, a public officer, employee, staff member or individual agent, if the named person requests a closed hearing.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

- d. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigating or settlement position of the Council.
- e. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, all interviews by Council for employment or appointment to a public office shall be held in an open meeting.
- f. To consider material exempt from discussion or disclosure by state or federal statute.

## **2. Calling Closed Meetings**

At a regular or special meeting, the Council Members elected or appointed or serving may call a closed session under the appropriate provisions of the Open Meetings Act. The roll call vote and the purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

## **3. Minutes of Closed Meetings**

A separate set of minutes shall be taken by the Clerk or the designated Secretary of Council at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

## **G. Discussion and Voting**

### **1. Rules of Parliamentary Procedure**

The rules of parliamentary practice in accordance with Robert's Rules of Order shall govern the Council in all cases to which they are applicable, provided that they not conflict with these rules, City ordinances or applicable state statutes. The Mayor may appoint a Parliamentarian.

The Chair shall preserve order and decorum and may speak to points of order in preference to other Council Members. The Chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Council Members present.

Any Member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded, the Member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other Member shall participate in the discussion. The question shall be, "Shall the decision of the Chair be sustained?" If the majority of the Members present vote "aye" the ruling of the Chair is sustained: otherwise it is overruled.

When a main motion is before the Council, other motions may not be entertained except a) to adjourn, b) to recess, c) to table, d) for the previous question (to limit debate which requires a two-thirds vote), e) to refer to a committee, or f) to amend. These motions have precedence in the order indicated. Once made and seconded, each motion shall be put to a vote without debate except that a motion to amend is debatable.

## **2. Conduct of Discussion**

During the Council discussion and debate, no Member shall speak until recognized for that purpose by the chair. After such recognition, the Member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another Member. Speakers should address their remarks to the Chair, maintain a courteous tone and avoid interjecting a personal note into debate. No Member shall speak more than once on the same question unless every Member desiring to speak to that question shall have the opportunity to do so.

The Chair, at his or her discretion and subject to the appeal process mentioned in Section G.1., may permit any person to address the Council during its deliberations.

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Step 2. In the event that the above dispute resolution meeting identified in Step #1 does not resolve the matter, a meeting of the disputing Council Member, the Mayor, the City Manager shall be conducted as quickly as scheduling all involved parties

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# CITY OF MONTROSE

## MEMORANDUM

(3)

**Date:** July 30, 2025

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

**From:** Joe Karlichek, Interim City Manager (91c)

**Subject: City Council authorize Agreement with Wade Trim for “As-Needed” Professional Planning Services for the City of Montrose.**

---

**Background:** Wade Trim is a Michigan-based firm with more than 800 professionals and support staff. Our Michigan offices include Detroit, Flint, Bay City, Traverse City, Grand Rapids, Gaylord, and Taylor. Since 1972, Wade Trim’s planning team has been developing creative and thoughtful solutions to strengthen communities and improve quality of life. Drawing from our broad technical expertise and national project experience, we apply a holistic approach to solving local challenges. We think about how people move around a community, where they want to live, work, and shop, and how they want to play. Clients rely on our staff skills and resources for one-stop solutions to a wide range of complex issues. Our large resource base of modern support programs and facilities include geographic information systems (GIS) and 3D visual simulation software.

Wade Trim has considerable experience working with small towns in rural areas, similar to the City of Montrose. We currently provide as-needed planning and zoning services to the following municipalities: Almont, Durand, Grass Lake, Imlay City, Lexington, Linden, and Marine City.

Agreement attached with memorandum.

### SCOPE OF WORK

#### As-Needed Planning Tasks

We propose providing professional planning services on an as-needed basis, upon the request of the City. Typical as-needed planning tasks would include:

- Providing guidance and responding to questions from City officials and staff by phone and email
- Providing guidance and assistance to applicants/developers regarding City planning and zoning policies and procedures by phone and email
- Providing written professional opinions on planning and zoning matters
- Responding to research requests
- Crafting minor zoning ordinance amendments
- Undertaking special studies, including master plan updates, zoning ordinance updates, sub-area plans and similar studies related to planning and development

In light of prospective potential land development projects, zoning and reclassification needs within the GBD and CBD, planning board and other needs, city administration recommends city council authorize agreement with Wade Trim.

# **CITY OF MONTROSE**

## **MEMORANDUM**

**Date:** July 30, 2025

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

**From:** Joe Karlichek, Interim City Manager

**Subject: City Council authorize Agreement with Wade Trim for “As-Needed” Professional Planning Services for the City of Montrose.**

---

**Recommendation:** It is recommended the City Council authorize Agreement with Wade Trim for “As-Needed” Professional Planning Services for the City of Montrose.



Wade Trim Associates, Inc.  
500 Griswold Street, Suite 2500 • Detroit, MI 48226  
313.961.3650 • [www.wadetrim.com](http://www.wadetrim.com)

July 30, 2025

City of Montrose  
139 South Saginaw Street  
Montrose, MI 48457

Attention: Joe Karlichek  
Interim City Manager

Re: Proposal to Provide As-Needed Professional Planning Services

Dear Joe:

It was a pleasure meeting with you recently to learn about the ongoing needs of the City related to planning, zoning, and development. As requested, we are providing this proposal letter to provide professional planning services on an as-needed basis to the City of Montrose. As you know, we have assisted the City on a variety of planning and zoning projects over the years, including the City's most recent Master Plan. We are very excited about this opportunity to establish a more formal relationship with Montrose to serve as a trusted advisor for planning and zoning.

Wade Trim is a Michigan-based firm with more than 800 professionals and support staff. Our Michigan offices include Detroit, Flint, Bay City, Traverse City, Grand Rapids, Gaylord, and Taylor. Since 1972, Wade Trim's planning team has been developing creative and thoughtful solutions to strengthen communities and improve quality of life. Drawing from our broad technical expertise and national project experience, we apply a holistic approach to solving local challenges. We think about how people move around a community, where they want to live, work, and shop, and how they want to play. Clients rely on our staff skills and resources for one-stop solutions to a wide range of complex issues. Our large resource base of modern support programs and facilities include geographic information systems (GIS) and 3D visual simulation software.

Wade Trim has considerable experience working with small towns in rural areas, similar to the City of Montrose. We currently provide as-needed planning and zoning services to the following municipalities: Almont, Durand, Grass Lake, Imlay City, Lexington, Linden, and Marine City.

## SCOPE OF WORK

### As-Needed Planning Tasks

We propose providing professional planning services on an as-needed basis, upon the request of the City. Typical as-needed planning tasks would include:

- Providing guidance and responding to questions from City officials and staff by phone and email
- Providing guidance and assistance to applicants/developers regarding City planning and zoning policies and procedures by phone and email
- Providing written professional opinions on planning and zoning matters
- Responding to research requests
- Crafting minor zoning ordinance amendments
- Undertaking special studies, including master plan updates, zoning ordinance updates, sub-area plans and similar studies related to planning and development

We will not invoice the City for simple responses to emails and phone calls that do not require substantial research or effort (generally 15 minutes or less). Beyond this, for work requested by the City, we would provide our estimated fee requirements in advance to the City Manager by phone or email. We would only begin work after receiving verbal or email authorization to proceed. For more involved efforts, such as master plan updates and zoning ordinance amendments, we would provide a detailed written scope of work and cost estimate for the City's consideration and approval.

## Meetings

For in-person attendance at any City meeting, we charge a flat fee of \$400 per meeting, which is inclusive of preparation and travel time. This includes attendance at City Council, Planning Commission and Zoning Board of Appeals meetings as well as attending meetings with prospective applicants/developers (“pre-application conferences”).

## Development Reviews

Our costs related to the review of development requests, such as site plan reviews, special land use reviews, rezoning applications, and variance applications, are typically covered by the application/escrow fees deposited by the developer. The review of development projects includes research and preparation of a written report to be provided to the City. To ensure that the City collects the required fees from the developer in advance, our development review fees will be based on the enclosed Development Review Fee Schedule. We will track and invoice our development review assignments separately.

## PROJECT TEAM

We currently have a team of 12 planners and landscape architects with varied experience in the fields of planning, zoning, and urban design. Adam Young, ACIP will be the Project Manager and primary client contact for Montrose. Adam will be assisted by additional members of our planning team, as necessary. As a multi-disciplinary firm, Wade Trim's planning team is supported by civil engineers, traffic and transportation engineers, surveyors, and other experts who can assist the City with a wide variety of engineering services and project types.

Enclosed for your review and consideration is a Professional Services Agreement. If the agreement is acceptable, please sign, scan, and email a copy to us.

We appreciate your consideration of our services, and we look forward to the opportunity to assist the City with its professional planning needs. If you have any questions or need additional information, please contact our office.

Very truly yours,

Wade Trim Associates, Inc.

Adam C. Young, AICP

### Professional Planner/Project Manager

  
Jason T. Smith, AICP  
Area Lead/Vice President

ACY:JTS:lkf  
AAA 8140-25  
20250730\_Montrose As-Needed Planning Services Proposal-Ltr.docx

Enclosures: Proposed 2025 Development Review Fee Schedule  
Professional Services Agreement

## **Wade Trim / City of Montrose Development Review Fee Schedule**

The following Development Review Fee Schedule is to be employed for calculating the consultant's costs for undertaking development reviews. The review of development projects includes research and preparation of a written report to be provided to the City. Costs associated with the review of development projects are typically passed through to the developer, along with any additional costs (publication, reviews by others, etc.), incurred by the City.

