

# MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 27, 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, Robert Arnold, Ryan Heslop, Todd Pangle, Lori Machuk, and Melissa Wallace-Hoose. Also present was City Attorney Laura Genovich, City Clerk Tina Rush, and 20 citizens.

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

**CITIZEN OF THE MONTH:** Mayor Tom Banks spoke on behalf of City resident Greg Ward and honored him as Citizen of The Month for the month of May 2025.

**PUBLIC HEARINGS:** NONE

**PRESENTATIONS:** NONE

## **REPORTS**

1. *FIRE DEPARTMENT REPORTS:* NONE

2. *POLICE DEPARTMENT REPORTS:* NONE

3. *BUILDING INSPECTION SERVICES REPORT:* NONE

**PUBLIC COMMENTS:** Representative Deanna Campbell from Retro foam expressed concerns regarding RetroFoam not getting paid for work they completed for the MiHOPE Grant. Citizen Sadie Leonard asked Ms. Campbell if she knew which projects were not done yet and Ms. Campbell replied every project has been completed.

## **MATTERS OF COUNCIL ACTION:**

1. *APPROVAL OF CHECK REGISTER AND TREASURER REPORT:*

- **MOTION** by Pangle **SECOND** by Arnold that we pay our bills. Roll Call Vote: Arnold – Aye, Hoose – Aye, Heslop – Aye, Pangle – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

2. *DISCUSSION/DIRECTION INTERIM CITY MANAGER POSITION:* Council interviewed Dan Hill and Joe Karlichek.

- **MOTION** by Arnold **SECOND** by Pangle that we hire Joe Karlichek for the Interim position with benefits, have the attorney drawing up a contract and authorize the City Mayor to sign the document to allow him to start immediately. 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.
- **MOTION** by Pangle **SECOND** by Arnold that we take a 5-minute recess. All Ayes. Motion Carried. The meeting was recessed at 8:24 p.m.

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Mayor Banks called the meeting back to order at 8:31 p.m.

## 3. DISCUSSION/DIRECTION INTERIM CITY TREASURER POSITION:

- **MOTION** by Hoose **SECOND** by Machuk to terminate the contract with the treasurer Nicole Moore. Roll Call Vote: Heslop – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Nay, Arnold – Aye, Hoose – Aye, Pangle – Nay, and Mayor Banks – Aye. Five (5) Ayes. Two (2) Nays. Motion Carried.
- **MOTION** by Arnold **SECOND** by Richard to add agenda item No. 9 Forensic Audit. All Ayes. Motion Carried.

4. DISCUSSION/DIRECTION CURRENT INVOICES: Rush indicated that this item was on the agenda to discuss the situation of not being able to follow financial controls due to being short staffed. Now that the council has appointed Interim Manager Karlichek, we can go to the bank to update the signature cards authorizing who is allowed to sign checks on behalf of the city. No action taken, informational only.

## 5. DISCUSSION/DIRECTION OF TEAM WIELAND INVOICE:

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Pangle to pay the invoice fourteen thousand three hundred thirty-three dollars and fifty-three cents, (\$14,333.53). Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

## 6. DISCUSSION/DIRECTION REGARDING EMPLOYEE PTO:

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard that we approve both the Union Agreement and the change to the Personnel Policy Handbook for the 2024/2025 fiscal year. Roll Call Vote: Hoose – Aye, Arnold – Aye, Machuk – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

7. APPROVAL/DISAPPROVAL REAPPOINTMENT OF TAX BOARD OF REVIEW MEMBERS: Mayor Banks recommended the re-appointments.

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard that we re-appoint Robert Urmetz and Judy Shanks to the Tax Board of Review. All Ayes. Motion Carried.

