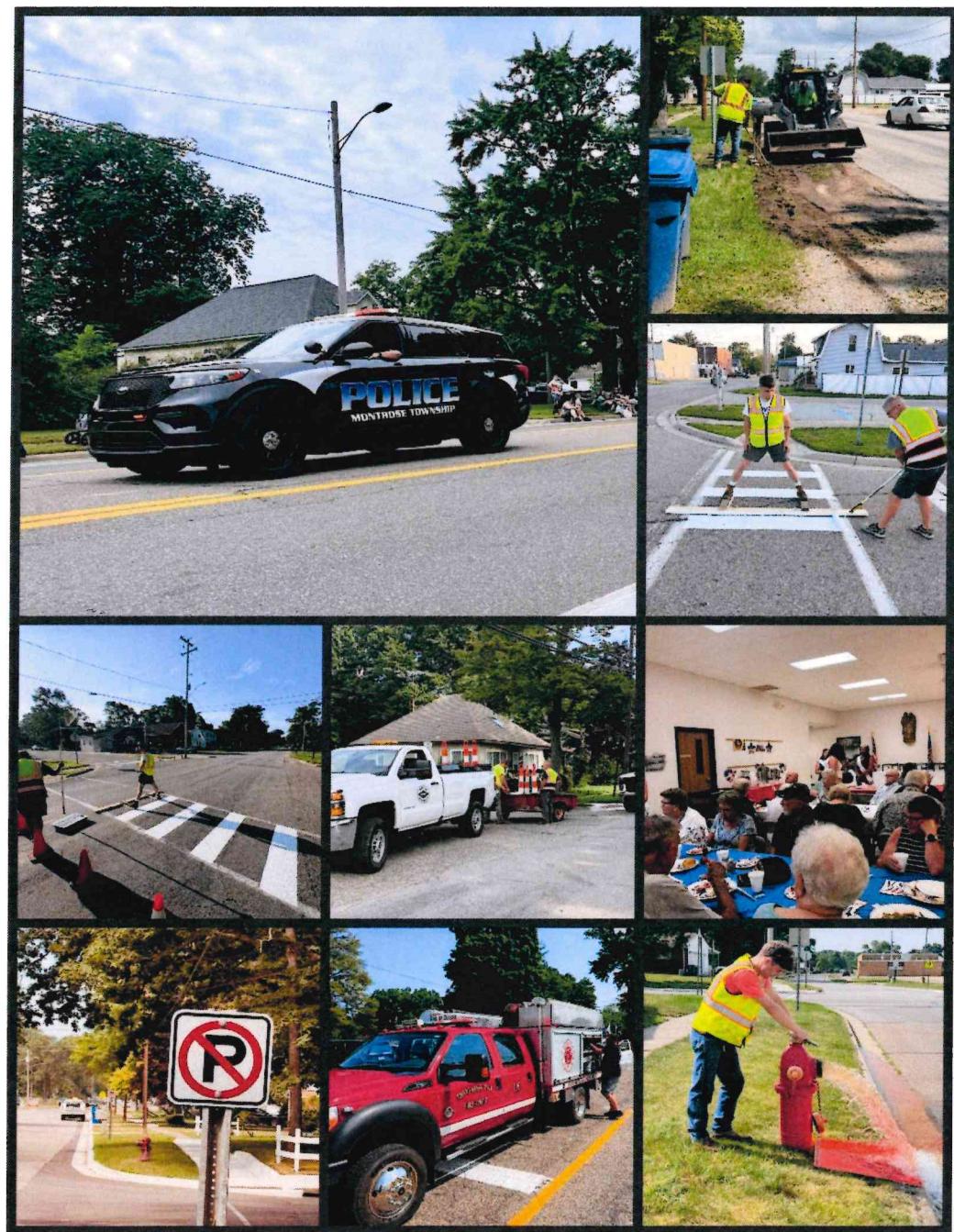


# CITY OF MONTROSE

## CITY COUNCIL MEETING PACKET





## MONTROSE CITY COUNCIL 2025

**Tuesday October 28, 2025 – 7:00 p.m. – Agenda**

### **CALL TO ORDER**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF AGENDA for October 28, 2025**

### **CLOSED SESSION – None**

### **CITIZEN OF THE MONTH – Mayor Banks to Introduce Superintendent Dr. Moore**

### **MEETING OPEN TO THE PUBLIC (Agenda Items Only)**

The purpose of this agenda item is to allow persons to comment on agenda items that will be considered at this meeting. This is not a forum for debate or for which questions will be answered. The City Council will consider all comments and questions and decide if they wish to address those items during the relevant agenda item. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes.

### **PRESENTATION**

1. Kim Lynch, Interim Treasurer/Finance Manager
2. Connor Zook, Brownfield Consultant, Triterra

### **CONSENT AGENDA**

- a) Approval City Council Meeting Minutes Report September 2025
- b) Approval City Council Bills for the month of September 2025
- c) Receive and file Police, Fire, Code Enforcement Report September 2025
- d) Receive and file Genesee County 9-1-1 Director's Report September 2025
- e) Receive and file City Manager Report September 2025
- f) Receive and file City Interim Treasurer/Finance Manager Report September 2025
- g) Receive and file City Clerk Report September 2025
- h) Receive and file DPW Supervisor Report September 2025
- i) Receive and file City Building Inspector Report September 2025
- j) Receive and file APM Mosquito Control Report
- k) Approval of Community Event Application – Homecoming Parade
- l) Receive and file FOIA staffing appointment
- m) Receive and file State of Michigan FY25-26 Budget summary from MML
- n) Receive and file Community Development Block Grant (CDBG) Monitoring Review

### **PUBLIC HEARING**

- Public Hearing – Brownfield Plan for Parcel #60-17-581-008 W. State Street, Montrose MI 48457
- Public Hearing – Zoning Text Amendment, Article 14, Planned Unit Development (PUD) District.
- Public Hearing – Proposed Ordinance No. 461 an Ordinance Amending the City of Montrose Code of Ordinance No. 434 Article III Entitled, “General Business License”

## **OLD BUSINESS – None**

## **NEW BUSINESS**

1. Consider Resolution approving a Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street, Montrose, Michigan 48457 in the City of Montrose
2. Consider Agreement with Bendzinski & Co. User Rate Study
3. Consider PSA Amendment No. 1 for additional services related to the City's DWAM Grant with Fleis & VandenBrink Engineering, Inc. (F&V)
4. Consider Resolution to enable the City of Montrose Eligibility for Fire Insurance Withholding Program
5. City Council Consider Live Streaming City Council Meeting Policy
6. Report on Community Development Block Grant (CDBG) Funding
7. Consider Amending Administrative Personnel Handbook Leaves Of Absences And Time Off

## **BID AWARD/PURCHASE**

1. Consider LeClerc Display Co. Lease Christmas Decorations

## **ORDINANCES**

- A. Consider Adopting Zoning Ordinance Article 14, Planned Unit Development (PUD) District.
- B. Consider Ordinance No. 461 General Business Registration an Ordinance Amending the City of Montrose Code of Ordinance No. 434, Article III Entitled, "General Business License"

## **APPOINTMENTS – None**

## **MEETING OPEN TO THE PUBLIC**

The purpose of this agenda item is to allow persons to comment, praise, or raise a concern that they feel the City Council should address. This is not a forum for debate or for which questions will be answered. The City Council will consider all comments, questions, praise, and concerns, and decide if they wish to address those items during the agenda item "City Council Comments." They may also ask administration to address issues raised after the meeting is completed. All persons addressing the City Council are asked to limit their comments to no more than three (3) minutes.

## **CITY COUNCIL COMMITTEE REPORTS**

## **CITY MANAGER REPORT, ATTORNEY, CITY COUNCIL COMMENTS AND COMMITTEE REPORTS**

## **ADJOURNMENT**

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## MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

### September 23, 2025

**CALL TO ORDER:** Mayor Tom Banks called the regular Council meeting to order at 7:00 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, Melissa Hoose, and Lori Machuk. Also present was Interim City Manager Joe Karlichek, City Clerk Tina Rush, and 9 citizens.

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

**APPROVAL OF AGENDA for September 23, 2025:**

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Pangle to approve the agenda. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**CLOSED SESSION:** NONE

**CITIZEN OF THE MONTH:**

**1. MAYOR BANKS TO PRESENT CITIZEN OF THE MONTH AWARD TO: ADELINE SKIDMORE.**

- **MOTION** by Hoose **SECOND** by Mayor Pro-tem Richard to make Dr. Moore the Citizen of the month for October. Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**MEETING OPEN TO THE PUBLIC (Agenda Items Only):**

A citizen commented on not receiving notification for a grass/weed ordinance violation.

**PRESENTATION:**

1. **JOHN RYAN, PLLC:** Local attorney spoke regarding the legal services he offers.
2. **JOHN O'BRIEN-GENESEE COUNTY WASTE & WATER SERVICES:** Spoke regarding the ten-year contract with the city.

**CONSENT AGENDA:**

- A. APPROVAL OF REGULAR MEETING MINUTES FOR AUGUST 26,2025
- B. APPROVE CITY COUNCIL BILLS AUGUST 2025
- C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT AUGUST 2025 ACTIVITY REPORT
- D. RECEIVE AND FILE GENESEE COUNTY 9-1-1 DIRECTOR'S AUGUST 2025 ACTIVITY REPORT
- E. RECEIVE AND FILE DPW SUPERVISOR AUGUST 2025 ACTIVITY REPORT
- F. RECEIVE AND FILE CITY CLERK AUGUST 2025 ACTIVITY REPORT
- G. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE AUGUST 2025 ACTIVITY REPORT
- H. RECEIVE AND FILE CITY MANAGER AUGUST 2025 ACTIVITY REPORT
- I. RECEIVE AND FILE CITY BUILDING INSPECTOR AUGUST 2025 ACTIVITY REPORT
- J. RECEIVE AND FILE FALL/WINTER NEWSLETTER 2025/2026
- K. APPROVE REQUEST FOR MONTROSE SPOOKTACULAR
- L. APPROVAL OF DDA SPONSORED FALL-O-WEEN FEST

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

September 23, 2025

- **MOTION** by Pangle **SECOND** by Arnold to approve the consent agenda. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

**PUBLIC HEARING:** NONE

**NEW BUSINESS:**

1. *CONSIDER LEGAL SERVICES AGREEMENT WITH JOHN RYAN, PLLC LAW FIRM:*

- **MOTION** by Hoose **SECOND** by Arnold to approve agreement of legal services with attorney John Ryan. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion carried.
- **AMMENDED MOTION:** Pangle **SECOND:** by Arnold that we agree the flat rate monthly fee. Roll Call Vote: Machuk – Aye, Arnold – Aye, Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion carried.

2. *CONSIDER APPROVING LATERAL SEWER SYSTEM OPERATIONS AND/OR MAINTENANCE AGREEMENT WITH GENESEE COUNTY DRAIN COMMISSION:*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold that we enter into the lateral agreement with the Genesee County Drain Commission. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Hoose – Aye, Heslop – Aye, Arnold – Aye, Pangle – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion carried.

3. *CONSIDER RESOLUTION TO AUTHORIZE THE CITY OF MONTROSE AUTHORIZE AND SIGN CONTRACTS AND REIMBURSEMENT REQUESTS WITH THE GCMPC:*

- **MOTION** by Hoose **SECOND** by Machuk to adopt the resolution to authorize and sign contracts and reimbursement requests with the GCMPC. 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.

4. *CONSIDER WAIVING OF WATER RATE LATE FEES FOR MRS. SADIE AND MR. LARRY LEONARD:*

- **MOTION** by Hoose **SECOND** by Mayo Pro-tem Richard to waive water rate late fee due based on the memo. 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.

5. *CONSIDER SWOT ANALYSIS:*

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

6. *CONSIDER DISCUSSION PER CITY COUNCIL MEMBER(S) MR. RICHARD AND MR. HESLOP:*

- **MOTION** by Hoose **SECOND** by Machuk that we move to question #4.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

September 23, 2025

**BID AWARD/PURCHASE:**

1. *CONSIDER APPROVAL SECURITY SYSTEM – ENTRY DOORS OF CITY HALL:*

- **MOTION** by Hoose **SECOND** by Machuk to approve security system entry doors of city hall, new key fob entries pursuant to the memorandum that was given to us in our packet.
- **AMENDED MOTION** Hoose **SECOND** by Machuk to approve security system entry doors of city hall with Soloclient formally Sonitrol, Grand Blanc, MI. Roll Call Vote: Pangle – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, Mayor Pro-Tem Richard – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**ORDINANCES:**

1. *CONSIDER PROPOSED GENERAL BUSINESS REGISTRATION ORDINANCE – DRAFT ONLY:*

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Arnold to go forward with the GBL verbatim. Roll Call Vote: Arnold – Aye, Heslop – Aye, Machuk – Abstain, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Hoose – Aye, Banks – Aye. Six Ayes, 1 Abstain. Motion carried.

**PUBLIC COMMENTS:** Two residents spoke.

**REPORTS FROM BOARDS & COMMISSIONS:**

*DOWNTOWN DEVELOPMENT AUTHORITY BOARD: NONE*

*ELECTION COMMISSION: NONE*

*GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: NONE*

*GENESEE COUNTY METROPOLITAN ALLIANCE: REPORT GIVEN*

*GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: REPORT GIVEN*

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

*PLANNING BOARD: REPORT GIVEN*

*911 CONSORTIUM: REPORT GIVEN.*

*ZONING BOARD OF APPEALS: NONE*

*MONTROSE AREA CHAMBER OF COMMERCE: NONE*

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

*CITY MANAGER: REPORT GIVEN.*

*CITY ATTORNEY: NONE*

**MAYOR AND COUNCIL COMMENTS:** COMMENTS MADE.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

September 23, 2025

**ADJOURNMENT:**

- **MOTION** by Pangle **SECOND** by Banks. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 9:28 p.m.

Prepared by City Secretary, Christine Schultz

**DRAFT**



SB CK TOTATS.

Total of 32 Checks:  
Less 0 Void Checks:  
Total of 32 Disbursements

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Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount
Bank TAX C TAX ACCOUNT							
Check Type: Paper Check							
09/04/2025	TAX C	2728	145	CITY OF MONTROSE	CITY OF MONTROSE	CITY OF MONTROSE	98,392.68
09/04/2025	TAX C	2729	168	CITY OF MONTROSE - DDA	CITY OF MONTROSE - DDA	TAX COLLECTIONS	2,260.27
09/04/2025	TAX C	2730	065	GENESEE COUNTY TREASURE	GENESEE COUNTY TREASURE	TAX COLLECTIONS	46,454.39
09/30/2025	TAX C	2731	145	CITY OF MONTROSE	CITY OF MONTROSE	TAX COLLECTIONS	562.234.01
09/30/2025	TAX C	2732	168	CITY OF MONTROSE - DDA	CITY OF MONTROSE - DDA	Taxes Collections	8,391.04
09/30/2025	TAX C	2733	978	GENESEE COUNTY LAND BAN	GENESEE COUNTY LAND BAN	Taxes Collections	1,908.60
09/30/2025	TAX C	2734	065	GENESEE COUNTY TREASURE	GENESEE COUNTY TREASURE	Taxes Collections	263.325.80
09/30/2025	TAX C	2735	121	STATE OF MICHIGAN	STATE OF MICHIGAN	Taxes Collections	350.40
						Total Paper Check:	<u>983,317.19</u>
<b>TAX C TOTALS:</b>							
Total of 8 Checks:							
Less 0 Void Checks:							
Total of 8 Disbursements:							
							<u>983,317.19</u>

**TAX C TOTALS:**  
Total of 8 Checks:  
Less 0 Void Checks:  
Total of 8 Disbursements:  
  


# CITY OF MONTROSE MEMORANDUM

**Date:** October 14, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Chief of Police, Fire Chief, Code Enforcement Activities

**Subject: Report of Police, Fire, & Code Enforcement Report for September 2025**

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**Background:** The purpose of this report is to provide the city council and city residents with a report of public safety activity within the City of Montrose.

## **POLICE DEPARTMENT RESPONSES**

The Montrose Township Police Department responded to fifty-one (56) calls in September. Of those calls, they included;

- (0) Felony Arrest
- (0) Misdemeanor Arrest
- (4) Traffic Violations
- (4) Verbal Warnings
- (3) Accidents
- (1) Assists to other Departments
- (2) Public Assist
- (3) Medical Calls
- (569) Property Inspections.

## **FIRE DEPARTMENT RESPONSES**

The Fire Department responded to seven (3) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, medical responses.

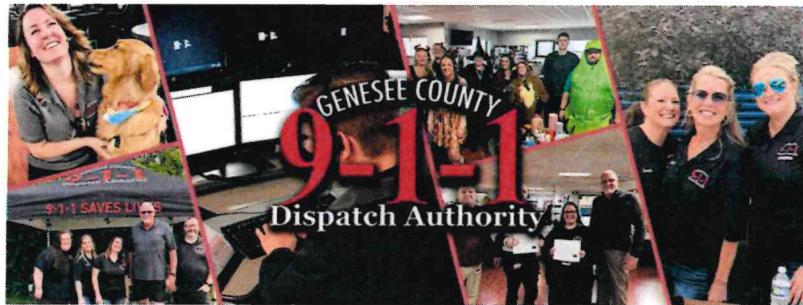
## **CODE ENFORCEMENT RESPONSES**

The Code Enforcement Officer received a total of 48 new complaints. Closed 41 of the new complaints. Attributed to the complaints are as follows: 40% exterior blight related issues. 15% inoperable vehicle/unregistered. 30% vehicles/parking in yard/sidewalk complaints. 15% other matters of investigation/research.

Any complaints that remain open may mean the Code Enforcement Officer has given them a set amount of time, or a date, to come into voluntary compliance before writing a citation. Mr. Murlick works 15 hours a week in his role as Code Enforcement Officer.

**Recommendation:** It is recommended the city council approve and file the Police, Fire and Code Enforcement Report.

## Executive Board and General Membership



### Report shared with:

Genesee County Fire Chiefs Association

Genesee County Police Chiefs Association

Genesee County Board of Commissioners

Med Control

**October 7, 2025**

Re: Executive Directors Report – September 2025

### Grand Blanc Township Mass Casualty Incident, September 28, 2025:

Letter written to my Staff on Friday, October 3, 2025.

Over the last five days, I have been searching for words to express to each of you how incredibly proud I am of all of you.

This past Sunday, our County faced some of the most horrific carnage and loss of life that I have seen in one incident, on one day. Yet still, it could have been worse.

It was because of your remarkable teamwork that allowed our first responders to get to the scene, stop that criminal act, save lives, and put an end to the devastation. Even for me, witnessing that scene with my own eyes, I struggle to wrap my brain around everything I saw. I know that many of you have had the same reaction, and the uncertainty is lingering in your mind and hearts. This will be a journey, but we will have to walk through it together. We will emerge stronger and more resilient. Please know that Dave and I are for each of you.

Each of you are heroes!

Tim Jones, Executive Director

## Executive Board and General Membership

### **9-1-1 Call takers and Dispatchers calls for Service:**

In the month of September our Call Takers and Dispatchers dispatched the following number of incidents:

Police Incidents: **36,129**

Fire Incidents: **2,689**

EMS Incidents: **6,230**

Total Incidents: **45,048**

Incoming 9-1-1 Calls: **29,671**

Incoming 99-11 Calls: **4,820**

Total Incoming 9-1-1 Calls: **34,491**

### **Type of Calls:**

VOIP Calls: **2,396**

Cellular Calls: **26,426**

Cell 9-1-1 Hang Ups: **4,008**

Wireless Calls: **527**

Land 9-1-1 Hang Ups: **332**

Public Safety Line – Incoming: **1,969**

Text Sessions Incoming: **469**

Text Sessions Outbound: **115**

All Outbound Calls: **6,708**

The daily Average number of Calls into the 9-1-1 Center in the month of September was **1149.7** and our daily call volume for the month was from **1001** per day to **1277** per day.

### **Overtime Hours Worked due to Staffing Shortages, and Vacations:**

Our call takers and dispatchers have worked **1,238.25** hours of overtime in the month of September. FYTD, **18,490.50** hours. We have six with Medical or Overtime Restrictions.

### **Freedom of Information Act (FOIA) Requests Year to Date:**

Our part time FOIA Coordinator processed **312** in the month of September, year to date **3,163** FOIA's processed.

## Executive Board and General Membership

### **Professional Standards Policy for the Month of September:**

One Sustained Complaint.

### **Personnel in Training and Staffing:**

Staffing currently.

6 Floor Supervisors, 2 Administration Supervisors (1 Q&A Supervisor, 1 Training Supervisor).

We have 34 fully trained employees, and 6 with overtime medical restrictions. (+3-MOU Call taker only), (+6 in phones training), (3 Stalled on Phones) (+1 in radio training) (+5 Part-time), 2 phones only (LOU), 2 in Fire/EMS training, and 1 Fire/EMS Radio Trained. One new hire starting on October 13, 2025.

### **Applications Processed:**

Supervisor Maria McGuckin processed 68 applications in the month of September. 45 were qualified and passed background checks. They are allowed 3 attempts at the Criticall test. 5 have passed the test and are being interviewed on Oct 13th, the remaining are still testing or have already completed and failed all three tests.

### **Resignations & Retirement:**

None.

### **Monthly Training:**

No training was carried out, instead we held Town Hall Meetings on September 9 and 10, with our staff to discuss how operations are going, staff needs, fixes, concerns, and answer questions now that we have moved into our new space.

### **GM Global Annual Tabletop Exercise:**

On September 3, 2025, Tactical Dispatcher Jessica Young and Director Jones attended the General Motors, Metal Fab plant annual active shooter, emergency tabletop exercise. Well attended along with Deputy Chris Metopoulos, our Emergency Manager.

## Executive Board and General Membership

### EMS - Critical Status:

In the Month of September, we had the following incidents that occurred that led to us having Critical Status activations.

Dates	Times in Critical	Sum of Critical Duration (hrs.)	Max of T1 Pending	Max of T2 Pending
4-Sep	1	1.60	2	6
5-Sep	1	3.88	2	10
8-Sep	1	1.12	1	4
9-Sep	1	4.77	1	11
12-Sep	1	3.35	1	6
14-Sep	1	0.93	1	3
15-Sep	1	1.58	1	7
16-Sep	1	5.30	1	10
18-Sep	1	1.30	1	4
19-Sep	1	5.80	1	5
20-Sep	3	7.90	1	6
22-Sep	1	1.07	2	5
23-Sep	1	6.30	1	10
26-Sep	1	4.33	2	8
27-Sep	1	9.45	1	12
28-Sep	2	5.93	1	8
29-Sep	1	3.15	1	6
<b>Grand Total</b>	<b>20</b>	<b>67.77</b>	<b>2</b>	<b>12</b>

### Tactical Dispatch Deployment:

On September 28, 2025, two tactical dispatchers were dispatched to the MSP Command Bus, for operations on scene at McCandlish Road Incident.

## Executive Board and General Membership

### Quality Assurance:

Here are the stats for QA as of today, Friday October 3, 2025:

Call Type	Count	Average	
		Score	
911 HANGUP	1	100.00%	
ALARM	1	100.00%	
ALERT	1	100.00%	
ARCING WIRE	1	100.00%	
ARMED ROBBERY	2	100.00%	
CHASE	21	100.00%	
DISORDERLY	4	94.00%	
DOMESTIC	3	100.00%	
EMS T-1	12	100.00%	
EMS T-2	4	100.00%	
ENTRAPMENT	13	100.00%	
FULL ARREST	282	99.50%	
HARRASSMENT	1	100.00%	
NOISE	1	100.00%	
PDA	5	98.00%	
PI	1	100.00%	
RESCUE	2	100.00%	
SHOOTING	55	100.00%	
SLIM	1	100.00%	
STABBING	18	100.00%	
STRUCTURE	393	99.64%	
SUSP	2	100.00%	
TXTX	1	100.00%	
UDAA	5	100.00%	
UNK ACCIDENT	1	96.00%	
WELFARE	1	100.00%	
<b>Grand Total</b>	<b>833</b>	<b>99.62%</b>	

As of 10-03-2025. 833 calls reviewed, with 13 calls "non-compliant" or below 90% proficiency so far this year.

## Executive Board and General Membership

### Award, Citations, and Recognition:

Please join us in Congratulating our team members with anniversary dates this month of September.



## Executive Board and General Membership

### **Mott Community College's Career Fair:**

On September 15, 2025, our Kirstie Brokaw from our public relations team attended Mott Community College's career fair.



## Executive Board and General Membership

### **Crime Stoppers Crime Mystery Event:**

On September 26, 2025, members of the public relation team, Deputy Director Dave Plumb, and Director Jones assisted in the second annual Whodunit? Great turn out again, raising funds for Crime Stopper of Flint and Genesee County held at the Mott Community College Event Center.



## Executive Board and General Membership

### Crime Stoppers Crime Mystery Event - Continued:



## Executive Board and General Membership

### **Crime Stoppers Crime Mystery Event - Continued:**



9-1-1

## Executive Board and General Membership

### **Renovations to the Old 9-1-1 Space for MSP:**

Finishing touches now for our old space to soon be turned over to MSP Headquarters Special Investigation Unit.



## Executive Board and General Membership

### Renovations to the Old 9-1-1 Space for MSP - Continued:



## Executive Board and General Membership

### **Open House:**

Our Open house was held on September 9, 2025, from 11:30am to 1:30pm. We had a great turn out and such a great opportunity to thank everyone involved in the renovation and build out of our new 9-1-1 Center.



## Executive Board and General Membership

### Open House – Continued:



## Executive Board and General Membership

### Open House – Continued:



## Executive Board and General Membership

### Open House – Continued:



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11

# CITY OF MONTROSE MEMORANDUM

**Date:** October 21, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: City Manager Report to Mayor & City Council**

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In an effort to keep City Council well-informed, Administration is providing a monthly Active Project Update Report. This report outlines the status, progress, and notable activity of ongoing projects and key initiatives, it is by no means an all-inclusive list of the activities of management.

