

# MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

February 25, 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, Robert Arnold, Ryan Heslop, Todd Pangle, and Lori Machuk. Also present was City Manager Barbara Valentine, and City Clerk Tina Rush. Members Mayor Pro-Tem Richard and Wallace-Hoose were recorded absent.

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

**CITIZEN OF THE MONTH:**

1. *THE MONTH OF FEBRUARY 2025; ANDREA MARTIN:* Council honored Martin for her years of serving the community on city council.
  
2. *CHOOSE A CITIZEN OF THE MONTH FOR THE MONTH OF MAY:* Mayor Banks read aloud a public social media post written by Gregory Ward's wife. Her aim was to ensure he receives recognition for his behind-the-scenes act of kindness and for his selfless contributions to the community. Mayor Banks nominated her husband as citizen of the month.
  - **MOTION** by Pangle **SECOND** by Machuk to nominate Gregory Ward as Citizen of the Month for the month of May. All Ayes. Motion Carried.

**PUBLIC HEARINGS:** NONE

**PRESENTATIONS:** NONE

**REPORTS**

1. *FIRE & POLICE DEPARTMENT REPORTS:* Report on file at the city office.
  - **MOTION** by Arnold **SECOND** by Heslop to accept the records and place them on file. All Ayes. Motion Carried.
  
2. *BUILDING INSPECTION SERVICES REPORT:* NONE

**PUBLIC COMMENTS:** Representative from Priority Waste, Brett Quitiquit introduced himself entertaining questions from the council. Arnold asked if there are fees for additional refuse or recycling containers and if a customer must call ahead for a bulk item. Brett indicated yes to both questions, and everything can be processed on-line through Priority's website.

**MATTERS OF COUNCIL ACTION:**

1. *APPROVAL OF THE 01/28/25 REGULAR MEETING MINUTES:*
  - **MOTION** by Pangle **SECOND** by Arnold that we approve the January 28, 2025, regular meeting minutes as presented. All Ayes. Motion Carried.
  
2. *APPROVAL OF CHECK REGISTER & TREASURER REPORT:*
  - **MOTION** by Arnold **SECOND** by Heslop that we pay our bills. Roll Call Vote: Pangle – Aye, Machuk – Aye, Arnold – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

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## 3. APPROVAL OF THE BLUEBERRY FESTIVAL DATES AND EVENTS:

- **MOTION** by Pangle **SECOND** by Arnold that we approve the Blueberry dates and events as presented. All Ayes. Motion Carried.

4. DISCUSSION/DIRECTION OF MIHOPE GRANT FOR 280 HICKORY ST.: Valentine referenced an email located in the council packet explaining the reasons the city should pay \$18,500 for work completed. Valentine also recommended turning this into the city's insurance as an E & O claim, along with the recent \$2,800 claim the city submitted last week but noting that the entire amount may not be covered due to coverage limitations. Valentine noted that several of these projects have been completed, but there are still unfinished applications and missing paperwork that was due on the 20<sup>th</sup>. Not paying this could potentially hold the city liable for the entire MiHope Grant instead of just this invoice. Discussion ensued regarding hiring an independent grant administrator for future projects of this nature, due to the potential for conflicts of interest.

- **MOTION** by Arnold **SECOND** by Machuk that we pay the eighteen thousand five-hundred dollars and no cents, (\$18,500.00), and file an E & O claim to the insurance company. Roll Call Vote: Heslop – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

5. DISCUSSION/DIRECTION MODIFICATION OF E & O CLAIM TO THE CITY'S INSURANCE POLICY: Action taken under agenda item No. 4.

6. DISCUSSION/DIRECTION GBL ORDINANCE CORRECTIONS/MODIFICATIONS: Valentine referenced the proposed changes on page 33 of the council packet entertaining questions from the council. Valentine informed the council that this is considered an administrative ordinance and not a zoning ordinance for the Planning Board.

- **MOTION** by Pangle **SECOND** by Arnold that our city manager gets the suggested changes to the General Business Ordinance that Planning's worked on and present us with a proposed amended ordinance to be looked at in the future as an alternative to rescinding it completely. All Ayes. Motion Carried.

7. DISCUSSION/DIRECTION DEPOT FURNACE REPLACEMENT: Valentine indicated that one of the furnaces at the Depot quit working and presented 3 proposals for replacement. Valentine also informed the council that replacement will require enlarging the trap door opening in the floor. The concern is the Depot is a historic building and was built around the original furnace.

- **MOTION** by Pangle **SECOND** by Machuk that we accept the Holland Heating estimate to replace the furnace including the modification of the floor to make the furnace fit, for the corrected amount of forty-two hundred dollars and no cents, (\$4,200.00). Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

8. DISCUSSION/DIRECTION ON COPIER QUOTES: City Secretary Christine Shultz obtained 4 quotes from Boss, Kyocera, Xerox, and Ricoh.

