

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

September 24, 2024

3LL TO ORDER: Mayor Colleen Brown called the regular Council meeting to order at 7:00 p.m. The meeting was held at the City Offices located at 139 S. Saginaw Street, Montrose, MI.

ROLL CALL: Present council members were Mayor Colleen Brown, Robert Arnold, Andrea Martin and Todd Pangle. Also present was City Manager Neil Rankin. Members Mayor Pro-Tem Mark Richard, Ryan Heslop and Aaron Burch were recorded absent.

PLEDGE OF ALLEGIANCE TO THE FLAG: Mayor Colleen Brown led the Pledge of Allegiance.

CITIZEN OF THE MONTH:

1. *THE MONTH OF SEPTEMBER 2024 JEAN AND GREG RANKIN:* Council thanked the Rankin's for their contributions & recent donations on trees to the City of Montrose.

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

- **MOTION** by Pangle **SECOND** by Arnold to nominate Mark Richard as Citizen of the Month for the month of October. All Ayes. Motion Carried.

PUBLIC HEARINGS: NONE

PRESENTATIONS: *PROGRESS AND PROJECTS:* Rankin gave an overview of the various projects the city has seen in the last 10 years.

REPORTS

1. *FIRE & POLICE DEPARTMENT REPORTS: Report on file at the city office.*

- **MOTION** by Pangle **SECOND** by Arnold to place on file. All Ayes. Motion Carried.

2. *BUILDING INSPECTION SERVICES REPORT: Report on file at city office.*

- **MOTION** by Pangle **SECOND** by Arnold to place on file. All Ayes. Motion Carried.

PUBLIC COMMENTS: Mayor Brown read aloud a guideline conveying the purpose of the public comment period is for the board to receive input from its community and is in fact a one-way communication to the board. The public does not participate in making decisions, instead, it provides input to the governing body which will take that input into account in making decisions. Mayor Brown set the limit of 3 minutes of speaking per citizen. Citizen Melissa Hoose handed out pictures of a damaged sidewalk. Citizen Jerry Whitney asked council to rent the Depot for free on July 21, 2025 for the annual Governor's District Lion's Club meeting.

*Mayor Brown asked that 2 items be added onto the agenda, A) Rental of the Depot by Jerry Whitney and B) Employee Rental of the Depot.

- **MOTION** by Pangle **SECOND** by Arnold to A) Rental of the Depot by Jerry Whitney & B) Employee Rental of the Depot. All Ayes. Motion Carried.
- **MOTION** by Pangle **SECOND** by Arnold to add onto the agenda, item No. 17 Executive Search. All Ayes. Motion Carried.

A) *RENTAL OF THE DEPOT BY JERRY WHITNEY:*

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- **MOTION** by Pangle **SECOND** by Arnold that we approve the request for the July 21, 2025 usage of the Depot by the Lion's and waving the fees. Roll Call Vote: Pangle – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

B) EMPLOYEE RENTAL OF THE DEPOT: Mayor Brown indicated that DPW Supervisor Sam Spence would like to rent the Depot free of charge in October and recommended an employee policy of allowing 1 free rental a year for the Depot and/or City Parks.

- **MOTION** by Arnold **SECOND** by Pangle that we approve Sam's use of the Depot on the date he has chosen. Roll Call Vote: Pangle – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

*Mayor asked Rankin to have the new city manager add this bonus to the employee handbook.

MATTERS OF COUNCIL ACTION:

1. APPROVAL OF THE 08/27/24 REGULAR MEETING MINUTES:

- **MOTION** by Pangle **SECOND** by Martin to approve the 08/27/24 minutes as presented. All Ayes. Motion Carried.

2. APPROVAL OF CHECK REGISTER & TREASURER REPORT:

- **MOTION** by Pangle **SECOND** by Arnold to pay the bills. Roll Call Vote: Martin – Aye, Arnold – Aye, Pangle – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

3. DISCUSSION/DIRECTION COMMUNITY EVENT PERMIT/CANDLEWALK: Council has a request for a special event permit to be held on December 7th at Lion's Park for a Candlewalk event. This is similar to event held last year. This event will be required to have event insurance. They are requesting barricades to close the drive around the restrooms. They are showing no vendors being part of the event and there should be no vehicles in the park. Rankin recommended that council approve the special event under the condition they obtain event insurance.

- **MOTION** by Pangle **SECOND** by Martin to approve the Candlewalk Event. All Ayes. Motion Carried.

4. APPROVAL OF BUDGET AMENDMENT #1:

- **MOTION** by Arnold **SECOND** by Pangle that we approve budget amendment #1. Roll Call Vote: Arnold – Aye, Martin – Aye, Pangle and Mayor Brown – Aye. All Ayes. Motion Carried.