## **ADMINISTRATIVE UPDATES**

- Daily meetings and discussions with city administration staff.
- Met with and/or on routine basis communications to Mayor and various city council members continuing to keep them informed of activity that is pertinent to their legislative roles so that they can properly inform their constituents.
- City Hall entry doors completed security access/ FOB system. FOBs were assigned and issued.
- Continued review of the Employee Personnel Handbook. Hoping to have this completed for council review at the November council meeting.
- Building global CIP plan in preparations for FY26/27 Budget.
- Working with Code Enforcement on Rental Inspection. Property review/assessment and rental units near complete. Next step is to update forms/communications and update the city website.
- Met with staff GCMPC and HUD Funding for the CDBG sidewalk program.
- Converted city hall trash/recycle from dumpster to regular cans as well as the Depot to cut costs.
- Converted Depot to trash receptacles and removed dumpster at city hall to cut costs.

## **PUBLIC SAFETY**

- Met with Police Chief. Detective Sergeant and new city attorney to discuss process and procedures.
- Multiple meetings with Police Chief surrounding Law Enforcement Activities in the city.
- Continue to monitor Federal & State Grant opportunities for police/fire. They are slim to none, at this time.

## **BOARDS/COMMISSIONS**

- Month long preparations city council packet for October 28, 2025 meeting.
- Prepared DDA Packets and held DDA meeting October 16, 2025.
- Held City Council Meeting September 23, 2025.
- Attended along with Mark Richard, Small Cities & Villages Association meeting and provided updates on behalf of the city, at the request of Mr. Richard.
- No Planning Board Meeting due to inactivity.

## **WEBSITE & INFORMATION TECHNOLOGY (IT)**

- Multiple updates conducted to our current website.
- Revize completed the site mapping & Q/A phase of the new website. Training is next!
- Updating city's IT services, city council issued computers are under review.
- Working to update city council chambers A/V systems.
- Working with NetSource on a host of items needing attention.
- Reconfiguring city council laptop computers to prepare for transition to paperless council packets.

## **GRANTS**

- Obtained additional Grant money (nearly \$10,000.00) to fund a “User Rate Study” which is in the city council packet for approval. This makes nearly \$20,000.00 Grant for the city at no out of pocket cost.
- Sent Letter of Interest to Genesee County to enable the city’s eligibility for Spark Grant to fund renewing the city’s Parks & Recreation Plan set to expire December 31, 2025.
- Closing out “Housing Study” Grant with MSHDA to obtain \$40,000.00 reimbursement.
- City is keeping a close eye on Grants at the Local, State and Federal Level with emphasis on infrastructure and public safety.
- Applied for Tree City USA Grant to continue the city’s tree planting for 2026.
- City Administration working with F&V researching Grant opportunities for city eligible infrastructure, parks and grounds.
- Attended virtual Fiscal Ready Communities – Getting Grant Ready (October)

## **CITIZEN/BUSINESS INTERACTIONS**

- Answered phone calls and emails during several nights and weekends from city council members and citizens’ concerns relative to zoning/garbage concerns.
- Assisted 9 citizens at city hall relative to routine questions, permits, etc.
- Visited downtown businesses.

## **ONLINE CONTINUING EDUCATION & TRAINING**

- Live with the League (MML) reviewing potential Legislation activities across the State.
- Continue to review training opportunities for self and staff.
- Attended FOIA training October 1.

F

## C I T Y O F M O N T R O S E

## M E M O R A N D U M

**DATE:** October 28, 2025

**TO:** Mayor Banks and Montrose City Council Members

**FROM:** Kim Lynch, Interim Treasurer

**SUBJECT:** Report on the Treasurers Department for September 2025

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### ***Professional Development***

The Deputy Treasurer and I attended the Michigan Municipal Treasurers Association (MMTA) Fall Conference in late September. The sessions were insightful, refreshing, and informative, offering valuable updates on treasury practices. The training also provided excellent networking opportunities with other municipal finance professionals from across the state

### ***Summer Property Tax Collection***

Summer property taxes were due September 15, 2025. The Treasurer's Office continues to accept payments through February 2026, with applicable penalty and interest added each month thereafter, as required by statute.

### ***Fiscal Year-End and Audit Preparation***

Year-end closeout and audit preparation have been more tedious and intricate this year, as additional reconciliations and account reviews were necessary to ensure accuracy. While the process has required significant attention to detail, it is progressing steadily. The goal is that the steps being taken this year will establish a more efficient framework—making next year's audit cycle smoother and less time-consuming.

### ***Departmental Budget Monitoring***

The Treasurer's Office has begun distributing monthly budget reports to department heads to promote ongoing review and discussion of spending trends. As we enter the second quarter of the fiscal year, all departments are encouraged to work collaboratively to closely monitor actual-to-budget performance and ensure continued fiscal responsibility throughout the year.

### ***Closing Note***

It continues to be a pleasure working with the City of Montrose and witnessing the steady progress within the Treasurer's Office. Each month brings improved organization, stronger interdepartmental communication, and increased efficiency across financial operations.

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE			
			09/30/2025	% BDGT USED		
Fund 101 - GENERAL FUND						
Revenues						
101-000-403	PROPERTY TAXES - OPERATING LEVY	553,240.00	475,419.23	85.93		
101-000-406	PROPERTY TAXES - DDA CAPTURE	(115,000.00)	0.00	0.00		
101-000-427	PROPERTY TAXES - PUBLIC SAFETY LEVY	128,823.00	110,710.51	85.94		
101-000-432	PAYMENT IN LIEU OF TAXES (PILT)	10,000.00	0.00	0.00		
101-000-445	PENALTIES AND INTEREST ON TAXES	2,500.00	0.00	0.00		
101-000-447	PROPERTY TAX ADMIN FEE	21,829.00	11,609.20	53.18		
101-000-476	BUSINESS LICENSES AND PERMITS	900.00	230.00	25.56		
101-000-477	CATV FRANCHISE FEES	14,000.00	0.00	0.00		
101-000-479	BUILDING PERMITS	3,918.60	1,130.00	28.84		
101-000-480	LIQUOR LICENSE FEES	0.00	835.45	100.00		
101-000-569	STATE GRANTS - OTHER	0.00	5.99	100.00		
101-000-574	STATE REVENUE SHARING	240,000.00	41,418.00	17.26		
101-000-626	CHARGES FOR SERVICES	0.00	3,642.94	100.00		
101-000-628	COPY AND REPORT FEE	1,037.57	229.80	22.15		
101-000-651	CITY PARK FEES	190.00	30.00	15.79		
101-000-657	FINES	1,644.31	431.59	26.25		
101-000-665	INTEREST EARNED	12,000.00	5,366.26	44.72		
101-000-671	VILLAGE OF CHESANING EQUIP RENTAL	1,811.68	0.00	0.00		
101-000-675	PUBLIC CONTRIBUTIONS	500.00	0.00	0.00		
101-000-676	REIMBURSEMENTS	25,000.00	1,420.00	5.68		
101-000-693	SALE OF FIXED ASSETS	50,000.00	0.00	0.00		
101-000-694	MISCELLANEOUS	1,075.60	0.00	0.00		
TOTAL REVENUES		953,469.76	652,478.97	68.43		
Expenditures						
101	MAYOR & COUNCIL	34,548.00	3,420.37	9.90		
172	MANAGER	34,127.00	11,980.69	35.11		
215	CLERK	84,125.85	20,554.65	24.43		
223	AUDITOR	25,400.00	81.80	0.32		
247	BOARD OF REVIEW	2,932.00	116.67	3.98		
253	TREASURER	39,638.00	27,279.91	68.82		
257	ASSESSOR	17,000.00	3,433.85	20.20		
261	SECRETARY	26,995.65	5,487.63	20.33		
262	ELECTIONS	38,640.00	84.39	0.22		
265	BUILDING AND GROUNDS	24,971.25	8,288.95	33.19		
301	POLICE	26,429.50	4,763.04	18.02		
336	FIRE DEPARTMENT	550.00	0.00	0.00		
345	PUBLIC SAFETY DEPARTMENT (POLICE & FIRE)	433,638.24	71,204.88	16.42		
371	BUILDING INSPECTION DEPARTMENT	31,600.00	7,579.77	23.99		
441	DEPARTMENT OF PUBLIC WORKS	124,074.75	11,364.06	9.16		
448	STREET LIGHTS	27,539.40	3,686.11	13.38		
701	PLANNING	58,965.00	3,167.27	5.37		
702	ZONING	1,423.00	275.15	19.34		
751	PARKS AND RECREATION	53,953.00	18,659.27	34.58		
790	LIBRARY	4,000.00	0.00	0.00		
TOTAL EXPENDITURES		1,090,550.64	201,428.46	18.47		
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		953,469.76	652,478.97	68.43		
TOTAL EXPENDITURES		1,090,550.64	201,428.46	18.47		
NET OF REVENUES & EXPENDITURES		(137,080.88)	451,050.51	329.04		

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE			
			2025-26	09/30/2025		
<b>Fund 202 - MAJOR STREETS</b>						
<b>Revenues</b>						
202-000-459	SP. ASSESSMENT - GENESEE ST. DRIVEWAY	3,939.00	0.00	0.00		
202-000-460	SP. ASSESSMENT - WASHINGTON ST RECONST.	3,700.00	0.00	0.00		
202-000-546	STATE GRANTS - HIGHWAY AND STREETS	187,500.00	32,721.26	17.45		
202-000-567	ACT 17 TRUNKLINE	3,000.00	0.00	0.00		
202-000-665	INTEREST EARNED	750.00	724.16	96.55		
<b>TOTAL REVENUES</b>		<b>198,889.00</b>	<b>33,445.42</b>	<b>16.82</b>		
<b>Expenditures</b>						
000	202	130,063.00	0.00	0.00		
466	MAINTENANCE	37,837.90	10,344.36	27.34		
472	WINTER MAINTENANCE	13,559.00	108.26	0.80		
473	TRAFFIC SERVICES	2,145.00	2,430.91	113.33		
515	ADMINISTRATION	1,900.00	81.80	4.31		
517	STATE TRUNKLINE MAINTENANCE	7,176.00	81.80	1.14		
536	OPERATION AND MAINTENANCE	10,000.00	0.00	0.00		
<b>TOTAL EXPENDITURES</b>		<b>202,680.90</b>	<b>13,047.13</b>	<b>6.44</b>		
<b>Fund 202 - MAJOR STREETS:</b>						
<b>TOTAL REVENUES</b>		<b>198,889.00</b>	<b>33,445.42</b>	<b>16.82</b>		
<b>TOTAL EXPENDITURES</b>		<b>202,680.90</b>	<b>13,047.13</b>	<b>6.44</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(3,791.90)</b>	<b>20,398.29</b>	<b>537.94</b>		

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 09/30/2025		% BDGT USED			
			NORMAL	(ABNORMAL)				
<b>Fund 203 - LOCAL STREETS</b>								
<b>Revenues</b>								
203-000-546	STATE GRANTS - HIGHWAY AND STREETS	62,500.00	11,865.87	18.99				
203-000-665	INTEREST EARNED	2,800.00	615.79	21.99				
<b>TOTAL REVENUES</b>		<b>65,300.00</b>	<b>12,481.66</b>	<b>19.11</b>				
<b>Expenditures</b>								
473	TRAFFIC SERVICES	500.00	0.00	0.00				
496	MAINTENANCE	36,129.40	9,899.26	27.40				
502	WINTER MAINTENANCE	13,125.00	108.27	0.82				
503	TRAFFIC SERVICES	3,315.00	2,944.47	88.82				
515	ADMINISTRATION	2,000.00	81.80	4.09				
<b>TOTAL EXPENDITURES</b>		<b>55,069.40</b>	<b>13,033.80</b>	<b>23.67</b>				
<b>Fund 203 - LOCAL STREETS:</b>								
<b>TOTAL REVENUES</b>		<b>65,300.00</b>	<b>12,481.66</b>	<b>19.11</b>				
<b>TOTAL EXPENDITURES</b>		<b>55,069.40</b>	<b>13,033.80</b>	<b>23.67</b>				
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>10,230.60</b>	<b>(552.14)</b>	<b>5.40</b>				

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 09/30/2025		% BDGT USED			
			NORMAL	(ABNORMAL)				
<b>Fund 226 - RUBBISH COLLECTION FUND</b>								
<b>Revenues</b>								
226-000-637	MUNICIPAL REFUSE/SOLID WASTE	116,550.00	104,606.41	89.75				
226-000-665	INTEREST EARNED	3.00	25.33	844.33				
<b>TOTAL REVENUES</b>		<b>116,553.00</b>	<b>104,631.74</b>	<b>89.77</b>				
<b>Expenditures</b>								
528	RUBBISH COLLECTION/DISPOSAL	116,608.00	19,113.00	16.39				
<b>TOTAL EXPENDITURES</b>		<b>116,608.00</b>	<b>19,113.00</b>	<b>16.39</b>				
<hr/>								
<b>Fund 226 - RUBBISH COLLECTION FUND:</b>								
<b>TOTAL REVENUES</b>		<b>116,553.00</b>	<b>104,631.74</b>	<b>89.77</b>				
<b>TOTAL EXPENDITURES</b>		<b>116,608.00</b>	<b>19,113.00</b>	<b>16.39</b>				
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(55.00)</b>	<b>85,518.74</b>	<b>5,488.62</b>				

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE			
			09/30/2025	% BDGT USED		
<b>Fund 240 - MOSQUITO CONTROL FUND</b>						
<b>Revenues</b>						
240-000-455	SPECIAL ASSESSMENTS	30,690.00	27,140.66	88.43		
240-000-665	INTEREST EARNED	0.00	4.51	100.00		
<b>TOTAL REVENUES</b>		<b>30,690.00</b>	<b>27,145.17</b>	<b>88.45</b>		
<b>Expenditures</b>						
620	MOSQUITO CONTROL	39,480.00	13,160.00	33.33		
<b>TOTAL EXPENDITURES</b>		<b>39,480.00</b>	<b>13,160.00</b>	<b>33.33</b>		
<b>Fund 240 - MOSQUITO CONTROL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>30,690.00</b>	<b>27,145.17</b>	<b>88.45</b>		
<b>TOTAL EXPENDITURES</b>		<b>39,480.00</b>	<b>13,160.00</b>	<b>33.33</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(8,790.00)</b>	<b>13,985.17</b>	<b>159.10</b>		

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	
			09/30/2025	% BDGT USED
Fund 245 - MSHDA Expenditures				
695	MSHDA-NEP	0.00	27,262.00	100.00
TOTAL EXPENDITURES		0.00	27,262.00	100.00
Fund 245 - MSHDA:				
TOTAL REVENUES		0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	27,262.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	(27,262.00)	100.00

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE			
			NORMAL	(ABNORMAL)		
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Revenues</b>						
248-000-403	PROPERTY TAXES - OPERATING LEVY	115,000.00	13,246.32	11.52		
248-000-509	JENNINGS MEMORIAL GRANT	0.00	5,750.00	100.00		
248-000-572	STATE OF MICHIGAN - ACT 86 - PPT REPLACE	0.00	429.23	100.00		
248-000-665	INTEREST EARNED	0.00	602.86	100.00		
248-000-675	PUBLIC CONTRIBUTIONS	1,200.00	0.00	0.00		
248-806-653	DEPOT RENTAL	3,500.00	1,205.00	34.43		
<b>TOTAL REVENUES</b>		<b>119,700.00</b>	<b>21,233.41</b>	<b>17.74</b>		
<b>Expenditures</b>						
472	WINTER MAINTENANCE	4,841.00	81.80	1.69		
515	ADMINISTRATION	1,400.00	81.80	5.84		
528	RUBBISH COLLECTION/DISPOSAL	2,000.00	321.36	16.07		
703	DDA ACTIVITIES	26,086.00	12,243.40	46.93		
729	COMMUNITY GARDEN	1,400.00	81.83	5.85		
806	THE DEPOT	5,687.50	498.51	8.77		
<b>TOTAL EXPENDITURES</b>		<b>41,414.50</b>	<b>13,308.70</b>	<b>32.14</b>		
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
<b>TOTAL REVENUES</b>		<b>119,700.00</b>	<b>21,233.41</b>	<b>17.74</b>		
<b>TOTAL EXPENDITURES</b>		<b>41,414.50</b>	<b>13,308.70</b>	<b>32.14</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>78,285.50</b>	<b>7,924.71</b>	<b>10.12</b>		

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE		% BDGT USED
			2025-26	09/30/2025 NORMAL (ABNORMAL)	
Fund 285 - ARPA					
Revenues					
285-000-665	INTEREST EARNED	0.00		25.43	100.00
TOTAL REVENUES		0.00		25.43	100.00
Fund 285 - ARPA:					
TOTAL REVENUES		0.00		25.43	100.00
TOTAL EXPENDITURES		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00		25.43	100.00

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE		% BDGT
			2025-26	09/30/2025	
<b>Fund 402 - EQUIPMENT REPLACEMENT FUND</b>					
Revenues					
402-000-665	INTEREST EARNED	0.00		0.12	100.00
<b>TOTAL REVENUES</b>		<b>0.00</b>		<b>0.12</b>	<b>100.00</b>
 <b>Fund 402 - EQUIPMENT REPLACEMENT FUND:</b>					
TOTAL REVENUES		0.00		0.12	100.00
TOTAL EXPENDITURES		0.00		0.00	0.00
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>0.00</b>		<b>0.12</b>	<b>100.00</b>

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	
			09/30/2025	% BDGT USED
Fund 501 - CAPITAL PROJECT FUND				
Revenues				
501-000-665	INTEREST EARNED	0.00	145.60	100.00
TOTAL REVENUES		0.00	145.60	100.00
Fund 501 - CAPITAL PROJECT FUND :				
TOTAL REVENUES		0.00	145.60	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	145.60	100.00

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE			
			09/30/2025	% BDGT USED		
<b>Fund 590 - SEWER FUND</b>						
<b>Revenues</b>						
590-000-455	SPECIAL ASSESSMENTS	500.00	0.00	0.00		
590-000-631	SEWER USAGE COLLECTIONS	115,000.00	30,879.87	26.85		
590-000-634	SEWER REPLACEMENT	315,000.00	78,714.14	24.99		
590-000-636	LATE CHARGES	7,000.00	2,424.03	34.63		
590-000-665	INTEREST EARNED	2,000.00	1,897.26	94.86		
590-000-669	GAIN (LOSS) ON INVESTMENTS	3,000.00	0.00	0.00		
590-931-681	TRANSFER FROM MAJOR STREET FUND	130,199.00	0.00	0.00		
<b>TOTAL REVENUES</b>		<b>572,699.00</b>	<b>113,915.30</b>	<b>19.89</b>		
<b>Expenditures</b>						
536	OPERATION AND MAINTENANCE	187,541.30	38,515.23	20.54		
538	CHARGES FOR SERVICES-COUNTY	205,310.70	34,577.26	16.84		
<b>TOTAL EXPENDITURES</b>		<b>392,852.00</b>	<b>73,092.49</b>	<b>18.61</b>		
<hr/>						
<b>Fund 590 - SEWER FUND:</b>						
TOTAL REVENUES						
		572,699.00	113,915.30	19.89		
TOTAL EXPENDITURES						
		392,852.00	73,092.49	18.61		
NET OF REVENUES & EXPENDITURES						
		179,847.00	40,822.81	22.70		

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE			
			09/30/2025	% BDGT USED		
<b>Fund 591 - WATER FUND</b>						
<b>Revenues</b>						
591-000-454	HYDRANT ASSESSMENT	12,540.00	11,102.51	88.54		
591-000-618	TURN ON FEES	0.00	80.00	100.00		
591-000-619	TURN OFF FEES	0.00	70.00	100.00		
591-000-620	WTR OP/MAIN	371,609.00	93,991.52	25.29		
591-000-632	WATER USAGE COLLECTIONS	241,198.00	64,283.12	26.65		
591-000-633	NSF CHARGES	0.00	50.00	100.00		
591-000-636	LATE CHARGES	10,000.00	3,614.49	36.14		
591-000-665	INTEREST EARNED	5,125.00	2,781.63	54.28		
591-000-694	MISCELLANEOUS	1,000.00	0.00	0.00		
<b>TOTAL REVENUES</b>		<b>641,472.00</b>	<b>175,973.27</b>	<b>27.43</b>		
<b>Expenditures</b>						
536	OPERATION AND MAINTENANCE	361,098.50	74,090.85	20.52		
538	CHARGES FOR SERVICES-COUNTY	388,500.00	88,826.93	22.86		
906	DEBT SERVICE	62,498.00	36,387.69	58.22		
<b>TOTAL EXPENDITURES</b>		<b>812,096.50</b>	<b>199,305.47</b>	<b>24.54</b>		
<b>Fund 591 - WATER FUND:</b>						
<b>TOTAL REVENUES</b>		<b>641,472.00</b>	<b>175,973.27</b>	<b>27.43</b>		
<b>TOTAL EXPENDITURES</b>		<b>812,096.50</b>	<b>199,305.47</b>	<b>24.54</b>		
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(170,624.50)</b>	<b>(23,332.20)</b>	<b>13.67</b>		

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	
			09/30/2025	% BDGT USED
Fund 701 - GENERAL CUSTODIAL FUND				
Revenues				
701-000-665	INTEREST EARNED	0.00	13.77	100.00
TOTAL REVENUES		0.00	13.77	100.00
<hr/>				
Fund 701 - GENERAL CUSTODIAL FUND:				
TOTAL REVENUES		0.00	13.77	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	13.77	100.00

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DB: Montrose

REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
PERIOD ENDING 09/30/2025  
% Fiscal Year Completed: 25.21

Page: 14/15

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	
			09/30/2025	% BDGT NORMAL (ABNORMAL) USED
Fund 703 - CURRENT TAX COLLECTION FUND				
Revenues				
703-000-665	INTEREST EARNED	0.00	538.43	100.00
TOTAL REVENUES		0.00	538.43	100.00
<hr/>				
Fund 703 - CURRENT TAX COLLECTION FUND:				
TOTAL REVENUES		0.00	538.43	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	538.43	100.00

10/23/2025 09:57 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE  
PERIOD ENDING 09/30/2025  
% Fiscal Year Completed: 25.21

Page: 15/15

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	
			09/30/2025	% BDGT USED
Fund 737 - OPEB				
Revenues				
737-000-665	INTEREST EARNED	0.00	105.66	100.00
TOTAL REVENUES		0.00	105.66	100.00
Fund 737 - OPEB:				
TOTAL REVENUES		0.00	105.66	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	105.66	100.00
TOTAL REVENUES - ALL FUNDS		2,698,772.76	1,142,133.95	42.32
TOTAL EXPENDITURES - ALL FUNDS		2,750,751.94	572,751.05	20.82
NET OF REVENUES & EXPENDITURES		(51,979.18)	569,382.90	1,095.41

G

**CITY OF MONTROSE**  
**MEMORANDUM**

**Date:** September 17, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** City Clerk Activities

**Subject: Report on City Clerk Activities for August/September 2025**

---

Attended August 26, 2025 City Council Meeting.

City Secretary, Christine Shultz completed draft meeting minutes 8 days early, for the Genesee County Planning Commission to show support for Hickory Street. Big THANK YOU to Christine!!

Updated city records for key assignments and mailbox key assignments accordingly.

Processed and prepared MERS report for the Treasurer position.

Calculated the Michigan Municipal League Worker's Comp Audit for the treasurer position.

Participated in an employee meeting.

Scheduled pickup from Shred Experts

Taking on additional responsibilities through Accounts Payable responsibilities from Treasurer position by processing tax payments.

Contacted Nextiva to retrieve missing financial documents not returned by the former Treasurer; recalculated and attached corrected general ledger breakdowns to journal entries. Reached out to the Union to retrieve executed copies of MOU for one-time PTO payout. They did not have anything, retrieved signatures for the city's records, scanned and emailed the document to the Union.

Scanned and attached a backlog of journal entries from the former treasurer to the general ledger (2" of documentation).

Completed and turned in SWOT analysis from the perspective of the Clerk's Department.

Processed 5 FOIA requests.

Answered several phone calls and emails while on vacation last week from citizens with various questions and/or concerns.

Still working on the Michigan Municipal League Worker's Comp Audit for Treasurer position

Updated Citizen of the Month list. Created new certificate for next city council meeting and mailed Citizen of the Month letter for September.

# H.

## CITY OF MONTROSE MEMORANDUM

**Date:** October 9, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Sam Spence, DPW Supervisor

**Subject:** DPW Report for September 2025

---

### **STREETS**

- Dirt roads were graded with The Dump truck belly blade.
- Cleared the Right of Way on Clarke St. (Helen St – Forest Creek Apts)
- Repaired four (4) storm drains on N. Genesee St.
- Patched Hickory St.
- Washington St. and near schools were swept.

### **PARKS & RECREATION**

- All parcels, including parks, were mowed.

### **SEWER/WATER**

- All water samples were drawn and reported.

### **BUILDINGS/GROUNDS**

- Repaired city hall ADA access pushbutton.
- Edged Depot, and City Office.

### **DDA**

- Watered DDA flowers multiple times a week.
- Removed DDA hanging baskets and brackets.
- DDA garbage bins and benches were washed.
- DDA fall decorations were picked up and placed in the DDA.

### **TRAINING**

- Sam completed four (4) webinars for CEC'S toward water license.



# CITY OF MONTROSE MEMORANDUM

**Date:** October 14, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Timothy Mazur, Building Official

**Subject: Receive and File City Building Inspector September 2025 Activity Report**

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The following has been performed for the month of September 2025. This is not inclusive as work and permits do/can carry over month to month in addition to multiple phone calls with customers handling questions and processes.

- Three (3) Approved Permits
- One (1) Not Approved.
- Four (4) Inspections.

Thank you and it has been a pleasure working with our business community and constituents of the City.

**Recommendation: City Council Receive and File Report**



4136 Holiday Dr., Flint, Michigan 48507  
Local 810-766-9423  
Email: [apmmosquitosouth@gmail.com](mailto:apmmosquitosouth@gmail.com)  
[www.advancedmosquito.com](http://www.advancedmosquito.com)

51

Mr. Joe Karlichek, Manager  
& the Montrose City Council  
139 S. Saginaw Street  
Montrose, MI 48457

September 15, 2025

Dear Joe,

APM is winding down routine fieldwork for the 2025 season. A chilly spring turned into a sultry and thunder filled summer. The tail end of summer and so far into September, however, was chilly with drier than normal conditions in the area. The busiest months of fieldwork were June and July, combating spring and summer floodwater mosquito populations.

