

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 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, Mayor Pro-Tem Mark Richard, Ryan Heslop, Todd Pangle, Lori Machuk, and Melissa Wallace-Hoose. Also present was City Manager Barbara Valentine, City Clerk Tina Rush, and 16 citizens. Council member Robert Arnold was recorded absent.

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

CITIZEN OF THE MONTH:

1. *THE MONTH OF MARCH 2025; AARON BURCH:* Council honored Burch for his years of serving the community on city council.

PUBLIC HEARINGS: NONE

PRESENTATIONS:

1. *REVIZE WEBSITE DEMONSTRATION:* Revise representative Brian Rohen out of Troy, MI addressed the council on a potential new website design for the city. This new online and mobile website would be user-friendly for staff and all city residents.

2. *REVITALIZE AND TRITERRA – 106 W STATE STREET MEDC PROJECT:* Revitalize, LLC project liaison Ron Drzewicki, addressed the council regarding the MEDC project taking place at 106 W. State Street owned by Ramby, LLC. Ron Drzewicki had one of the owners of Ramby, LLC. (Eric Reed) to stand up and speak for a few minutes regarding the history of Ramby, LLC acquiring the building in 2019 up until now. Giving an update on how the project is progressing through the MEDC. This is a \$2.2 million dollar project with 5 apartments and two store fronts.

Triterra environmental consulting representative Dave VanHeran addressed the council on ways for the owners to receive grants and loans to lower the costs for the property. It was mentioned that the property is a brownfield site. Local contributions were discussed in the form of Tax abatements (Opra and a brownfield plan) to help with costs on the project.

3. *APM-ADVANCED OUTDOOR SPRAYING:* APM-Advanced Outdoor Spraying representative Ben Seago addressed the council regarding a new three-year contract with the city.

REPORTS

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

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

PUBLIC COMMENTS: Resident Clint Diffin spoke on potential flooding issues on Coke Drive.

MATTERS OF COUNCIL ACTION:

1. *APPROVAL OF THE 02/11/25 SPECIAL MEETING MINUTES:*

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- **MOTION** by Richard **SECOND** by Pangle to approve the February 11, 2025, special meeting minutes. All Ayes. Motion Carried.
2. *APPROVAL OF THE 02/25/25 REGULAR MEETING MINUTES:*
- **MOTION** by Pangle **SECOND** by Hoose that we approve the February 25, 2025, meeting minutes. All Ayes. Motion Carried.
3. *APPROVAL OF CHECK REGISTER & TREASURER REPORT:*
- **MOTION** by Pangle **SECOND** by Mayor Pro-Tem Richard that we approve the check register and treasurer report as presented. Roll Call Vote: Pangle – Aye, Machuk – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
4. *DISCUSSION/DIRECTION OF TRANSITION TO THE REVIZE WEBSITE:*
- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle that we transition to the Revise website to coordinate with BS&A cloud with the addition amendment of E-notification and reservations. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Hoose – Aye, Heslop – Aye, Pangle – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
5. *DISCUSSION/DIRECTION MUNICODE CODIFICATION SERVICE CHANGES:* Rush explained that approving this service charge would give the city discounted annual codifications.
- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Heslop for five (5) years to spend up to seventeen hundred dollars, (\$1,700) annually. Roll Call Vote: Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
6. *DISCUSSION/DIRECTION OF MIHOPE GRANT PROGRESS:*
- **MOTION** by Pangle **SECOND** by Mayor Pro-Tem Richard to direct the city manager to issue a final warning and a potential invoice should they not provide the required information. Roll Call Vote: Pangle – Aye, Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
7. *DISCUSSION/DIRECTION MODIFICATON OF E & O CLAIM TO THE CITY'S INSURANCE POLICY:* Valentine said to scratch out modification and the insurance company now has it. No action taken, informational only.
8. *DISCUSSION/DIRECTION MOSQUITO ABATEMENT BID AWARD:* Only one bid was submitted.
- **MOTION** by Machuk **SECOND** by Mayor Pro-Tem Richard that we move forward with APM for mosquito abatement. Roll Call Vote: Hoose – Aye, Machuk – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
9. *DISCUSSION/DIRECTION CITY ATTORNEY ENGAGEMENT AGREEMENT:*
- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Hoose that we move with the engagement agreement with Foster & Swift. Roll Call Vote: Mayor Pro-Tem Richard –