- **MOTION** by Arnold **SECOND** by Pangle that we go with a new Kyocera copy machine with a 5-year and 3-month lease contract. Roll Call Vote: Machuk – Aye, Arnold – Aye, Heslop – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

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9. **DISCUSSION/DIRECTION ON IT UPGRADES:** Valentine indicated this would cover monitoring the firewall, (installation of the firewall is additional), managing workstations, city staff and council laptops, including Election E-Poll Books, (19 computers), software, hardware, networking, cloud storage, city office phone system, and all licenses which are currently owned by Vc3. Rush added that Foster & Swift approved the agreement.

- **MOTION** by Arnold **SECOND** by Heslop that we go with a 3-year contract with Netsource One for our IT upgrades and to obtain all licenses. Roll Call Vote: Heslop – Aye, Machuk – Aye, Pangle – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Arnold **SECOND** by Machuk that we go with Netsource One for the city's firewall. Roll Call Vote: Pangle – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

10. **DISCUSSION/DIRECTION ON NEW REVIZE WEBSITE QUOTE:** Currently city staff cannot add and/or update the city's website with meeting dates, post agendas, and/or adding fillable forms without assistance from the Shumaker Group. Having a functional website which is user friendly would benefit both staff and city residents. Valentine added that this website would have the capability of a council member having a blog page. The council asked that New Revize come on site for a presentation/demo. No action taken, informational only.

11. **DISCUSSION/DIRECTION OF USDA GRADUATION LETTER UPDATE:** Valentine reported that Municipal Financial Advisor Robert Bendzinski has recommended acquiring the additional services of Huntington Bank and Doug Deeter at the Rehman Group to assist with resolving this matter. No action taken, informational only.

12. **RRC BEST PRACTICES TRAINING & UPDATES:** Pangle, Heslop and Warren Edwards asked to be signed up. Machuk mentioned Scott Webster would like to be registered as well.

13. **DISCUSSION/DIRECTION HYDROCORP CONTRACT:** Rush indicated that this is a renewal of the current HydroCorp Contract, the only difference is a proposed 4% cost increase. Foster and Swift also approved the contract per city charter.

- **MOTION** by Arnold **SECOND** by Heslop that we renew the service agreement with HydroCorp. Roll Call Vote: Pangle – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – aye. All Ayes. Motion Carried.

### **REPORTS FROM BOARDS & COMMISSIONS:**

**DOWNTOWN DEVELOPMENT AUTHORITY BOARD:** NONE

**ELECTION COMMISSION:** Rush reported that the November General Election is certified, and the city will be holding a May Election.

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

**GENESEE COUNTY METROPOLITAN ALLIANCE:** *Report on file at the city office.*

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**GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:** Mayor Banks announced that Mayor Pro-Tem Richard is the current Chairperson of this Association and is also now a lifetime member.

**GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:** Heslop reported they spoke about replacing some pump stations, CMOM, (Capacity Management Operations and Maintenance and PFAS, (polyfluoroalkyl substances) inside the proposed landfill. Heslop also mentioned that he invited the Genesee County Drain commissioner to a council meeting to discuss upgrades at the Drain Commissioners' Office.

**PLANNING BOARD:** Machuk reported they discussed the general business license ordinance, FRC certification and Valentine applied for the Arbor Day Grant.

**911 CONSORTIUM:** NONE

**ZONING BOARD OF APPEALS:** Arnold reported they met and nominated officers.

**MONTROSE AREA CHAMBER OF COMMERCE:** NONE

**TRAINING OPPORTUNITIES:** Valentine asked the council to let her know which class they are wanting to sign up for and mentioned that there is also training for MEDA certification, (Michigan Economic Developer's Association).

1. *MSU FRC (FISCALLY READY COMMUNITIES) TRAINING*

A. *2025 COMMUNITIES WEBINAR SERIES*

B. *2025 FRC Webinar Series*

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

**CITY MANAGER:** Discussion held earlier during the meeting.

**CITY ATTORNEY:** NONE

**PUBLIC COMMENTS:** New coffee shop owner Gabrielle Sword introduced herself, Planning Board Member Warren Edwards thanked the council for being objective. Dan Machuk thanked Montrose Media Center for taping the meetings.

**MAYOR AND COUNCIL COMMENTS:** Pangle commented that he feels the city is moving in the right direction. Machuk thanked Montrose Media Center for taking the time to attend tonight's council meeting. Arnold asked if there was a response from Brightspeed and Valentine reported yes, everything is all set. Arnold also suggested reviewing the attendance of board members. Mayor Banks asked that the Citizen of the Month be considered for city staff and city residents and to become an award not just council nominating citizens.

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

### **ADJOURNMENT:**

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

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Mayor Banks adjourned the meeting at 9:02 p.m.

Prepared by City Clerk, Tina Rush