The office fielded 29 resident calls this season, most of which came during the month of July. APM technicians inspected 97 standing water sites, treating 27 of them with 204 lbs. of Vectobac G. 447 city catch basins were treated with Natular XRT briquettes targeting larvae inhabiting storm drains. Backpack residential service requests continued in popularity; technicians serviced 24 homes with Demand CS via backpack applications. ULV truck spraying missions rolled throughout the summer as well; night drivers sprayed 145 miles of roadways throughout the city this season.

Cooler temperatures and dry conditions have worked in our favor decreasing adult mosquito activity. We are winding down routine night spraying routes for the season. APM will have office staff and field personnel available until the end of September to respond to individual homeowners as needed.

APM thanks you for another successful season and we appreciate the continued support of your community. On behalf of the whole team, we wish you all the best this upcoming fall season.

Sincerely,

*Benjamin D. Seago*  
Benjamin D. Seago  
General Manager  
APM Mosquito Control

*Mosquitoes are all we do!*



139 S. Saginaw Street, Montrose, MI 48457

K  
RECEIVED  
SEP 30 2025  
CITY OF MONTROSE

## Community Event Application

The City of Montrose is pleased to support its residents and individuals who wish to host Community Events in an effort to improve the quality of life and contribute to the economic vitality of the area's businesses.

In order to be deemed a Community Event, the event must:

- be open to the public.
- demonstrate a benefit to the City of Montrose community.
- have an estimated attendance of 50 + people.
- be non-discriminatory.
- be held within the City limits.

Any organization or individual proposing to conduct a Community Event is required to complete a Community Event application. Upon receiving the application, the City Manager (or his/her designee) will review the request to ensure the application is complete before it is presented to the City Council for approval. The application will **NOT** be presented to the City Council until all necessary information has been submitted.

Applications must be submitted two months in advance of the event to allow City staff and the City Council ample time for review and consideration.

The City Manager (or his/her designee) will distribute the application to all City departments for their review and comments. Depending on the size of the event, the applicant may be required to meet with City staff for a pre-event meeting to discuss the event. If this meeting is not required, the applicant may be contacted individually by any of the department heads if they have specific questions or concerns about the event.

At the time of application, the applicant must submit a certificate of insurance for the event in the following amounts:

- Public Liability Insurance with a minimum combined single limit of personal injury and property damage of \$1,000,000.00.
- All insurance must name the City of Montrose as an "Additional Insured."

Upon approval of the event by the City, a \$200.00 escrow fee must be submitted which will be returned after five days following the event provided all equipment, materials, goods, poles, wires, signs and other items associated with the event are removed from the premises within five days of the end of the event.

If you have any questions regarding the submission, please contact the City Manager at 810.639.6168 or by email at: [manager@cityofmontrose.us](mailto:manager@cityofmontrose.us)

Please submit the application to:  
City of Montrose  
139 S. Saginaw Street  
Montrose, MI 48829

#### EVENT INFORMATION

Event Name/Title: Homecoming Parade - Montrose

Event Start Date: 10/17/25 Event End Date: 10/17/25

Type of Event:  5k/10k run  Bike race  Celebration

Ceremony  Concert  Fundraiser

Festival  Street Fair  Parade

Walkathon  Marathon  Procession

Other: \_\_\_\_\_

Event Description: \_\_\_\_\_

Parade line-up at MS parking lot.

Route: Start at North st, turn left at Saginaw st.

Turn left at Hickory st. Turn left at Nanita Dr.

Parade will end at football field entrance

Is this a multi-day event?  Yes  No if so, how many days? \_\_\_\_\_

Is there an admission fee?  Yes  No

- If so, please include admission fee details in the event description above.

What is the anticipated attendance? \_\_\_\_\_

#### Event Set-Up & Tear Down:

Set-Up Date: 10/17/25 Set-Up Time: 5:00 am/pm to 7:00 am/pm

Event Start Time: Parade Starts at 6:00 pm

End Date: 10/17/25 End Time: 7:00 am/pm

Tear Down Date: 10/17/25 Tear Down Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

#### CONTACT INFORMATION

Organization Name: Hill McCloy Student Council

Type of Organization:  Corporation  LLC  Non-Profit  Individual

Church  Other \_\_\_\_\_

Address: 300 Nanita Dr.

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: jtekiele@montroseschools.org

**Event Organizer:**

Name and Title: Jamie Tekiele

Address: 300 Nanita Dr.

Phone/Cell Number: 810-247-4205

Email Address: jtekiele@montroseschools.org

**Secondary Organizer:** (It is recommended that contact information for a support person be listed)

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**On-Site Contact:** (Contact information for the person who will be on-site and will be the primary contact on the day of the event)

Name and Title: Same as above

Address: \_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## TEMPORARY STREET CLOSURE

Temporary Street Closure is requested for the following date(s)/time (s) for the streets listed:

Closure Start Date: 10/17/25 Closure Start Time: 5:50 am/ pm

Closure End Date: 10/17/25 Closure End Time: 7:00 am/ pm

Street Names: North St. at Saginaw St;  
Saginaw St at Hickory St; Hickory St  
at Nantah Dr; at the "y" Nantah • Feher

What is the purpose for the proposed street closure? Homecoming  
parade

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

## EVENT SPECIFICS

**Please check all that apply:**

- Will amplification of music or speakers be used?
- Will you provide volunteer staff for safety, security and maintenance?
- Will food/beverages/merchandise be sold?
- Will you require public safety personnel?
- Will the following be constructed or located in the area of the event?
  - Booths/Tents                    Displays
  - Awnings                        Rides
  - Port-a-johns                    Fencing
  - Other \_\_\_\_\_
- Will you require additional trash containers?
- Will the event require the use of any of the following municipal equipment?
  - Barricades                    Traffic cones            Other \_\_\_\_\_

How will the following utilities be provided?

Electrical: \_\_\_\_\_

Water: \_\_\_\_\_

Other: \_\_\_\_\_

### **SITE PLAN/MAP INSTRUCTIONS:**

All applicants are required to submit a detailed site plan/map to include directional signage showing N, S, E and W.

## IDEMNIFICATION AGREEMENT

I understand that the filing of this application does not ensure approval of a Community Event. I also understand that all Community Events organizers and participants must comply with applicable City ordinances, traffic rules, state health laws, fire codes and liquor licensing regulations. I further understand that an incomplete application may be cause for the denial of this event.

The Host Organization and/or the Event Organizer(s) agree to defend, indemnify and hold harmless the City of Montrose and the City's employees, officers, council members and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expenses and costs arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, cost and expert fees) arising out of or attributed to the issuance of the applicant's Community Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

The Host Organization and/or Event Organizer(s) agree to provide satisfactory evidence of, and shall thereafter maintain during the specified Community Event, such insurance policies and coverages in the type, limits, forms and rating required by the City.

Jamie Tekiele

Print Name

Title

Jamie Tekiele

Signature

9/29/25

Date

### City Use Only

Date Submitted: \_\_\_\_\_

### Department Head Review/Approval:

City Manager:  Yes  No

Conditions? \_\_\_\_\_

Signature: Jamie Tekiele Date 10/2/2025

DPW:  Yes  No

Conditions? \_\_\_\_\_

Signature: S. S. Date 10/12/2025

**Police Department:**  Yes  No  
Conditions? \_\_\_\_\_

Signature: Chief Jamie Cachia 10/2/25  
Date

**Fire Department:**  Yes  No  
Conditions? \_\_\_\_\_

Signature: George M. Lyth 10/2/2025  
Date

**City Council:**  Yes  No  
Conditions? \_\_\_\_\_

Signature: \_\_\_\_\_  
Date

# CITY OF MONTROSE MEMORANDUM

L

**Date:** October 7, 2025

**To:** Mayor Banks and City Council Members

**From:** Joe Karlichek, City Manager 

**Subject: Receive and File FOIA Staffing Appointment**

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**Background:** I attended a Basic Freedom of Information Act Training class on October 1, 2025 in Oregon Township conducted by retired MSP FOIA Coordinator, Laura Brinkley with “The Rossow Group” in Oregon Township. Website: <https://therossowgroup.com/>

In connection with the city’s succession planning and ongoing professional development the city has two qualified people to assist and handle FOIA requests. Currently, the city clerk is the FOIA Coordinator and shall remain in place and myself as the Assistant. FOIA requests are important to our transparency and require due diligence with timely responses under the statutes provisioned for those who file a FOIA to the city.

The City website is updated as well, reflecting contact and current FOIA policy.  
<https://www.cityofmontrose.us/foia/>

**Recommendation:** It is recommended that the City Council receive and file this report.

# CITY OF MONTROSE MEMORANDUM

M

**Date:** October 6, 2025

**To:** Mayor Banks and City Council Members

**From:** Joe Karlichek, City Manager 

**Subject: City Council consider Accepting Summary of FY25-26 State of Michigan Budget from the Michigan Municipal League**

---

## FY25-26 State Budget Summary

Details were kept extremely close by leadership negotiating the final budget, even rank and file members of the legislature had little knowledge of the budget's contents going into the day it was voted on. However, despite the quick movement, the House's Omnibus budget, House Bill 4706, passed the House 101-8 and the Senate 31-5. The Senate's Education Omnibus, Senate Bill 106, passed the Senate 31-5 and the House 104-5.

Some of the highlights of the budget include:

### Revenue Sharing

Due to gas tax shifts in the transportation plan, constitutional Revenue Sharing decreased by \$63.6M (6%). City, Village and Township Revenue sharing maintains current year formula and funding. County Revenue Sharing maintains current year formula and funding. The legislature did not backfill the loss to constitutional revenue sharing but did add new public safety and road funding dollars.

### Public Safety Revenue Sharing

- \$50 million ongoing for public safety revenue sharing grants
  - \$3,250,000 Community Violence Intervention Programs.
  - \$35,000,000 is distributed to cities, villages and townships based on violent crime data for public safety.
  - \$11,700,000 is distributed to counties on an inverse taxable value formula for public safety.
- \$20 million one-time for public safety revenue sharing grants
  - \$10,000,000 is for the Michigan Commission on Law Enforcement Standards for competitive scholarships for police academy enrollees/salaries of academy recruits.
  - \$7,500,000 is distributed to cities, villages and townships based on violent crime data for public safety.

- \$2,500,00 is distributed to counties on an inverse taxable value formula for public safety.

Finally, here are two documents that include community by community numbers for constitutional revenue sharing, statutory revenue sharing, public safety resources. The numbers are preliminary and a snapshot of the budget that are likely to vary based on actual revenue collections and updated crime data. We will provide new numbers as they become available.

- [Initial Estimates of FY 2025-26 Revenue Sharing Payments – Cities, Villages, and Townships](#)
- [Initial Estimates of FY 2025-26 Public Safety Revenue Sharing Grants – Cities, Villages, and Townships](#)

To determine your estimated net impact on revenue sharing, add your new public safety revenue sharing dollars to the change in your constitutional payment.

## Roads Deal

A major move inside the budget deal was greater spending on roads. There were three major components of the new and shifted funding:

1. A shift to move the sales tax on gasoline off fuel and replace it with a 20-cent increase in tax on fuel. This removes the 6% sales tax on gas and now dedicates 100% of that tax paid at the pump to transportation. There were broad concerns as this shift creates a hole of approximately \$1B in sales tax revenue to schools, local government, transit, and the general fund. School funding was backfilled, but local governments will see a shortfall of \$63M in constitutional revenue sharing.
2. An increase in the excise tax on marijuana, current taxes are 10% retail tax (plus 6% sales tax), but the deal now also creates a 24% wholesale tax on marijuana products. This move was opposed by the cannabis industry as the market in Michigan is already oversaturated. This was likely the riskiest part of the budget deal with the vote in the Senate seen as particularly contentious, but they were able to pull the votes together. This is estimated to raise \$420M in new revenue for roads.
3. The state will decouple from federal business tax reductions that were undertaken in the Trump Administration's One Big Beautiful Bill. While this is not considered a tax increase, the bill will slow the tax decreases down for businesses with the gap going to roads. This is estimated to raise roughly \$600M for roads and will increase to around \$B over a five-year phase in.

The roads deal also contained significant dollars for a new portion of transportation funding for local roads. When fully phased in, cities and villages will see \$400M in new funding.

[Click here](#) for first year estimates of increases for cities and villages. In the first year, funding for cities and villages will increase by approximately 33.4% and will reflect collection from three-quarters of a year's revenue due to the proposal beginning three months after the start of the fiscal year. This will lead to another significant increase in year two before leveling off in years three through five. In year five, cities and villages will see about a 54% increase over current allocations.

Local transit agencies received an additional \$44.8M for local bus operations in new revenue. This creates a new baseline for funding, and not one-time dollars. Transit agencies see this as a win and it will hold them harmless from funding losses. Additionally, there is \$\$325M over 5 years in a new infrastructure projects

authority fund, that could engage in transformational mobility projects. Public transit sees these items as major wins for public transit in Michigan.

## **Other Budget Highlights**

Free school meals: The final budget will include funding to continue the state's universal free school meals program.

School Funding: The budget will include \$10,050 in per-pupil spending for the 2026 fiscal year, up from \$9,608. Cyber Charter Schools are provided with funding parity in this budget and will also receive \$10,050 per student. Also included is \$321 million for private and public school safety and mental health programs. The budget also includes 25% increases in at-risk funding and English language learner funding.

No tax on tips, “ghost employees”: Republicans scored wins including exemptions on tips, overtime, and Social Security from the state income tax. They also agreed to lower FTE caps, meaning 1,800 unfilled government jobs will be eliminated. There were additional changes to policies in all departmental budgets surrounding return to the office plans for state employees, these require departments to prioritize in-person work and ensure staff is working appropriate hours.

Selfridge Air National Guard Base funding, storm recovery: The budget included \$26M to support a new F-15EX fighter mission at Selfridge Air National Guard Base, along with \$14M for ice storm recovery money for northern Michigan.

2024-25 Supplemental Appropriations: Interestingly, instead of passing a separate supplemental budget, House Bill 4706 includes \$2.5B in supplemental appropriation adjustments to multiple state department budgets for FY 2024-25. This includes the allocation of a \$129.1M Climate Pollution Reduction Grant awarded to the state in 2023, which will be used to fund the Renewables Ready Communities Awards that provides grants to communities for wind, solar, and energy storage facilities.

Earmark transparency: The budget deal will likely make permanent rules for requested budget earmarks to be made public before a final vote. Senate Democrats agreed to House Republican reforms earlier this week and then made hundreds of millions of dollars in requests public ahead of the vote. Final earmarks, also known as Legislatively Directed Spending Initiatives (LDSIs), were negotiated in the budget and details are attached in a table at the end of the attached HFA document (pages 232-234).

## **Major Reductions**

In addition to major reductions and shifts in revenue sharing there were several cuts in funding to departments. Gross funding for DHHS would fall by \$7.62B with nearly \$6B coming from a decline in federal funds.

The other department facing significant reductions is Labor and Economic Opportunity (LEO), where funding would fall \$690M from last year. We would note that the popular GoingPro talent program took a \$22.9M reduction and was moved to be a one-time funding item.

This has been a hard and grueling budget season. It forced us to defend the value of investing in local government, speak to the importance of having quality local roads, and vigorously advocate on your behalf.

The progress we made on our priorities, especially in the last few weeks, is proof of their importance to our cause.

*Summary by: John LaMacchia is the League's director of state & federal affairs*

**Recommendation: It is recommended that the City Council Accept and File.**



GENESEE COUNTY  
METROPOLITAN PLANNING  
COMMISSION

N

October 7, 2025

Tina Rush, Clerk  
City of Montrose  
139 S Saginaw St  
Montrose, MI 48457

**SUBJECT: Community Development Block Grant (CDBG) Monitoring Review**

Dear Ms. Rush:

On October 7, 2025, Genesee County Metropolitan Planning Commission (GCMPC) staff conducted an on-site monitoring for the following Community Development Block Grant (CDBG) projects:

2023 Infrastructure Improvements

The purpose of a monitoring visit is to determine whether the subrecipient has implemented and administered CDBG-funded activities according to applicable federal requirements. In this monitoring, particular attention was paid to compliance with eligibility and National Objective requirements, conformance to the Subrecipient Agreement, record keeping, financial management, procurement, and compliance with civil rights requirements.

As a result of this monitoring, GCMPC staff determined there were no findings or concerns. A *finding* is defined as a program element that is in violation of a law or regulation that can result in a sanction. A *concern* is a matter that, if not properly addressed, can become a finding and such program weaknesses should be improved to avoid future problems.

Thank you for your hard work and exceptional management of local CDBG projects. GCMPC staff appreciates the cooperation that was extended by your staff during our monitoring visit and your continued assistance throughout this process. If you have any questions, please contact me or Gwynneth Coselman of my staff at (810) 257-3010.

Sincerely,

Jacob Maurer, Division Manager  
Genesee County Community Development Program

Cc: Commissioner Martin Cousineau  
Joe Karlichek, City Manager

Derek Bradshaw, Director   Christine Durgan, Assistant Director  
**COMMUNITY DEVELOPMENT PROGRAM**

324 S Saginaw Street – Suite 8D, Flint, Michigan 48502-1470 • (810) 257-3010 • [www.gcmpc.org](http://www.gcmpc.org)  
An Equal Opportunity Organization • Equal Housing Opportunity



**CITY OF MONTROSE**  
**PUBLIC HEARING NOTICE**

**THE MONTROSE CITY COUNCIL PROPOSES TO APPROVE A BROWNFIELD PLAN FOR THE PARCEL #60-17-581-008, 106 W. STATE STREET, MONTROSE, GENESEE COUNTY, MICHIGAN, 48457 (THE “PROPERTY”). THE PROPERTY IS SITUATED WITHIN THE DOWNTOWN ON THE NORTHWEST CORNER OF THE SAGINAW STREET AND WEST STATE STREET INTERSECTION.**

The Genesee County Brownfield Redevelopment Authority (the “Authority” or “BCBRA”), duly established by resolution of the City of Montrose City Council (the “City”), pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. Seq., as amended (“Act 381”).

The Act provides a means for local units of government to facilitate the revitalization of environmentally distressed, functionally obsolete and/or blighted areas. The Authority has prepared and adopted a Brownfield Plan for redevelopment of one (1), legal parcel (60-17-581-008) totaling approximately 0.1 acres in size located on the northwest corner of the Saginaw Street and West State Street intersection. Redevelopment plans call for the complete rehabilitation of the existing two-story former commercial building. The building will include two (2) new commercial tenant spaces and a total of five (5) residential units. The Property is considered an “eligible property” as defined by Act 381, Section 2 because: (a) was previously utilized as a commercial property; (b) is located within the City of Montrose, a qualified local governmental unit under MCL 125.2782(k); (c) has been determined to be “facility” as defined in Section 2<sup>o</sup> of Act 381; and (d) has been determined to be “functionally obsolete” as defined in Section 2(u) of Act 381. A copy of the Brownfield Plan, which includes the Site Plan, is available for review upon request at the City of Montrose City Hall, with an address of 139 S. Saginaw Street, Montrose, MI 48457 .

The Act permits the Authority to use tax increment financing for redevelopment projects included in a Brownfield Plan. Tax increment financing allows the Authority to capture tax revenues attributable to increases in the taxable value of real and personal property located on the “eligible property.” Increases in taxable value may be attributable to various factors, including remediation, new construction, rehabilitation, remodeling, alterations, additions, and installation of personal property on the contaminated, functionally obsolete or blighted property.

The plan will be considered at the **October 28, 2025** meeting of the Montrose City Council held at **7:00 PM** in the City Council Chambers, City Hall, 139 S. Saginaw Street, Montrose, MI 48457. If you have any questions or comments concerning the Brownfield Plan you may attend the meeting and express those concerns during the public comment period. You may also direct inquiries to the City Manager’s office at 810-639-6168 (ext.4) or via email at [manager@cityofmontrose.us](mailto:manager@cityofmontrose.us)

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodations for this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk at (810) 639-6168, or [clerk@cityofmontrose.us](mailto:clerk@cityofmontrose.us) by 4:00 p.m. the day of the meeting.

City of Montrose  
Attn: Tina Rush, City Clerk  
139 South Saginaw Street  
Montrose, MI 48457

**CITY OF MONTROSE  
NOTICE OF PUBLIC HEARING  
ZONING TEXT AMENDMENT**

**PLEASE TAKE NOTICE** The City of Montrose City Council will conduct a public hearing on **Thursday, October 28, 2025 at 7:00 p.m.**, within the Montrose City Offices, located at 139 South Saginaw Street, Montrose, Michigan, 48457. The purpose of this hearing is to provide opportunity for public comment on a proposed amendment to the City of Montrose Zoning Ordinance to add a new Article 14, Planned Unit Development (PUD) District. A PUD is a development option which permits regulatory flexibility to achieve innovation in land use and variety in design, layout, and type of structures constructed.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodations for this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk at (810) 639-6168, or [clerk@cityofmontrose.us](mailto:clerk@cityofmontrose.us) by 4:00 p.m. the day of the meeting.

The text of the proposed amendments are available for public review and inspection during regular business hours at the City Clerk's office located the Montrose City Offices. Persons wishing to comment may do so at the hearing. Written comments may also be submitted prior to 4:00 p.m. on October 28, 2025 and should be addressed to:

City of Montrose  
Attn: Tina Rush, City Clerk  
139 South Saginaw Street  
Montrose, MI 48457

## **PUBLIC HEARING FOR THE CITY OF MONTROSE**

The Montrose City Council has scheduled a Public Hearing on Thursday **October 28, 2025 at 7:00 p.m.**, at the Montrose City Offices located at 139 S. Saginaw Street Montrose, MI. The City Clerk will accept written comments until 5:00 p.m. on the day of the public hearing. The purpose of this public hearing is to hear public input on the proposed amended ordinances:

### **Proposed Ordinance No. 461**

### **AN ORDINANCE AMENDING THE CITY OF MONTROSE CODE OF ORDINANCE ARTICLE III Entitled, “GENERAL BUSINESS LICENSE”**

A complete copy of the proposed ordinance is available for public review at the City of Montrose Offices located at 139 S. Saginaw Street, Montrose, MI during normal business hours. Any questions, please call the City Manager Joe Karlichek at (810) 639-6168 ext 4.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodations for this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk, Tina Rush at (810) 639-6168, or [clerk@cityofmontrose.us](mailto:clerk@cityofmontrose.us) by 4:00 p.m. the day of the meeting.

City of Montrose  
Attn: Tina Rush, City Clerk  
139 South Saginaw Street  
Montrose, MI 48457

# CITY OF MONTROSE MEMORANDUM

**Date:** October 15, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: Consider Resolution approving a Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street, Montrose, Michigan 48457 in the City of Montrose.**

---

**Background:** The City of Montrose, in accordance with the Brownfield Redevelopment Financing Act, Public Act 381 of 1996 as amended, held a public hearing on October 28, 2025, on the Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street in Montrose.

Attached to this memorandum is a series of documents, Genesee County Resolution dated September 11, 2025, Notice to Taxing Jurisdiction which this administration provided that notice, a memorandum from Triterra to Jon Care, Special Assistant, to the County Board of Commissioners, and the complete Brownfield Plan prepared by Triterra.

## Why Brownfield?

Page 4, .2.1 Environmental assessments and investigations (e.g. Phase I ESAs, Phase II ESAs) known to have been performed at the Property occurred in 2021. Soil contamination is known to exist across portions of the Property; Concentrations of arsenic exist on the Property above the Part 201 Residential Generic Cleanup Criteria. The Property meets the definition of a “facility”, as defined by Section 20101(s) of PA 451, Part 201, as amended.

## Duration of Plan?

The duration of the Brownfield Plan (page 8 of the BP) is projected to be 21 years total, with 20 years of tax capture after the first year of tax capture anticipated as 2026. The duration of this plan includes 20 years of Tax Increment Revenue (TIR) capture for reimbursement to the Developer.

## City of Montrose DDA

The City of Montrose DDA approved the “Pass Through” and is recommending this Resolution come before City Council.

## Next Step?

If the city council approves the Resolution, it will go back to Genesee County where the Genesee County Board of Commissioners will make the ultimate decision on approving the Brownfield Resolution.

Page 9 of the Brownfield Plan outlines the projected impact to Taxing Jurisdictions.

City of Montrose Tax Revenue

Assuming the TV & SEV never changes over the 20 years captured TIR, the city would see a total of estimated impact of \$21,789.00 in lost tax revenues.

For city council edification relative to tax dollars the City of Montrose received from 106 West State Street in 2025 Summer Tax.

- \$809.84 in Operating
- \$91.08 DDA
- \$188.57 Public Safety

**Total: \$1,089.49**

SEV = \$52,300 and TV = \$49,797. No revenue is collected by the city in the Winter Tax.

The SEV and TV value are probably too high for the property, based on most recent sale to Ramby at \$55,000.

After considering input from the public hearing and presentation by Connor Zook from Triterra, the City Council is being asked to consider approving the attached Resolution relative to the Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street in Montrose.

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**Recommendation: It is recommended the city council consider Resolution approving a Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street, Montrose, Michigan 48457 in the City of Montrose Lot 4, BLK A Except W 20 1/3 FT of S 90 FT Also Except N 30 FT, TAX ID 60-17-581-008.**

**MONTROSE DOWNTOWN DEVELOPMENT AUTHORITY**  
**TAX INCREMENT PASS THROUGH AGREEMENT**

WHEREAS, the City of Montrose Downtown Development Authority (hereafter CMDDA) is entitled to capture taxes attributable to an increase in the taxable value of real estate and personal property over a certain base amount with respect to property located within the downtown Montrose, Michigan area (the DDA District); and

WHEREAS, the Genesee County Brownfield Redevelopment Authority (hereafter GCBRA) has approved a Brownfield Plan for the proposed Ramby LLC, redevelopment project at 106 W. State Street, Montrose, which proposes the capture of future incremental tax increases within a portion of said CMDDA district; and

WHEREAS, the CMDDA has passed a Resolution dated 10-16-25, in which it agrees to the pass through of future tax incremental revenues to the GCBRA attributable to the rehabilitation of 106 W. State Street, Montrose, Michigan.

