

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

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

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

CITIZEN OF THE MONTH:

1. *THE MONTH OF APRIL 2025; BOB NAUMANN:* Council honored Naumann for serving as the Assessor since August 2017 and for serving as Interim City Manager from September 2024 until January 2025.

PUBLIC HEARINGS: NONE

PRESENTATIONS: *SPICER ENGINEERING:* City Manager's report from Valentine read as follows; Steve Rutkowski is here to speak on the following; Hickory Street - Paving, Curb & Gutter, Storm Sewer, Water, and Sanitary Sewer; The Depot, there are issues with safe access to mechanical and storage areas for Staff and Vendors that needs to be addressed and Engineering Structural Surveys of the Traditional Downtown District (Old Towne) Buildings. This will have to be paid by the DDA because the City Council cannot authorize Taxpayer Funds be used for Private Property Improvements, however, the DDA (Downtown Development Authority) is tasked with the responsibility of doing exactly that as a quasi-governmental agency. It is the purpose of the DDA to direct Development, and as we all heard with Revitalize and Triterra presentation, it starts with Engineering. We need to capitalize on this MEDC Project. Sample Reports have been provided for you per usual, but I do want to point out that the building used as an example is currently being remodeled by a local resident in Mayville and will be a Bakery.

The Metro Act Permit Process that *will* allow the City to protect infrastructure and require utility companies (Consumers, Genesee County Water & Sewer, Spectrum, Brightspeed, Independent Fiber Companies, etc.) to meet specific requirements that our Engineers determine necessary. It is the Utility companies that will pay for the Engineering, not the City. This maximizes Project Benefits and requires utility companies to plan twice and dig once.

Spicer Engineer Steve Rutkowski introduced himself to the council saying he has been with Spicer Group for 13 years and works out of the company's headquarters in Saginaw, Michigan. Spicer has been in business since 1944. The company has done a couple of projects in the past for the city. Two projects touching base on, one being the Depot access to the basement. To have a safer way to access the furnace. The other being the structural assessment of the downtown buildings to provide potential grant funding down the road. Another project Spicer is currently looking at is the Hickory Street project. Spicer will be compiling some costs for the project. MDOT funding is out, and the application is due by June 12th. The funding is a 50/50 match up to \$250,000.00. Steve Rutkowski handed out brochures to the council on the scope of services Spicer provides. Spicer is a full-service municipal engineering firm.

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- **MOTION** by Machuk **SECOND** by Hoose to add Jim Thompson from SLC to be able to do a presentation. All Ayes. Motion Carried.
- **MOTION** by Machuk **SECOND** by Arnold to move No. 7 on the agenda, discussion direction building depart complaints (Diffin and Sothen), to No. 3 on the agenda, so they don't have to wait as long to get to their issues. All Ayes. Motion Carried.
- **MOTION** by Machuk **SECOND** by Richard to move No. 4 down, discussion/direction of Spicer Group LOE fore the Dept", and add Mr. Anthony Powell from Powell Sons and Tree Service as item No. 4. All Ayes. Motion Carried.

SLC METERS – SLC representative Jim Thompson passed out a packet with a quote, \$23,535.69 more than what was included in tonight's council packet indicating that this information is for upgrading the equipment to finish what they started. With a mixture of cellular and fixed endpoints, the new cellular endpoints have a twenty-year battery life. Tier rate cellular data costs would be \$1.01 per endpoint per month and \$8,000.00 per year for all your data and software. Mark Wright from Badger Meter sold the system to the city about ten or eleven years ago and mentioned that we still have a pro-rated warranty for the endpoints, which can be turned in for a discounted product. Badger meter usually lasts 14-16 years with a 20-year warranty.

REPORTS

1. ***FIRE DEPARTMENT REPORTS***: Council member Heslop questioned the response time for incident #25058 and why it had a 19-minute response time.
2. ***POLICE DEPARTMENT REPORTS***: NONE
3. ***BUILDING INSPECTION SERVICES REPORT***: *Report on file at the city office.*

PUBLIC COMMENTS: Citizen Harry Powell spoke on an incident by calling 9-1-1 and Genesee County transferring him to Saginaw County even though his vehicle was pinged in Genesee County and added that this has happened twice this year. Council member Pangle said he would investigate. Business owner Anthony Powell said he worked with the city before and lost out on a bid to another company that was out of the city during a storm. Powell asked if there was a way to have a list or some kind of bidding process to keep things local if possible. Powell also claimed that he has a contract with the city which he does not. The business owner of CloverTree, Timothy Franks, presented the council quotes on what services his company provides. Another resident spoke about his business that is nearby and gave his thoughts on the bidding system. Citizen Helen Kuzniar complained about her son, Anthony Powell, not receiving the emergency tree removal bid for the tree located at 115 Howard Street.