5. DISCUSSION/DIRECTION INTERIM CITY MANAGER: As my tenure as City Manager comes to an end this week I had a conversation with the Mayor earlier this month on the next steps to filling the role. I recommended that our City Assessor Robert Naumann would be a good fit if he was interested-luckily he was. Bob has served as a Township Supervisor, Clerk and school principal. As our assessor he has a good working relationship with the staff and community and would be a steady hand as the city goes about in the search and hiring process for the next city manager. From experience this process can take up to 3-4 months as the pool of candidates is limited compared to the number of postings. I would still be available to help Bob with any questions or processes. I have included his resume and drafted up an interim city manager contract if council

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wishes to move forward. I would highly recommend appointing Robert Naumann as the City of Montrose Interim City Manager.

- **MOTION** by Martin **SECOND** by Pangle that we appoint Robert Naumann as Interim City Manager. Roll Call Vote: Arnold – Aye, Martin – Aye, Pangle – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

6. *DISCUSSION/DIRECTION GRANT COORDINATOR POSITION:* I am currently the grant administrator for three MSHDA Grants and one CDBG grant. These grants include the MI-HOPE Grant, NEP Grant Housing Initiative Grant and Howard Street Sidewalk CDBG. To ensure these grants are closed out I would request that council approve hiring me as a Grant Coordinator. I drafted a job description of the scope of work and anticipate to work no more than 4-6 hours a week and would continue at my current rate. The NEP Grant closes December 31st and MI-HOPE in April 2025. As it stands the MI-HOPE has a contractor conducting energy audits and I'm hoping for insulation installation to start in October. Closing out these grants will ensure future funding. All MSHDA grants include administrative reimbursement for wages. I would be a temporary employee and not eligible for any benefits. This would be a seasonal temporary part-time employee position.

- **MOTION** by Martin **SECOND** by Pangle that we appoint Neil as the part-time Transportation Planner/Grant Coordinator. Roll Call Vote: Pangle – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

7. *DISCUSSION/DIRECTION CITY MANAGER PTO PAYOUT:* My contract does not include a provision for unused PTO payout for when the city manager voluntarily resigns manager resigns. However, it does require me to provide not less than 30 days' notice to council. Wanting to have smooth transition I opted not to take any PTO other than the hours I used to work for the City of Clio. I will have under 160 hours by the next payroll and kindly request council to be compensated for these my unused PTO hours. Arnold read aloud a letter of support from Mayor Pro-Tem Richard.

- **MOTION** by Pangle **SECOND** by Arnold that we pay out as per past practice of pay out of PTO time. Roll Call Vote: Arnold – Aye, Martin – Aye, Pangle – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

8. *DISCUSSION/DIRECTION MEMORANDUM OF UNDERSTANDING:* The City of Clio and Montrose wish to have a cooperative agreement in sharing equipment when necessary/convenient. This is beneficial in an emergency situations and financial savings for not having to purchase equipment that may not regularly be used. It would require that both units have insurance and would obviously maintain/be trained on the equipment. The rates that would be invoiced would be based of the current MDOT Equipment Rental Rates Schedule C. I would recommend Council approve the MOA, Clio has already approved it the September 3rd meeting.

- **MOTION** by Arnold **SECOND** by Pangle that we accept the Memorandum of Understanding between us and the City of Clio. Roll Call Vote: Pangle – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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9. *DISCUSSION/DIRECTION RFP/JUDGEMENT*: Last October the building at 107 W. State Street had a court ordered judgement issued to order the owner of the building to address/verify the structural soundness of the building and to make the necessary repairs. The owner did meet the first provision of the judgement and had Lopez Engineering provide a report. The owner also had Creekwood Architecture create renderings of the necessary repairs to the building to address the violation issues. However, since March no building permits or repair has been completed. Our attorney filed the judgement with the Register of Deeds last month and as specified by the judgement the city can take action I have requested Creekwood Architecture to draft an RFP which they have. These costs including repair costs can be placed as lien on the property. The lack of a roof and the building being enclosed presents an issue to the neighboring occupied building.

- **MOTION** by Martin **SECOND** by Arnold that we publish the RFP. Roll Call Vote: Martin – Aye, Arnold – Aye, Pangle – No, and Mayor Brown – Aye. Three (3) Ayes. One (1) No. Motion Carried.

10. *APPROVAL OF CONTRACT WITH BETTER 2 ENTERPRISES*: In March Council approved the bid from Better 2 Enterprises but not the actual contract.