NOW, THEREFORE

The CMDDA agrees that all future tax incremental revenue attributable to the rehabilitation of 106 W. State Street, Montrose, Michigan, shall be captured by the GCBRA to be used in accordance with the GCBRA Brownfield Plan dated April 16, 2025, for the proposed Ramby LLC, redevelopment project at 106 W. State Street, Montrose.

Montrose Downtown Development Authority

Date: October 16, 2025

By: Hari J. Machuk  
Its: Board Chair

**Resolution No:** \_\_\_\_\_

### **City of Montrose City Council Meeting**

Resolution No. \_\_\_\_ - A Resolution approving a Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street, Montrose, Michigan 48457 in the City of Montrose.

I, \_\_\_\_\_, City Clerk of the City of Montrose, hereby certify the above and foregoing is a true and correct copy of a Resolution adopted by the Montrose City Council at a Regular meeting held on Tuesday 10/28/2025

City Clerk Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

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### **Action Summary**

**Staff Member:** Joe Karlichek, City Manager

**Department:** City Manager's Office

### **Summary**

**RESOLUTION NO:** \_\_\_\_\_

### **Resolved by the Council of the City of Montrose:**

That the City of Montrose, in accordance with the Brownfield Redevelopment Financing Act, Public Act 381 of 1996 as amended, held a public hearing on October 28, 2025, on the Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street in Montrose.

After considering input from the public hearing, the City Council approves the attached Brownfield Plan for the proposed Ramby, LLC redevelopment project at 106 W. State Street in Montrose.

### **Budgetary Considerations**

If approved, the Plan will include tax increment financing to cover eligible project costs identified in the Plan.

### **History, Background and Discussion**

A redevelopment of the subject property located at 106 W. State Street, Montrose, Genesee County, Michigan. The project includes the rehabilitation of the existing two-story former commercial building. The building will include a two (2) new commercial tenant spaces and a total of five (5) residential units.

Brownfield eligible activities include demolition activities, site preparation activities, and preparation and implementation of a Brownfield Plan and Act 381 Work Plan.

Total capital investment is estimated at \$2,169,612 of which \$140,713 is currently proposed for Brownfield Reimbursement to the Developer.

This project is anticipated to create approximately 2-4 full-time equivalent (FTE) jobs through the first floor commercial operations.

### **Positions**

The Genesee County Brownfield Redevelopment Authority approved the Plan at a meeting held on Thursday, September 11, 2025.

The City of Montrose Downtown Development Authority approved the Plan at a meeting held on Thursday October 16, 2025.

### **Attachments**

1. Notice of Public Hearing – 106 W. State Street Brownfield Plan
2. 2025-04-16 - Brownfield Plan – 106 W. State Street, Montrose

BROWNFIELD REDEVELOPMENT AUTHORITY  
A RESOLUTION APPROVING THE IMPLEMENTATION OF  
AN ACT 381 BROWNFIELD PLAN FOR  
106 W. STATE STREET, MONTROSE, MICHIGAN 48457 AND  
RECOMMENDING ADOPTION BY THE  
COUNTY BOARD OF COMMISSIONERS

Minutes of a regular meeting of the Genesee County Brownfield Redevelopment Authority ("BRA") held on 9/11, 2025 at 2:02 p.m. at 324 S. Saginaw St., Ste. 10 in Flint, Michigan.

PRESENT: *Ray Zanke, Derck Bradshaw, Chrystal Simpson, Jon Lane  
Joshua Freeman*  
ABSENT:

The following resolution was offered by Member Bradshaw and seconded by Member Simpson.

RECITALS:

WHEREAS, The County has created the Genesee County Brownfield Redevelopment Authority (the "Authority"), under the provisions of Act 381, Public Acts of Michigan, 1996, as amended ("Act 381"); and

WHEREAS, At an open meeting on the Brownfield Plan for 106 W. State Street, Montrose, Michigan 48457, the Authority, in consideration of any comments heard at the open meeting or written communications received at or prior to the open meeting, determines that the Brownfield Plan constitutes a public purpose in that:

- a. It meets all requirements of Section 13 of Act 381.
- b. The proposed method of financing the costs of eligible activities of the 106 W. State Street, Montrose, Michigan 48457 Brownfield Plan is feasible, and the Authority has the authority to arrange the necessary financing.
- c. The description of eligible activities and their estimated costs are reasonable and necessary to carry out the purposes of Act 381, and
- d. The amount of captured taxable value estimated to result from the 106 W. State Street, Montrose, Michigan 48457 Brownfield Plan is reasonable.

THEREFORE, IT IS RESOLVED THAT:

The Genesee County Brownfield Redevelopment Authority approves the implementation of the Act 381 Brownfield Plan for 106 W. State Street, Montrose, Michigan 48457 and

recommends the County Board of Commissioners adopt a resolution approving this Brownfield Plan.

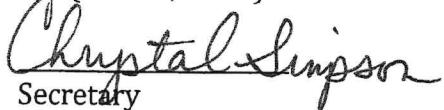
AYES: 2Anke, Bradshaw, Simpson, Carr, Freeman

NAYS: 0

RESOLUTION DECLARED.

#### CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the Brownfield Redevelopment Authority at a regular meeting held on 9.11.25. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by the Act.

  
Chrystal Simpson  
Secretary

**Notice to All Affected Taxing Jurisdictions**

**NOTICE TO ALL TAXING JURISDICTIONS**

THE MONTROSE CITY COUNCIL PROPOSES TO APPROVE A BROWNFIELD PLAN FOR THE PARCEL #60-17-581-008, 106 W. STATE STREET, MONTROSE, GENESEE COUNTY, MICHIGAN, 48457 (THE “PROPERTY”). THE PROPERTY IS SITUATED WITHIN THE DOWNTOWN ON THE NORTHWEST CORNER OF THE SAGINAW STREET AND WEST STATE STREET INTERSECTION.

The Genesee County Brownfield Redevelopment Authority (the “Authority” or “BCBRA”), duly established by resolution of the Battle Creek City Commission (the “City”), pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. Seq., as amended (“Act 381”).

The Act provides a means for local units of government to facilitate the revitalization of environmentally distressed, functionally obsolete and/or blighted areas. The Authority has prepared and adopted a Brownfield Plan for redevelopment of one (1), legal parcel (60-17-581-008) totaling approximately 0.1 acres in size located on the northwest corner of the Saginaw Street and West State Street intersection. Redevelopment plans call for the complete rehabilitation of the existing two-story former commercial building. The building will include two (2) new commercial tenant spaces and a total of five (5) residential units. The Property is considered an “eligible property” as defined by Act 381, Section 2 because: (a) was previously utilized as a commercial property; (b) is located within the City of Montrose, a qualified local governmental unit under MCL 125.2782(k); (c) has been determined to be “facility” as defined in Section 2<sup>o</sup> of Act 381; and (d) has been determined to be “functionally obsolete” as defined in Section 2(u) of Act 381. A copy of the Brownfield Plan, which includes the Site Plan, is available for review upon request at the City of Montrose City Hall, with an address of 139 S. Saginaw Street, Montrose, MI 48457 . **This document is notification to local taxing units of the Brownfield Plan for the noted property, and the City Council’s intent to approve the Brownfield Plan.**

The Act permits the Authority to use tax increment financing for redevelopment projects included in a Brownfield Plan. Tax increment financing allows the Authority to capture tax revenues attributable to increases in the taxable value of real and personal property located on the “eligible property.” Increases in taxable value may be attributable to various factors, including remediation, new construction, rehabilitation, remodeling, alterations, additions, and installation of personal property on the contaminated, functionally obsolete or blighted property.

The plan will be considered at the October 28, 2025 meeting of the Montrose City Council held at 7:00 PM in the City Council Chambers, City Hall, 139 S. Saginaw Street, Montrose, MI 48457. If you have any questions or comments concerning the Brownfield Plan you may attend the meeting and express those concerns during the public comment period. You may also direct inquiries to the City Manager's office at 810-639-6168 (ext.4).

Dated: October 13, 2025

**TAXING JURISDICTIONS:**

**Genesee County Treasurer**

Genesee County Treasurer's Office  
324 S. Saginaw St., Ste 2A, Flint, MI 48502  
Phone: (810) 257-3054

**Montrose Community Schools**

Physical: 300 Nanita Dr., Montrose, MI 48457  
Mailing: P.O. Box 3129, Montrose, MI 48457-0829  
Phone: (810) 591-8811

**Genesee Intermediate School District (GISD)**

2413 W. Maple Ave., Flint, MI 48507-3493  
Phone: (810) 591-4400

**Mott Community College (MCC)**

1401 E. Court St., Flint, MI 48503-2089  
Phone: (810) 762-0200

**Genesee District Library (countywide library millage)**-Tax disbursements sent to Genesee County Treasurer-see above.

4195 W. Pasadena Ave., Flint, MI 48504  
Phone: (810) 732-0110

**City of Montrose Downtown Development Authority (DDA)**

Mailing: 139 S. Saginaw St., Montrose, MI 48457

**Bishop International Airport (Flint, MI)**

G-3425 West Bristol Road, Flint, MI 48507-3183  
Phone: (810) 235-6560

**Mass Transportation Authority (MTA Flint / Genesee County)**

1401 South Dort Highway, Flint, MI 48503



1375 S. Washington Avenue, Suite 100  
Lansing, Michigan 48910  
517-702-0470  
Fax 517-702-0477  
[www.triterra.us](http://www.triterra.us)

June 6, 2025

Jon Care  
Genesee County Board of Commissioners  
Special Assistant  
1101 Beach Street  
Flint, MI 48502

**Transmittal Sent Via Email**

***SUBJECT: 106 W. State Street Brownfield Plan***

Dear Genesee County Brownfield Redevelopment Authority,

Trterra would like to respectfully request that the Genesee County Brownfield Redevelopment Authority (BRA) consider the Brownfield Plan (the Plan) for the property located at 106 W. State Street in Montrose, Genesee County, Michigan (Parcel ID 60-17-581-008). For the Plan to be considered, the Genesee County BRA will need to meet, discuss the Plan, and ultimately decide (approve/deny) whether the plan moves forward in the approval process. The entire approval process has been outlined below for convenience.

- The Plan is presented to the Genesee County BRA for approval.
- If approved, the Plan is then presented to the Montrose City Council for approval.
- If approved, the Plan is then presented to the Montrose Downtown Development Authority (DDA) for approval.
- If approved, the Plan is then presented to the Genesee County Board of Commissioners for final approval.

If you have any questions, please direct them to the undersigned at 231-350-0475 or [connor.zook@triterra.us](mailto:connor.zook@triterra.us). Thank you!

Sincerely,



Connor Zook  
Brownfield Consultant

**GENESEE COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY**

***BROWNFIELD PLAN***

**Montrose Apartments  
106 W. State Street  
Montrose, Michigan 48457**

Prepared For:

Genesee County Brownfield Redevelopment Authority  
1101 Beach Street  
Flint, Michigan 48502

Prepared By:

Triterra  
1375 S. Washington Avenue, Suite 100  
Lansing, Michigan 48910  
Contact: Dave Van Haaren | Connor Zook  
[dave.vanhaaren@triterra.us](mailto:dave.vanhaaren@triterra.us) | [connor.zook@triterra.us](mailto:connor.zook@triterra.us)  
Phone: 517-853-2152 | 517-853-2154

April 16, 2025

Approved by the Genesee County BRA on \_\_\_\_\_  
Approved by the City of Montrose City Council on \_\_\_\_\_  
Approved by the City of Montrose DDA on \_\_\_\_\_  
Approved by the Genesee County Board of Commissioners on \_\_\_\_\_

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**FIGURES**

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- Figure 2: Eligible Property Boundary Map
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**TABLES**

- Table 1: Brownfield Eligible Activities
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**ATTACHMENTS**

- Attachment A: Genesee County Parcel Records
- Attachment B: Assessor Statement of Obsolescence
- Attachment C: Site Plans

## PROJECT SUMMARY

<b>Project Name:</b>	Montrose Apartments
<b>Developer:</b>	Ramby, LLC (the “Developer”) 611 W. Court Street Flint, Michigan 48503 Dean Yeotis and Fred Abdou
<b>Property Location:</b>	106 W. State Street, Montrose, Michigan 48457
<b>Parcel Information:</b>	60-17-581-008
<b>Type of Eligible Property:</b>	“Facility” and “Functionally Obsolete”
<b>Project Description:</b>	A redevelopment of the subject property located at 106 W. State Street, Montrose, Genesee County, Michigan. The project includes the rehabilitation of the existing two-story former commercial building. The newly rehabilitated, mixed-use building will include two commercial tenant spaces and a total of 5 residential units.
	Brownfield eligible activities include demolition activities, site preparation activities, and preparation and implementation of a Brownfield Plan and Act 381 Work Plan.
<b>Total Capital Investment:</b>	Total capital investment is estimated at \$2,169,612, of which \$140,713 is currently proposed for Brownfield Reimbursement to the Developer.
<b>Estimated Job Creation/Retention:</b>	The redevelopment is anticipated to generate 2-4 new full-time equivalent jobs.
<b>Duration of Plan:</b>	The duration of the Plan includes capture of Tax Increment Revenue (TIR) for reimbursement to the Developer for 20 years.

*Brownfield Plan*  
106 W. State Street, Montrose  
April 16, 2025

**Total Captured Tax Increment Revenue:** **\$151,943**

<b>Distribution of New Taxes Paid</b>	<b>Amount</b>
Developer Reimbursement	\$140,713
<i>Sub-Total Reimbursement</i>	<b>\$140,713</b>
State Brownfield Revolving Fund	\$11,231
<i>Sub-Total State Brownfield Revolving Fund</i>	<b>\$11,231</b>
<b>Grand Total</b>	<b>\$151,943</b>

## **1.0 INTRODUCTION**

The Genesee County Brownfield Redevelopment Authority (the “Authority” or “BRA”), duly established by resolution of the Genesee County Board of Commissioners (the “County”), pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended (“Act 381”), is authorized to exercise its powers within Genesee County, Michigan.

### **1.1 Proposed Redevelopment and Future Use for Each Eligible Property**

The Project is a complete rehabilitation of the existing two-story, 6,380 square-foot, former commercial building on the Property into a mixed-use building. The rehabilitated building will include two commercial spaces, 1,047 and 829 square feet respectively. The building will also contain a total of 5 residential units, 4 one-bedroom units and 1 two-bedroom unit.

The total anticipated investment into the redevelopment project is estimated at \$2,169,612. The development will result in the complete rehabilitation of a functionally obsolete, deteriorating, former commercial building in Montrose. This development will dramatically improve the appearance of the Property. The project will significantly increase density to the area and provide additional support to existing retail establishments in the city.

The improvements to the Property will be permanent and significantly increase the taxable value of the Property. These improvements will also assist in increasing the property values of the neighborhood.

The Project would not be possible without financial support through Brownfield tax increment financing (TIF).

The redevelopment is anticipated to generate 2-4 new full-time equivalent jobs.

### **1.2 Eligible Property Information**

This Plan is presented to support the Developer in the rehabilitation of the existing building, the property of which consists of a single parcel, located at 106 W. State Street in Montrose, Genesee County, Michigan (the “Property”). The location of the Property is depicted in Figure 1.

The Property consists of a single parcel of land totaling approximately 0.10 acres. The Property is fully defined in the following table and Section 2.8 of this Brownfield Plan.

Eligible Property		
Address	Tax ID	Basis of Eligibility
106 W. State Street	60-17-581-008	"Facility" and "Functionally Obsolete"

The Property is zoned CBD (Central Business District) and is located within Montrose's Downtown District under the authority of the Montrose Downtown Development Authority (DDA).

The Property is surrounded by active residential and commercial property. Property layout and boundaries are depicted in Figure 2. The legal description of the Property is included in Attachment A.

According to the Phase I ESA completed for the property in 2021 "Based on the historical sources reviewed, the first development of the subject property occurred in 1900 with the current structure and has been used for multiple commercial businesses."

On October 9, 2019, Mr. Bob Naumann, the City Assessor for Montrose noted, "The building located at 106 West State is a two-story brick building. The second-floor windows have been boarded. This building was built around 1900. The obsolescence is evident in the lack of modern electrical, plumbing, mechanical systems and the extended nonuse of the second floor." As a result, Mr. Naumann determined "In my opinion, as the assessor for the City of Montrose these [this] buildings all suffer a functional obsolescence." Refer to Attachment B, Assessor Statement of Obsolescence.

### **1.2.1 Environmental**

Environmental assessments and investigations (e.g. Phase I ESAs, Phase II ESAs) known to have been performed at the Property occurred in 2021. Soil contamination is known to exist across portions of the Property; Concentrations of arsenic exist on the Property above the Part 201 Residential Generic Cleanup Criteria. The Property meets the definition of a "facility", as defined by Section 20101(s) of PA 451, Part 201, as amended.

Maps depicting environmental impact within the boundary of the Property are provided as Figure 3.

### **1.2.2 Eligibility**

The Property is considered an "eligible property" as defined by Act 381, Section 2 because: (a) the Property was previously utilized as a commercial property; (b) it is located within the City of Montrose, a qualified local governmental unit (QLGU) under MCL 125.2782(k); (c) The Property is a "facility" as the term is defined by Part 201 of Michigan's Natural

*Brownfield Plan*  
106 W. State Street, Montrose  
April 16, 2025

Resources and Environmental Protection Act (“NREPA”), P.A. 451 of 1994, as amended; and (d) has been determined to be “functionally obsolete” as defined in Section 2(u) of Act 381.

## **2.0 INFORMATION REQUIRED BY SECTION 13(2) OF THE STATUTE**

### **2.1 Description of Costs to Be Paid with Tax Increment Revenues**

The Developer will be reimbursed with the new local and state taxes levied by the Project for the costs of eligible activities necessary to support redevelopment of the Property. The activities that are intended to be carried out at the Property are considered “eligible activities” as defined by Section 2 of Act 381.

Brownfield eligible activities proposed by the Developer include demolition activities, site preparation activities, and preparation and implementation of a Brownfield Plan and Act 381 Work Plan

The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local and state tax revenues generated by the Property and captured by the BRA, subject to any limitations and conditions described in this Plan and the terms of a Reimbursement Agreement between the Developer and the Authority (the “Reimbursement Agreement”).

### **2.2 Summary of Eligible Activities**

The total cost of activities eligible for Developer reimbursement from tax increment revenues is projected to be \$140,713. The eligible activities are summarized in the table on the following page.

<b>Summary of Eligible Activities</b>	
<b>MSF Eligible Activities</b>	
Demolition	\$73,500
Site Preparation	\$26,250
<b>MSF Eligible Activities Sub-Total</b>	<b>\$99,750</b>
Contingency (15%)	\$14,963
Brownfield Plan and Act 381 Work Plan Preparation	\$20,000
Brownfield Plan and Act 381 Work Plan Implementation	\$6,000
<b>Total Eligible Cost for Reimbursement</b>	<b>\$140,713</b>

A detailed breakdown of eligible activities is provided in Table 1, Brownfield Eligible Activities.

The costs listed above are estimated and may increase or decrease depending on the nature and extent of unknown conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Brownfield Plan that will qualify for reimbursement from tax increment revenues captured by the BRA shall be governed by the terms of a

Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Section 2 of Act 381 of 1996, as amended (MCL 125.2652).

The Reimbursement Agreement will dictate the total cost of eligible activities subject to reimbursement. As long as the total cost limit described in this Brownfield Plan and the Act 381 Work Plan is not exceeded, line-item costs of Eligible Activities may be adjusted after the Brownfield Plan is approved.

### **2.3 Estimate of Captured Taxable Value and Tax Increment Revenues**

The costs of eligible activities included in, and authorized by, this Brownfield Plan will be reimbursed with incremental local tax revenues generated by the Property and captured by the BRA.

The 2024 taxable value of the Property is \$48,300. This is the initial taxable value for this Brownfield Plan.

The projected taxable value is \$205,597 in 2026. The actual taxable value will be determined by the City Assessor after the development is completed.

It is projected that the BRA will capture tax increment revenues from 2026 through 2045 to allow for reimburse the Developer for eligible activity costs outlined in the Brownfield Plan.

The estimated taxable value and estimated tax increment revenue by year and in aggregate for this Project are presented in Table 2, Tax Increment Revenue Capture Estimates, and Table 3, Tax Increment Revenue Allocation Table.

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all real and personal taxable improvements on the Property as determined by the local assessor and the actual millage rates levied by the various taxing jurisdictions during each year of the plan. The actual tax increment captured will be based on taxable value set through the property assessment process by the local unit of government and the millage rates set each year by the taxing jurisdictions.

The DDA has the authority to capture tax increment revenues, other than the State Education Tax and local or intermediate school district taxes, generated from the Property. However, it is anticipated that an Interlocal Agreement will be executed between the BRA and DDA, to allow 100% of the DDA's incremental revenue to be passed through the BRA and used for purposes identified in the Brownfield Plan.

## **2.4 Method of Financing Plan Costs and Description of Advances by the Municipality**

The Developer is ultimately responsible for financing the costs of its specific eligible activities included in this Plan. The BRA will not advance any funds to finance the Developer eligible activities described in this Plan. All Plan financing commitments and activities and cost reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the BRA to fund such reimbursement. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

Reimbursements under the Reimbursement Agreement shall not exceed the cost of eligible activities and reimbursement limits described in this Brownfield Plan.

## **2.5 Maximum Amount of Note or Bonded Indebtedness**

Eligible activities are to be financed by the Developer. The BRA will not incur any note or bonded indebtedness to finance Brownfield eligible activities outlined in this Brownfield Plan.

## **2.6 Duration of Brownfield Plan**

The duration of this Plan is projected to be 21 years total, with 20 years of tax capture after the first year of tax capture anticipated as 2026. The duration of the Plan includes 20 years of Tax Increment Revenue (TIR) capture for reimbursement to the Developer.

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsections (4) and (5) of Section 13 of Act 381 or 30 years, except as authorized by those subsections or other provisions of Act 381. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five years after the date of the resolution approving the Plan.

## **2.7 Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions**

The following table presents a summary of the new tax revenues generated by the taxing jurisdictions whose millage is subject to capture by the BRA under this Brownfield Plan. These are estimations based on the components of the proposed redevelopment.

<b>Projected Impact to Taxing Jurisdictions</b>			
<b>Taxing Unit</b>	<b>New Taxes to Taxing Units</b>	<b>New Taxes Captured for Developer Reimbursement</b>	<b>Total New Taxes</b>
School Operating		\$65,103	\$65,103
State Education Tax		\$22,462	\$22,462
MSU Ext		\$129	\$129
Veterans		\$159	\$159
Animal Control		\$316	\$316
ISD Operating		\$651	\$651
Paramedics		\$765	\$765
Airport		\$765	\$765
Senior Services		\$1,106	\$1,106
Parks and Rec		\$1,210	\$1,210
Mental Health		\$1,507	\$1,507
Voc Education		\$1,517	\$1,517
Culture		\$1,520	\$1,520
Sinking Fund		\$1,563	\$1,563
Library		\$1,564	\$1,564
Health Services		\$1,580	\$1,580
MTA Op		\$1,952	\$1,952
Mott Op		\$3,137	\$3,137
Spec Education		\$3,794	\$3,794
Public Safety		\$6,134	\$6,134
County Op		\$8,670	\$8,670
Unit Op		\$26,341	\$26,341
School Debt	\$26,205		\$26,205
Mott Debt	\$2,246		\$2,246
<b>Total</b>	<b>\$28,451</b> <b>(15.77%)</b>	<b>\$151,943</b> <b>(84.23%)</b>	<b>\$180,395</b>

Impact to specific taxing jurisdictions is further presented in Table 2, Tax Increment Revenue Capture Estimates, and a schedule of tax increment revenue is presented in Table 3, Tax Increment Revenue Allocation Table.

## **2.8 Legal Description, Property Map, Statement of Qualifying Characteristics and Personal Property**

Genesee County GIS Parcel Reports with tax/legal descriptions of the Property is provided in Attachment A. The general Property location and boundaries are shown in Figure 2.

The subject Property includes all tangible personal property that now or in the future comes to be owned or installed on the Property by the Developer or occupants.

Eligible Property		
Address	Tax ID	Legal Description
106 W. State Street	60-17-581-008	LOT 4 BLK A EXCEPT W 20 1/3 FT OF S 90 FT ALSO EXCEPT N 30 FT VILLAGE OF MONTROSE

The general Property location and characteristics are described in Section 3.0 and depicted on Figures 1 and 2.

The Property is considered an “eligible property” as defined by Act 381, Section 2 because: (a) the Property was previously utilized as a commercial property; (b) it is located within the City of Montrose, a qualified local governmental unit (QLGU) under MCL 125.2782(k); (c) The Property is a “facility” as the term is defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (“NREPA”), P.A. 451 of 1994, as amended; and (d) has been determined to be “functionally obsolete” as defined in Section 2(u) of Act 381.

The subject Property includes all tangible personal property that now or in the future comes to be owned or installed on the Property by the Developer or occupants.

## **2.9 Estimates of Residents and Displacement of Individuals/Families**

No occupied residences are involved in the redevelopment, no persons reside at the Property, and no families or individuals will be displaced as a result of this development.

## **2.10 Plan for Relocation of Displaced Persons**

No persons will be displaced as a result of this development. Therefore, a plan for relocation of displaced persons is not applicable and is not needed for this Brownfield Plan.

## **2.11 Provisions for Relocation Costs**

No persons will be displaced as a result of this development, and no relocation costs will be incurred. Therefore, provision for relocation costs is not applicable and is not needed for this Brownfield Plan.

## **2.12 Strategy for Compliance with Michigan's Relocation Assistance Law**

No persons will be displaced as result of this development. Therefore, no relocation assistance strategy is needed for this Brownfield Plan.