<u>Task</u>	<u>Lump-Sum Fee</u>
1. Subdivision (Plat) Review (for conventional, Manufactured Home, Commercial or Industrial Subdivision)	
a) Preliminary Plat Review	
1) Tentative approval	\$600 plus \$5 per lot
2) Final approval	\$300 plus \$2.50 per lot
b) Final Plat Review	\$300
2. Site Plan Reviews	
a) Detached Single-Family Condominium (site-condos), Attached Condominium, Multiple-family or Mobile Home Park Developments	\$600 plus \$5 per dwelling unit
b) Commercial or Office Development	\$600 plus \$25 per acre or fraction thereof
c) Industrial Development	\$600 plus \$25 per acre or fraction thereof
d) Other Non-Residential, Public or Semi-Public Development	\$600 plus \$25 per acre or fraction thereof
e) Planned Unit Development	
1) Preliminary Plan Review	\$600 plus \$5 per unit or lot
2) Final Plan Review	\$500 plus \$2.50 per unit or lot
3) Planned Development Agreement Review	\$400

**Wade Trim / City of Montrose  
Development Review Fee Schedule (cont.)**

3.	Special Land Use	\$600 (in addition to associated site plan review fee)
4.	Rezoning Review	\$750
5.	Lot Split Review	\$300
6.	Variance Review	
	a) Commercial	\$500
	b) Residential	\$400
7.	Street/Alley Vacations	\$300
8.	Plan Revisions	50 percent of initial review fee
9.	Private Road Review	\$600
10.	Condominium documents review	\$300
11.	Applicant/developer pre-application meetings	\$350 per meeting
12.	Attendance at Township meetings	\$350 per meeting
13.	Court Appearance Charges	

All time of all staff members spent in preparation for court (i.e., research time with attorney, directing preparation of exhibits, etc., and all time of all staff members spent in court, at the request of the attorney), will be billed at 1.5 times our then Current Hourly Rate Schedule.

The fees for the services listed above will be invoiced on a monthly basis, and include all indirect expenses such as mileage, photocopies, shipping, etc.



**Professional Services Agreement  
(Short Form)**

**Agreement**

To engage the Services of Wade Trim Associates, Inc., as a Design, Planning, Testing and/or Land Survey Professional.

This Agreement, entitled As-Needed Planning Services between the City of Montrose of 139 South Saginaw Street, Montrose, Michigan 48457, hereinafter called "Owner," and Wade Trim Associates, Inc., 500 Griswold Street, Suite 2500, Detroit, Michigan 48226, hereinafter called "Professional," is as follows:

The Owner and Professional, for mutual consideration hereinafter set forth, agree as follows:

A. Professional agrees to perform certain professional services for Owner as follows:

As outlined in Wade Trim's proposal letter dated July 30, 2025.

B. Owner agrees to pay Professional as compensation for Professional's services as follows:

As outlined in Wade Trim's proposal letter dated July 30, 2025.

C. Owner agrees to establish an allowance of \$n/a for additional services on this Project (not less than 10% of the compensation amount specified in Item B.)

D. The Owner and Professional agree to conditions as set forth on the reverse side in the General Provisions of this Agreement.

E. The Owner and Professional agree to the following schedule:

Each task will be completed in accordance with a mutually agreed upon timeframe.

F. Professional has the option to render this Agreement null and void, if it is not executed within 60 days.

Owner:

By:

(Print Name)

Title:

Professional:

By:

Jason T. Smith, AICP

(Print Name)

Title:

Area Lead/Vice President

Date Signed:

Date Signed: July 30, 2025

## General Provisions

### 1.01 Basic Agreement

A. Professional shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Professional for such Services as set forth herein.

### 2.01 Payment Procedures

A. *Preparation of Invoices.* Professional will prepare a monthly invoice in accordance with Professional's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Professional for services and expenses within 30 days after receipt of Professional's invoice, the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Professional may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Professional has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

### 3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above.

B. Owner shall pay Professional for such additional services as follows: For additional services of Professional's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Professional's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Professional's consultants' charges with a 15% mark-up, if any.

### 4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Professional:

1) upon seven days written notice if Professional believes that Professional is being requested by Owner to furnish or perform services which are outside of the agreed upon scope of services without compensation, which are contrary to Professional's responsibilities as a licensed professional; or

2) upon seven days written notice if the Professional's services for the Project are delayed or suspended for more than 90 days for reasons beyond Professional's control.

3) Professional shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Professional.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Professional to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Professional shall be compensated for Basic Services performed through the date of termination as set forth herein and for work performed per 4.01.B in the manner set forth in 3.01.

### 5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

### 6.01 Successors, Assigns, and Beneficiaries

A. Owner and Professional each is hereby bound and the partners, successors, executors, administrators, employees and legal representatives of Owner and Professional (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Professional) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

### 7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with Professional's services. Professional and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers and Professional shall not be responsible for design services provided by others.

B. Professional shall not at any time supervise, direct, or have control over any contractor's work, nor shall Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Professional neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Professional shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Professional's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Professional.

E. The provisions in this Agreement supersede and render null and void any contrary provisions in the contract documents between Owner and Contractor.

F. All design documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Professional's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Professional, whichever is less.

H. The parties acknowledge that Professional's scope of services does not include any services related to a Hazardous Environmental Condition (including but not limited to the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Professional or any other party encounters a Hazardous Environmental Condition, Professional may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

### 8.01 Dispute Resolution

Except for debt collection cases for less than \$25,000, and except as otherwise provided herein, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the limitations and restrictions stated below. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith as provided in this paragraph will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action whether based in tort, contract, indemnity, contribution, or any other form of action, legal or equitable, shall be deemed to have accrued at the time the party asserting the claim either knew or, by the exercise of reasonable diligence, should have known of the existence of the facts underlying such claim, dispute or other matter in question regardless of when damages occur. After the expiration of said one year, any claim between the parties hereto shall be barred. No arbitration arising out of, or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered upon it in any court having jurisdiction thereof.

### 9.01 Total Agreement

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Professional, supersedes all prior written or oral understandings, and becomes binding as if fully executed at the time Professional commences work. To the extent that the terms of any appendices or documents referenced in this Agreement conflict with the terms of this Agreement, the terms of this Agreement shall govern. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument

# CITY OF MONTROSE MEMORANDUM

(4)

**Date:** August 7, 2025

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

**From:** Joe Karlichek, Interim City Manager *(TP)*

**Subject: City Council approve the City of Montrose to re-classify Hickory Street in Accordance to ACT51**

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**Background:** At the request of Mayor Pro-Tem Mark Richard, city administration in conjunction with F&V Engineer Mr. Geric Rose, Kristofor Garris, *Planner*, Genesee County Metropolitan Planning Commission, DPW Supervisor Sam Spence and cooperation and help from the City of Flushing DPW initiated an application process relative to Hickory Street for NFC re-classification. The following report (attached to this memorandum) was sent to Kristofor Garris, *Planner*, Genesee County Metropolitan Planning Commission for review. The City of Montrose submitted an NFC revision request for Hickory Street between Saginaw Street and Nanita Street.

The council should also know the City of Flushing DPW Director, Mr. Jeff Clark and Assistant DPW Director Theresa Alexander, provided the traffic counters needed to conduct the study and provided the necessary labor support and reports without charge to the city of Montrose. They coordinated all of this through Sam Spence, City of Montrose DPW Supervisor. We appreciate and acknowledge the support from the City of Flushing, Same Spence and everyone involved who had to move swiftly to meet the August 4, 2025, deadline, imposed by the County in the process.

**Hickory Street, between Nichols Road (N. Saginaw Street) and Nanita Drive:** The proposed urban minor collector route serves several businesses, school buildings, athletic fields, and residential properties. Traffic generators on the north side of Hickory Street are Montrose Community Schools, Masonic Lodge, a preschool, and a funeral home. Located along the south side are a museum, CVS Pharmacy, and McDonalds. Hickory Street provides secondary access for CVS Pharmacy and McDonalds for both deliveries and customer access. This roadway is utilized by city residents, township residents for access to the school, and visitors. On both ends of his section of Hickory Street are NFC 5 – Major Collectors which provide direct ingress and egress access to M-57. Hickory Street functions like the other federal aid system roadways lying north of M-57 shown on the attached map. As the remaining residential properties are redeveloped as commercial properties, traffic generators will continue to grow. The urban minor collector designation is suggested for this route due to its length of approximately 0.41 miles, the access and traffic circulation that it provides to the businesses and school district, and the connectivity and continuity to the major collectors on both ends.

48-hour traffic counts were collected in late July of 2025. Unfortunately, due to the timing of the NFC revision request, the traffic counts do not account for the large volume of school traffic during the academic year. In comparing the recent counts to the ADT recorded on the adjacent collectors while school is in session, it is anticipated that there will be a substantial increase in the actual ADT on Hickory Street.

# **CITY OF MONTROSE MEMORANDUM**

**Date:** August 7, 2025

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

**From:** Joe Karlichek, Interim City Manager

**Subject: City Council approve the City of Montrose to re-classify Hickory Street in Accordance to ACT51**

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The adjacent major collectors in the area all had 3% commercial traffic. Considering that the adjacent streets provide connectivity to the minor arterial of M-57, a commercial traffic percentage of 3% would also be appropriate for this roadway.

**\*The final MDOT submission will not be until September.**

The city council is required to approve the city's application via "meeting minutes" identified in a motion, second and support of city council to further demonstrate the City of Montrose requested such action in accordance to ACT51 and suffice the application process with the Genesee County Metropolitan Planning Commission request.

**Recommendation: City Administration recommends the City Council approve the City of Montrose to re-classify Hickory Street as minor collector and provide a final request to MDOT with meeting minutes and letter of concurrence from the Act 51 agency (City Council) approving the NFC request.**

**Attachment 5 Worksheet:**  
**National Functional Classification (NFC)**  
**Worksheet: Request to Revise NFC**

**Worksheet Date:** July 31, 2025  
**Part 1: Basic Data**

**Worksheet and NFC Revision Process**

Agencies	Michigan Department of Transportation (MDOT)	Federal Highway Administration (FHWA)
<ul style="list-style-type: none"> <li>&gt; Completes Parts 1 and 2 of the <b>worksheet</b></li> <li>&gt; Provide meeting minutes or letterhead of approval from all involved agencies of request.</li> <li>&gt; Provides additional information to MDOT upon request</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Reviews the <b>worksheet</b>, requests additional information if needed, provides statewide system analysis as appropriate</li> <li>&gt; CONCURS with request:</li> <li>Forwards <b>worksheet</b> and supporting information to FHWA</li> <li>&gt; DOES NOT CONCUR with request:</li> <li>Provides a written explanation to Responsible Official.</li> <li>&gt; Notifies Responsible Official, and other affected parties, of FHWA action</li> <li>&gt; Updates official NFC maps and databases with FHWA approved NFC revisions</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Reviews the <b>worksheet</b> and other supporting information</li> <li>&gt; Approves or denies the request to revise NFC</li> </ul>

For more information, contact David Fairchild, Transportation Planner, MDOT, at 517-290-8996 or [FairchildD1@michigan.gov](mailto:FairchildD1@michigan.gov) or write to David Fairchild at MDOT, Data Inventory and Integration Division, 425 West Ottawa St, P.O. Box 30050 Lansing MI 48909

**Responsible Official:** Metropolitan Planning Organization (MPO) or County Road Commission (CRC) including for rural Act 51 City/Village's or urban Act 51 City/Village's not in an MPO boundary but in an Adjusted Census Urban Boundary (ACUB).