MATTERS OF COUNCIL ACTION:

1. ***APPROVAL OF 3/25/25 REGULAR MEETING MINUTES***:
 - **MOTION** by Richard **SECOND** by Pangle to approve the March 25, 2025, minutes. All Ayes. Motion Carried.

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2. APPROVAL OF CHECK REGISTER AND TREASURER REPORT:

- **MOTION** by Pangle **SECOND** by Arnold that we pay our bills. 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.

3. *DISCUSSION/DIRECTION BUILDING DEPT. COMPLAINTS (DIFFIN & SOTHEN)*: Diffin expressed concerns regarding the building inspector's requirement for a letter from his mortgage company confirming that his mortgage is paid in full. The requirement is impacting his ability to proceed with the demolition permit. Diffin is seeking clarification on whether the delay in processing his permit is due to the city's policies or specifically due to the building inspector's request. Valentine replied she has not spoken with Building Inspector Matt Leoni; this is strictly a building department matter. Discussion ensued regarding the potential decision to retain the current building inspector or go out for RFPs. Valentine heeded the council that if they do an RFP, they are required to hire one of the companies that submit a bid.

- **MOTION** by Heslop **SECOND** Pangle that we direct the City Manager to explore alternative inspection services from neighboring communities. All Ayes. Motion Carried.

4. *ANTHONY POWELL*: Discussion took place concerning last year's tree trimming at 115 Howard Street which was done by Powell and Sons, and the current emergency tree service bid removal for the same location, which was \$3,500.00 higher than other comparable bids. City Attorney Genovich spoke on issues with the current circumstances indicating that the city manager acted appropriately according to the city ordinances, however, if the council would like to entertain amending the current procurement ordinance, Foster & Swift can create a draft. Pangle asked for clarification if the council could still reject any or all bids and Genovich replied yes.

- **MOTION** by Richard **SECOND** by Arnold to direct Foster Swift draft to draft us a procurement ordinance with preference on keeping it local. 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.

5. *DISCUSSION/DIRECTION WATER METER PROJECT*: City Manager's report from Valentine read as follows; Jim Thompson with SLC spoke briefly at the last meeting regarding Water Meters and the service his company provides. He stated then that he "wanted an opportunity to take a shot" at meeting our project needs. HOWEVER, he has not contacted the office to be put on the Agenda, nor has he presented any competitive pricing or another Bid beyond the 1-pager that was provided to you on April 8th. I included this information here so you can decide how you would like to deal with it if he does come to the meeting. Prior to voting, the council decided to discuss this at the May 13th city council meeting.

- **MOTION** by Pangle **SECOND** by Richard that we table the issue of water meters until we have a working meeting to give us the opportunity to ask more questions and do a little compare contrast and to have Sam included in that meeting. All Ayes. Motion Carried.

6. *DISCUSSION/DIRECTION OF SPICER GROUP LOE FOR THE DEPOT*:

- **MOTION** by Richard **SECOND** by Hoose that we table this until the May 13th council meeting. All Ayes. Motion Carried.

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7. DISCUSSION/RECOMMENDATION TO DDA REGARDING SPICER GROUP LOA FOR STRUCTURAL ENGINEERING INSPECTION PLAN: Discussion ensued on the necessity of having an evaluation of the downtown area, to ensure that structures are safe and to have a plan on file to allow the DDA to be eligible for future grants. Business owner Zach Hall expressed concerns with an engineer finding problems with their structures which would require the property owner to update.

- **MOTION** by Heslop **SECOND** by Banks that we return it to the DDA with a recommendation from council. Roll Call Vote: Arnold – Nay, Mayor Pro-Tem Richard – Aye, Machuk – Abstain, Pangle – Nay, Heslop – Aye, Hoose – Nay, and Mayor Banks – Nay. Four (4) Nays. Two (2) Ayes. One (1) Abstain. Motion dies.
- **MOTION** by Pangle **SECOND** by Hoose that we return it to the DDA without a recommendation. Roll Call Vote: One (1) Nay – Heslop. Motion carried.