## **2.13 Other Materials that the Authority or Governing Body Considers Pertinent**

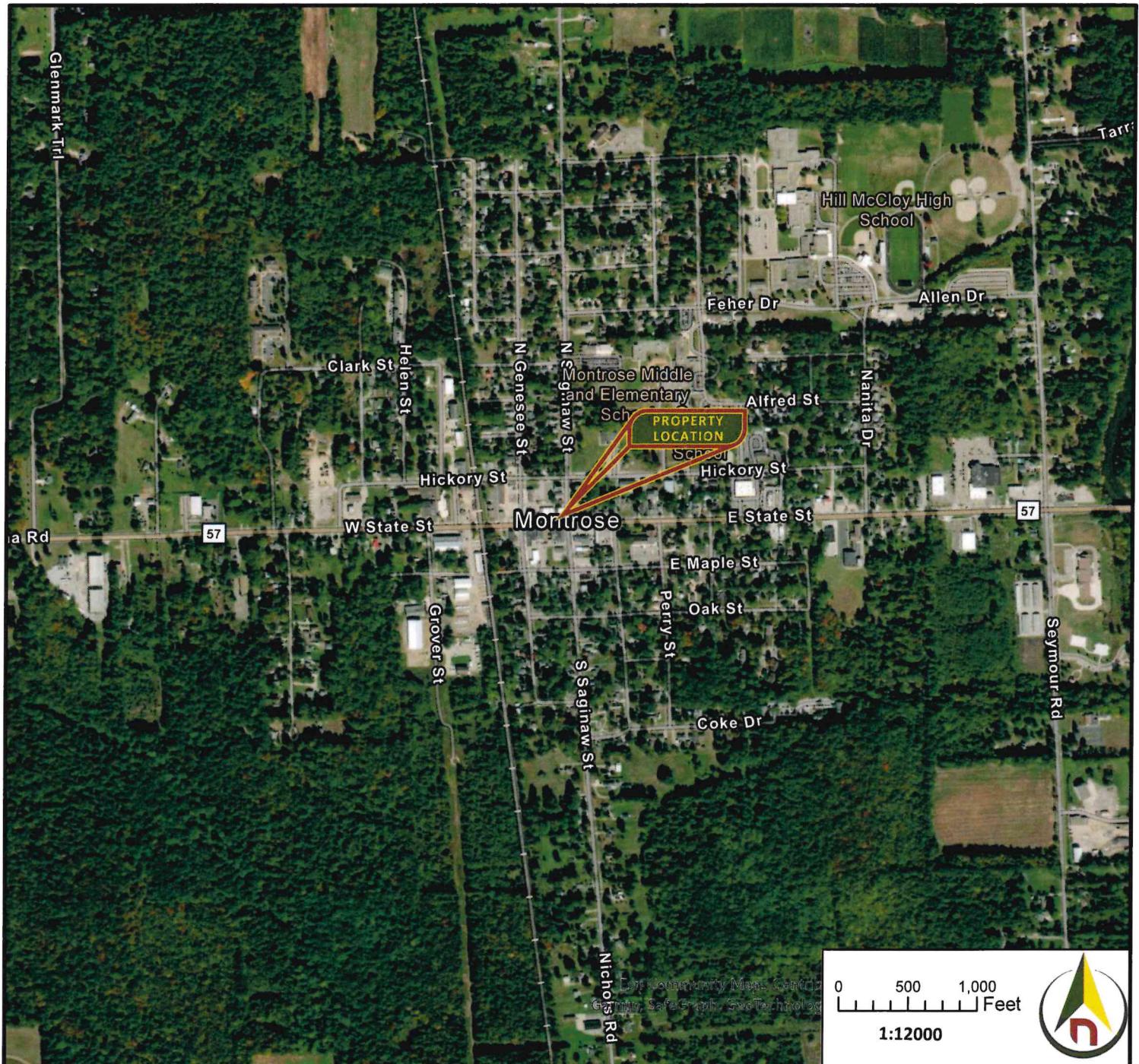
The Authority, with the concurrence of the City of Montrose City Council and the City of Montrose Downtown Development Authority, as the governing body, in accordance with the Act, may amend this Brownfield Plan in the future in order to fund additional eligible activities associated with the Project or subject property described herein.

## **FIGURES**

**Figure 1: Property Location Map**

**Figure 2: Eligible Property Boundary Map**

**Figure 3: Soil Analytical Results**



**TRI TERRA**

**FIGURE 1 SUBJECT PROPERTY LOCATION**

106 W. STATE STREET  
MONTROSE, MICHIGAN 48457

GENESEE COUNTY  
T9N, R5E, SECTION 17

PROJECT NUMBER 24-3972



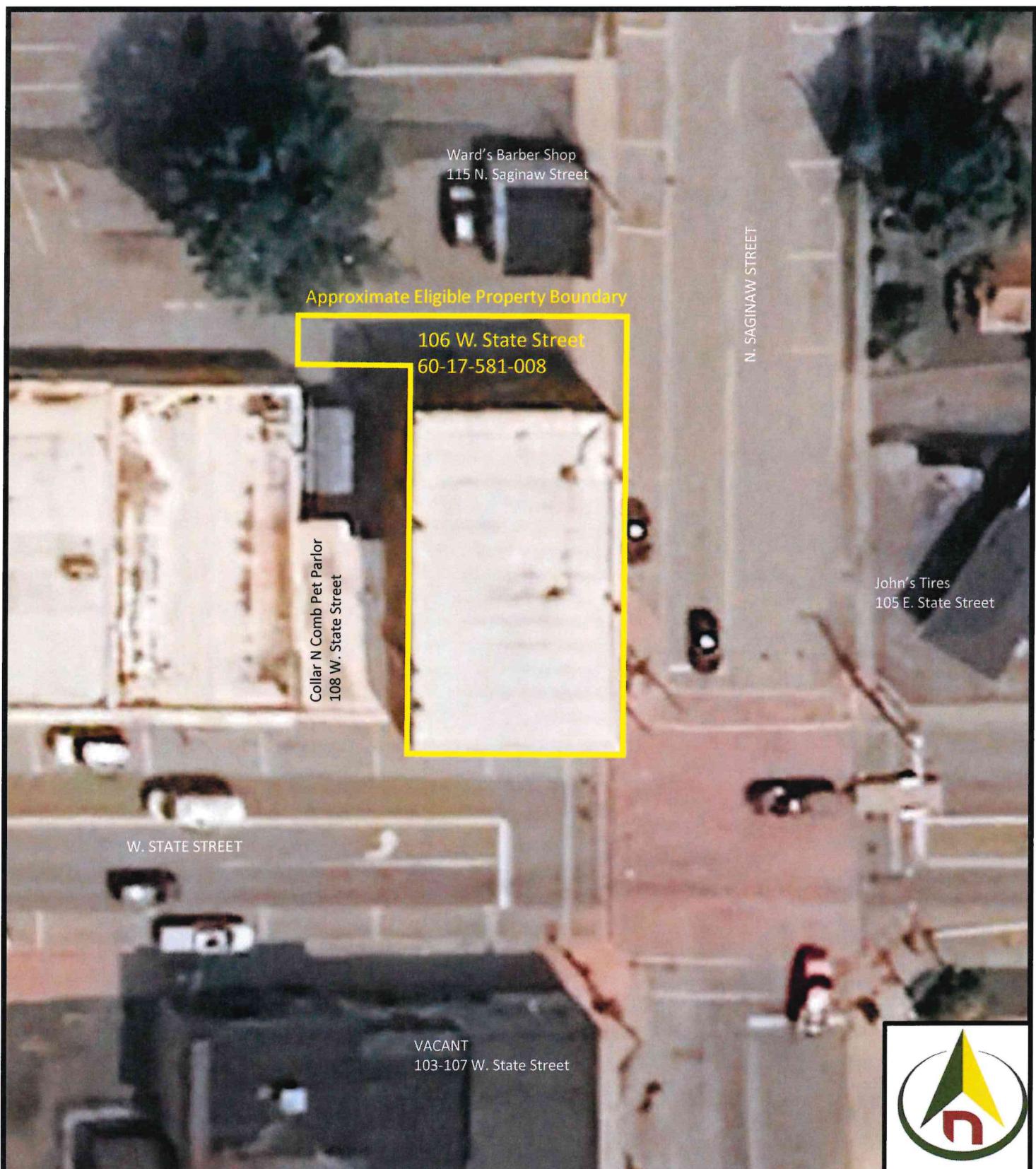


FIGURE 2

ELIGIBLE PROPERTY BOUNDARY MAP

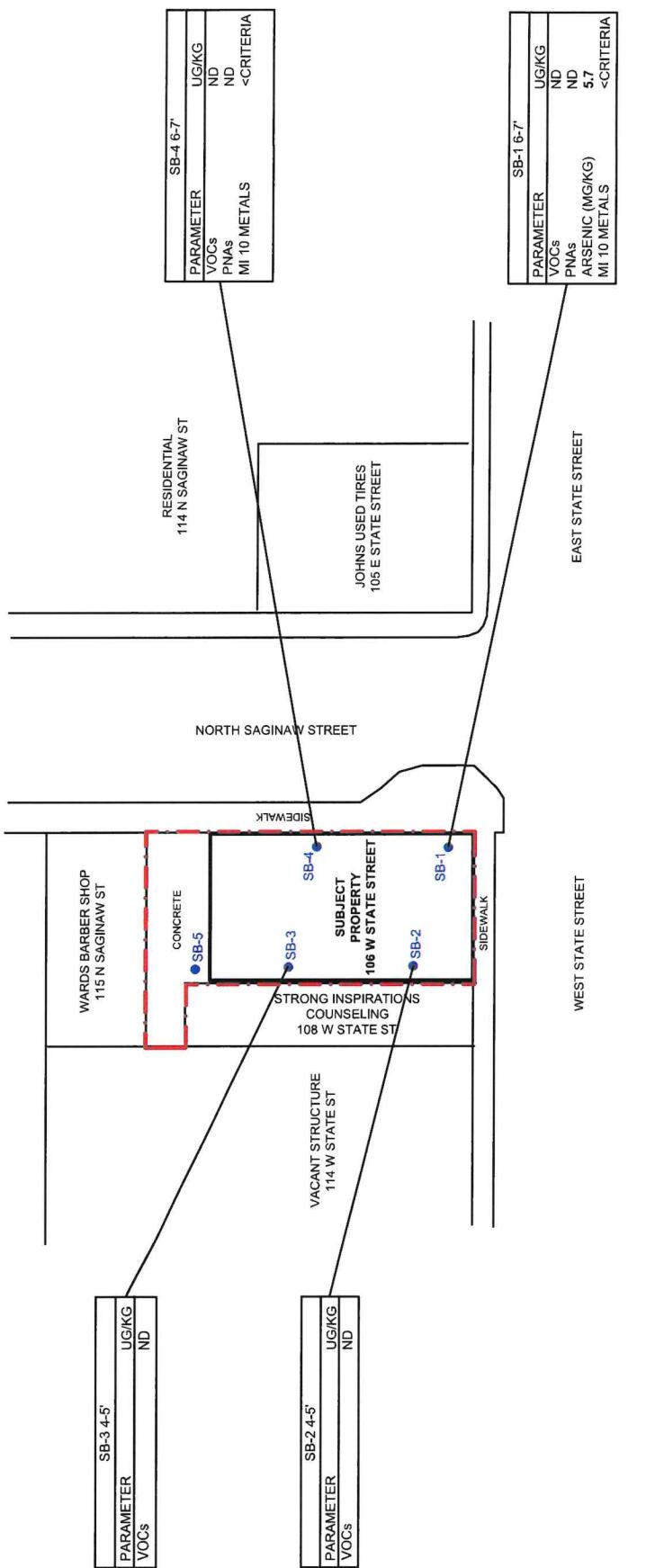
106 W. STATE STREET  
MONTROSE, MICHIGAN 48457

TRI TERRA

PROJECT NUMBER: 24-3972

DATE: 1/3/2025

DIAGRAM CREATED BY: CJZ



SOUTH SAGINAW STREET

WEST STATE STREET

EAST STATE STREET

RESIDENTIAL  
114 N SAGINAW ST

NORTH SAGINAW STREET

SB-4  
CONCRETE  
SB-5

VACANT STRUCTURE  
114 W STATE ST

SB-2 4-5'  
PARAMETER VOCs  
UG/KG ND

SB-3 4-5'  
PARAMETER VOCs  
UG/KG ND

SB-4 6-7'  
PARAMETER VOCs  
UG/KG ND  
PNAs MI 10 METALS <CRITERIA

SB-1 6-7'  
PARAMETER VOCs  
UG/KG ND  
PNAs ARSENIC (MG/KG): 5.7  
MI 10 METALS <CRITERIA

**ABF Environmental**

LEGEND

APPROXIMATE PROPERTY BOUNDARY  
SB-5 ● APPROXIMATE SOIL BORING LOCATION

PROJECT #: ABF-20-2894 DATE: 3/31/2021  
SCALE: NOT TO SCALE

**FIGURE 3**  
**SOIL ANALYTICAL RESULTS**

106 WEST STATE STREET  
MONROVIA, MICHIGAN

## TABLES

**Table 1: Brownfield Eligible Activities**

**Table 2: Tax Increment Revenue Capture Estimates**

**Table 3: Tax Increment Revenue Reimbursement Allocation Table**

Table 1  
 Brownfield Eligible Activities  
 106 W. State Street  
 Montrose, MI

REIMBURSEMENT ALLOCATION						
			ESTIMATED TOTAL COST	EGLE ACTIVITIES	MSF ACTIVITIES	LOCAL-ONLY ACTIVITIES
<b>ELIGIBLE ACTIVITIES</b>						
<b>MSHDA ELIGIBLE ACTIVITIES</b>						
<b>Demolition</b>						
Demolition - Select Interior and Exterior	1	LS	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Demolition - Soft Costs	1	LS	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
			<b>Subtotal Demolition Activities</b>	<b>\$ 73,500</b>	<b>\$ -</b>	<b>\$ 73,500</b>
<b>Site Preparation</b>						
Grading, Land Balancing and/or Onsite Cut and Fill Operations for Utilities	1	LS	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Site Preparation - Soft Costs	1	LS	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
			<b>Subtotal Site Preparation Activities</b>	<b>\$ 26,250</b>	<b>\$ -</b>	<b>\$ 26,250</b>
			<b>MSF ELIGIBLE ACTIVITIES SUB-TOTAL</b>	<b>\$ 99,750</b>	<b>\$ -</b>	<b>\$ 99,750</b>
			<b>MSF AND EGLE ELIGIBLE ACTIVITIES SUB-TOTAL</b>	<b>\$ 99,750</b>	<b>\$ -</b>	<b>\$ 99,750</b>
<b>Contingency (15%)</b>						
Brownfield Plan and Act 381 Work Plan Preparation	1	LS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Brownfield Plan Implementation	1	LS	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
			<b>TOTAL ELIGIBLE COST FOR REIMBURSEMENT</b>	<b>\$ 140,713</b>	<b>\$ -</b>	<b>\$ 140,713</b>
<b>State Brownfield Revolving Fund</b>						
			<b>GRAND TOTAL</b>	<b>\$ 151,943</b>		
					0.00%	100.00%
						0.00%

NOTES:  
 These costs and revenue projections should be considered approximate estimates based on expected conditions and available information.

It cannot be guaranteed that the costs and revenue projections will not vary from these estimates.

Costs for Phase I ESAs, Phase II ESAs, Asbestos Surveys, Brownfield Plan are excluded from contingency calculation.

Table 2  
Tax Increment Revenue Capture Estimates  
106 W. State Street  
Montrose, MI

Estimated Taxable Value (TV) Increase Rate:		1% per year									
Calendar Year	Plan Year	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Capture Year	1	2	3	4	5	6	7	8	9	10	11
Base Taxable Value (TV) of Land	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
Base Taxable Value (TV) of Building	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800	\$ 39,800
Estimated New TV for Land	\$ 8,585	\$ 8,671	\$ 8,758	\$ 8,845	\$ 8,934	\$ 9,023	\$ 9,113	\$ 9,204	\$ 9,296	\$ 9,389	
Estimated New TV for Building	\$ 205,597	\$ 207,653	\$ 209,729	\$ 211,827	\$ 213,945	\$ 216,085	\$ 218,245	\$ 220,428	\$ 222,632	\$ 224,838	
Estimated New TV for Building (New TV - Base TV)	\$ 85	\$ 171	\$ 258	\$ 345	\$ 434	\$ 523	\$ 613	\$ 704	\$ 796	\$ 899	
Incremental Difference (New TV - Base TV)	\$ 165,797	\$ 167,453	\$ 169,529	\$ 172,027	\$ 174,455	\$ 176,285	\$ 178,445	\$ 180,628	\$ 182,832	\$ 185,948	
Total Incremental Difference (New TV - Base TV)	\$ 165,882	\$ 168,024	\$ 170,187	\$ 172,372	\$ 174,579	\$ 176,807	\$ 179,059	\$ 181,332	\$ 183,678	\$ 185,948	
<b>School Capture</b>											
<b>Millage Rate</b>											
School Operating	17,3904	\$ 2,895	\$ 2,922	\$ 2,960	\$ 2,998	\$ 3,036	\$ 3,075	\$ 3,114	\$ 3,153	\$ 3,193	\$ 3,234
State Education Tax (SET)	6,000	\$ 995	\$ 1,008	\$ 1,021	\$ 1,034	\$ 1,047	\$ 1,061	\$ 1,074	\$ 1,088	\$ 1,102	\$ 1,116
<b>School Total:</b>	<b>23,3904</b>	<b>\$ 3,880</b>	<b>\$ 3,930</b>	<b>\$ 3,981</b>	<b>\$ 4,032</b>	<b>\$ 4,088</b>	<b>\$ 4,146</b>	<b>\$ 4,188</b>	<b>\$ 4,241</b>	<b>\$ 4,295</b>	<b>\$ 4,349</b>
<b>Local Capture</b>											
<b>Millage Rate</b>											
MSU Ext	0.0800	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Veterans	0.0984	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Animal Control	0.1957	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
ESD Operating	0.4036	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Paramedics	0.4743	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Airport	0.4743	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Senior Services	0.6852	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Parks and Rec	0.7900	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Mental Health	0.9338	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Voc Education	0.9400	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Culture	0.9417	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Sinking Fund	0.9683	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Library	0.9692	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Health Services	0.9790	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
MIA Op	1.2095	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Mot Cpt	1.9438	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Spec Education	2.3514	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Public Safety	3.8610	\$ 0	\$ 0	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
County Op	5.3726	\$ 0	\$ 0	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Unit Op	16,3233	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1
Total Capturable Taxes:	62,2155	\$ 63,04%	\$ 3,483	\$ 3,937	\$ 3,991	\$ 4,046	\$ 4,101	\$ 4,156	\$ 4,213	\$ 4,270	\$ 4,327
<b>Non-Capturable Millages</b>	<b>Millage Rate</b>										
School Dbr	7,0000	\$ 1,161	\$ 1,176	\$ 1,191	\$ 1,207	\$ 1,222	\$ 1,238	\$ 1,253	\$ 1,269	\$ 1,285	\$ 1,302
Net Dbr	7,6000	\$ 1,060	\$ 1,071	\$ 1,082	\$ 1,093	\$ 1,105	\$ 1,116	\$ 1,127	\$ 1,134	\$ 1,141	\$ 1,149
Total Non-Capturable Taxes:	7,6000	\$ 1,261	\$ 1,277	\$ 1,293	\$ 1,310	\$ 1,327	\$ 1,344	\$ 1,361	\$ 1,378	\$ 1,396	\$ 1,413
Grand Total Millages	70,8855										
<b>Notes:</b>											

= PA 146 (Obsolete Property Rehabilitation Act 2006 - Adjustment 2016-2037)

**Table 2**  
**Tax Increment Revenue Capture Estimates**  
**106 W. State Street**  
**Montrose, MI**

Estimated Taxable Value (TV) Increase Rate: 1%											Captured	
Estimated Taxable Value (TV) Increase Rate: 1%		Calendar Year			Plan Year			Capture Year			Captured	
Base Taxable Value (TV) of Land		2036			2037			2038			2043	
Base Taxable Value (TV) of Building		\$ 8,500	\$ 11	\$ 12	\$ 13	\$ 13	\$ 14	\$ 14	\$ 15	\$ 15	\$ 18	\$ 20
Base Taxable Value (TV) of Land	\$ 36,800	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600	\$ 39,600	
Base Taxable Value (TV) of Building	\$ 9,483	\$ 9,578	\$ 9,578	\$ 9,578	\$ 9,578	\$ 9,578	\$ 9,578	\$ 9,578	\$ 9,578	\$ 9,578	\$ 9,578	
Estimated New TV for Land	\$ 221,107	\$ 229,378	\$ 231,672	\$ 233,989	\$ 236,079	\$ 238,692	\$ 241,079	\$ 243,489	\$ 245,924	\$ 248,384	\$ 248,384	
Estimated New TV for Building	\$ 983	\$ 1,078	\$ 1,174	\$ 1,271	\$ 1,368	\$ 1,467	\$ 1,567	\$ 1,667	\$ 1,769	\$ 1,872	\$ 1,872	
Incremental Difference (New TV - Base TV)	\$ 181,307	\$ 189,578	\$ 191,872	\$ 194,189	\$ 197,528	\$ 201,799	\$ 203,689	\$ 206,124	\$ 208,584	\$ 208,584	\$ 208,584	
Incremental Difference for Building (New TV - Base TV)	\$ 185,290	\$ 190,656	\$ 193,046	\$ 195,459	\$ 197,897	\$ 200,359	\$ 202,845	\$ 205,357	\$ 207,893	\$ 203,915	\$ 203,915	
Total Incremental Difference (New TV - Base TV)	\$ 17,3904	\$ 3,274	\$ 3,316	\$ 3,357	\$ 3,399	\$ 3,442	\$ 3,484	\$ 3,528	\$ 3,571	\$ 3,615	\$ 3,547	
School Capture	Mileage Rate		School Total:			2036			2037			
School Operating	\$ 6,000	\$ 1,130	\$ 1,144	\$ 1,158	\$ 1,173	\$ 1,187	\$ 1,202	\$ 1,217	\$ 1,232	\$ 1,247	\$ 1,224	
State Education Tax (SET)	\$ 23,3904	\$ 4,404	\$ 4,460	\$ 4,515	\$ 4,572	\$ 4,629	\$ 4,686	\$ 4,745	\$ 4,803	\$ 4,863	\$ 4,771	
Local Capture	Mileage Rate		School Total:			2038			2039			
MSL Eat	\$ 0.0800	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Veterans	\$ 0.0984	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Animal Control	\$ 0.1957	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
ISD Operating	\$ 0.4036	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Paramedics	\$ 0.4743	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Airport	\$ 0.4743	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Senior Services	\$ 0.6852	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Parks and Rec.	\$ 0.7500	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Mental Health	\$ 0.9386	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Voc. Education	\$ 0.9400	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Culture	\$ 0.9417	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Sinking Fund	\$ 0.9833	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Library	\$ 0.9692	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Health Services	\$ 0.9790	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Milt. Op	\$ 1,0293	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	
Milt. Op	\$ 1,9438	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	
Spec. Education	\$ 2,3514	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	
Public Safety	\$ 3,8010	\$ 4	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	
County Op	\$ 5,3720	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	
Unit Op	\$ 16,3333	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	\$ 16	
Total Capturable Taxes:	\$ 63,2855	\$ 63,04%	\$ 4,443	\$ 4,503	\$ 4,563	\$ 4,623	\$ 4,683	\$ 4,743	\$ 4,803	\$ 4,863	\$ 4,923	
Non-Capturable Mileages	Mileage Rate		Local Total:			2036			2037			
School Debt	\$ 7,0000	\$ 1,318	\$ 1,335	\$ 1,351	\$ 1,368	\$ 1,385	\$ 1,403	\$ 1,420	\$ 1,437	\$ 1,455	\$ 1,428	
Mort. Debt	\$ 0,6000	\$ 113	\$ 114	\$ 115	\$ 117	\$ 119	\$ 120	\$ 122	\$ 123	\$ 125	\$ 122	
Total Non-Capturable Taxes:	\$ 7,6000	\$ 1,441	\$ 1,449	\$ 1,467	\$ 1,485	\$ 1,504	\$ 1,523	\$ 1,542	\$ 1,561	\$ 1,580	\$ 1,550	
Grand Total Mileages	\$ 70,8555	\$ 20,00%	\$ 1,399	\$ 4,443	\$ 4,503	\$ 4,563	\$ 4,623	\$ 4,683	\$ 4,743	\$ 4,803	\$ 4,923	
Total Non-Capturable Taxes:	\$ 100,3955	\$ 100,00%	\$ 1,399	\$ 4,443	\$ 4,503	\$ 4,563	\$ 4,623	\$ 4,683	\$ 4,743	\$ 4,803	\$ 4,923	
Grand Total Mileages	\$ 100,3955	\$ 100,00%	\$ 1,399	\$ 4,443	\$ 4,503	\$ 4,563	\$ 4,623	\$ 4,683	\$ 4,743	\$ 4,803	\$ 4,923	

Table 3  
Tax Increment Revenue Reimbursement Allocation Table  
106 W. State Street  
Montrose, MI

Developer/City Projected Reimbursement	Proportionality	School & Local Taxes	Local-Only Taxes	Total
<b>State</b>	54.2%	\$ 76,333	\$ -	\$ 76,333
<b>Local</b>	45.8%	\$ 64,379	\$ -	\$ 64,379
<b>TOTAL</b>		<b>\$ 140,713</b>	<b>\$ -</b>	<b>\$ 140,713</b>
EGLE	0.0%	\$ -		
MSF	100.0%	\$ 140,713		