Responsible Official/Contact Person	Mailing Address	Telephone Number/Email	
Kristofor Garris, Planner Genesee County Metropolitan Planning Commission	1101 Beach Street, Room 111 Flint, MI 48502-1470	810.766.6564 KGarris@geneseecountymi.gov	
Act 51 Agency/Contact Person	Mailing Address	Telephone Number/Email	
Joe Karlichek, Interim City Manager City of Montrose	139 South Saginaw Street Montrose, MI 48457	810.639.6168 Ext. 4 manager@cityofmontrose.us	

ROUTE NAME*	From	To	Length
Hickory Street	Nichols Road (N. Saginaw Street)	Nanita Street	0.41 Miles

\*One revision per worksheet. Route may be a series of connected road names forming one route. Please hit your "Enter" button after the "box" to add more.

Existing NFC	Proposed NFC	Map ID	Future (unbuilt) Road?
7 - Local	6 - Minor Collector	PR 1523205	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (it is an existing road)

Please hit your "Enter" button after the "box" to add more lines.

**TRAFFIC VOLUME INFORMATION – Recent 48 hour classification counts per route with hourly breakdown.\*\***

Average Daily Traffic (ADT)	Percent Commercial	Other (e.g., count duration, direction(s) – N only, N/S etc.)
463	3	48 hours (near a school; counts taken during summer recess)
Year	Location (or mark on map as needed)	Source (e.g., agency, consultant, etc.)
2025	280 Hickory Street, Montrose, MI	City of Flushing (Act 51 Agency)

\*\*Traffic count summary and detail electronic files must be submitted in MI-Formats.

**SUPPORTING INFORMATION**

Maps	Other
City federal aid system roads	Traffic Counts

**Provide a narrative description of how the road or route functions according to its proposed NFC. Include details specific and/or unique to this road or route. This is the justification for the proposed NFC.**

**Example:** *"72<sup>nd</sup> Ave./Industrial Dr./6<sup>th</sup> St. Route: The proposed rural minor collector route serves the Village Industrial Park. This park has 19 businesses currently in operation, mostly in the areas of light industry and manufacturing. Township traffic from the northwest enters the Village along Industrial Drive at 72<sup>nd</sup> Avenue. This traffic continues along 6<sup>th</sup> Street to County Drive, in order to access the business district, medical facilities, and the public school system. Commercial traffic from the Industrial Park uses 72<sup>nd</sup> Avenue both for ingress and egress, given its proximity to the interchange of Village Road with US-31. Planned improvements to Industrial Drive and 72<sup>nd</sup> Avenue will increase the use of this route as it attracts more growth to the area. The rural minor collector designation is suggested for this route since this will form a continuation of the rural minor collector route along Woodrow Road (6<sup>th</sup> Street within the Village). This designation also serves to contrast the more local nature of the 72<sup>nd</sup> Ave./Industrial Dr./6<sup>th</sup> St. route with the county-wide rural major collector routes along Village Road and County Drive."*

**Hickory Street, between Nichols Road (N. Saginaw Street) and Nanita Drive:** The proposed urban minor collector route serves several businesses, school buildings, athletic fields, and residential properties. Traffic generators on the north side of Hickory Street are Montrose Community Schools, Masonic Lodge, a preschool, and a funeral home. Located along the south side are a museum, CVS Pharmacy, and McDonalds. Hickory Street provides secondary access for CVS Pharmacy and McDonalds for both deliveries and customer access. This roadway is utilized by city residents, township residents for access to the school, and visitors. On both ends of this section of Hickory Street are NFC 5 – Major Collectors which provide direct ingress and egress access to M-57. Hickory Street functions like the other federal aid system roadways lying north of M-57 shown on the attached map. As the remaining residential properties are redeveloped as commercial properties, traffic generators will continue to grow. The urban minor collector designation is suggested for this route due to its length of approximately 0.41 miles, the access and traffic circulation that it provides to the businesses and school district, and the connectivity and continuity to the major collectors on both ends.

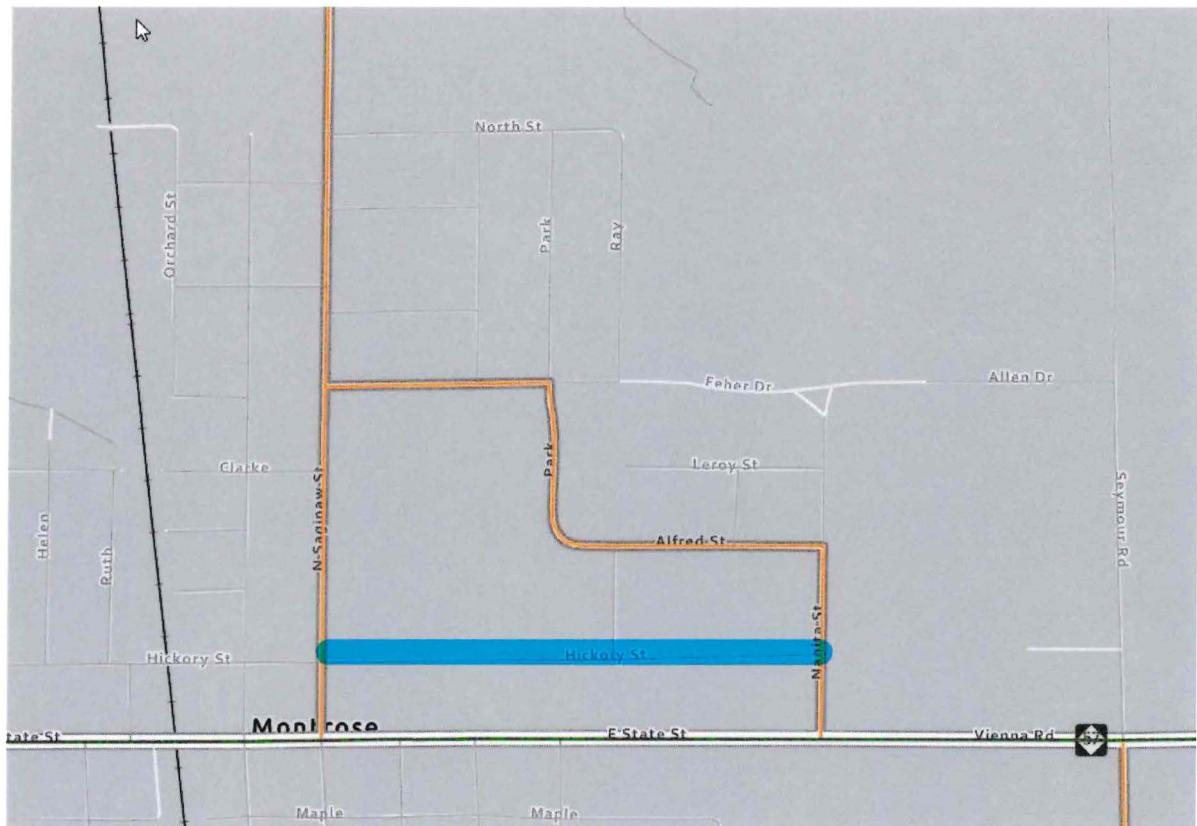
48-hour traffic counts were collected in late July of 2025. Unfortunately, due to the timing of the NFC revision request, the traffic counts do not account for the large volume of school traffic during the academic year. In comparing the recent counts to the ADT recorded on the adjacent collectors while school is in session, it is anticipated that there will be a substantial increase in the actual ADT on Hickory Street. The adjacent major collectors in the area all had 3% commercial traffic. Considering that the adjacent streets provide connectivity to the minor arterial of M-57, a commercial traffic percentage of 3% would also be appropriate for this roadway.

**Statewide System Analysis - MDOT use only**

Appropriate to type of area (rural, urban, etc.) and proposed function	Connectivity	<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)
	Spacing	<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)
	Traffic Volumes	<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)
	Service Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)
Future Route Funding		<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)
Act 51 Legal System		<input type="checkbox"/> State trunkline <input type="checkbox"/> County Primary <input type="checkbox"/> City Major <input type="checkbox"/> Other (explain)

### Supporting Information: Federal Aid System Roadway Map

Shown in orange below are the neighboring federal aid system major collectors providing traffic circulation around the Montrose Community Schools campus. Shown in green is M-57, a minor arterial. Highlighted in blue is the section of Hickory Street proposed for an NFC revision, which provides traffic circulation along the south side of the school campus, as well as ingress and egress access to many of the city's businesses.



# CITY OF MONTROSE MEMORANDUM

**Date:** August 14, 2025

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

**From:** Joe Karlichek, Interim City Manager *(90)*

**Subject:** Consider Placing in Abeyance Rental Unit Registration, Inspection

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**Background:** Section 101.3 Rental Unit Registration Ordinance appears to have not been active, based on investigation of city records, since 2020 or prior. While recognizing Covid-19 entered the world in March 2020 placing measures that inflicted much change, the city never resumed any efforts to ensure the Ordinance was followed.

Due to the severe chronic neglect of a very important Ordinance of the city, this memorandum serves city council notice of the problem this city administration is facing. There has been no appreciable effort demonstrated for nearly 5+ years in the administrative tasks to ensure the city's property values, safety and well-being are adhered to. Apparently, many functions of this program fell under the purview of the city treasurer's office, which in my estimation, is not an appropriate office to handle such administrative oversight and involvement.

The genesis of bringing this matter to city council's attention is a local business owner contacted city hall asking if there was any registration or inspection required of the city. Upon investigating our Ordinances and discussing with city staff the location of records and/or forms relative to the request, no form could be located for walk in customers. I contacted the business owner back and discussed with her the city's position and the hopes the program will be reignited. Fortunately, she was pleased with the call and discussion, and I informed her the city would assist in any way possible so as not to prevent or delay her ability (in the future) to rent out property above her location.