- **MOTION** by Arnold **SECOND** by Pangle with Better 2 Enterprises. Roll Call Vote: Arnold – Aye, Martin – Aye, Pangle – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

11. *DISCUSSION/DIRECTION VC3 QUOTE FOR OFFICE COMPUTERS*: Due to the recent conversion to Office 365 and software upgrades, including some outdated computers, VC3 recommended to upgrade the computers including the E-Poll Book laptop used for elections. \$10,000.00 is earmarked for the 2024/2025 fiscal year.

- **MOTION** by Arnold **SECOND** by Pangle that we approve the quote from VC3 for all of the office computers. Roll Call Vote: Pangle – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

12. *RESOLUTION OF SUPPORT FOR TIP FUNDING/CALL FOR PROJECTS*:

- **MOTION** by Pangle **SECOND** by Arnold to approve the resolution to authorize and approve the submission of a preservation/reconstruction project application for the fiscal year 2026/2029 transportation improvement program. Roll Call Vote: Pangle – Aye, Martin – Aye, Arnold – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

13. *APPOINTMENT OF GENEVA LAMB TO ZBA*: Mayor Brown recommended the appointment.

- **MOTION** by Arnold **SECOND** by Martin that we appoint Geneva Lamb to the ZBA. All Ayes. Motion Carried.

14. *RESOLUTION OF CONCURRENCE-ADOPTION OF MASTER PLAN*:

- **MOTION** by Pangle **SECOND** by Martin that we adopt the resolution of concurrence to adopt the City of Montrose Master Plan as adopted by the City Planning Commission. Roll Call Vote: Pangle – Aye, Arnold – Aye, Martin – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

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15. DISCUSSION/DIRECTION LEASE/ CHRISTMAS DOWNTOWN DECORATION:

- **MOTION** by Pangle **SECOND** by Arnold that we move forward with leasing with the same folks we did last year. Roll Call Vote: Arnold – Aye, Pangle – Aye, Martin – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

16. DISCUSSION/DIRECTION HALLOWEEN TRICK OR TREATING HOURS:

- **MOTION** by Pangle **SECOND** by Arnold that we continue following trick or treating hours the same as we had last year. 6:00 p.m. to 8:00 p.m. All Ayes. Motion Carried.

17. **EXECUTIVE SEARCH:** Mayor Brown indicated she reached out to the MML; however, they are the most expensive and are currently too busy to assist the city so she also reached out to 3 other companies and asked council to set a special meeting to discuss. Mayor Brown also mentioned that the DDA asked if one of their members could be involved in the search because the current city manager is also the Executive Director of the DDA.

- **MOTION** by Pangle **SECOND** by Arnold to set a special meeting on October 8th @ 8:00 p.m. for the sole purpose of discussing Montrose City Manager executive search. Roll Call Vote: Roll Call Vote: Arnold – Aye, Pangle – Aye, Martin – Aye, and Mayor Brown – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: Mayor Brown read aloud the guidelines again for public comments. Citizens Tom Banks & Dan Machuk spoke.

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Mayor Brown reiterated that the DDA asked 1 person from the board be involved in the hiring of a new city manager.

ELECTION COMMISSION: The Public Accuracy Test will take place tomorrow @ 10:00 a.m.

GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: NONE

GENESEE COUNTY METROPOLITAN ALLIANCE: NONE

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: City of Clio hosted the meeting and did a tour of the Depot located in Clio.

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

PLANNING BOARD: The Master Plan was approved and the General Business License Ordinance is still being discussed.

911 CONSORTIUM: Pangle said they met and approved the annual budget. The funding from the 911 surcharge recently passed will start coming in the middle of next year.

ZONING BOARD OF APPEALS: NONE

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REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Capeseal Project has started. Once the DPW removes the leaves, certain streets will receive a double coating. Tree planting October 4th will need volunteers and locations are still needed. October 19th from 10:00 a.m. to 1: p.m., Touch A Truck will be held at the school and Lion's Park. Rankin thanked council for allowing him to serve as city manager since 2013.

CITY ATTORNEY: NONE

MAYOR AND COUNCIL COMMENTS: Pangle reported that Genesee County has an on-line survey asking Genesee County residents for input on County Wide Wireless services. Arnold said the damaged telephone located close to his house was replaced but not removed. Mayor Brown said she would contract the State Representative for contact information to get the poll removed near his home and fix the poll leaning on N. Saginaw St. Mayor Brown also referenced a study circulating in south eastern on how municipalities are serving micro businesses and businesses in general and what support they legally can offer.

COMMUNICATIONS TO THE COUNCIL: *On file at city office.*

ADJOURNMENT:

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

Mayor Brown adjourned the meeting at 8:22 p.m.

Prepared by City Clerk, Tina Rush