		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Calendar Year	Plan Year	2	3	4	5	6	7	8	9	10	11
	Capture Year	1	2	3	4	5	6	7	8	9	10
<b>Available Tax Increment Revenue (TIR)</b>											
Total State Tax Capture Available	\$ 3,880	\$ 3,930	\$ 3,981	\$ 4,032	\$ 4,083	\$ 4,136	\$ 4,188	\$ 4,241	\$ 4,295	\$ 4,349	
Capture for State Brownfield Revolving Fund (3 mills of SET) (25-Yrs)	\$ 498	\$ 504	\$ 511	\$ 517	\$ 524	\$ 530	\$ 537	\$ 544	\$ 551	\$ 558	
State TIR Available for Reimbursement to Developer	\$ 3,382	\$ 3,426	\$ 3,470	\$ 3,515	\$ 3,560	\$ 3,605	\$ 3,651	\$ 3,697	\$ 3,744	\$ 3,792	
Total Local Tax Capture Available	\$ 3	\$ 7	\$ 10	\$ 14	\$ 17	\$ 21	\$ 24	\$ 28	\$ 32	\$ 35	
Local TIR Available for Reimbursement to Developer	\$ 3	\$ 7	\$ 10	\$ 14	\$ 17	\$ 21	\$ 24	\$ 28	\$ 32	\$ 35	
Total State & Local TIR Available for Reimbursement to Developer	\$ 3,386	\$ 3,433	\$ 3,480	\$ 3,529	\$ 3,577	\$ 3,626	\$ 3,676	\$ 3,726	\$ 3,776	\$ 3,827	
<b>DEVELOPER</b>											
Beginning Balance	\$ 140,713	\$ 137,327	\$ 133,894	\$ 130,413	\$ 126,885	\$ 123,308	\$ 119,682	\$ 116,006	\$ 112,281	\$ 108,505	\$ 104,678
MSF Eligible Activities	\$ 140,713	\$ 137,327	\$ 133,894	\$ 130,413	\$ 126,885	\$ 123,308	\$ 119,682	\$ 116,006	\$ 112,281	\$ 108,505	\$ 104,678
State Tax Reimbursement	\$ 76,333	\$ 3,382	\$ 3,426	\$ 3,470	\$ 3,515	\$ 3,560	\$ 3,605	\$ 3,651	\$ 3,697	\$ 3,744	\$ 3,792
Local Tax Reimbursement	\$ 64,379	\$ 3	\$ 7	\$ 10	\$ 14	\$ 17	\$ 21	\$ 24	\$ 28	\$ 32	\$ 35
<b>TOTAL ANNUAL DEVELOPER REIMBURSEMENT</b>	<b>\$ 3,386</b>	<b>\$ 3,433</b>	<b>\$ 3,480</b>	<b>\$ 3,529</b>	<b>\$ 3,577</b>	<b>\$ 3,626</b>	<b>\$ 3,676</b>	<b>\$ 3,726</b>	<b>\$ 3,776</b>	<b>\$ 3,827</b>	

Table 3  
Tax Increment Revenue Reimbursement Allocation Table  
106 W. State Street  
Montrose, MI

Administrative Fees & Loan Funds*		
State Brownfield Revolving Fund	\$ 11,231	
BIA Administrative Fees	\$ -	
Local Brownfield Revolving Fund	\$ -	

\* During the life of the plan

	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	TOTALS
	12	13	14	15	16	17	18	19	20	21	
	11	12	13	14	15	16	17	18	19	20	
Available Tax Increment Revenue (TIR)											
Total State Tax Capture Available	\$ 4,404	\$ 4,460	\$ 4,515	\$ 4,572	\$ 4,629	\$ 4,686	\$ 4,745	\$ 4,803	\$ 4,863	\$ 4,771	
Capture for State Brownfield Revolving Fund (3 mills of SET) (25-Yrs)	\$ 565	\$ 572	\$ 579	\$ 586	\$ 594	\$ 601	\$ 609	\$ 616	\$ 624	\$ 612	\$ 11,231
State TIR Available for Reimbursement to Developer	\$ 3,839	\$ 3,888	\$ 3,936	\$ 3,985	\$ 4,035	\$ 4,085	\$ 4,136	\$ 4,187	\$ 4,239	\$ 4,159	
Total Local Tax Capture Available	\$ 39	\$ 43	\$ 43	\$ 7,702	\$ 7,798	\$ 7,895	\$ 7,993	\$ 8,093	\$ 8,193	\$ 8,294	\$ 8,138
Local TIR Available for Reimbursement to Developer	\$ 39	\$ 43	\$ 43	\$ 7,702	\$ 7,798	\$ 7,895	\$ 7,993	\$ 8,093	\$ 8,193	\$ 8,294	\$ 8,138
Total State & Local TIR Available for Reimbursement to Developer	\$ 3,879	\$ 3,931	\$ 11,638	\$ 11,783	\$ 11,930	\$ 12,079	\$ 12,229	\$ 12,380	\$ 12,533	\$ 12,297	
DEVELOPER											
	\$ 100,799	\$ 96,869	\$ 85,231	\$ 73,447	\$ 61,517	\$ 49,438	\$ 37,210	\$ 24,830	\$ 12,297	\$ -	
MSF Eligible Activities	\$ 100,799	\$ 96,869	\$ 85,231	\$ 73,447	\$ 61,517	\$ 49,438	\$ 37,210	\$ 24,830	\$ 12,297	\$ -	
State Tax Reimbursement	\$ 3,839	\$ 3,888	\$ 3,936	\$ 3,985	\$ 4,035	\$ 4,085	\$ 4,136	\$ 4,187	\$ 4,239	\$ 4,159	\$ 76,333
Local Tax Reimbursement	\$ 39	\$ 43	\$ 7,702	\$ 7,798	\$ 7,895	\$ 7,993	\$ 8,093	\$ 8,193	\$ 8,294	\$ 8,138	\$ 64,379
<b>TOTAL ANNUAL DEVELOPER REIMBURSEMENT</b>	<b>\$ 3,879</b>	<b>\$ 3,931</b>	<b>\$ 11,638</b>	<b>\$ 11,783</b>	<b>\$ 11,930</b>	<b>\$ 12,079</b>	<b>\$ 12,229</b>	<b>\$ 12,380</b>	<b>\$ 12,533</b>	<b>\$ 12,297</b>	<b>\$ 151,943</b>

**ATTACHMENT A**

**Parcel Records**



# Genesee County GIS

Parcel Report: 60-17-581-008

11/19/2024

12:51:59 PM



## Property Address

106 W STATE ST  
MONTROSE, MI, 48457

## Owner Address

RAMBY LLC

611 W COURT ST  
FLINT, MI 48503

Unit: 60

Unit Name: CITY OF MONTROSE

## General Information for 2024 Tax Year

Parcel Number: 60-17-581-008

<b>Property Class:</b>	201
<b>Class Name:</b>	201-COMMERCIAL IMPROVED
<b>School Dist Code:</b>	25260
<b>School Dist Name:</b>	MONTROSE SCHOOLS
<b>PRE 2023:</b>	0%
<b>PRE 2024:</b>	0%

---

<b>Assessed Value:</b>	\$50,000
<b>Taxable Value:</b>	\$48,300
<b>State Equalized Value:</b>	\$50,000

## Tax Description

---

LOT 4 BLK A EXCEPT W 20 1/3 FT OF S 90 FT ALSO EXCEPT N 30 FT VILLAGE OF MONTROSE

---

### Application Use and Disclaimer

This map is neither a legally recorded map nor a survey and is not intended to be used as such. The information on Genesee County websites, are distributed and transmitted 'as is' without warranties of any kind, either expressed or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Genesee County does not guarantee the accuracy, timeliness, or completeness of the information on this website.

### GIS/Mapping Disclaimer

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## 106 W STATE ST MONTROSE, MI 48457 (Property Address)

Parcel Number: 60-17-581-008



Item 1 of 2

1 Image / 1 Sketch

## Property Owner: RAMBY LLC

## Summary Information

- > Commercial/Industrial Building Summary
  - Yr Built: 1900
  - # of Buildings: 2
  - Total Sq.Ft.: 6,380
- > Assessed Value: \$46,000 | Taxable Value: \$46,000
- > Property Tax information found

\$6.00 was charged to your Business Account for this record lookup. See [Account](#) for current balance.

## Owner and Taxpayer Information

## Owner

RAMBY LLC  
611 W COURT ST  
FLINT, MI 48503

## Taxpayer

SEE OWNER INFORMATION

## General Information for Tax Year 2023

Property Class	201 COMMERCIAL-IMPROVED	Unit	60 MONTROSE CITY
School District	MONTROSE COMMUNITY SCHOOLS	Assessed Value	\$46,000
MAP #	No Data to Display	Taxable Value	\$46,000
USER #	0	State Equalized Value	\$46,000
TEMP #	No Data to Display	Date of Last Name Change	11/05/2021
USER ALPHA 3	DDA FACE	Notes	Not Available
Historical District	No	Census Block Group	No Data to Display
LOT #	DDA FACE	Exemption	No Data to Display

## Principal Residence Exemption Information

## Homestead Date

No Data to Display

Principal Residence Exemption	June 1st	Final
2023	0.0000 %	0.0000 %

## Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2022	\$44,600	\$44,600	\$44,600
2021	\$49,800	\$49,800	\$39,887
2020	\$49,400	\$49,400	\$39,337

## Land Information

Zoning Code	MULT FAMILY MFR	Total Acres	0.099
Land Value	\$8,800	Land Improvements	\$633
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	2001 - COMMERCIAL CITY WIDE	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	39.78 ft	102.00 ft
Lot 2	20.22 ft	12.00 ft
Total Frontage: 60.00 ft		Average Depth: 57.00 ft

## Legal Description

LOT 4 BLK A EXCEPT W 20 1/3 FT OF S 90 FT ALSO EXCEPT N 30 FT VILLAGE OF MONTROSE

**Land Division Act Information**

<b>Date of Last Split/Combine</b>	<i>No Data to Display</i>	<b>Number of Splits Left</b>	<i>Not Available</i>
<b>Date Form Filed</b>	<i>No Data to Display</i>	<b>Unallocated Div.s of Parent</b>	<i>Not Available</i>
<b>Date Created</b>	01/01/0001	<b>Unallocated Div.s Transferred</b>	<i>Not Available</i>
<b>Acreage of Parent</b>	0.00	<b>Rights Were Transferred</b>	No
<b>Split Number</b>	0	<b>Courtesy Split</b>	No
<b>Parent Parcel</b>	<i>No Data to Display</i>		

**Sale History**

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page	Comments
07/15/2021	\$55,000.00	WD	BOSKOWICZ, BOGUSLAW	RAMBY LLC	03-ARM'S LENGTH	202107230063286	
12/04/1998	\$77,500.00	WD			03-ARM'S LENGTH	PTA	

**Building Information - 3180 sq ft Stores - Retail (Commercial)**

<b>Floor Area</b>	3,180 sq ft	<b>Estimated TCV</b>	\$71,968
<b>Occupancy</b>	Stores - Retail	<b>Class</b>	C
<b>Stories Above Ground</b>	1	<b>Average Story Height</b>	14 ft
<b>Basement Wall Height</b>	8 ft	<b>Identical Units</b>	1
<b>Year Built</b>	1900	<b>Year Remodeled</b>	<i>No Data to Display</i>
<b>Percent Complete</b>	0%	<b>Heat</b>	Package Heating & Cooling
<b>Physical Percent Good</b>	37%	<b>Functional Percent Good</b>	80%
<b>Economic Percent Good</b>	100%	<b>Effective Age</b>	55 yrs

**Building Information - 3200 sq ft Warehouses - Storage (Commercial)**

<b>Floor Area</b>	3,200 sq ft	<b>Estimated TCV</b>	\$18,644
<b>Occupancy</b>	Warehouses - Storage	<b>Class</b>	C
<b>Stories Above Ground</b>	1	<b>Average Story Height</b>	14 ft
<b>Basement Wall Height</b>	8 ft	<b>Identical Units</b>	1
<b>Year Built</b>	1900	<b>Year Remodeled</b>	<i>No Data to Display</i>
<b>Percent Complete</b>	0%	<b>Heat</b>	Space Heaters, Gas with Fan
<b>Physical Percent Good</b>	35%	<b>Functional Percent Good</b>	80%
<b>Economic Percent Good</b>	100%	<b>Effective Age</b>	55 yrs

**\*\*Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

**ATTACHMENT B**

**Assessor Statement of Obsolescence**

# CITY OF MONTROSE

139 SOUTH SAGINAW STREET  
MONTROSE, MI 48457



PHONE (810) 639-6168  
FAX (810) 639-6125

October 9, 2019

## Obsolete Property Rehabilitation Act Assessor Statement of Obsolescence

City Manager, Neil Rankin  
City Council, City of Montrose

Mr. Rankin and Members of the City Council,

I was asked by Mr. Rankin to look at four buildings on the West 100 block of State Street; 106, 108, 114 and 121. These buildings are currently unoccupied except for 121 West State Street, which is utilizing the second floor for two apartments.

The building located at 106 West State is a two-story brick building. The second-floor windows have been boarded. This building was built around 1900. The obsolescence is evident in the lack of modern electrical, plumbing, mechanical systems and the extended nonuse of the second floor.

The building located at 108 West State is a one-story building, although not as old as the building to the east it too lacks modern electrical, plumbing and mechanical systems.

The building located at 114 West State is a one-story building. This building would also benefit from updates to the electrical, plumbing and mechanical systems. The small grocery stores have become obsolete as more and more people purchase at the big box stores and online. It is my opinion that building suffers a functional obsolescence, requiring remodeling to change the use of the building, to office space and small retail space. This use would be also more conducive to the limited parking in the area.

The building located at 121 West State was built in 1894. It has office/retail space on the first floor, which is currently vacant. The second floor has two apartments. The exterior brick needs some attention on this building and the obsolescence is evident on the first floor in the lack of modern electrical, plumbing, mechanical systems.

In my opinion, as the assessor for the City of Montrose these buildings all suffer a functional obsolescence.

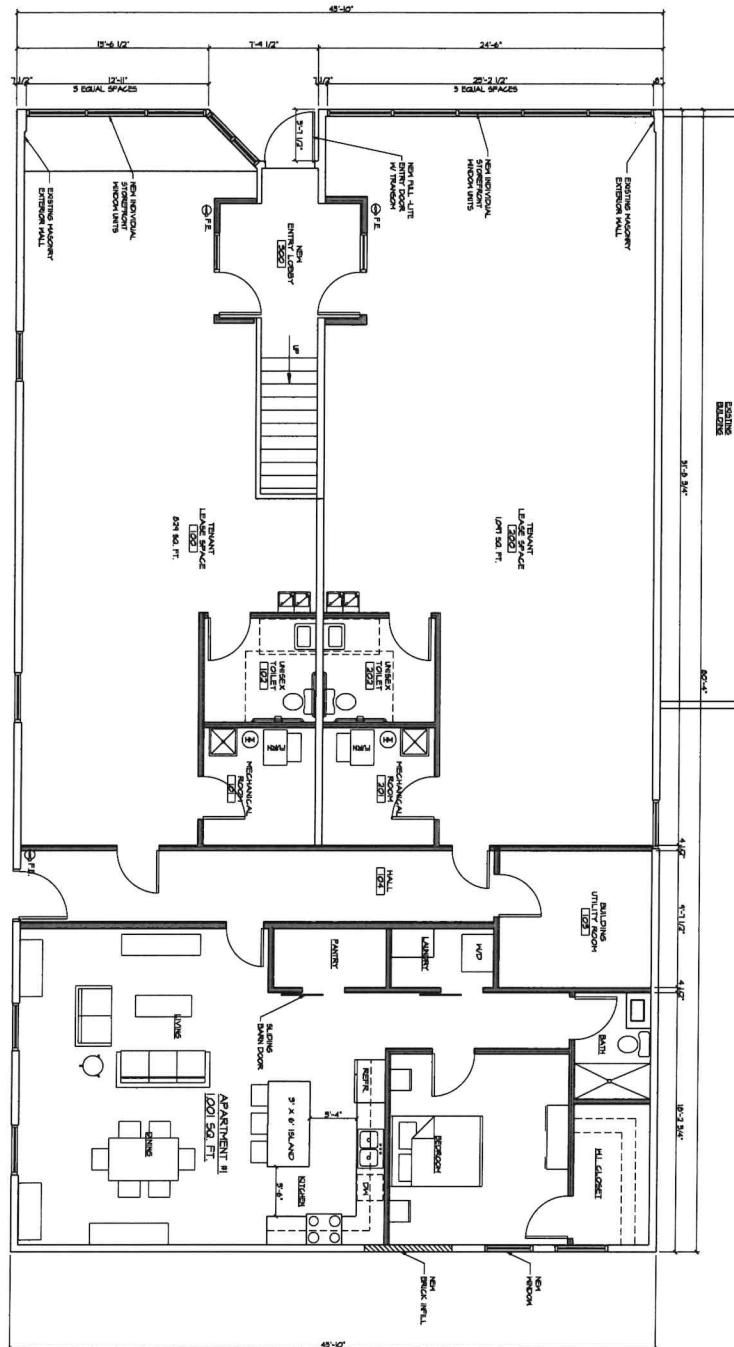
Sincerely,

Bob Naumann, Assessor  
[assessor@cityofmontrose.us](mailto:assessor@cityofmontrose.us)  
989-506-8032 cell

**ATTACHMENT C**

**Site Plans**

PROPOSED  
FIRST FLOOR PLAN  
W.E.N.S.



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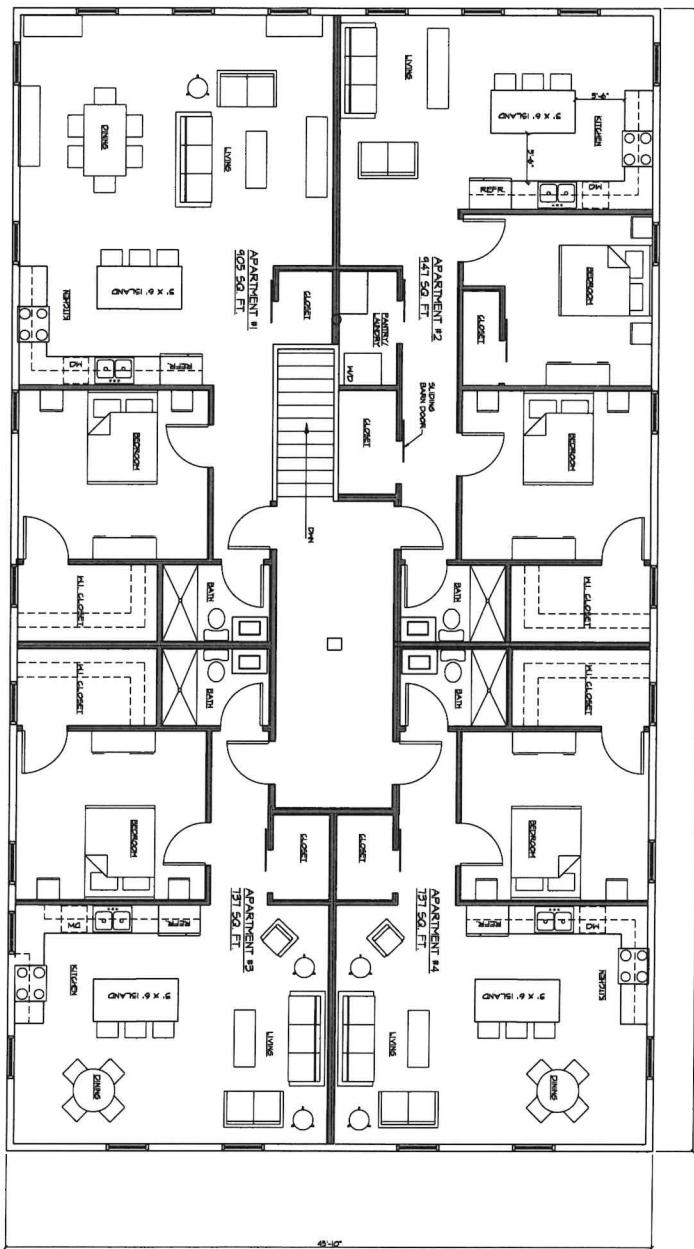
**PROPOSED  
FIRST FLOOR PLAN**

PROPOSED BUILDING RENOVATIONS  
**RAMBY LLC- DEAN T. YEOTIS**  
106 W. STATE ST. MONTROSE MI. 48467

**JOHN K COSTA, AIA**   
ARCHITECTURAL DESIGN  
& CONSULTATION, PLLC

A1.1		REVISIONS
SP	JOB NO.	028-0228
	DATE:	6-20-2013
	DRAWN BY/CMK	JLC
	SCALE:	AS NOTED
	SHEET NO.	

PROPOSED  
SECOND FLOOR PLAN  
W/C  
N



8

A2.1

SETT. NO.

SCALE: AS NOTED

DATE: 6-1-2023

AM NO: 029-2019

DESIGNER: BROWN BROWN, AIA

REVISIONS

PROPOSED  
SECOND FLOOR PLAN

PROPOSED BUILDING RENOVATIONS  
RAMBY LLC- DEAN T. YEOTIS  
106 W. STATE ST. MONTROSE, MI 48457

JOHN K. COSTA, AIA  
ARCHITECTURAL DESIGN  
& CONSULTATION, PLLC  
417 OLD MILL DRIVE  
TAWFORD, MICHIGAN 48482  
616-659-3273 FAX 616-659-5199

# CITY OF MONTROSE MEMORANDUM

**Date:** October 6, 2025

**To:** Mayor Banks and City Council Members

**From:** Joe Karlichek, City Manager 

**Subject: City Council consider Agreement with Bendzinski & Co. User Rate Study**

---

**Background:** Attached to this memorandum an agreement with Bendzinski & Co. for the purposes of conducting a User Rate Study. If you recall, city council approved a study with the firm at its July 2025 meeting and is 100% Grant funded. This Agreement is to join both water and sewer rate study in a combined User Rate Study and is 100% Grant Funded.

The City Manager and Mr. Geric Rose of F&V identified remaining grant funds and believe this is the best use for those remaining funds so the City of Montrose can properly evaluate its organization and prepare a more elaborate infrastructure and Capital Improvement Plan (CIP).

The Agreement combined total is \$19,500.00 and is attached with this memorandum.

**Recommendation: It is recommended the City Council Approve the Agreement with Bendzinski & Co. User Rate Study and is 100% Grant Funded.**



September 28, 2025

Mr. Joe Karlichek  
City of Montrose  
139 S. Saginaw Street  
Montrose, MI 48457

RE: 2025 User Rate Study – DWAM Grant

Dear Joe Karlichek and the City of Montrose Council,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the rate consultant for the above-referenced user rate study. This letter will confirm the scope and terms of our engagement:

- Review and analyze historical operating expenses using audit and budget information.
  - 2-4 years of audits and budgets.
  - Current and proposed (if available) budget.
- A “Test Year” is developed that reflects a “normalized” operating budget.
  - Current and/or proposed budgets are considered.
  - Analysis of anticipated changes to operating costs with both client input and our input.
  - Inflation multipliers are analyzed and attached to each budget line item.
- Existing debt is analyzed.
  - Drafting of existing semi-annual debt service by debt issue.
  - Refinancing and/or restructuring possibilities are explored.
- The customer base is analyzed, including the number of meter equivalents, billable flow, treated/pumped flow and other methods.
  - This information is verified by applying it to the current rate structure to ascertain margin of error compared to audited and budgeted revenues.
  - Other operating and non-operating revenues analyzed for trends and stability.
  - Analysis of assumptions made for duration of the analysis, including prediction of meter equivalents, billable flow and other user rate revenue methods.
- Capital improvement plans are analyzed and discussed.
  - Annual asset management plans are analyzed, and scenarios are developed for cash funding and debt funding costs.



Mr. Joe Karlichek  
City of Montrose  
September 28, 2025

- Funding asset management plans from cash reserves is analyzed against potential efficiency of grouping certain costs together for purposes of debt financing.
- Financing options are considered including the State Revolving Fund, USDA Rural Development, other agency funding sources and open market bonds. Various term options, bond securities and possible interest rate scenarios are considered.
- Cash reserve analysis.
  - Cash and investments are analyzed for trending and stability, including restricted funds.
  - A cash reserve policy is recommended based on the fund's stability, capital improvement plans, size of the system and changing customer dynamics.
- User rate management is considered with various options and scenarios.
  - Appropriateness of rate structure, including the proportion of revenue generated from ready to serve and commodity charge, is analyzed.
  - Rate adjustments of a one-time nature, annual inflationary increases and other options are considered.
- Meetings
  - In-person attendance of three meetings is included.
    - This includes a rate presentation to be conducted by the company to discuss findings and recommendations.
  - Virtual attendance of Teams meetings and/or calls is included.
- Reports
  - Upon completion of study, a five-year user rate recommendation will be made.
  - Provide financial information, important supporting data, important trends and analysis, narrative detailing findings and recommendations.
- Usual and customary rate consultant services as may be requested by the Client.

Bendzinski & Co. proposes a fee of \$19,500. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client.

Bendzinski & Co. is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary



Mr. Joe Karlichek  
City of Montrose  
September 28, 2025

event that is material to the Issuer's evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website ([www.msrb.org](http://www.msrb.org)) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Copies of Bendzinski & Co.'s filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page, which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

**BENDZINSKI & CO.**  
**Municipal Finance Advisors**

Andy Campbell, CPA  
Registered Municipal Advisor

Accepted: \_\_\_\_\_, 20\_\_\_\_

CITY OF MONTROSE, STATE OF MICHIGAN

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# CITY OF MONTROSE MEMORANDUM

3

**Date:** October 21, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager *410*

**Subject: Consider PSA Amendment No. 1 for additional services related to the City's DWAM Grant with Fleis & VandenBrink Engineering, Inc. (F&V)**

---

**Background:** The description of the Project ("Project") and the scope of services ("Services") provided under the PSA are amended as follows: Additional Drinking Water Asset Management Plan professional services for construction administration of water service material field verification; field inventory of water system assets; GIS updating of 2024 water distribution system improvements and incorporation of water service material inventory; integration of 2024 improvements into criticality and capital improvement assessment; and coordination of short and long term CIP with municipal financial advisor for rate study analysis.

Task:

1 - AMP: \$5,800.00

2 - DSMI: \$8,900.00

Total: \$14,700.00

Accompanying this memorandum is the Professional Services Agreement (PSA) with F&V where these services fall within the project budget and are at no cost to the city. If approved by council prior to grant end date of 11/15/25 F&V can submit a final invoice. We need to submit the final Financial Status Report (FSR) to EGLE within 30 days of the grant end date. That FSR will include F&V invoice for these additional services, as well as the invoice for the Rate Study which the council was asked to approve prior to this consideration.

**Recommendation:** City administration recommends city council approve the PSA amendment No. 1 in the amount of \$14,700.00 for a final FSR to EGLE within 30 days for these additional services that are 100% grant funded at no cost to the city.

**AMENDMENT NO. 1**  
**TO THE**  
**PROFESSIONAL SERVICES AGREEMENT**

**FLEIS & VANDENBRINK ENGINEERING, INC.**  
9475 Holly Road, Suite 201, Grand Blanc, Michigan 48439  
P: 810.743.9120 F: 810.771.7860

The Professional Services Agreement ("PSA") entered into between Fleis & VandenBrink Engineering, Inc. ("Engineer") and **City of Montrose**, whose address is **139 S. Saginaw Street, Montrose, MI 48457** ("Owner") dated **April 25, 2022**, including previous amendments, if applicable, is hereby amended.