After further discussion with city staff and others I have requested and/or conducted the following relative to "Rental Inspection."

1. I conducted a review of the Ordinance and had a meeting with the city Code Enforcement Officer and city Building Official Monday morning August 11, 2025. We discussed the Ordinance language, reviewed all current city documents and discussed a potential strategy to reignite the Ordinance.
2. Code Enforcement Officer for the City expressed his desire to conduct such inspections and also discussed time commitment, administrative procedures, etc. While this was preliminary, we will continue to meet regularly.
3. I requested, from Bob Nauman, City Assessor, a list of non-homestead parcels to help determine rental property/parcels. The current parcel list dated 2021 appears to be

# **CITY OF MONTROSE MEMORANDUM**

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inaccurate as our Code Officer began assessing that list and the very first address/parcel was found to be someone different (owner). I halted that until I receive the list from Bob. Once the parcel assessment is conducted, we will determine the next steps.

The city records are antiquated relative to the operational documentation and other relative pieces to implement and carry out the Ordinance. Consequently, it may be January 2026 before re-implementation of the Ordinance that frankly never really was followed.

In so far as the Ordinance is concerned, like the failed GBL Ordinance, this too may need to be placed in abeyance to shield the city from financial harm if there were rental property activity that is compromised.

**Recommendation:** It is recommended the city council consider placing in abeyance the Ordinance for a period of 120 days to permit City Administration time necessary to continue its review and revamping of operational and administrative procedures.

## Sec. 101-3. - Rental unit registration.

(a) *Registration required; rental unit defined.*

- (1) All residential rental units within the City of Montrose shall comply with applicable building codes and ordinances adopted by the City of Montrose.
- (2) For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning:  
*Residential rental unit.* Any of the following which is rented or leased to a person as a living and/or sleeping facility:
  - a. A single-family residential structure or a unit in a duplex or a flat;
  - b. An apartment unit located within a building with multiple units;
  - c. A hotel or motel room or a room in a rooming house.
- (3) Accommodations in a single-family residence for one boarder, roomer or occupant who is not a family member shall not be deemed a rental unit for the purposes hereof.

(b) *Enforcement; registration fees.*

- (1) The enforcement official designated by the city manager shall provide a landlord registration form to all owners of residential rental units within the city on a periodic basis and at least every two years to be completed and returned to the city manager within 30 days of receipt or as otherwise provided in the resolution promulgated pursuant to subsection (b)(2) of this section.
- (2) The owner shall pay a registration fee as established by resolution of the Montrose City Council, for each building in which a residential rental unit is located.
- (3) An appropriate record of registration fees charged shall be kept by the city clerk to comply with this Code requirement.
- (4) The registration fees shall be paid by the owner at least once every two years. Any unpaid registration fees shall become a lien on the property and collected as provided by law.

(c) *Penalty.* Any person who fails to register as required herein shall be guilty of a civil infraction as established by the Code of Ordinances of the City of Montrose.

(Ord. No. 419, 12-12-2013)

## Sec. 101-4. - Rental unit inspections.

(a) *Registration required.* No person shall rent, lease, let or otherwise make available for occupancy any dwelling unit designed for human occupation unless the building is registered with the city clerk.

(1)

Registration shall be on a form provided by the city clerk. Required information shall include the name, address and telephone number of the owner and any managing agent. For each individual owner and agent, a driver's license number or a State of Michigan identification number must be provided. The form must be signed by all owners and any agents.

- (2) All changes in the required information must be provided to the city clerk in writing within 30 days of the change.
- (3) If the owner's address is more than 40 miles from the subject property, the registration form must designate an agent who may be served with process in an action to enforce compliance with this section.
- (4) If the owner is a corporation, the names, addresses and telephone numbers of its officers shall be listed. If such corporation has no substantial assets other than the dwelling in question and is controlled in whole or in part by another corporation or corporations, then the name and address of those corporations and the names, addresses and telephone numbers of those officers shall be listed.
- (5) Owner occupied residential dwellings are exempt from registration if the only other occupants of the dwelling are members of the owner's family.

(b) *Inspection frequency.*

- (1) Residential buildings and/or dwelling units for rent, lease, let or otherwise made available for occupancy must be inspected every four years.
- (2) Buildings may be inspected anytime there is a complaint or other indication of a violation of this chapter.

(c) *Inspection procedures.*

- (1) A building covered by this section which is damaged by fire, windstorm, building failure, shifting of soil or land thereunder, or any other catastrophe, or is reported to be otherwise in violation of the city's adopted property maintenance code, shall be inspected after such occurrence.
- (2) The code official or their designee may periodically cause an inspection to be made of the entire building in which a rental dwelling regulated by this section is located. Upon notice from the code official or their designee to the registered owner, manager or designated agent that an inspection is due, the registered owner, manager or designated agent shall arrange for that inspection within the time as specified in the notice.
- (3) Inspections shall be conducted as permitted in the following subsections a through e:
  - a. A complaint basis, such that complaint of violation will be inspected upon receipt of the written complaint and the payment of any inspection fees, by the building department.
  - b.

A recurrent violation basis such that any premises which are found to have a high incidence of recurrent or uncorrected violations will be inspected.

- c. Geographically, such that regulated premises in a predetermined geographical area will be inspected within a short period of time.
- d. A follow-up inspection, such that previous violations are inspected for correction and compliance.
- e. Every four years, a registered owner, manager or designated agent shall arrange this inspection.

(4) An inspection shall be performed by the code official or their designee.

(5) Inspections shall be subject to fees, which shall be those fees as set by resolution by the city council from time to time.

(6) If the cost of performing any inspection referred to in this section remains uncollected or unpaid for a period of 90 days after the bill for the same has been rendered, the cost shall be certified to the tax roll.

(7) If a registered owner, manager or designated agent fails to request an inspection before the expiration of a certificate of compliance, the code official or their designee shall send the registered owner, manager or designated agent a notice of the date for an inspection and the fee that must be paid before the inspection.

(8) An inspection may be rescheduled for just cause. Once a date for inspection is scheduled, the owner or agent shall:

- a. Notify each tenant of the date when the inspection is scheduled to occur.
- b. Notify each tenant or occupant that the registered owner, manager or designated agent is required to accompany the inspector during the performance of all inspections and in the event that the tenant or occupant is not present, the owner/agent must provide access to the inspector by unlocking the dwelling unit's door, verifying that no occupant is present and securing the unit after the inspection is completed.

(d) *Fees.*

(1) The owner of the property shall be responsible for payment of the fees that are set by resolution by the city council from time to time and on file with the code official or their designee and the office of the city clerk.

(2) *Applicable fees.* The following inspections are applicable with fees per aforementioned schedule:

- a. *Registration.* Property owner and or agent recorded. Failure to register prior to occupancy will result in "failure to register" fee.
- b.

*Certification inspection.* The fee for the inspection of each dwelling unit that has not previously received a certificate of compliance or for which the certificate renewal is required.

- c. *Re-inspection.* Inspections required for purpose of determining that cited violations have been corrected.
- d. *Broken appointments.* Broken appointments shall be defined as situations where the owner or agent fails to honor an appointment scheduled by the code official or their designee. In the event the owner/agent fails to show for the scheduled inspection, and/or the owner/agent fails to adequately arrange access to necessary areas of the building or building for inspection, the inspection shall be deemed a "broken appointment" and shall be subject to additional fees.
- e. *Renewal inspections.* Inspections for the purpose of renewing a certificate of compliance if the unit complies with the city's adopted property maintenance code and the certificate is renewed after one inspection.
- f. *City scheduled inspections.* Fees assessed for inspections scheduled by enforcing agency for expired certificate of compliance and/or failure to register.
- g. *Expired certificate of compliance.* Expired certificate of compliance fee assessed plus the cost of enforcing agency scheduled inspection fees.
- h. *Tenant complaints.* The code official or their designee shall make an initial inspection after receiving a written complaint and the required fee from the tenant. If a violation is found and re-inspection is required, the property owner shall be billed for all required re-inspections and associated fees.
- i. *Search warrants.* An additional charge shall be assessed over and above any inspection charges for each unit and/or building for which a search warrant is issued by the court because the owner or agent has failed to respond to the department's requests to gain admission to the unit.
- j. *Appeals.* Appeals shall be available through the city council.

(e) *Collection of fees.*

- (1) All required fees shall be paid before commencement of scheduled inspections.
- (2) When other fees are imposed pursuant to subsection (d), a statement of the fees shall be mailed to the owner. If the fees are not paid within 90 days, a certificate of nonpayment shall be filed with the city treasurer, upon the filing of the certificate the unpaid fees shall be certified to the tax roll.

(f) *Certificate of compliance required.* No person shall rent, lease, let or otherwise make available for occupancy any building designed for human occupation unless a certificate of compliance has been issued for the building and each individual unit within it.

(g) *Issuance of certificate of compliance.* A certificate of compliance shall be issued for a building or unit only after:

- (1) An inspection of the premises by the code official or their designee verifies that no violations of the International Property Maintenance Code (IPMC) exist and the building is in good repair, structurally sound and in a sanitary condition;
- (2) All fees have been paid and all current registration information has been provided by the owner/agent of the property;
- (3) The submission of an affidavit that the applicant is not in default to the city; and
- (4) Specifically, that the applicant has not failed to pay any property taxes, special assessments, sewer/water bills, fines, costs, fees, judgments or other financial obligations to the city.

(h) *Termination of certificate of compliance.* Certificates of compliance for residential buildings shall expire four years after the date that they are issued. If the owner of a residential building applies for an inspection before the certificate of compliance expires, the code official or their designee shall issue a temporary certificate of compliance with an expiration date based on the time needed to arrange an inspection. The code official or their designee may revoke a certificate of compliance if an inspection reveals violations of this section.

(i) *Temporary certificate of compliance.* The code official or their designee is authorized to issue a temporary certificate of compliance for any portion of any building that can be occupied safely, provided that all fees have been paid and current registration information has been provided. The temporary certificate shall state on its face any remaining violations and the code official or their designee shall set a time period during which the temporary certificate of compliance is valid. Failure by the owner or the owner's agent to correct the violations within the time specified by the code official or their designee shall constitute a violation of this section and the building and/or unit may be ordered vacated.

