



MONTROSE CITY COUNCIL 2025

Tuesday March 24, 2026 at 7:00 p.m.

1. CALL IN DIRECTIONS

In an effort to further our goals of transparency the City of Montrose will continue to host its City Council Meetings on Zoom **for viewing purposes only**. Registration is required.

Topic: City of Montrose City Council Meeting
March 24, 2026 07:00 PM Eastern Time (US and Canada)

Meeting ID: 820 8235 8066

Checked Passcode: 087946

Registration Link: <https://us06web.zoom.us/meeting/register/rBrn9jPzSxK0EK6mGPhUcA>

2. CALL TO ORDER

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA for March 24, 2026

6. CLOSED SESSION

7. CITIZEN OF THE MONTH

8. 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.

9. PRESENTATION - Genesee County 9-1-1 Proclamation – National Public Safety Telecommunicators Week – April 13 – 19, 2026. 9-1-1 Dispatchers Present to accept the Proclamation: Cierra Allen and Jordan Shaw.

10. CONSENT AGENDA

- a) Approval City Council Meeting Minutes from February 2026
- b) Approval City Council Bills for the month of February 2026
- c) Receive and file Police, Fire, Code Enforcement Report for February 2026
- d) Receive and file Genesee County 9-1-1 Director's Report for February 2026
- e) Receive and file City Manager Report for February 2026
- f) Receive and file City Interim Treasurer/Finance Manager & Deputy Treasurer Reports for February 2026
- g) Receive and file City Clerk Report for February 2026
- h) Receive and file City Secretary Report February 2026
- i) Receive and file DPW Supervisor Report for February 2026
- j) Receive and file City Building Inspector Report for February 2026
- k) Receive and file Department of Agriculture and Rural Development 2026 Mosquito Abatement Letter & APM Mosquito Control Outreach Program 2026
- l) Receive and file response to State of Michigan Department of Treasury
- m) Notification of Sale of City Owned Generator

11. PUBLIC HEARING

12. OLD BUSINESS

13. NEW BUSINESS

1. Consider Wade Trim Zoning Audit Proposal
2. Consider Resolution Budget Amendment FY25/26
3. Approval of Rowe Professional Services Contract

14. BID AWARD/PURCHASE

15. ORDINANCES

APPOINTMENTS

1. Consider Board Vacancy Application for Election Commission

16. 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.

17. CITY COUNCIL COMMITTEE REPORTS

18. CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS

19. ADJOURNMENT

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

February 24, 2026

A

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, Robert Arnold, Ryan Heslop, Todd Pangle, Melissa Hoose, and Lori Machuk. Absent Mayor Pro-tem Richard. Also present was City Manager Joe Karlichek, City Clerk Tina Rush, and 34 citizens.

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

APPROVAL OF AGENDA for February 24, 2026:

- **MOTION** by Pangle **SECOND** by Arnold to approve the agenda. Roll Call Vote: Hoose – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, Pangle – 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:** Council honored Trinity Lee for being the Montrose Blueberry Festival Queen for 2025.

- **MOTION** by Mayor Tom Banks **SECOND** by Arnold to make Fred Priest III as the Citizen of the Month for March. Roll Call Vote: Hoose – Aye, Arnold – Aye, Pangle – Aye, Machuk – Aye, Heslop – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MEETING OPEN TO THE PUBLIC (Agenda Items Only): A few citizens spoke.

PRESENTATION: None

CONSENT AGENDA:

- A. APPROVAL OF CITY COUNCIL MEETING MINUTES REPORT SEPTEMBER 2025
- B. APPROVE CITY COUNCIL BILLS FOR THE MONTH OF SEPTEMBER 2025
- C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT REPORT SEPTEMBER 2025
- D. RECEIVE AND FILE GENESE 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 CITY 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 COMMUNITY EVENT APPLICATION – HOMECOMING PARADE
- L. RECEIVE AND FILE FOIA STAFFING APPOINTMENT
- M. RECEIVE AND FILE STATE OF MICHIGAN FY25-26 BUDGE SUMMARY FROM MML
- N. RECEIVE AND FILE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MONITORING REVIEW

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

February 24, 2026

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

PUBLIC HEARING: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. *PROPOSED BUDGET CALENDAR FOR FISCAL YEAR 2026-2027:*

- **MOTION** by Pangle **SECOND** by Hoose to approve the Budget Calendar for fiscal year 2026-2027. Roll Call Vote: Pangle – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion carried.