**DESCRIPTION OF PROJECT AND SCOPE OF SERVICES:** The description of the Project ("Project") and the scope of services ("Services") provided under the PSA are amended as follows: **Additional Drinking Water Asset Management Plan professional services for construction administration of water service material field verification; field inventory of water system assets; GIS updating of 2024 water distribution system improvements and incorporation of water service material inventory; integration of 2024 improvements into criticality and capital improvement assessment; and coordination of short and long term CIP with municipal financial advisor for rate study analysis.**

**Task:**

1 - AMP:	<b>\$5,800.00</b>
2 - DSMI:	<b><u>\$8,900.00</u></b>
<b>Total:</b>	<b>\$14,700.00</b>

**AGREEMENT DOCUMENTS:** The following additional obligations are hereby included in the Agreement Documents, and are incorporated herein by reference: None

**COMPENSATION OF ENGINEER:** The services to be provided under this Amendment shall be a Lump Sum Fee contract in the amount of **\$14,700.00**, billed monthly based on the percentage of Work completed.

**TERMS AND CONDITIONS:** The Terms and Conditions of the PSA and amendments to date shall apply to all work performed by Engineer.

**ELECTRONIC/FACSIMILE SIGNATURES.** The signatures on this PSA shall be deemed to be original signatures when transmitted electronically or by facsimile machine or by any other medium. No party shall be required to produce a PSA with an original signature in order to enforce any provision of this PSA.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Amendment to the PSA. To be valid, this Amendment must be signed by an authorized representative of Fleis & VandenBrink Engineering, Inc.

**OWNER**  
**CITY OF MONTROSE**

By: \_\_\_\_\_  
Joe Karlichek  
Title: \_\_\_\_\_  
City Manager  
  
By: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date: \_\_\_\_\_

**ENGINEER**  
**FLEIS & VANDENBRINK ENGINEERING, INC.**

By: \_\_\_\_\_  
Geric L. Rose, PE, PS  
Title: \_\_\_\_\_  
Regional Manager, Associate  
  
By: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date: October 21, 2025

# CITY OF MONTROSE MEMORANDUM

4

**Date:** October 6, 2025

**To:** Mayor Banks and City Council Members

**From:** Joe Karlichek, City Manager 

**Subject: City Council consider Resolution to enable the City of Montrose be Eligible for Fire Insurance Withholding Program**

---

**Background:** Attached to this memorandum is a memorandum from the Department of Insurance and Financial Services, with the State of Michigan describing the opportunity CVT's have with respect to establishing escrow accounts in the event there is real property, within their respective boundaries, suffered from fire or explosion as well as vandalism, malicious mischief, wind, hail, riot, or civil commotion.

**Recommendation:** It is recommended the City Council adopt the Resolution, as written, so the City of Montrose is eligible to participate in the program.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES  
LANSING

ANITA G. FOX  
DIRECTOR

## FIRE INSURANCE WITHHOLDING PROGRAM

On the following pages are an Enrollment and Notification Form and a sample resolution for the Fire Insurance Withholding Program. You should review Sections [500.2227](#) and [500.2845](#) of the Michigan Insurance Code to determine under which section your municipality is eligible to participate in the program.

Section 2845 of the Insurance Code includes municipalities of less than 50,000 in population located in counties of less than 425,000 in population. Municipalities that meet this population criteria which have passed resolutions establishing escrow accounts will be allowed to escrow 25% of a fire insurance settlement for fire and explosion losses to real property within the boundaries of the municipality.

Section 2227 to the Insurance Code includes municipalities with a population of 50,000 or more, or those municipalities with a population less than 50,000 but in a county with a population of 425,000 or more. These municipalities will be allowed to establish escrow accounts to escrow 25% of a fire insurance settlement for losses to real property caused by fire or explosion, as well as losses caused by the perils of vandalism, malicious mischief, wind, hail, riot, or civil commotion.

Under both of the above sections of the Insurance Code, a final settlement which exceeds 49% of the insurance on the real property will serve as *prima facie* evidence that the municipality has cause for escrowing of the withheld amount. For residential property, the 25% settlement shall not exceed the amount adjusted annually in accordance with the consumer price index with the adjusted amount reflected in the upper right corner of the published list of participating municipalities. Both sections of the Insurance Code also establish a method for the policyholder to object to the municipality's retention of the withheld amount.

While there is no standard format for the resolution, we suggest that municipalities use the format of other resolutions adopted by their governing body. **The only legal requirement is that the resolution contain specific wording concerning the establishment of an escrow account.** The attached sample resolution contains sufficient language to that effect.

Once the resolution is passed, you need to provide the Department of Insurance and Financial Services (DIFS) with a copy, along with the enrollment form including the name and address of the person designated as the contact person for insurance companies. Your municipality and the contact person's name, address and telephone number would then be added to the list of municipalities currently participating in the program.

Updated lists are issued periodically by DIFS and distributed to licensed insurance companies. Because municipalities are prohibited from implementing the law sooner than thirty (30) days after insurers have been notified, each amended list contains an effective date for each municipality. **Only fire losses occurring after that date are subject to the withholding provisions.**

Should you have any further questions about this program, please contact DIFS toll free at 877-999-6442.

## Fire Insurance Withholding Program

### Enrollment and Notification

*Please type or print clearly*

Name of Municipality  City of Montrose	Type of Municipality (choose one)  <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township	Located in the Michigan County of:  Genesee
Name and title of Contact Person  Joe Karlichek - City Manager		
Contact Person complete address  139 South Saginaw Street Montrose, MI 48457		
Contact Person phone number (with area code)  (810) 639-6168		
Contact Person email address  manager@cityofmontrose.us		

*Please return completed form to:*

Department of Insurance and Financial Services  
Office of Consumer Services  
PO Box 30220  
Lansing MI 48909-7720

Municipality will be participating under the following section of the Michigan Insurance Code (choose one):

Section 2845 - Municipalities of less than 50,000 in population located in counties of less than 425,000 in population.

Section 2227 - Municipalities with a population of 50,000 or more, or those municipalities with a population less than 50,000 but in a county with a population of 425,000 or more.

Please enroll this municipality in the Fire Insurance Withholding Program.

Authorized signature	Date signed	Signer's name and title, typed or printed
Joe Karlichek - City Manager		

P.A. 216 and 217 of 1998 require submission of this information by municipalities that wish to enroll in the Fire Insurance Withholding Program.



Michigan Department of Insurance and Financial Services

DIFS is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Visit DIFS online at: [www.michigan.gov/difs](http://www.michigan.gov/difs) Phone DIFS toll-free at: 877-999-6442

RESOLUTION # \_\_\_\_\_

*CITY OF* Montrose

WHEREAS, the provisions of Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, and the provisions of Act 217 of the Public Acts of 1998, provide that a portion of certain casualty losses for fire or explosion otherwise payable by insurers may be withheld in escrow by participating municipalities in order to secure repair, replacement or removal of damaged structures which violate the *Township/Village/City of Montrose* health or safety standards; and

WHEREAS, the *Township/Village/City of Montrose* has determined that participation in said program would protect and promote the public health, safety and welfare and wishes to be included in the list of participating municipalities published by the Commissioner of Insurance; and,

WHEREAS, the *Township/Village/City of Montrose* desires to implement all procedures necessary to administer said program by designating the *Township/Village/City* official responsible for administration of the program and establish an escrow account for said purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

1. That the *Township/Village/City of Montrose* does hereby become a participating municipality in the program providing for the escrow of fire insurance as established by Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, or as established by Act 217 of the Public Acts of 1998, and does declare its intention to uniformly apply the provisions of Section 2845 or Section 2227 to all property within the *Township/Village/City of Montrose*.
2. That the *Township/Village/City of Montrose* official responsible for the administration of Section 2845 or 2227 of said Acts and any rules promulgated by the Commissioner of Financial and Insurance Services is hereby designated as follows:
3. That the *Township/Village/City of Montrose* *Official* shall establish an escrow account with the *Montrose* Bank for the purpose of receiving and holding deposits of money received from insurers pursuant to Section 2845 or 2227 of said Acts, which account shall be separately maintained from all other accounts and may be an interest bearing account.

Christina Rush - City Clerk  
Name, *Capacity*

Tom Banks - Mayor  
Name, *Capacity*

Date October 28,2025

# CITY OF MONTROSE MEMORANDUM

5.  
1

**Date:** October 7, 2025

**To:** Mayor Banks and City Council Members

**From:** Joe Karlichek, City Manager 

**Subject: City Council Consider Live Streaming City Council Meeting Policy**

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**Background:** The City of Montrose Mayor and Council members have expressed a desire to improve transparency with the community. That effort has been improved since June 2025 where the public now has full access to council meeting packets on the city website. These meeting packets are posted in accordance to city council rules on the Thursday preceding the council meeting on Tuesday evenings. This not only gives each council member nearly five (5) days to review the information and be able to ask the city manager questions prior to the meeting but also gives city constituents an opportunity to see, read and ask their elected officials' questions prior to the scheduled council meeting.

While those efforts have proved valuable, the city's Mayor and a member of city council have for the past six to seven months utilized the Montrose Community Schools Media Team to record city council meetings. Those recordings were then provided to a member of city council which was using a private YouTube Channel not sanctioned by the city. While those efforts are noble and facilitated a first-ever transparency model for the city, this process did not provide a clear policy direction for city administration.

After consulting with our city attorney, it is recommended the city adopt a policy that is clear in describing its role, responsibilities, record retention and capabilities.

City administration is working with its IT vendor to procure a process involving what most likely will be a fixed camera/mic system on a free Zoom or Teams platform controlled by city administration enabling live streaming.

If the city council approves this policy, city administration will provide a proposal for services at its next meeting.

**Recommendation: It is recommended the City Council Consider Adopting the Council Meeting Live Streaming Policy.**

# Council Meeting Live Streaming and Recording Policy

**Policy Number:** 102825

**Date Adopted:** October 28, 2025

## Strategic Goals and Priorities:

- Community Engagement

## Purpose

To improve accessibility and community participation in relation to decision making processes. It is predicted that live streaming and recording Council Meetings will provide more flexible and convenient access of Council debate and decisions to a wider audience. Live streaming and recording of Council Meetings also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision-making process. The Council Meeting Live Streaming and Recording Policy provides the policy direction and guidelines for Council, staff, and the community.

This policy reflects Council's commitment to transparent and accessible decision-making processes. Any parts of Council's Meetings that are closed to members of the public is regarded as confidential and will not be recorded.

## Scope

This policy applies to the following attendees present at open meetings of Council:

- Council and staff
- Guests and Delegations
- Gallery and Media

## Responsibilities

### Council

- Any changes, alterations, or amendments to this Policy language and intent are with the concurrence and approval of Council.

*This Space Intentionally Left Blank*

### **Chief Administrative Officer (CAO) - City Manager**

- The CAO shall have overall responsibility to implement and manage all features and guidelines as identified within this policy.

### **Administrative Team**

- Responsible to know, understand and adhere to all features and guidelines of this policy, and to ensure that other staff within their department that are in attendance at meetings understand this policy

### **Employees**

- Responsible to know, understand and adhere to all features and guidelines of this policy.

### **Definitions**

“Council Meetings” refers to meetings of Council that are open to the public, its various committees and commissions.

“Live Stream” means a live, publicly streamed broadcast

### **Policy**

Regular and Special Council Meetings held in the City of Montrose Council Chambers will be live streamed and video recorded on the social media platform or city website deemed appropriate by the Chief Administrative Officer. Any part of the meetings that are closed to members of the public are regarded as confidential and will not be video recorded. Special Meetings held for the sole purpose of going into a Closed Session will not be live streamed or video recorded.

Members of the public may provide comments in person at the meeting in accordance to city council rules. Additional methods for providing public comments may be advertised prior to the meeting.

The Mayor, Chief Administrative Officer, and/or City Attorney have the discretion and authority at any time to direct the termination or interruption of live streaming and video recording. Such direction will only be given in exceptional circumstances deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory, or potentially inappropriate to be published.

The City will make every effort to ensure that live streaming and recordings are available and will take no responsibility or be held liable for technical issues beyond its control. Technical issues may include, but are not limited to internet connection, device failure or malfunction, unavailability of social media platforms, or power outages.

Video files from live streaming and recording on the internet are part of the public realm and as such, are subject to alteration by a member of the public with no municipal control over such alterations. The Municipality assumes no liability associated with any alterations that may be made by a member of the public on the internet.

#### **Live Streaming and Recording Notifications**

##### **Gallery and Media**

It is not the intention to capture members of the gallery and media during live streaming and recording, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice, or comments being live streamed and recorded.

Signage will be visibly displayed in the foyer of the Municipal Council Chambers advising that the meeting is being recorded.

#### **Retention of Video Records**

Video files will remain posted online for one year, after which they will be archived for an additional two years. Once the retention period expires after three years, video files may be removed from the internet, will not be retained by the City of Montrose and will no longer be publicly available.

#### **Official Meeting Records**

The official record of open meetings shall be the written minutes. The retention of a video recording shall in no way detract or undermine the position of adopted minutes as the official records of decisions.

# CITY OF MONTROSE MEMORANDUM

6

**Date:** October 7, 2025

**To:** Mayor Banks and City Council Members

**From:** Joe Karlichek, City Manager *(AK)*

**Subject: Consider Report on Community Development Block Grant (CDBG) Funding**

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**Background:** The City Council some time last year held a public hearing on CDBG proposed projects and approved a sidewalk program in the neighborhood of Perry, Ash and Oak Street.

Sometime in early July 2025 I began communication with Gwynneth Coselman, Genesee County Metropolitan Planning Commission and received login instructions on the Neighborly Platform where CDBG projects are managed. Upon investigating the project and discussing with DPW Supervisor Sam Spence I tabled everything until I heard back from Gwynneth on whether or not the city would be awarded the funding for said project design by the prior administration. Last month, the city council approved the Resolution and Signature Card, so the city is eligible to sign contracts with the GCMPC.

Some time in late September I was notified the City was awarded just over \$26,000.00 in CDBG Funding. CDBG requires municipalities to fund the upfront cost and then be reimbursed. Following the funding being awarded I went out to the site where the project is located with map in hand and requested Mr. Spence to meet and discuss. Upon arriving at the aforementioned intersections, it was abundantly clear there were no sidewalks located in the proposed plan submitted and authorized by the GCMPC.

I immediately contacted Gwynneth and shared with her my findings and began discussing how, if at all possible, could the city rebirth itself considering the circumstances. Gwynneth and another colleague came to city hall on the morning of October 7, 2025 and met with Kim Lynch, Interim Treasurer/Finance Manager, and I to perform a review/audit of the 2023 CDBG files and discuss the 2025 CDBG plan. Discussion was held on alternatives to the CDBG planned “sidewalk to nowhere” problem.

Sam Spence, Mitch Biggs, and I met and walked the entire block discussing the potential to remove and replace crosswalk access points and make them ADA compliant. The city has elected to address the crosswalks at seven (7) points. At this point I am awaiting what the costs to replace the seven identified crosswalk access points.

There is more to follow on this, but it is imperative for city council to know how vital it is when it approves projects involving HUD Funding, it fully understands its responsibilities and the projects they are approving.

**Recommendation:** It is recommended that the City Council receive and file this report. No action is required, at this time.

# CITY OF MONTROSE MEMORANDUM

7.

**Date:** October 21, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject: Consider Amending Administrative Personnel Handbook Leaves Of Absences And Time Off**

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**Background:** Michigan's Earned Sick Time Act (ESTA) of 2018 requires employers to provide paid sick leave, with accrual at a minimum rate of 1 hour for every 30 hours worked. The original law was enacted in 2018, but significant amendments took effect in February 2025, following a Michigan Supreme Court ruling that voided the 2018 amendment (PA 369) and revived the original initiative as enacted by the Legislature.

For the City of Montrose, as an employer with 10 or less employees; an employee shall not be entitled to use more than 40 hours of paid earned sick time in a year unless the employer selects a higher limit.

Accompanying this memorandum is a Department of Labor & Economic Opportunity description for your edification.

As a side note, I have discussed with city council in prior meetings the "personnel handbook" is being updated and will be named "Administrative Personnel Handbook" and hope to have the revision brought to your November council meeting for review and approval.

**Recommendation:** It is recommended city council approve this amendment to its personnel handbook and be compliant with State of Michigan Law(ESTA).

## Complaint Filing

## Employee

## Contact Information

An employee affected by an alleged violation, at any time within 3 years after the alleged violation may do any of the following:

(a) File a claim with the department, which shall investigate the claim.

Visit [www.michigan.gov/wageclaim](http://www.michigan.gov/wageclaim) to file a claim with the Wage and Hour Division.

If a violation is found and the claim cannot be informally resolved, the Wage and Hour Division will issue a written determination that the employee or employer may appeal. If appealed, a hearing before an administrative law judge (ALJ) will be scheduled. The employer and employee are expected to attend the administrative hearing to provide evidence and give testimony regarding the claim. The ALJ may affirm, modify or reverse the department's determination.

An employee is an individual engaged in service to an employer in the business of the employer, except that employee does not include an individual employed by the United States government, Unpaid trainees or unpaid interns, Individuals employed in accordance with the Youth Employee Standards Act 1978 PA 90, and an individual who works in accordance with a policy of an employer if both of the following conditions are met:

- The policy allows the individual to schedule the individual's own working hours and;
- The policy prohibits the employer from taking adverse personnel action against the individual if the individual does not schedule a minimum number of working hours.

## Employer

Employer means any person, firm, business, educational institution, corporation, limited liability company, government entity, or other entity that employs one or more individuals, except that employer does not include the United States government.

This brochure is intended for general information only. It does not include all of the provisions of Public Act 338 of 2018, as amended.

For information on the laws administered by the Wage and Hour Division contact:

## Department of Labor & Economic Opportunity

### Wage and Hour Division

Stevens T. Mason Building  
530 W. Allegan St. Lansing, MI 48933  
517-284-7800

### Southeast Michigan

3026 W. Grand Blvd., Suite 9-450  
Detroit, MI 48202

### Mailing Address:

PO Box 30476  
Lansing, MI 48909-7976

### Overnight Mailing Address:

2407 N. Grand River  
Lansing, MI 48906

TollFree: 1-855-4MI-WAGE  
(1-855-464-9243)

Website: [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)

Earned Sick Time Accrual Amount	Earned Sick Time Hours	Earned Sick Time May Be Used For
<p><b>Earned Sick Time accrual:</b></p> <ul style="list-style-type: none"> <li>Using the accrual method employees shall accrue a minimum of 1 hour of earned sick time for every 30 hours worked. Or employers may frontload 72 hours, or 40 hours for small businesses.</li> <li>An employer with 10 or less employees; an employee shall not be entitled to use more than 40 hours of paid earned sick time in a year unless the employer selects a higher limit.</li> <li>An employer with 11 or more employees; an employee shall not be entitled to use more than 72 hours paid earned sick time per year unless the employer selects a higher limit.</li> <li>When using the accrual method 1 hour per 30 hours worked, up to 72 hours or 40 hours for small employers shall be allowed to carry over from year to year.</li> </ul> <p>An employer is in compliance with this act if the employer provides any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in this act. Paid leave includes but is not limited to paid vacation days, personal days, and paid time off.</p>	<ul style="list-style-type: none"> <li>Earned sick time must be used in 1-hour increments unless the employer has a different increment policy and the policy is in writing in an employee handbook or other employee benefits document.</li> <li>Employers using the accrual method of calculating ESTA may choose to create a policy that allows employees to be paid out or carry over up to 40 hours, for small business, and 72 hours for other employers. Employers frontloading are not required to allow carryover or payout of unused earned sick time.</li> <li>The employer may pay out at termination or separation in lieu of reinstating previously accrued earned sick time if reemployed within 2 months of separation or other separation from employment.</li> <li>An employer shall pay each employee using paid earned sick time at a pay rate equal to the greater of either the normal hourly or base wage for that employee or the minimum wage established under the Improved Workforce Opportunity Wage Act, 2018 PA 337, as amended. ESTA does not require an employer to include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, tips, or gratuities in the calculation of an employee's normal hourly wage or base wage.</li> <li>An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.</li> </ul>	<ul style="list-style-type: none"> <li>The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.</li> <li>For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.</li> <li>For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.</li> <li>An employer to include overtime pay, holiday pay, piece-rate pay, tips, or gratuities in the calculation of an employee's normal hourly wage or base wage.</li> <li>An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.</li> </ul>

# CITY OF MONTROSE MEMORANDUM

**Date:** October 16, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager 

**Subject:** Consider LeClerc Display Co. Lease Christmas Decorations

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**Background:** City administration received this invoice on October 16, 2025 and apparently the city has been leasing Christmas decorations for the downtown. I added this invoice to the agenda for city council to consider renewing this annual lease for consideration as the DDA already met on the morning of October 16 and is not scheduled to meet again until November 20.

**Recommendation:** It is recommended the city council consider renewing this lease in the amount of \$1,680.00 and will come from Fund 248-806-940



LeClerc Display Co. Inc.  
Established 1964

Holiday Lights and Decorations  
for Cities and Shopping Centers

# Lease

Date: 6/25/2024  
INVOICE # 2419

JENNIFER WHITING

City of Montrose  
139 S. Saginaw St.  
Montrose, MI 48457

RENTAL ONLY treasurer@cityofmontrose.us

Line #	Quantity	Description	Unit Price	Line Total
Lease of:				
1	8	3' Blue/white lighted LED Snowflakes with 20' white/silver garland pole wraps. Installed by DPW.	140.00	1,120.00
2	8	Poles decorated with 20' lighted pine garland pole wraps. Installed by DPW.	70.00	560.00

Rental - Delivery and pickup from DPW.

Subtotal	1,680.00
Sales Tax	0.00
Total	\$1,680.00

Upon acceptance of this lease by LeClerc Display Co. Inc. (Lessor), the undersigned (Lessee) leases the above described property from lessor upon the following terms: One season lease.

Signed by: Sonya Babey Lessor LeClerc Display Co. Inc.

Signed by: Nel Rantin Lessee

Print Name and Title: Nel Rantin city manager

Accepted this 26 day of September 2024

*Thank you for your business!*

LeClerc Display Co. Inc. 7181 Earhart Rd, Ann Arbor, MI 48105 Phone 248-496-2845

A.

# CITY OF MONTROSE MEMORANDUM

**Date:** September 16, 2025

**To:** Mayor Banks and City Council

**From:** Joe Karlichek, City Manager 

**Subject: Consider Adopting Zoning Ordinance Planned Unit Development (PUD) District**

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**Background:**

At the September 11, 2025 Planning Board Meeting the Board unanimously approved the PUD Option and directed the PUD Option to city council for adoption.

The City Planner was in attendance at the meeting and articulated the PUD option to be consistent with the city Master Plan. A Public Hearing was held preceding this consideration and no comments from the public were made.

Attached to this memorandum is the prior memorandum from city administration for which the Board discussed and voted and an updated memorandum from City Planner describing the process and the Board's consideration to adopt the PUD.

The city planner's memorandum dated August 28, 2025, that would amend the City of Montrose Zoning Ordinance by establishing a new Article 14 titled Planned Unit Development District. (Presently, Article 14 is "Reserved") is located in the packet as well as the full text of the PUD Ordinance.

**Recommendation:** **It is recommended the City Council consider adopting the PUD Option, adding a new Article 14 to the City of Montrose Zoning Ordinance, Appendix A of the Code of Ordinances, establishing a new Planned Unit Development (PUD) option.**

## MEMORANDUM

**To:** City of Montrose Planning Commission

**From:** Adam Young, AICP, Professional Planner, Wade Trim

**Date:** July 31, 2025

**Subject:** Zoning Ordinance Text Amendment – Planned Unit Development District

City Administration has requested that we assist the Planning Commission in the establishment of a new planned unit development (PUD) option within the City of Montrose Zoning Ordinance. We are pleased to respond to this request.

A PUD option allows flexibility in the regulation of land development and encourages innovation in land use and variety in design, layout, and type of structures. An approved PUD project often combines different yet compatible land uses – like housing, recreation, and commercial. The PUD review process allows the city to grant flexibility in terms of minimum lot sizes, setbacks, density, and mixture of uses. In exchange for the granting of regulatory flexibility, the developer must propose an innovative project that offers community benefits, such as the provision of unique amenities and the preservation of open space.

Most municipalities have PUD language within their zoning ordinance, giving property owners/developers the ability to propose, and the municipality the authority to approve, a PUD. However, the City of Montrose Zoning Ordinance does not establish a PUD option. The City's recently adopted Master Plan specifically encourages high-quality and unique development projects that offer a mixture of uses, are designed to protect and preserve the natural environment, and achieve similar community goals. Establishing a PUD option in the City of Montrose Zoning Ordinance would allow for this to occur.

Enclosed for your consideration is draft language, dated July 31, 2025, that would amend the City of Montrose Zoning Ordinance by establishing a new Article 14 titled Planned Unit Development District. (Presently, Article 14 is "Reserved") Please review the draft zoning amendment and share any comments or feedback with us. Ultimately, the Planning Commission would need to host a public hearing to gain citizen comments on the proposed language. After the public hearing is held, the Planning Commission would forward a recommendation of adoption to City Council.

If you have any questions, please do not hesitate to contact me at 313.961.3651 or [ayoung@wadetrim.com](mailto:ayoung@wadetrim.com).

ACY:Ikf  
MTR 6111-01D  
20250731\_PlanningCommission-Memo.docx

Enclosure: Planned Unit Development Zoning Text Amendment, dated June 31, 2025

# **CITY OF MONTROSE MEMORANDUM**

**Date:** August 3, 2025

**To:** Chairman Ray Foust and Planning Board Members

**From:** Joe Karlichek, Interim City Manager

**Subject: Consider Review PUD Option**

---

**Background:**

Enclosed for your consideration is a memorandum from the City of Montrose City Planner following discussion with both this board and meeting with Adam Young.

Contained in this memorandum is the city planner's memorandum and draft language, dated July 31, 2025, that would amend the City of Montrose Zoning Ordinance by establishing a new Article 14 titled Planned Unit Development District. (Presently, Article 14 is "Reserved") Please review the draft zoning amendment and share any comments or feedback with us. Ultimately, the Planning Commission would need to host a public hearing to gain citizen comments on the proposed language. After the public hearing is held, the Planning Commission would forward a recommendation of adoption to City Council.