(j) *Transfer of certificate of compliance.* The code official or their designee shall transfer a certificate of compliance to a new owner when the new owner supplies the registration information that is required under rental registration section.

(k) *Penalty.* Any person violating any provisions of this section shall be responsible for a municipal civil infraction and subject to the penalties and sanctions provided by this chapter.

(Ord. No. 439, 10-17-2019)

**Editor's note—** Ord. No. 439, adopted Oct. 17, 2019, set out provisions intended for use as Ch. 30, Art. I, §§ 30-1—30-11. For purposes of classification and clarity, at the editor's discretion and with the concurrence of the city, these provisions have been included as Ch. 101, § 101-4 as herein set out.

# CITY OF MONTROSE MEMORANDUM

**Date:** August 14, 2025

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

**From:** Joe Karlichek, Interim City Manager *OK*

**Subject: Consider Approval of Emergency Purchase (Tree Services) and file this report.**

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**Background:** During the process of preparing Lions Park, for the upcoming Car Show and eventual Blueberry Festival by the City DPW, it was discovered a very large Oak Tree was split from the ground up approximately 8+ feet tall. Sam Spence notified me via phone and requested I come out and examine the tree as he indicated it poses a serious safety concern. Upon my evaluation and tree service owner Mr. Anthony Powell, Powell and Son's Tree Service the tree indeed poses a serious threat to the safety of park goers. Ascertaining the cost and assessment of the park in its entirety, it was discovered there were additional trees with many dead limbs laying in the crux of trees and other dead limbs branching from trees. I authorized the work of up to \$4,000.00 to remove the safety threat posed.

Under the Ordinance, as prescribed below, I am required to notify city council. I did communicate, from the beginning to all of city council including updates and photos throughout the process. It is important the city council is aware of such activity so they can properly inform their constituents of the activity in keeping the community they serve aware.

Finally, city council should be aware there are numerous other trees in the Park that have been identified that need to be taken down by the City DPW Supervisor. There apparently has been numerous prior discussions with past administrations but to no avail. I have directed the DPW to mark the trees and when time is appropriate begin to take the trees down and stump grind them (via the DPW). There are Oak Trees that are on top of one another creating potential issues prospectively with safety.

## **Sec. 2-138. - Emergency purchases.**

In an emergency or an apparent emergency endangering the public peace, health, safety, security or welfare of the city and its people or property, the purchasing agent, the city manager, or any department head may purchase directly any equipment, machinery, materials, services or supplies they deem immediately necessary to abate or mitigate the imminent danger. Department heads shall be responsible to report all emergency purchases to the city manager on the next business day following the emergency purchase. The city manager shall report to the city council of all and any emergency purchase no later than the next regular meeting of the council.

**Recommendation:** City Administration recommends city council Approve the Emergency Purchase of \$4,000.00 Powell and Son's Tree Service and file this report. Funds from DPW Department (441) in the General Fund 101-441-801.000 FY25/26 Budget.

# **CITY OF MONTROSE MEMORANDUM**

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In so far as the Ordinance is concerned, like the failed GBL Ordinance, this too may need to be placed in abeyance to shield the city from financial harm if there were rental property activity that is compromised.

**Recommendation:** It is recommended the city council consider placing in abeyance the Ordinance for a period of 120 days to permit City Administration time necessary to continue its review and potential revamping of operational and administrative procedures.

# CITY OF MONTROSE MEMORANDUM

**Date:** August 6, 2025

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

**From:** Joe Karlichek, Interim City Manager

**Subject: Consider “Amended” Professional Services Employment Agreement – City Manager**

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**Background:**

At the May 27, 2025, City Council Meeting, City Council, by unanimous decision approved the hiring of myself as Interim City Manager for 90 days with a caveat of a review at 60 days to determine if the city would move forward with a full contract to permit the city time to engage other candidates, if the council felt it necessary. That interim contract was signed later that night of May 27, 2025, after following the City Attorney’s procurement.

At the June 24, 2025, the City Council approved the Interim City Manager Contract

At the July 22, 2025, City Council meeting, the employment contract was initially on the agenda, then removed, then brought up for discussion again by Councilman Mr. Heslop for other purposes to discuss whether or not the “Pivot Group” should be used to find additional candidates. After much discussion and back and forth amongst members of city council, the city council placed the city manager’s contract back on the agenda and voted 5 -1 approving the contract, so long as there was a background check and that background check does not contain any felony convictions as stipulated by city council.

On July 23, 2025, following the meeting and direction of city council a background check was performed through the Michigan State Police (MSP). The background check indicated ‘No record of any convictions on file.’ A copy of the background check was filed in the employment file through the office of city clerk.

On July 23, 2025, I discussed the events of the city council meeting with City Attorney Laura Genovich (amongst other updates) and asked that the contract be amended to consider one (1) year renewal increments and that each year, 60 days preceding the presumptive renewal, the city council perform a mechanical objective job performance evaluation. (*See amended contract Page 1, Item 2 (b), (c)*).

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Upon my investigations into the office of city manager, performance evaluations “templates” were discovered, but NO actual performance evaluations completed or ever initiated by city council. Conflicting statements from my interviews with staff and members of council revealed the evaluation process included that city managers “*did their own evaluation*”, or, “*City council received evaluation forms but were never completed or turned in.*” This requested amendment will correct this deficiency and is why I requested for the contract to be placed back on the agenda for the purposes to approve the amended portion of the contract only. (*see Performance Evaluation attached*)

# **CITY OF MONTROSE MEMORANDUM**

**Date:** August 6, 2025

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

**From:** Joe Karlichek, Interim City Manager

**Subject: Consider “Amended” Professional Services Employment Agreement – City Manager**

---

**Recommendation:** It is recommended City Council approve the amended portion of the professional services employment agreement, as written and approved by City Attorney Luara Genovich, Foster Swift Collins & Smith PC and city Manager be officially sworn into office by City Clerk.

**CITY OF MONTROSE  
CITY MANAGER EMPLOYMENT AGREEMENT**

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Montrose (the “City”), having its principal place of business at 139 S. Saginaw Street, Montrose, Michigan, and Joe Karlichek (the “City Manager”).

**WHEREAS**, the City wishes to have the City Manager perform the services hereinafter referred to, and

**WHEREAS**, the City Manager is willing to perform these services, as an at-will employee, who serves at the discretion of the City Council.

**NOW THEREFORE**, the parties hereby agree as follows:

**1. SERVICES**

The Manager shall perform the services specified in the Montrose City Charter, specifically Article IV, Chapter 1, Section 4-101 through 4-104, as well as DPW Director Duties in the Montrose City Charter, specifically Article IV, Chapter 2, Section 4-207.

**2. TERM; EVALUATION; RENEWAL TERMS**

- (a) The Manager shall perform the services commencing August \_\_\_\_, 2025, for an initial term of one year (“Initial Term”), at the pleasure of the City Council and subject to the termination provisions in Section 10.
- (b) Not more than 60 days before the expiration of the Initial Term and any Renewal Term, the City Council will provide a written performance evaluation of the Manager, which the Manager may elect to discuss with the City Council in closed session to the extent permitted by the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.
- (c) Upon expiration of the Initial Term or any Renewal Term, the City Council may, by action of the City Council and with the consent of the Manager, extend the term of this Agreement for an additional one-year period (“Renewal Term”). Any extension must be evidenced by a written amendment to this Agreement that is approved by City Council and signed by the Manager.

**3. PAYMENT**

- (a) Salary

The City Manager is an exempt employee and is expected to work the necessary hours to fulfill the job. As such, the Manager will devote time outside of the regular office hours. It is also expected that he should be available at all hours. For services rendered, the City

shall pay the Manager a salary of \$74,000 annually. Payments shall be made biweekly through payroll.

(b) Reimbursable Expenses

The City shall pay the City Manager for reimbursable expenses, which shall consist of and be limited to such expenses as may be approved in advance by the City Council.

(c) Holiday Pay

Holiday pay will be provided as specified by the City of Montrose Personnel Policies Handbook as a permanent, full-time employee.

(d) Retirement

The Manager will receive any retirement benefits as is provided for full-time employees under the City's employee personnel handbook, as amended.

(e) Technology

The City shall provide a \$50/monthly technology stipend.

**4. PROJECT ADMINISTRATION**

During the course of his work under this Contract, the Manager shall be required to complete time sheets or any other document used to identify time spent, as instructed by the City.

**5. LEAVE DAYS**

Beginning July 22, 2025, the Employee is hereby credited with fifteen (15) days of leave (vacation) per the City's fiscal year of this Agreement and fifteen (15) days of sick time and four (4) days of personal time. Employee may be paid out for up to forty (40) hours of vacation if unused. Employee may, from time to time, request unpaid vacation from the Council. This is in accordance with the City's employee personnel handbook, as amended.

**6. PERFORMANCE STANDARD**

The Manager undertakes to perform the services with the highest standards of professional and ethical competence and integrity.

## **7. CONFIDENTIALITY**

The Manager shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract, or the City's business or operations without the prior written consent of the City.

## **8. OWNERSHIP OF MATERIAL**

Any studies, reports or other material, graphic, software, or otherwise, prepared by the Manager for the City under the Contract shall belong to and remain the property of the City. The Manager may retain a copy of such documents.

## **9. INSURANCE**

The Manager will be provided with life insurance and disability coverage from the City as covered as a fringe benefit provided under the City's employee personnel handbook, as amended. The Manager may opt-out of the health insurance benefit as long as their spouse has insurance through another employer or source. The opt-out Pay-Out will be \$2,500.00 (two-thousand, five hundred dollars) and paid on July 1 and December 30 of each year. Manager may opt back in at open enrollment or a qualifying event. Opt out will not, per Public Act 270 of 2013, be included in the employer's calculation of its maximum total annual medical benefit plan costs. If the Manager opts back into the health insurance benefit the Manager does not get paid for the six month period that he opted back into the health insurance benefit henceforth.

## **10. TERMINATION**

### **10.1 By the City:**

#### **a. Termination for Cause:** The City may terminate this Agreement for cause if:

(i) The Manager fails to remedy a material breach in the performance of his obligations under this Agreement within 30 days after receiving written notice from the City specifying the breach, or within any further period approved in writing by the City.