8. DISCUSSION/DIRECTION BRF RECOMMENDATIONS FROM DDA: Informational only.

9. DISCUSSION/DIRECTION TO CITY ATTORNEY: BID PROCESS, E&O INSURANCE CLAIM, AND AS NEEDED ITEMS: Genovich reiterated that she will get with the city manager and come up with a new proposed bidding ordinance. Discussion ensued on whether the council should follow the council rules of procedure which govern the council and specifically states under 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”.

- **MOTION** by Richard **SECOND** by Arnold that we set aside instead of table discussion until the next city council meeting. All Ayes. Motion Carried.

10. RECOGNITION TO CELEBRATE PROFESSIONAL MUNICIPAL CLERKS WEEK MAY 4 TO MAY 10, 2025: Rush thanked the council for recognizing this week. The council discussed some ideas to show appreciation, a proclamation, a paid day off, spa package, breakfast, flowers, or treat her to lunch. No action taken.

11. RRC TRAINING SIGNUPS UPDATE: Valentine gave an oral update on who has signed up for RRC training.

12. DISCUSSION/UPDATE REGARDING THE CREATION OF THE HOUSING AND ECONOMIC DEVELOPMENT COALITION IN CONJUNCTION WITH MONTROSE TOWNSHIP: City Manager’s report from Valentine read as follows; At the time the Master Plan was started we also received a Grant for a Housing Study to be done in conjunction with Montrose Township. We have the preliminary report and Township Supervisor Coetta Adams, and I met with Adam Young with Wade Trim to discuss the findings. During the meeting we discussed a few changes to the Report on pages 47 and 48 of the included study (not the packet page numbers). Coetta and I are both aware that once we receive a Grant of this nature we are under the microscope regarding what we do with the information, and how that can volley into more Grant Opportunities. With that in mind, we chose to explore the creation of a Housing and Economic Development Coalition between the

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City of Montrose and the Township of Montrose. Our first meeting is on May 7th at 4:00pm. We hand selected members of the community that have experience in housing and economic development tools, and we are requesting permission from the Council to proceed. No action taken, informational only.

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Discussed earlier in the council meeting.

ELECTION COMMISSION: Rush reported that 147 ballots have been mailed out, only 30 have been returned.

GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: Mayor Pro-Tem Richard said he will be attending this Thursday's meeting and will bring back more information.

GENESEE COUNTY METROPOLITAN ALLIANCE: Grants for I-475 corridor shot down. Looking at some bonds and bridges. One is for \$2,000,000, \$5,000,000, and one is for \$7,000,000. Also, 2026/2029 TIP grant funding will be available soon.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: An individual spoke from Auburn Hills. Mayor Pro-Tem Richard also reminded the council that the City of Montrose will be hosting the May 7th GCSC&V Association meeting at the Depot. MIOSHA Representative Jeff Edgerton is the speaker and will be explaining what MIOSHA services have to offer that are free, for example, free consulting and free inspections.

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

PLANNING BOARD: Machuk said they discussed rezoning and the DDA and their role in the city.

911 CONSORTIUM: NONE

ZONING BOARD OF APPEALS: NONE. Next meeting is not until February 2026.

MONTROSE AREA CHAMBER OF COMMERCE: NONE

TRAINING OPPORTUNITIES:

1. *MSU FRC (FISCALLY READY COMMUNITIES) TRAINING:* Next training date is Monday May 19th @ 2:00 p.m.

2. *RRC TRAINING:* Valentine reported who is currently signed up.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Report on file at the city office.

CITY ATTORNEY: NONE

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PUBLIC COMMENTS: NONE

MAYOR AND COUNCIL COMMENTS: Pangle spoke on an M-Live article regarding closing the Flushing and Mt. Morris district courts and moving them all to downtown Flint by the year 2030. Also, the Genesee County Administrative Offices will be moving to the Brownstone Tower. Heslop suggested forming a small group for brainstorming and deal with city issues and/or citizen concerns. Heslop also asked if city council has formally adopted a Code of conduct. Genovich said she is looking into creating an ordinance for conflict of interest on all boards that would also cover general professionalism.

COMMUNICATIONS TO THE COUNCIL: NONE

ADJOURNMENT:

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

Mayor Banks adjourned the meeting at 10:08 p.m.

Prepared by City Clerk, Tina Rush