

# MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

December 23, 2024

**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 Hoose. Also present was Interim City Manager Bob Naumann, City Clerk Tina Rush, and City Attorney Ben Stoltman.

**PLEDGE OF ALLEGIANCE TO THE FLAG:** The Pledge of Allegiance was cited.

## **CITIZEN OF THE MONTH:**

1. *THE MONTH OF DECEMBER 2024, TREE PLANTING HELPERS GREG RANKIN, MARC RANKIN, JEAN RANKIN, COLLEEN BROWN, ROBERT URMETZ, GARY SMITH & SAMUAL MCALVEY:* Council honored those who were in attendance.

2. *REQUEST TO RECOGNIZE COLLEEN BROWN, ANDREA MARTIN AND AARON BURCH AT THE JANUARY MEETING FOR THEIR DEDICATION TO THE CITY OF MONTROSE FOR THEIR TIME ON THE CITY COUNCIL:*

- **MOTION** by Heslop **SECOND** by Hoose to honor Colleen Brown, Andrea Martin & Aaron Burch as Citizen of the month for the month of January. Roll Call Vote: Arnold – No, Hoose – Aye, Heslop – No, Pangle – No, Richard – No, Machuk – Aye, and Mayor Banks – Aye. Four (4) Nays. Three (3) Ayes. Motion did not Pass.
- **MOTION** by Pangle **SECOND** by Arnold that we nominate Colleen Brown as Citizen of the month for the month of January, Andrea Martin as Citizen of the month for the month of February and Aaron Burch for the month of March. Roll Call Vote: Pangle – Aye, Machuk – Aye, Arnold – Aye, Hoose – Aye, Richard – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** NONE

## **PRESENTATIONS:**

1. *AUDIT PRESENTATION AND APPROVAL OF THE JUNE 30, 2024 FINANCIAL STATEMENT:* Presentation rescheduled due to inclement weather.

## **REPORTS**

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

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

**PUBLIC COMMENTS:** Board of Review Member Robert Urmetz publicly acknowledged the Department of Public Works for their exceptional coordination efforts in organizing the annual tree planting.

## **MATTERS OF COUNCIL ACTION:**

1. *APPROVAL OF THE 11/26/24 REGULAR MEETING MINUTES:*

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- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle that we accept the minutes as written. All Ayes. Motion Carried.
2. *APPROVAL OF THE 12/05/24 SPECIAL MEETING MINUTES:*
- **MOTION** by Arnold **SECOND** by Mayor Pro-Tem Richard that we approve the December 5<sup>th</sup> and December 14<sup>th</sup> special meeting minutes. All Ayes. Motion Carried.
3. *APPROVAL OF THE 12/14/24 SPECIAL MEETING MINUTES:* Approved under agenda item No. 2
4. *APPROVAL OF CHECK REGISTER & TREASURER REPORT:*
- **MOTION** by Arnold **SECOND** by Mayor Pro-Tem Richard that we pay our bills. Roll Call Vote: Heslop – Aye, Machuk – Aye, Richard – Aye, Arnold – Aye, Hoose – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
5. *DISCUSSION/APPROVAL OF HIRING CITY MANAGER:* Mayor Banks announced that the City Attorney Ben Stoltman asked the council go into closed session per MCL Section 15.268 a).
- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Hoose to go into closed session. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- The regular meeting was closed @ 7:21 p.m.
- **MOTION** by Arnold **SECOND** by Hoose to bring back the regular meeting back to order @ 8:03 p.m. Roll Call Vote: Richard – Aye, Pangle – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- A) *DISCUSSION/APPROVAL OF BARBARA VALENTINE’S CONTRACT:*
- **MOTION** by Arnold **SECOND** by Mayor Pro-Tem Richard that we go forward with hiring Barbara Valentine as the City Manager and waive any waiting period for fringe benefits. Roll Call Vote: Heslop – Aye, Arnold – Aye, Machuk – Aye, Richard – Aye, Pangle – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
6. *APPROVAL OF THE AUDIT, JUNE 30, 2024 FINANCIAL STATEMENT:*
- **MOTION** by Arnold **SECOND** by Heslop that we post pone this until the next meeting. All Ayes. Motion Carried.
7. *DISCUSSION/APPROVAL OF BRIGHTSPEED RIGHT-OF WAY PERMIT:* Naumann indicated that the attorney has reviewed the application which also requires council approval according to the charter. Heslop asked that the city reach out to Brightspeed, (New Company who purchased CenturyLink), asking them to come to a council meeting. Newly appointed City Manager Barbara Valentine recommended Brightspeed complete a video inspection of the city’s water/sewer lines prior to boring.
- **MOTION** by Heslop **SECOND** by Mayor Pro-Tem Richard to have the city manager contact Brightspeed and meet with them to discuss, prior to approving the application by January 28<sup>th</sup>. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold –

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Aye, Heslop – Aye, Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

8. *DISCUSSION/DIRECTION RE: DDA CONFLICT OF INTEREST:* Lori Machuk tendered her resignation from the DDA following her recent election to the city council.

9. *ANNUAL APPOINTMENTS TO THE VARIOUS BOARDS AND/OR COMMISSION:*

- a. Review – final appointments will be at Regular January Meeting
- **MOTION** by Arnold **SECOND** by Mayor Pro-Tem Richard that we accept the re-appointments to the boards and commissions.

10. *DISCUSSION/APPROVAL OF GENESEE COUNTY METROPOLITAN ALLIANCE APPOINTMENT AND ANNUAL INVOICE DUES:*

- **MOTION** by Pangle **SECOND** by Heslop that we appoint Mark Richards to the Genesee County Metropolitan Alliance and pay the 2025 dues in the amount of one hundred sixty-five dollars and no cents, (\$165.00). Roll Call Vote: Pangle – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, Richard – Aye, Hoose – Aye, and Mayor Banks – Aye.

11. *ANNUAL REVIEW OF COUNCIL RULES & PROCEDURES:*

- **MOTION** by Pangle **SECOND** by Hoose that we approve the current policies and procedure moving forward as they are. All Ayes. Motion Carried.

12. *ANNUAL ACCEPTANCE & CONFIRMATION OF 2025 MEETING DATES (DECEMBER 26<sup>TH</sup> HOLIDAY OR PTO):* Naumann indicated that this is just a roll over by updating last year's meeting dates and asked council to consider that due to how Christmas falls in 2025, he is asking council to allow the city office to be closed on Friday December 26<sup>th</sup>, and allow personnel to use PTO.

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Machuk to confirm December 26<sup>th</sup> paid holiday or PTO. All Ayes. Motion Carried.

**PUBLIC COMMENTS:** NONE

**REPORTS FROM BOARDS & COMMISSIONS:**

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* NONE

*ELECTION COMMISSION:* Rush stated that the city will receive three thousand eight hundred forty-one dollars and twenty-five cents, (\$3,841.25) for an Early Voting grant reimbursement she submitted.

*GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE:* NONE

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Mayor Pro-Tem Richard indicated that fatalities are up Statewide, including in Genesee County. Richard stated that he inquired with METRO about the timing of these fatalities, but nobody had answers. He requested more information be collected to be shared at the next meeting.

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*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Richard said that the main discussion was ambulance services and their response time.

*GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* Ryan indicated they discussed possible sewer rate increases for the disposal.

*PLANNING BOARD:* NONE

*911 CONSORTIUM:* NONE

*ZONING BOARD OF APPEALS:* Next meeting February 12, 2025

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

*CITY MANAGER:* NONE

*CITY ATTORNEY:* NONE

### **MAYOR AND COUNCIL COMMENTS:**

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

### **ADJOURNMENT:**

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

Mayor Banks adjourned the meeting at 7:55 p.m.

Prepared by City Clerk, Tina Rush