(ii) The Manager, in the judgment of the City Council, has engaged in corrupt or fraudulent practices, defined as the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in execution of this Agreement.

**b. Termination Without Cause:** The City may terminate this Agreement without cause, in its sole discretion, subject to the procedures outlined in Section 4-102 of the City Charter and a minimum of 30 days' written notice.

**c. Termination Procedure:** Any termination by the City, with or without cause, shall comply with Section 4-102 of the City Charter. The City Council shall adopt a preliminary resolution by a majority vote of all members, stating the reasons for removal. The City Clerk shall promptly deliver a copy of the preliminary resolution and written notice of termination to the Manager. Within five (5) days of receiving the preliminary resolution, the Manager may file a written request with the City Clerk for a public hearing. If requested, the hearing shall be held at a City Council meeting between fifteen (15) and thirty (30) days after the request, and the Manager may submit a written reply at least five (5) days before the hearing. The Manager may request a closed hearing pursuant to Section 8 of the Michigan Open Meetings Act, Public Act 267 of 1976, as amended. The City Council shall consider a final resolution of removal, by a majority vote of all members, either after five (5) days from delivery of the preliminary resolution (if no public hearing is requested) or after the public hearing (if requested). Termination shall be effective upon adoption of the final resolution, subject to the 30-day notice period for termination without cause.

**d. Suspension:** During the termination process, the City Council may suspend the Manager for up to 30 days, with the possibility of extending the suspension to a maximum of 45 days if the termination process is not completed. The Manager shall continue to receive his full salary during any suspension period.

#### **10.2 By the Manager:**

**a.** The Manager may, in his sole discretion, terminate this Agreement by providing at least 30 days' written notice to the City if in his sole discretion, decides to terminate this Agreement.

**b.** The effective date of termination shall be as specified in the Manager's written notice or as agreed by the parties.

#### **10.3 Rights Upon Termination:**

**a. Termination for Cause:** If the Manager's employment is terminated for cause, as defined in Section 10.1(a), the Manager shall not receive any severance payment but shall receive payment for all accrued and unused vacation leave, not to exceed 15 days, as provided under the City's personnel policy.

**b. Termination Without Cause:** If the Manager's employment is terminated by the City without cause, the Manager shall receive a severance payment equivalent to 120 days' salary, plus payment for all accrued and unused vacation leave and accrued and unused sick leave, as provided under the City's personnel policy for permanent full-time employees. The Manager shall also receive remuneration for services satisfactorily performed prior to the effective date of termination, pursuant to the compensation terms of this Agreement.

c. **Voluntary Resignation:** If the Manager voluntarily resigns, he shall receive payment for all accrued and unused vacation leave, not to exceed 15 days, as provided under the City's personnel policy, but shall not receive any severance payment.

d. **Charter Compliance:** All terminations under this Agreement, whether initiated by the City or the Manager, must comply with the procedures outlined in Section 4-102 of the City Charter, except that voluntary resignation by the Manager shall not require a preliminary resolution or public hearing.

## **11. ARBITRATION**

Any and all disputes, controversies or claims arising out of, in connection with, or relating to this Agreement, including claims of breach or alleged breach of this Agreement, violations of federal, state, or local statutes or regulations, specifically including civil rights laws, or commission of any tort shall be brought by Employee within one hundred eighty (180) days of when the event giving rise to the claim first occurred or when the Employee should have reasonably known of its occurrence. This one hundred eighty (180) day period within which to bring all claims against the City is a valid contract term and Employee waives all statute of limitation to the contrary.

Employee agrees to arbitrate any dispute, claim or controversy between the Employee and the City arising out of the employment, or termination of employment of Employee. This includes, but is not limited to, any claims of wrongful termination, discrimination or breach of contract.

The arbitration shall proceed in accordance with the Commercial Arbitration Rules of the American Arbitration Association in effect at the time of the dispute. Any award of the arbitrator will be final and may be entered in any court having jurisdiction over the enforcement of the award. Each party agrees to submit to the jurisdiction of any such court for purposes of the enforcement of such award.

Arbitration will be held in Flint, Michigan. The specific location and time of the arbitration will be in accordance with the mutual agreement of the parties. If the parties cannot agree, the American Arbitration Association will determine the specific time and place.

Each of the parties will pay its own expenses of arbitration. The arbitrator shall have the power to award recovery of costs and fees (including reasonable attorney fees, American Arbitration Association fees and arbitrator fees) between the parties as the arbitrator determines to be equitable.

Each party to the dispute shall be entitled to take deposition of no more than five (5) individuals. Each party shall be entitled to the use of no more than two (2) expert witnesses. If experts are used, the other party may, in addition to the depositions of the five (5) individuals, take the deposition of each expert. In addition, the party using the expert shall deliver to the other party the expert's educational background, work experience and any other information that will qualify the witness as an expert. Finally, the party using the expert shall deliver to the other party all documents and information the expert used or will use, regarding her/his expert opinion

and/or testimony. Each party shall have the right to request the admission of any fact, and to request production of documents which the other party will use as evidence in the arbitration hearing. The arbitrator shall determine any dispute regarding discovery.

## **12. ENTIRE AGREEMENT**

This instrument contains the entire agreement of the parties, and it may only be changed by a written agreement signed by the parties involved.

## **13. SEVERABILITY**

The parties agree that in the event any provision or statement in this Agreement is held to be invalid by a court of competent jurisdiction, the remaining provisions or statements of this Agreement shall remain intact and in full effect, unless the invalidity defeats the very purpose of the Agreement, in which case this entire Agreement shall become void.

## **14. INTEGRATION**

The parties expressly agree that this is their entire Agreement. All prior oral or written agreements, covenants, or understandings between the parties are incorporated in this Agreement. Amendments, modifications, or other changes to this Agreement can only be accomplished by a written document signed by both parties.

## **15. APPROVAL**

By execution of this Agreement, the City acknowledges that all required approvals have been obtained by the City Council, so that this Agreement shall be fully effective and binding upon the parties hereto.

## **16. BINDING EFFECT**

This Agreement shall be binding upon and inure to the benefit of the City, its successors and assigns, and to the Employee, Employee's heirs, assigns, executors, and personal representatives. Employee acknowledges that he/she has read and understands this Agreement prior to signing, and that Employee was provided adequate opportunity to read this Agreement and consult with an attorney prior to signing. Employee agrees that he/she is signing this Agreement intelligently and voluntarily, without Employee's threat, coercion, undue influence, or duress being imposed on him/her.

## **17. TITLES**

The titles to any Section are for description purposes only and shall have no substantive effect on this Agreement.

## **18. USE OF MICHIGAN LAW**

The laws of the State of Michigan shall govern the validity, construction, interpretation, and performance of this Agreement.

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City of Montrose  
Mayor

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City Manager  
Joe Karlichek

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City of Montrose  
Clerk

**Name: Joe Karlichek**

**Position: City Manager**

**Date: \_\_\_\_\_, 2025**

*p*

## **CITY OF MONTROSE**

## **PERFORMANCE EVALUATION**

**Joe Karlichek**

**City Manager**

**CITY OF MONTROSE  
EMPLOYEE SELF-APPRAISAL FORM**

**INSTRUCTIONS:** This employee self-appraisal form is to be completed by the employee and discussed with the employee's supervisor during the appraisal interview.

The appraisal process considers the following performance factors:

All Employees	Quantity of Work
	Quality of Work
	Attitude/Cooperation
	Job Knowledge/Judgment
	Initiative/Motivation
	Public Relations

### Additional Factors for Department Heads:

Innovation/Creativity  
Staff Development  
Communication  
Delegation/Control

Considering your individual job duties and responsibilities (refer to job description) and the performance factors, answer the following questions:

- 1.) What have been your most significant achievements during the current appraisal period and why?
  
- 2.) What are your strengths on the job?

## **EMPLOYEE SELF-APPRAISAL FORM**

**(Continued)**

- 3.) In what areas should you improve?
- 4.) What can city council do to help you increase your job proficiency and performance?
- 5.) What can you do to help increase your job proficiency and performance?
- 6.) Additional comments.

---

Employee Signature

Date

**CITY OF MONTROSE  
PERFORMANCE EVALUATION**

NAME: Joe Karlichek

POSITION: City Manager

PERFORMANCE RATINGS	OUTSTANDING			ABOVE SATISFACTORY			SATISFACTORY			UNSATISFACTORY	
	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	.7	0	
<b>STANDARD PERFORMANCE FACTORS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>1. QUANTITY OF WORK</b> Accomplishments measured against standard requirements for position; timely completion of projects.	3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>	
<b>RATIONALE</b>	Exceptionally high volume of work, manages time extremely effectively.			Exceeds normal volume of work. Uses time efficiently.			Normal volume of work. Keeps busy and usually productive.			Produces a less than satisfactory volume of work. Inefficient time usage.	
<b>2. QUALITY OF WORK</b> Degree of excellence of end results; thoroughness, accuracy and overall caliber of completed assignments.	3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>	
<b>RATIONALE</b>	Work is consistently exceptional in accuracy and thoroughness.			Seldom makes an error. Above average on thoroughness.			Work is generally acceptable and usually thorough.			Makes frequent errors. Careless work; often unfinished	
<b>3. ATTITUDE/COOPERATION</b> Maintaining proper attitude and working relationships with others; accepting work group objectives; assisting others	3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>	
<b>RATIONALE</b>	Strong, positive focus on work group; provides assistance and support to others, even under pressure; maintains very positive relationships.			Respects and is respected by others; regularly provides assistance reinforcement and support to others.			Gets along well with supervisors and peers; strives to achieve work group objectives.			Indifferent towards assisting others; may place personal objectives ahead of work group of goals; may be a source of conflict.	