**Recommendation:** **It is recommended the Planning Commission review the PUD Option and direct city administration to place this on the September 11, 2025, Planning Board Agenda as directed by our city planner.**

# **CITY OF MONTROSE MEMORANDUM**

**Date:** August 28, 2025

**To:** Chairman Ray Foust and Planning Board Members

**From:** Joe Karlichek, City Manager

**Subject: Consider Zoning Ordinance Planned Unit Development District**

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## **Background:**

At the August 14, 2025 Planning Board Meeting the Board unanimously approved the PUD Option and to bring the PUD Option back to the September 11, 2025 Board for consideration for adoption. Doing so requires a Public Hearing. A Public Hearing was held preceding this consideration.

Attached to this memorandum is the prior memorandum from city administration for which the Board discussed and voted and an updated memorandum from City Planner describing the process and the Board's consideration to adopt the PUD.

The city planner's memorandum dated August 28, 2025, that would amend the City of Montrose Zoning Ordinance by establishing a new Article 14 titled Planned Unit Development District. (Presently, Article 14 is "Reserved").

After the public hearing is held, the Planning Commission would forward a recommendation of adoption to City Council.

**Recommendation: It is recommended the Planning Commission consider adopting the PUD Option and direct city administration to take the proposed adoption to city council at their September 23, 2025 meeting as directed by our City Planner.**



Wade Trim Associates, Inc.  
500 Griswold Street, Suite 2500 • Detroit, MI 48226  
313.961.3650 • [www.wadetrim.com](http://www.wadetrim.com)

## MEMORANDUM

**To:** City of Montrose Planning Commission

**From:** Adam Young, AICP, Professional Planner, Wade Trim

**Date:** August 28, 2025

**Subject:** Zoning Ordinance Text Amendment – Planned Unit Development District – Public Hearing

Last month, we provided draft language to establish a new planned unit development (PUD) option within the City of Montrose Zoning Ordinance. A PUD option allows flexibility in the regulation of land development and encourages innovation in land use and variety in design, layout, and type of structures. An approved PUD project often combines different yet compatible land uses – like housing, recreation, and commercial. The PUD review process allows the city to grant flexibility in terms of minimum lot sizes, setbacks, density, and mixture of uses. In exchange for the granting of regulatory flexibility, the developer must propose an innovative project that offers community benefits, such as the provision of unique amenities and the preservation of open space. As part of the PUD review process, the applicant must demonstrate, and the City must ultimately determine that the criteria and standards for approval have been met. These criteria and standards are outlined in Sections 14.3 and 14.4 of the draft language.

After discussion of the draft PUD language during your August meeting, you chose to move forward with the next step in the process, which is to hold a public hearing to gain citizen comment. This public hearing has been scheduled for your September 11, 2025, Planning Commission meeting. During the meeting, the following actions should be taken:

1. Planning Commission opens the public hearing
2. Any citizens present are given the opportunity to comment on the text amendment
3. The PC Chair recognizes and summarizes any written comments that may have been submitted to the City Clerk
4. Planning Commission closes the public hearing

After the public hearing is closed, the Planning Commission may then deliberate on the proposed text amendment language. The Planning Commission would then pass a motion recommending approval of the proposed text amendment, with or without changes. The Planning Commission's recommendation would then be taken to the City Council. The City Council has final authority for adoption of the proposed text amendment.

If you have any questions, please do not hesitate to contact me at 313.961.3651 or [ayoung@wadetrim.com](mailto:ayoung@wadetrim.com).

ACY:lkf  
MTR 6112-01D  
20250828\_Planning Commission PUD Text Amendment-Memo.docx

Enclosure: Planned Unit Development Zoning Text Amendment, dated June 31, 2025

**CITY OF MONTROSE  
ORDINANCE NO. \_\_\_\_**

An ordinance adding a new Article 14 to the City of Montrose Zoning Ordinance, Appendix A of the Code of Ordinances, establishing a new Planned Unit Development (PUD) option.

**THE CITY OF MONTROSE ORDAINS THAT:**

**Section 1. Amendment Appendix A (Zoning Ordinance) of the Code of Ordinances.**

The City Council hereby amends Appendix A (Zoning Ordinance) of the Code of Ordinances, by establishing a new Article 14 to read as follows:

**ARTICLE 14. – PLANNED UNIT DEVELOPMENT (PUD) DISTRICT**

**Sec. 14.1. – Purpose and Intent.**

The purpose of this article is to permit flexibility in the regulation of land development; encourage innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, natural resources and utilities; encourage provision of useful open space; provide adequate housing, employment, and shopping opportunities particularly suited to the needs of the residents of the City of Montrose and encourage the use, reuse, and improvement of existing sites and buildings when the uniform regulations contained in zoning districts do not provide adequate protection and safeguards for the site or surrounding area.

The planned unit development option is intended to accommodate developments with mixed or varied uses, to allow some degree of flexibility in the application of standards and regulations in this zoning ordinance to achieve innovation to development on sites with unusual topography or unique settings within the community, or on land which exhibits difficult or costly development problems, and shall not be allowed where this option is sought primarily to avoid the imposition of standards and requirements of zoning classifications rather than to achieve the stated purposes above.

The provisions of this article provide enabling authority and standards for the submission, review, and approval of applications for planned unit development.

**Sec. 14.2. – Applicability and Land Use Authorization.**

1. A planned unit development (PUD) may be applied for in any zoning district. The granting of a planned unit development application shall require a rezoning by way of amendment of this zoning ordinance upon the recommendation of the Planning Commission and approval of the City Council.
2. Any land use authorized in this zoning ordinance may be included in a planned unit development, subject to adequate public health, safety, and

welfare protection mechanisms being designed into the development to ensure the compatibility of varied land uses both within and outside the development.

#### **Sec. 14.3. – PUD Eligibility Criteria.**

The applicant proposing a planned unit development must demonstrate each of the following criteria as a condition to being entitled to planned unit development treatment:

1. Granting of the planned unit development will result in at least one of the following:
  - a. A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations;
  - b. Long-term protection and preservation of natural resources and natural features of a significant quantity and/or quality, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations; or
  - c. A nonconforming use shall, to a material extent, be rendered more conforming, or less offensive, to the zoning district in which it is situated.
2. The proposed type and density of use shall not result in an unreasonable increase in the need for or burden upon public services, facilities, streets, and utilities;
3. The proposed development shall be consistent with the public health, safety, and welfare of the city;
4. The proposed development shall not result in an unreasonable negative environmental impact on the subject site or surrounding land;
5. The proposed development shall not result in an unreasonable negative economic impact upon surrounding properties;
6. The proposed development shall be under single ownership and/or control such that there is a single person having responsibility for completing the project in conformity with this Ordinance; and
7. The proposed development shall be consistent with the goals and policies of the Master Plan.

#### **Sec. 14.4. – PUD Design Standards.**

The following design standards shall apply:

1. Residential design standards.
  - a. The property shall be a minimum size of two (2) acres.
  - b. Residential density shall not be greater than the maximum density permitted in the zoning district in which the property is situated immediately prior to reclassification under this article.
  - c. Additional density for residential uses may be allowed at the discretion of the Planning Commission and based upon a demonstration by the applicant of consistency with the Master Plan and of planning and design excellence resulting in a material benefit to the city, adjacent land uses, and/or the ultimate users of the project, where such benefit would otherwise be unlikely to be achieved without the application of the PUD regulations including, without limitation, innovative design producing significant energy efficiency, pedestrian or vehicular safety, long term aesthetic beauty, and protection and preservation of natural resources and features.
2. Non-residential design standards.
  - a. The property shall be a minimum size of one (1) acre.
  - b. Non-residential uses may be permitted in combination with other non-residential uses or as part of a common development with residential uses.
  - c. The non-residential uses, including parking and vehicular traffic ways, shall be separated and buffered from residential units in a manner consistent with good land and community planning principles.
3. General design standards.
  - a. All regulations applicable to setbacks, parking and loading, general provisions, and other requirements shall be met in relation to each respective land use in the development based upon zoning districts in which the use is listed as a principal permitted use. In all cases, the strictest provisions shall apply.
  - b. Notwithstanding subsection (3)(a) above, deviations with respect to such regulations may be granted as part of the overall approval of the planned unit development, provided features or elements demonstrated by the applicant and deemed adequate by the Planning Commission are designed into the project plan for the purpose of achieving the objectives of this article.
  - c. To the maximum extent feasible, the development shall be designed so as to preserve the natural resources and natural features. The benefit, which would reasonably be expected to accrue from the

proposal, shall be balanced against the reasonably foreseeable detriments of the activity, taking into consideration the local, state, and national concern for the protection and preservation of the natural resources or features and the following criteria:

- (1) The availability of feasible and prudent alternative methods of accomplishing any development;
- (2) The extent and permanence of the beneficial or detrimental effects of the proposed activity; and
- (3) The size, quality, and rarity of the natural resources or natural features which would be impaired or destroyed.

- d. A perimeter setback and berming shall be required from the Planning Commission for the purpose of buffering the development in relation to surrounding properties. If the planned unit development project includes non-residential uses adjacent to a district authorizing residential uses, and/or if the project is larger than one acre in area, such perimeter setback shall be established with a dimension from the property line of up to 50 feet at the discretion of the Planning Commission, taking into consideration the use or uses in and adjacent to the development. The setback distance need not be uniform at all points on the perimeter of the development.
- e. Thoroughfare, drainage, and utility design shall meet or exceed the standards otherwise applicable in connection with each of the respective types of uses served.
- f. Underground installation of utilities shall be required, including electricity and telephone, as found necessary by the Planning Commission.
- g. Pedestrian walkways shall be separated from vehicular circulation, as found necessary by the Planning Commission.
- h. Signage, lighting, landscaping, building materials for the exterior of all structures, and other features of the project shall be designed and completed with the objective of achieving an integrated and controlled development, consistent with the character of the community, surrounding development or developments, and natural features of the area.
- i. Where non-residential uses adjoin off-site residentially zoned property, noise reduction, and visual screening mechanisms such as earthen and/or landscape berms and/or decorative walls, shall be employed. The Planning Commission, at its discretion, shall review and approve the design and location of such mechanisms.

- j. The City Council, upon the recommendation of the Planning Commission, shall resolve all ambiguities as to applicable regulations using this article, the Master Plan, and other city standards or policies as a guide.

#### **Sec. 14.5. – PUD Review Procedure.**

Review of a planned unit development shall occur in two phases, in accordance with the following:

1. Preliminary PUD Plan Submission and Review.
  - a. The applicant shall submit the following together with the application for PUD preliminary phase approval:
    - (1). A preliminary PUD plan depicting the proposed locations of streets, parking areas, open spaces, buildings and structures, and their spatial relationships, the relationship to off-site improvements and infrastructure and any unusual topographic features.
    - (2). A narrative report providing a description of the project, discussing the market concept and feasibility of the project, and explaining the manner in which the criteria and standards set forth in section 14.3 and section 14.4 have been met.
  - b. The Planning Commission shall review the preliminary PUD plan as it relates to the criteria and standards set forth in section 14.3 and section 14.4 and make appropriate comments or suggestions concerning the proposed development scheme.
  - c. This phase shall not be construed to require approval of the preliminary PUD plan by the Planning Commission. Further, the preliminary PUD plan is only intended to be used as a general guide to both the applicant and the city.
  - d. Upon completion of the preliminary PUD review phase, the applicant may proceed with a formal submission of the final PUD plan. Submission of a final PUD plan shall occur within six (6) months from the date of preliminary PUD review. If a final PUD plan is not submitted by the applicant within six (6) months, preliminary PUD plan review will be required in accordance with this subsection.
2. Final PUD Plan Submission and Review.
  - a. An application for PUD final phase approval shall be submitted along with the following information:
    - (1) A site plan meeting all requirements of section 12.3;

- (2) A separately delineated specification of all deviations from this zoning ordinance, which would otherwise be applicable to the uses and development proposed in the absence of this planned unit development article;
- (3) A specific schedule of the intended development and construction details, including phasing or timing;
- (4) A specific schedule of the general improvements to constitute a part of the development including, without limitation, lighting, signage, the mechanisms designed to reduce noise, utilities, and visual screening features;
- (5) A specification of the exterior building materials with respect to the structures proposed in the project; and
- (6) Signatures of all parties having an interest in the property.

b. The final PUD plan shall constitute an application to amend this zoning ordinance, and shall be noticed for public hearing as a zoning amendment before the Planning Commission, and otherwise acted upon by the Planning Commission and the City Council, as provided by law.

c. Following the public hearing, the Planning Commission shall review the final PUD plan and shall take one of the following actions:

- (1) Approval. Upon finding that the final PUD plan meets the criteria and standards set forth in section 14.3 and section 14.4, the Planning Commission shall recommend approval to the City Council.
- (2) Tabling. Upon finding that the final PUD plan does not meet the criteria and standards set forth in section 14.3 and section 14.4, but could meet such criteria if revised, the Planning Commission may table action until a revised final plan is resubmitted.
- (3) Denial. Upon finding that the final PUD plan does not and cannot meet the criteria and standards set forth in section 14.3 and section 14.4, the Planning Commission shall recommend denial to the City Council.

d. The Planning Commission shall, to the extent it deems appropriate, submit detailed recommendations relative to the final planned unit development project including, without limitation, recommendations with respect to matters on which the City Council must exercise discretion.

- e. Upon receipt of a recommendation from the Planning Commission, the City Council shall review the final PUD Plan.
  - (1) Taking into consideration the recommendations of the Planning Commission and the criteria and standards set forth in section 14.3 and section 14.4, the City Council shall approve, table or deny the final PUD plan.
  - (2) Prior to approval of a final PUD plan, the City Council shall require all standards and conditions of approval to be incorporated in a development agreement. The agreement shall be prepared by the City Attorney, approved by the City Council, and signed by both the city and the applicant.

#### **Sec. 14.6. – Conditions.**

Reasonable conditions may be required with the approval of a planned unit development, to the extent authorized by law, in accordance with the following:

- 1. Conditions imposed shall be for the purpose of: ensuring that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity; protecting the natural environment and conserving natural resources and energy; ensuring compatibility with adjacent uses of land; and, promoting the use of land in a socially and economically desirable manner.
- 2. Conditions imposed shall be necessary to meet the intent and purpose of this article and be designed to: protect the public health, safety, and welfare; preserve natural features and resources; and, ensure compliance with the standards of this article.
- 3. All conditions imposed shall be made a part of the record of the approved planned unit development.

#### **Sec. 14.7. – Phasing**

Where a planned unit development project is proposed for construction in phases, the planning and design shall be such that, upon completion, each phase shall be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the planned unit development and the residents of the surrounding area. All conditions that are phase specific shall be completed during development of the subject phase, and cannot be postponed for completion during other phases. In addition, in developments which include residential and non-residential uses, the relative mix of uses, and the scheduled completion of construction for each phase shall be disclosed and determined to be reasonable at the discretion of the City Council, after recommendation from the Planning Commission.

#### **Sec. 14.8. – Commencement and Completion of Construction.**

To ensure completion of required improvements, the city is authorized to impose performance guarantees in accordance with section 19.4. Construction shall be commenced within one (1) year following final approval of a planned unit development and shall proceed substantially in conformance with the schedule set forth by the applicant, as required by section 14.7. If construction is not commenced within such time, any approval of a final PUD plan on the project shall expire and be null and void, provided, an extension for a specified period may be granted by the City Council upon good cause shown if such request is made to the City Council prior to the expiration of the initial period. Moreover, in the event a final PUD plan has expired, the City Council, based on a recommendation from the Planning Commission, shall be authorized to rezone the property in any reasonable manner and, if the property remains classified as PUD, a new application shall be required, and shall be reviewed in light of then existing and applicable law and ordinance provisions.

#### **Sec. 14.9. – Effect of Approval.**

When approved, the planned unit development, with all conditions imposed, if any, shall constitute the land use authorization for the property, and all improvement and use shall be in conformity with such amendment. Notice of adoption of the final PUD plan and conditions shall be recorded by the applicant at the County Register of Deeds, evidence of which shall be supplied to the Zoning Administrator.

#### **Sec. 14.10. – Amendments to an Approved Final PUD Plan.**

Incidental or minor changes may be approved by the Planning Commission if the proposed modifications do not alter the basic design or land uses of the final PUD plan. If the Planning Commission determines that the proposed modifications are significant or major, review and approval in accordance with section 14.5 shall be required.

### **Section 2. Effective Date.**

This Ordinance shall become effective seven (7) days following publication.

At a regular meeting of the Montrose City Council held on September 23, 2025, adoption of the foregoing ordinance was moved by \_\_\_\_\_ and supported by \_\_\_\_\_.

Voting for:

Voting against:

The Mayor declared the ordinance adopted.

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Tina Rush  
City Clerk

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Thomas Banks  
Mayor

## **CERTIFICATION**

The foregoing is a true copy of Ordinance No. \_\_\_\_\_ which was enacted by the Montrose City Council at a regular meeting held on September 23, 2025.

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Tina Rush, City Clerk

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\_\_\_\_\_

# CITY OF MONTROSE MEMORANDUM

**Date:** October 20, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, City Manager

**Subject:** Consider Ordinance No. 461 General Business Registration an Ordinance Amending the City of Montrose Code of Ordinance No. 434, Article III Entitled, "General Business License"

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**Background:** At the June 24, 2025 the City Council approved the abeyance of the General Business License so that a thorough review be conducted and the office of City Manager make a recommendation at their September council meeting.

At the September 23, 2025 city council meeting the city council unanimously approved the DRAFT form of the proposed Business Registration. Following discussion there were just a few amended changes. One (1) under exceptions city council requested to add "non-profit." Two (2) the city council requested the \$25.00 fee be waived for those listed in the exceptions list.

Current Ordinance Article III No. 434 is being repealed in Sections: Sec. 14-53, 54, 55, 56, 57, 58, 59, 60, 61, 62. Amended Ordinance Article III No. 461 is amended relative Sections: Sec. 14-51, 14-52, 14-63.

On October 218, 2025 a Public Hearing was held prior to this consideration of this proposed Ordinance that would amend current Ordinance No. 434, Article III General Business License with Ordinance No. 461 Article III General Business Registration.

If the city council approves this amended Ordinance, the Schedule of Fees will need to be updated, and city administration will do so to reflect the nominal fee for Business Registration \$25.00.

**Recommendation:** It is recommended the city council approve Proposed Ordinance Article III No. 461 an Ordinance Amending the City of Montrose Code of Ordinance No. 434, Article III Entitled, "General Business License" to Article III, Ordinance No: 461 "General Business Registration" and update the "Schedule of Fees" to reflect the nominal fee of \$25.00 for registration.

*This Section is Intentionally Left Blank*



**Next page for Proposed Amended Ordinance Article III No. 461 and Registration Form**

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AN ORDINANCE AMENDING PART II - THE CITY OF MONTROSE CODE OF ORDINANCES CHAPTER 14 ARTICLE III ENTITLED, "GENERAL BUSINESS LICENSE"

**THE CITY OF MONTROSE ORDAINS:**

**Section 14-51 Purpose shall now read as follows:**

Purpose: The purpose of this section is to facilitate and ensure the orderly conduct of business within the City of Montrose, the City of Montrose, hereinafter, "City," ordains the registration of all businesses within the City and meet all Zoning requirements.

**Section 14-52 Licenses Required shall now read as follows:**

Section 14-52 Registration Required: A "Business and Building Owner Registration" form obtained from the City or available [www.cityofmontrose.us](http://www.cityofmontrose.us) shall be completed for every business within the City when a business is opened to the public or relocated within ten business days. A nominal fee shall be charged for the registration set by City Council and nominal fee for change in location or ownership, hereinafter, "Council," and adjusted from time to time by Resolution of the Council. Organizations listed in Exceptions are exempt from the registration fee.

**Exceptions**

- 1) Churches;
- 2) Public libraries;
- 3) Schools (public, parochial and charter, K-12);
- 4) Government offices or operations.
- 5) Non-Profit

It is the intent of the City to improve the business climate within the City and encourage and facilitate the conduct of business within the City.

**Section 14-63 Penalties and Remedies shall now read as follows:**

The penalty for failure to register a business shall be considered a civil infraction and subject to a fine, in accordance to the schedule of fees if there is a failure to register within ten business days after opening or relocating. A notice of non-compliance will be sent after these ten days.

If there is a failure to comply within thirty days of notice of non-compliance, an additional fine shall be levied in accordance to the schedule of fees and for each thirty days thereafter until registration is completed.

Inspections of businesses are complaint-based and will fall under the purview of the Code Enforcement Officer and/or Building Inspector. All other inspections such as mechanical, plumbing, and electrical shall be conducted by a State Inspector. Fire inspections in Michigan are conducted by qualified local and state fire inspectors to ensure compliance with Michigan's fire code, which is based on [NFPA](#) standards. Inspections are required for new businesses, renovations, and periodically for existing structures, focusing on fire suppression systems (if applicable), alarms, and exits.

Property owners are responsible for arranging and paying for inspections by certified individuals, and records of these inspections and maintenance must be available for state audits and submitted to the City of Montrose upon request of the Building Inspector and/or Code Enforcement Officer.

## **Ordinance No. 461**

### **Section 14-64 Shall read as follows:**

#### **Inspections**

Inspections of businesses are complaint-based and will fall under the purview of the Code Enforcement Officer and/or Building Inspector. All other inspections such as mechanical, plumbing, and electrical shall be conducted by a State Inspector. Fire inspections in Michigan are conducted by qualified local and state fire inspectors to ensure compliance with Michigan's fire code, which is based on NFPA standards. Inspections are required for new businesses, renovations, and periodically for existing structures, focusing on fire suppression systems (if applicable), alarms, and exits.

Property owners are responsible for arranging and paying for inspections by certified individuals, and records of these inspections and maintenance must be available for state audits and submitted to the City of Montrose upon request of the Building Inspector and/or Code Enforcement Officer.

**Sections 14-53, 14-54, 14-55, 14-56, 14-57, 14-57, 14-58, 14-59, 14-60, 14-61 & 14-62 are hereby repealed.**

#### **INCONSISTENT AND CONFLICTING ORDINANCES REPEALED**

Code of Ordinance Chapter 14, Article III and all prior ordinances adopted by the City of Montrose inconsistent or in conflict with the provisions of this ordinance are, to the extent of such inconsistency or conflict, hereby expressly repealed.

#### **SAVING CLAUSE**

Nothing in this ordinance or in the Code hereby adopted shall be construed to affect any suit or proceeding pending in any court or administrative body, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed by this ordinance; nor any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

#### **SEVERABILITY**

The phrases, sentences, sections and provisions of this ordinance are severable and the finding that a portion, thereof, is unconstitutional or otherwise unenforceable shall not detract from or affect the enforcement of the remainder of this ordinance.

#### **EFFECTIVE DATE**

This Ordinance shall take effect at 12:01 a.m. on the \_\_\_\_ day of \_\_\_\_, 2025 after publication.

**Ordinance No. 461**

**ON MOTION DULY MADE BY** Council Member \_\_\_\_\_ and second by council member \_\_\_\_\_

YEAS:

NAYS:

MADE AND PASSED by the City of Montrose on the \_\_\_\_\_ day of \_\_\_\_, 2025, by a vote of \_\_ ( )  
Ayes and \_\_ ( ) Nays.

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TOM BANKS, CITY MAYOR

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CHRISTINA M. RUSH, CITY CLERK

Date of Adoption: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

**CERTIFICATE OF ADOPTION**

I, Christina Rush, Clerk for the City of Montrose, do hereby certify that the foregoing  
Ordinance No. 461 was duly adopted at a regular meeting of the City of Montrose held on the  
day of \_\_\_\_\_ day of \_\_\_\_, 2025 at the Montrose City Office at 139 S. Saginaw Street, Montrose,  
Michigan.

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CHRISTINA M. RUSH, CITY CLERK

**City of Montrose - Business Registration Form**  
**139 South Saginaw Street Montrose, MI 48457 Phone: (810.639.6168)**

Legal Business Name: \_\_\_\_\_

Doing Business As Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Local Business Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

Billing/Mailing Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Owner Address \_\_\_\_\_ Phone: \_\_\_\_\_

Property/Building Owner: \_\_\_\_\_

Property/Building Owner Address \_\_\_\_\_ Phone: \_\_\_\_\_

Property/Business Manager & \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Person & \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Person & \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Daily Hours of Operation: \_\_\_\_\_

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**AFFIDAVIT**

I Hereby agree to comply with all requirements of the City of Montrose Code of Ordinances, and I confirm that all information that I have provided in the application is accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY USE ONLY**

\$25.00 \_\_\_\_\_ Date Paid: \_\_\_\_\_ Registration # \_\_\_\_\_

Parcel # \_\_\_\_\_ Occupancy Audit/REU: \_\_\_\_\_

*REU: A Residential Equivalent Unit is a standard measure used to determine a business's water and sewer charges. One REU is equal to the water usage of an average single-family home. Businesses are billed based on the total number of REUs they are assigned.*

# CITY OF MONTROSE MEMORANDUM

**Date:** June 18, 2025

**To:** Mayor Banks and Montrose City Council Members

**From:** Joe Karlichek, Interim City Manager

**Subject: Consider approval of extending the City of Montrose Business License additional 90 days pending investigation review.**

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## **Background:**

The City of Montrose, by way of Legislative action, approved a general business license (GBL) ordinance in 2017. (Ordinance Article III – General Business License is accompanied in this memorandum).

After having conversations with various members of City Council, City Administration, including local business, initial investigation revealed there are clear inconsistencies in the approach to the GBL. In addition, the City Council, via Draft meeting minutes of April 29, 2025, **“Discussion/Direction GBL Ordinance Corrections/Modifications** unanimously voted to **“halt” any enforcement activities based on the current ordinance that we all agree needs to have something done to it, for 90 days.”** (Meeting minutes accompanies this memorandum).

**Recommendation:** It is recommended the city council approve extending the delaying of any further action or enforcement of the GBL pending administration’s review and investigation for a period of 90 days. Administration to deliver a report to city council at their regularly scheduled council meeting Tuesday September 15, 2025.