## 8. DISCUSSION/DIRECTION SET PUBLIC HEARING DATE FOR 2025/2026 FISCAL YEAR BUDGET:

- **MOTION** by Pangle **SECOND** by Arnold that we cancel the June 10<sup>th</sup> city council meeting. All Ayes. Motion Carried.
- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to set the public hearing for the 2025/2026 fiscal year budget on June 24<sup>th</sup>. All Ayes. Motion Carried.

## 9. FORENSIC AUDIT:

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard that as soon as possible the city manager arranges for a forensic audit. All Ayes. Motion Carried.

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

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* Machuk reporting they discussed Wayfinding Signs for the library and post office and putting up signs for routes to the schools. Making the road signs heading to the schools red and black. Barbara and I have been discussing going to the zoning or planning board to set up a social district downtown. Also coming up with some festivals or events for the city.

*ELECTION COMMISSION:* Rush reported that in the council packet are the results from the Genesee County Board of Canvassers and there were no questions marked in red for the City of Montrose. Rush thanked the election workers for their thoroughness, dedication, hard work and commitment which played a crucial role in ensuring a smooth election. Also, the city was randomly selected for an audit by the Bureau of Elections which will take place this Thursday May 29<sup>th</sup> at 9am. Rush encouraged the council and the public to attend and observe.

*GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE:* NONE

*GENESEE COUNTY METROPOLITAN ALLIANCE:* Mayor Pro-tem Richard indicated that they are discussing the TIP Grant that the city may be able to participate in again.

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Mayor Pro-tem Richard spoke about a guest speaker from MIOSHA and grants available through MIOSHA for health and safety. Municipalities can submit annually for a \$5,000 grant.

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

*PLANNING BOARD:* NONE

*911 CONSORTIUM:* Interim City Manager Karlichek reported that \$2.2 Million new 911 system that under development is under budget and on schedule.

*ZONING BOARD OF APPEALS:* Rush mentioned that there is a chicken coop permit waiting for approval.

*MONTROSE AREA CHAMBER OF COMMERCE:* NONE

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

*CITY MANAGER:* Interim City Manager Karlichek thanked everyone saying he will be in early tomorrow for a staff meeting. Karlichek asked for a contract to sign before he starts working.

*CITY ATTORNEY:* Genovich said she will have a contract to the mayor by tomorrow morning and a few outstanding items that did not make it onto tonight's agenda.

**PUBLIC COMMENTS:** Three (3) citizens from Thetford Township advocated for outgoing treasurer Nicole Moore. Moore also spoke on behalf of herself. Citizen Sadie Leonard mentioned a Veteran's dinner being held at the Senior Center on July 30<sup>th</sup> at 6pm.

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**MAYOR AND COUNCIL COMMENTS:** Mayor Pro-tem Richard regarding the upcoming 2025/2026 fiscal year budget and not having a treasurer. Heslop welcomed Karlichek, saying he looks forward to working with him. Heslop continued expressing concerns with council meetings progressing at a rapid pace, often requiring last-minute adjustments due to the presentation of extensive items on the night of the meeting. This practice limits our ability to make informed decisions, as it does not provide council members with adequate time to review materials beforehand and it is a losing proposition. Even if it means postponing something for an additional couple of weeks or until the next month, we need to get things pushed back. Mayor Banks said that we are not being informed and as mayor I am going to make the following comment, "I do not like the fact that people come in here and accuse us and throw accusations when they do not know what we have done over the last two months, I'd like to direct our city manager to do certain things for us and to actually present us with things before the council meeting. No, I didn't get this until I walked in here tonight, is that good, no, it's not, we should of have it earlier today or yesterday and it didn't happen, but I am going to say we are going to try and make this better ok, accuse all you want or blame what you will, we know and we are aware that we've got to fix things, we have been discussing that over and over for the last two and a half months ok, that's all I have got to say.

**COMMUNICATIONS TO THE COUNCIL:** NONE

**ADJOURNMENT:**

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

Mayor Banks adjourned the meeting at 9:44 p.m.

Prepared by City Clerk, Tina Rush