STANDARD PERFORMANCE FACTORS (Continued)											
<b>4. JOB KNOWLEDGE/JUDGMENT</b> Understanding of job, procedures and technical aspects of job; ability to apply knowledge and evaluate and solve problems.	RATIONALE	3.3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
Exceptional knowledge, sufficient to handle any assignment, even the most complex.					Broad general knowledge and expertise in most areas; can handle advanced and unusual tasks.					General knowledge is sufficient to handle most regular tasks.	
										Knowledge is limited to certain areas; insufficient to handle many tasks.	
<b>5. INITIATIVE/MOTIVATION</b> Being results-oriented; desire to excel on the job; willingness to extend work effort and commitment.	RATIONALE	3.3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
Exceptional motivation; can be counted on to extend whatever effort is required to provide high-quality results within set deadlines.					Willingly accepts responsibility for getting the job done; initiates independent action.					Does assigned tasks diligently; accepts responsibility for work beyond regular duties when necessary.	
										Takes action only when instructed; must be encouraged to keep working.	
<b>6. PUBLIC RELATIONS</b> Ability to deal with the public; being tactful, diplomatic and aware of the public service aspects of the job.	RATIONALE	3.3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
Extremely tactful, diplomatic; fully understands and demonstrates awareness of the public service aspects of the job.					Is often tactful and above average in responsiveness to the public.					Is generally tactful, diplomatic and responsive to the public.	
										Often not appropriately tactful, diplomatic or responsive to the public.	
<b>ADDITIONAL PERFORMANCE FACTORS FOR DEPARTMENT HEADS</b> <b>7. INNOVATION/CREATIVITY</b> Developing and implementing new solutions, procedures and/or concepts; demonstrating adaptability, creativity and originality.	RATIONALE	3.3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
Continually seeks new and better ways of doing things; is extremely imaginative and adaptable.					Often suggests new ways of doing things; is creative and readily adaptable with limited direction.					Fairly adaptable; generally able to develop new ways of doing things and somewhat creative.	
										Rarely develops new ideas or concepts; needs considerable assistance in adapting to changes.	

<b>ADDITIONAL PERFORMANCE FACTORS FOR DEPARTMENT HEADS (Continued)</b> <b>8. STAFF DEVELOPMENT</b> Ability to motivate and counsel subordinates; provides adequate training and support to develop staff.	<table border="0"> <tr> <td style="text-align: center;">3.3 <input type="checkbox"/></td><td style="text-align: center;">3.0 <input type="checkbox"/></td><td style="text-align: center;">2.7 <input type="checkbox"/></td><td style="text-align: center;">2.3 <input type="checkbox"/></td><td style="text-align: center;">2.0 <input type="checkbox"/></td><td style="text-align: center;">1.7 <input type="checkbox"/></td><td style="text-align: center;">1.3 <input type="checkbox"/></td><td style="text-align: center;">1.0 <input type="checkbox"/></td><td style="text-align: center;">.7 <input type="checkbox"/></td><td style="text-align: center;">0 <input type="checkbox"/></td></tr> </table> <p>Extremely effective in developing staff and improving skills and performance of staff.</p> <p>Usually quite effective in training staff and providing counsel to improve staff performance.</p> <p>Generally effective in working with staff and helping subordinates make some performance improvements.</p> <p>Not very effective in helping staff develop and improve.</p>	3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>		
<b>9. COMMUNICATION</b> Clearly, logically and convincingly expresses point of view in written and oral communications.	<table border="0"> <tr> <td style="text-align: center;">3.3 <input type="checkbox"/></td><td style="text-align: center;">3.0 <input type="checkbox"/></td><td style="text-align: center;">2.7 <input type="checkbox"/></td><td style="text-align: center;">2.3 <input type="checkbox"/></td><td style="text-align: center;">2.0 <input type="checkbox"/></td><td style="text-align: center;">1.7 <input type="checkbox"/></td><td style="text-align: center;">1.3 <input type="checkbox"/></td><td style="text-align: center;">1.0 <input type="checkbox"/></td><td style="text-align: center;">.7 <input type="checkbox"/></td><td style="text-align: center;">0 <input type="checkbox"/></td></tr> </table> <p>Exceptional written and oral communication skills; extremely effective and persuasive; very positive style.</p> <p>Very good communicator; normally effective and positive in written and oral communications.</p> <p>Communicates well; written and oral communications are understandable.</p> <p>Limited communication skills and abilities; sometimes difficult to understand/comprehend.</p>	3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>		
<b>10. DELEGATION/CONTROL</b> Ability to appropriately assign work, authority and follow-up; effectively utilizes staff and resources.	<table border="0"> <tr> <td style="text-align: center;">3.3 <input type="checkbox"/></td><td style="text-align: center;">3.0 <input type="checkbox"/></td><td style="text-align: center;">2.7 <input type="checkbox"/></td><td style="text-align: center;">2.3 <input type="checkbox"/></td><td style="text-align: center;">2.0 <input type="checkbox"/></td><td style="text-align: center;">1.7 <input type="checkbox"/></td><td style="text-align: center;">1.3 <input type="checkbox"/></td><td style="text-align: center;">1.0 <input type="checkbox"/></td><td style="text-align: center;">.7 <input type="checkbox"/></td><td style="text-align: center;">0 <input type="checkbox"/></td></tr> </table> <p>Exceptional skills in organizing and managing work; extremely effective in utilizing staff and resource.</p> <p>Very effective in assigning work and responsibilities; manages staff and resources well.</p> <p>Effective in organizing work and utilizing resources; usually properly manages staff.</p> <p>Has difficulty in planning and organizing work; not very effective in managing staff and resources.</p>	3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>		
<b>SPECIAL PROJECTS/ OBJECTIVES</b> <b>11. Any special projects, please describe and grade performance</b>	<table border="0"> <tr> <td style="text-align: center;">3.3 <input type="checkbox"/></td><td style="text-align: center;">3.0 <input type="checkbox"/></td><td style="text-align: center;">2.7 <input type="checkbox"/></td><td style="text-align: center;">2.3 <input type="checkbox"/></td><td style="text-align: center;">2.0 <input type="checkbox"/></td><td style="text-align: center;">1.7 <input type="checkbox"/></td><td style="text-align: center;">1.3 <input type="checkbox"/></td><td style="text-align: center;">1.0 <input type="checkbox"/></td><td style="text-align: center;">.7 <input type="checkbox"/></td><td style="text-align: center;">0 <input type="checkbox"/></td></tr> </table> <p>Substantially exceeded special project/objective expectations in terms of quality, timing, costs, etc.</p> <p>Achieved and exceeded aspect of special project/objective expectations in terms of quality, timing, costs, etc.</p> <p>Achieved all or most of the special project/objective expectations in terms of quality, timing, costs, etc.</p> <p>Did not achieve most of the special project/objective expectations in terms of quality, timing, costs, etc.</p>	3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>
3.3 <input type="checkbox"/>	3.0 <input type="checkbox"/>	2.7 <input type="checkbox"/>	2.3 <input type="checkbox"/>	2.0 <input type="checkbox"/>	1.7 <input type="checkbox"/>	1.3 <input type="checkbox"/>	1.0 <input type="checkbox"/>	.7 <input type="checkbox"/>	0 <input type="checkbox"/>		

TOTAL POINTS

→

NUMBER OF FACTORS AND SPECIAL PROJECT/OBJECTIVES

→

AVERAGE POINT RATING

→

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OVERALL PERFORMANCE RATING

OUTSTANDING  
(3.3 – 2.6)

ABOVE SATISFACTORY  
(2.5 – 1.6)

SATISFACTORY  
(1.5 – 1.6)

UNSATISFACTORY  
(.5 – 0)

EMPLOYEE DEVELOPMENT & COMMENTS

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COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS, IF ANY, BY REVIEWED EMPLOYEE (Optional):

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EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Employee signature does not necessarily indicate that the employee agrees with the review; it is only to acknowledge that the city council has reviewed the evaluation with the employee.*

# CITY OF MONTROSE MEMORANDUM

8/1

**Date:** August 19, 2025

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

**From:** Joe Karlichek, Interim City Manager

**Subject: Consider Notification of Hiring of Deputy Treasurer & Administrative Assistant**

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**Background:** City Administration has decided to hire Marcy Collins as the City's Deputy Treasurer and Administrative Assistant as a part-time employee of the city. Her immediate direct report is to Mrs. Lynch, City Finance Manager/Treasurer and Interim City Manager. Her first day is expected to be September 3, 2025.

City administration received a total of five (5) resumes. Interviewed three (3) of five (5). The other two resumes provided did not clear the initial hurdle. Of the three interviewed we determined the best fit, qualifications and willingness to grow in the position through professional development is the aforementioned choice and decision.

Marcy's background contains 20+ years of customer service experience in a wide variety of positions that is extremely beneficial to the city to fulfill its obligations to assist the front and back offices of the city and perform the day to day duties with respect to city finances. Her positions and background will facilitate prompt and professional development into the role as Deputy Treasurer under the leadership of Mrs. Lynch and this Administration.

Marcy also comes to the city with fifteen (15) years of impeccable service as a Michigan Election Inspector and Chairperson. In her capacity, Marcy has successfully set up polling equipment, opening and swearing in of election workers, troubleshooting, conflict resolution, voter processing, application, ballot assignments and tabulation, poll opening and closing and validation of ballot/voter counts, and board of review that include validation of all required reports, seals, and material for precincts.

With her background, willingness to expand her prospects, work ethic, demeanor and other characteristics and support from across this administration, Marcy was offered the position.

City administration performed a background check, via Michigan State Police (MSP) and revealed no misdemeanor or felony convictions. Reference checks revealed precisely the character Marcy has demonstrated in the two (2) separate interviews. The first interview was conducted by Mrs. Lynch and me and second interview/introduction with our city Secretary and discussion with city clerk and have unanimous support.

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## **The Plan & Future**

The Deputy Treasurer/Administrative Assistant position will begin the rebuilding process of how this administration is ushering in new and best practices. Reforming city administration culture by demonstrating transparency, inject professional development, accountability, and moreover begin much needed succession planning of the city which has been chronically lacking.

# CITY OF MONTROSE MEMORANDUM

**Date:** August 19, 2025

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

**From:** Joe Karlichek, Interim City Manager

**Subject: Notification of Hiring of Deputy Treasurer & Administrative Assistant**

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City Council and staff members have communicated to me since day one the need for additional staff up front to facilitate. The city Secretary and City Clerk, until recently has had no relief to take days off other than what is scheduled relative to the city's operating hours. City council has been acutely and to some degree chronically aware of the city's position relative to its finances and prior "Office of Treasurer." Complications that has hampered this council, DDA, and administration dating back for at least two (2) years.