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

10. DISCUSSION/DIRECTION GBL ORDINANCE CORRECTIONS/MODIFICATIONS:

- **MOTION** by Pangle **SECOND** by Mayor Pro-Tem Richard to direct the City Manager to halt any enforcement activities based on the current ordinance that we all agree needs to have something done to it, for 90 days. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

11. DISCUSSION/DIRECTION OF USDA GRADUATION LETTER:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle to hire Miller Canfield at a cap of \$10,000.00. Roll Call Vote: Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose – Nay, and Mayor Banks – Aye. Five (5) Ayes. One (1) Nay. Motion Carried.
- **MOTION** by Pangle **SECOND** by Machuk to direct the city manager to illicit an engagement letter with Doug Deeter at Rehman Group for future auditing needs. Roll Call Vote: Pangle – Aye, Hoose – Nay, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. Five (5) Ayes. One (1) Nay. Motion Carried

12. DISCUSSION/DIRECTION CITY OFFICE HOURS:

- **MOTION** by Hoose **SECOND** by Mayor Pro-Tem Richard to change the City Office hours to 10 hour, 8am-6pm Monday – Thursday starting April 7th and revisit in September. All Ayes. Motion Carried.

13. DISCUSSION/DIRECTION HOSTING GENESEE COUNTY SMALL CITIES AND VILLAGES ASSOCIATION MEETING IN MAY:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle for the Genesee County Small Cities and Villages Association meeting at the Depot on May 7th at 6pm. Roll Call Vote: Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Machuk – No, Pangle – Aye, and Mayor Banks – Aye. Five (5) Ayes. One (1) Nay. Motion Carried.

14. APPROVAL/DISAPPROVAL MAYOR PRO-TEM RICHARD & MELISSA WALLACE-HOOSE ABSENCES AT THE 02/25/25 CITY COUNCIL MEETING

- **MOTION** by Pangle **SECOND** by Heslop that we approve the absences of Hoose and Richard. All Ayes. Motion Carried.

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Machuck. Discussed the direction of the DDA meetings going to evenings at 7pm and twice month. Made a budget for the flowers for uptown. Forming a Garden Club and starting up the community garden. Next meeting is April 16th at 7pm.

ELECTION COMMISSION: Rush reported that absentee ballots have come in and will be available once the election machines are tested.

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GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: NONE.

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

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Mayor Banks recommended Irene's Restaurant in Grand Blanc.

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

PLANNING BOARD: Everything discussed during tonight's meeting.

911 CONSORTIUM: Pangle reported there is more progress on the new 911 building.

ZONING BOARD OF APPEALS: Valentine mentioned they met for their annual appointments and there could be a possible fence variance for a local resident.

MONTROSE AREA CHAMBER OF COMMERCE: Hoose mentioned that The Chamber would like Lori and Tom to volunteer go into the dunk tank.

TRAINING OPPORTUNITIES: Valentine said to the council they are all underway.

1. MSU FRC (FISCALLY READY COMMUNITIES) TRAINING

A. 2025 COMMUNITIES WEBINAR SERIES

B. 2025 FRC Webinar Series

2. RRC TRAINING: Valentine reported that all trainings are underway.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Everything discussed during tonight's meeting.

CITY ATTORNEY: Council approved the engagement letter tonight.

PUBLIC COMMENTS: Clint Diffin complained about potential violation letters he received from the city.

MAYOR AND COUNCIL COMMENTS: Mayor and Council made comments.

COMMUNICATIONS TO THE COUNCIL: On file at city office.

ADJOURNMENT:

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

Mayor Banks adjourned the meeting at 10:12 p.m.

Prepared by City Secretary, Christine Schultz