City Council approved the hiring of Mrs. Kimberly Lynch at their June 24, 2025, City Council meeting. The primary and secondary responsibilities were communicated and the city's position being in an unsafe position relative to the decay of the Treasurer position. The City Charter describes the position of the Treasurer in a "macro" sense, the micro level and scrutiny local governments face are ever increasing and demands a higher level of education, training and background focused on Federal and State than the traditional Treasurer. The City Manager should not be the procurer of the city finances. History shows when that occurs, decisions become diluted, some polluted and creates hardships.

While the city is recovering under the new FY25/26 model, there are many more obstacles which Mrs. Lynch is still addressing. Items such as but not limited to the following; cleanup of last FY due to chronic neglect of bank records and reconciliations, executing documents needed for city audit with auditing firm (Gabridge). Completion of last FY and needed Budget Amendment for city council to consume and approve, current ongoing summer tax reconciliation, preparing for FY26/27 Budgeting and macro level CIP planning, and finally, infusing budget reports across city department heads who have not had any involvement in the budget process let along be aware of the expenses within their assigned budget. These elements require higher level involvement that is not in the current capacity of Marcy.

There are other numerous tasks City Administration is conducting such as, realigning office staff duties/responsibilities, cross training, ushering in best practices, improving operational procedures and other reform to bring the City of Montrose into good standing developing a positive culture and higher standard of quality and service delivery to the City. Consequently, Mrs. Lynch capacity will and must remain in its current form for the next two months while the Deputy Treasurer assumes more day to day operational duties and Mrs. Lynch incrementally realigns her focus on higher level acumen for the City.

This position is Budgeted in the following GL: 101-253-702, 590-536-702, 591-536-702.

**Recommendation: City Administration requests the Mayor and Council accept the hiring of the position and is Budgeted in the following GL: 101-253-702, 590-536-702, 591-536-702.**

# CITY OF MONTROSE

## MEMORANDUM

**Date:** August 14, 2025

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

**From:** Joe Karlichek, Interim City Manager 

**Subject: Report to Council relative to Progress, Challenges, Administration Developments (in-progress), and Future of the City of Montrose**

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Mayor and City Council, this report is to inform the city council of our Progress, Administration Developments, Challenges, and Future the City of Montrose.

### Progress

In the first 90 days, this administration in collaboration with community leaders, Mayor and members of city council, we have;

- ✓ Restored numerous fragmented relationships with local government leaders, and multiple vendors.
- ✓ Re-Established accounting and financial principles that were broken the past two plus years.
- ✓ Established a Budget in less than two weeks' time.
- ✓ Re-Established professional relationship with city staff.
- ✓ Re-Established consistent Planning Commission, DDA and City Council meetings.
- ✓ Re-Established a Building Official who is highly responsive to homeowners, contractors and business owners needing permits and assisting them with their needs.
- ✓ Re-Established morale across city employee services by engaging with employees addressing their concerns and idiosyncrasies.
- ✓ Re-established relationship with Police and Fire Chief, meeting with them consistently to listen to their concerns and share the concerns of our Mayor/council and citizens.
- ✓ Re-Establishing the DDA with professional partnerships to steer the organization into action to improve the city, as mandated to do so.

- ✓ Implemented complete transparency of public meetings providing the public with all meeting agendas/packets the city council and commissions have for public consumption on the city website, including media links to the council meetings.
- ✓ Prevented the city from defaulting on \$300,000 MSHDA Grants and potentiality of Liens being placed on personal homestead properties.
  - a. Retro Foam, as you may be aware, completed work November 2024 and had not been paid. The final FSR was issued late July and final payment to Retro Foam, who is a significant employer in the city. The city is still working with MSHDA to complete the administration form (*as it was found to be abandoned*) so the city can realize reimbursement up to \$20,000).
  - b. \$40,000 Housing Study Grant and amendment to the city Master Plan is near completion for the city accept reimbursement.
- ✓ Implemented, with the DPW, enhanced crosswalk safety after listening to the concerns with residents.
- ✓ Established one on one communication with many business owners including being a patron of their business.
- ✓ Cut thousands of dollars in unnecessary legal expenses due to fragmented relations between city administration and city council.
- ✓ Negotiating potential new development in the city.
- ✓ All available store fronts in the downtown area are filled, per Mayor and council person(s).
- ✓ Conducting Grant initiated Water Rate Study (city has not had a professional study done).
- ✓ Conducting intensive SWOT Analysis to deliver city council an objective view and aid in policy development and direction.

The office of city manager serves as the chief administrative officer of the municipality. The city manager is not the city attorney, city treasurer, city building inspector, city clerk, nor the city code enforcement officer. The city manager oversees all departments such as, public works, finance, human resources, public safety, DDA, Planning Commissions, and more. The city manager ensures these departments operate efficiently, effectively, and within budget.

While the council sets policy, it is the city manager's duty to bring these decisions to life. Whether it is a new community initiative, affordable housing plan, or sustainability project, the city manager develops strategies, with professional partners, coordinates resources, and guides staff to achieve the council's vision.

Though not elected, the office of city manager must be engaged with the public. This office shall attend community meetings, respond to resident concerns, and ensure the government remains transparent and accountable. The success of the office depends on building trust, listening to a diverse array of voices, and adapting policies to reflect community needs.

## Challenges Facing the City of Montrose

I am accepting this position as your city manager, but this city council must be aware and cannot ignore the escalating complexities it faces. As you know, this administration made the city council aware at its July 22, 2025, council meeting it is actively conducting a SWOT analysis and that it is expected to issue a full report at the September council meeting.

At the outset, the city is grappling with growth, housing, technological change, fiscal constraints, and rising citizen expectations. The city manager and this council together must be adaptive, innovative, and resilient.

Montrose is home to residents of differing backgrounds, needs, and opinions. The city manager and this city council must find common ground and navigate contentious issues with integrity, fairness and demonstrate the highest level of professionalism that is consistent with best practices expectations.

City council and city administration has a mandate to champion policies that lift all members of the community. A detailed SWOT report will facilitate city council in developing priorities and delivering policy direction, the city council must be aware of the following already identified challenges. Many of these areas we are already addressing;

- The city chronically lacks sustainable best practices.
- The city chronically lacks succession planning.
- The city self-imposed a six (6) month Probationary Status to realign its finances, finance structure, and oversight to prevent further erosion from chronic inattention.
- The city chronically lacks proper employee evaluation and training of its staff.
- The city chronically lacks proper council training and fundamentals of its roles and responsibilities relative to its own adopted rules, MML guidelines and State Laws.
- The city personnel handbook is mostly outdated, lacking policies members of the city council believes it has or does not have.
- The city administration chronically sheltered itself from city council for years, fostering a poor working environment, distrust, which developed a “poor culture” placing city council in a negative position.
- The city administration chronically lived in “silos” and as a consequence resulted in poor relations, breeding distrust and ineffectively managed priorities

- The city staff, police and fire are inadequately paid and understaffed.
- The city lacks, to a degree, technology to evolve its workforce and efficiencies.
- The city council chronically lacked cohesive policy direction to city administration. This is mainly due to years of poor budgeting practices that matched Capital Improvement & Master Planning, including deprived collaboration, and ineffective leadership.
- City chronically lacks follow through on Ordinance(s) and needs to come into compliance.

The Office of City Manager must lead and work on the organization, **not in it**, so that it can rapidly respond to change while maintaining continuity of essential services and meet the demands of modern-day expectations.

A critical, and sometimes delicate, aspect of my role is collaborating with elected officials. The manager must provide unbiased, professional advice; implement council decisions faithfully, even when personally disagreeing; and maintain clear lines of communication. Mutual respect and trust are the foundation of effective governance.

Finally, the city council has a solemn responsibility to come prepared to city council meetings. It is unacceptable for any members of city council to attend a meeting and have not been engaged in the details of its legislative roles and/or have thoroughly read the council meeting packet. When these occurrence happen, it disadvantages the public trust, undermines progress and exudes lack of respect. City council members have been provided full time access and open door to the Office of City Manager and the administration and should consider using this opportunity to bridge gaps of communication when or if a member of council feels they need to learn or understand more of administration activities. Coming to a meeting unprepared or not having any form of communication for days or weeks is akin to a police officer arriving on scene of an armed robbery without a radio, weapon, and handcuffs. The officer, like a councilperson, is nothing short of useless.

## Administrative Projects (In Progress)

Below are projects this administration is working on to bring the organization in-line and be better prepared for its future, planning and execution of priorities. The next five (5) months are requiring intense work to set the stage for its next fiscal year, CIP planning and a more productive and responsive city administration, city council, DDA and planning commission to meet the needs of its citizens and businesses:

- Water Rate Study
- SWOT Analysis
- Re-Building Treasurer/Finance practices

- Personnel Handbook Overhaul
- Emergency Response Plan in coordination with County Emergency Management
- Implement Employee Evaluation Process
- Downtown Development & other Land Development, Zoning
- Re-structure of DDA to promote activity and development of DDA
- General Business License Ordinance Investigation and Overhaul
- Rental Inspection Ordinance Investigation and Overhaul
- CDBG sidewalk project Fall 2025.
- City Audit in preparation for FY26/27 Budget (this is an extensive process)
- Website Upgrade to Revize (projected December 2025 – January 2026 completion)
- Prepare City Council for proper workshop(s).
- FY26/27 Budget process, Budget Workshop and realignment of City Policies based on the work of city council and administration already in the works.

## Future

In closing, the city manager is not merely an administrator but a steward of the city's values, aspirations, and well-being. The effectiveness of City of Montrose government depends on the dedication, expertise from extrinsic organizations, and integrity of the office of city manager as well as each and every single member of this City Council, Planning Commission, ZBA, and DDA Board working together.

With the first 90 days of progress, potential future land use development, implementing best practices, restoring a positive culture, positive and restorative relationships with adjoining municipalities including local, state and federal, and business community, I believe the city of Montrose is poised to see a bright future.

While obstacles exists in any organization, I am confident we can see magnificent success of the city, its growth and opportunities, improvement in its safety, health, and wellbeing and foster a strong proper work ethic.

This administration is committed to broaden professional relationships. seek assistance from professional organizations, including Local, State and Federal resources. The City of Montrose can be a shining example of what it can be and be the envy of what a community can become.

Sincerely,

Joe Karlichek  
Interim City Manager