2. *CONSIDER RESOLUTION TO OPT OUT OF PA152:*

- **MOTION** by Pangle **SECOND** by Heslop that we opt out of PA152. Roll Call Vote: Arnold – Aye, Machuk – Nay, Hoose – Nay, Pangle – Aye, Heslop – Aye, and Mayor Banks – Nay. Three Ayes and Three Nays. Motion failed.

3. *NOTICE OF CITY STREETScape PROJECT: INFORMATIONAL ONLY.*

4. *NOTICE OF DEPARTMENT OF TREASURY – CORRECTIVE ACTION PLAN: INFORMATION ONLY.*

BID AWARD/PURCHASE:

1. *RECEIVE AND FILE REPORT ON PURCHASES FOR SERVICES: INFORMATIONAL ONLY.*

2. *CONSIDER PROPOSALS FOR PARKS & RECREATION MASTER PLAN:*

- **MOTION** by Machuk **SECOND** by Pangle that we approve the RFP for the Parks & Recreation Master Plan update. Roll Call Vote: Heslop – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, Hoose – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion carried.

ORDINANCES:

1. *CONSIDER REVIEW OF DRAFT AMENDED CHANGES TO CURRENT ORDINANCE 395:*

- **MOTION** by Hoose **SECOND** by Machuk that we draft change to ordinance #395, Article 1, Chapter 101 Buildings & Fire Safety Regulations. Roll Call Vote: Hoose – Aye, Arnold – Aye, Machuk – Aye, Heslop – Aye, Pangle – Aye, Mayor Banks – Aye. All Ayes. Motion carried.

APPOINTMENTS:

1. *CONSIDER BOARD VACANT NOTIFICATION AND APPOINTMENT:*

- **MOTION** by Arnold **SECOND** by Pangle to appoint Bob Arnold as the Genesee Metro Alliance alternate.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

February 24, 2026

- **MOTION** by Banks **SECOND** by Machuk to appoint Bob Arnold as the Genesee Metro Alliance alternate. Roll Call Vote: Pangle – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by **SECOND** by Arnold to appoint Mayor Banks as the Genesee Small Cities and Villages alternate. Roll Call Vote: Hoose – Aye, Arnold – Aye, Machuk – Aye, Heslop – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

2. ***CONSIDER PROPOSAL FROM COUNCILMAN HESLOP TO FORM “AD-HOC” COMMITTEE FOR THE PURPOSES TO REVIEW CONTRACT LANGUAGE THE CITY ENTERED INTO IN 2025:***

- **MOTION** by Arnold **SECOND** by Heslop that we form an Ad-Hoc committee with the City Attorney for procedures record keeping. Roll Call Vote: Arnold – Aye, Hoose – Aye, Helsop – Aye, Machuk – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **AMDENDED MOTION** by Pangle **SECOND** by Arnold that allows the Ad-Hoc committee communication with the City Attorney for the purposes of the contracts of the committee. Roll Call Vote: Pangle – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

PUBLIC COMMENTS: Citizens made comments

REPORTS FROM BOARDS & COMMISSIONS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: REPORT GIVEN

ELECTION COMMISSION: REPORT GIVEN

GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: REPORT ON FILE

GENESEE COUNTY METROPOLITAN ALLIANCE: REPORT ON FILE

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: REPORT ON FILE

GENESEE COUNTY WATER AND WASTE SERVICE’S ADVISORY COMMITTEE: REPORT GIVEN

PLANNING BOARD: REPORT GIVEN

911 CONSORTIUM: NO MEETING

ZONING BOARD OF APPEALS: NO MEETING

MONTROSE AREA CHAMBER OF COMMERCE: REPORT GIVEN

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: REPORT GIVEN.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES
February 24, 2026

CITY ATTORNEY: REPORT GIVEN

MAYOR AND COUNCIL COMMENTS: Comments made.

ADJOURNMENT:

- **MOTION** by Arnold **SECOND** by Heslop. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 9:56 p.m.

Prepared by City Secretary, Christine Schultz

DRAFT

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank SB CK CHOICE ONE BANK					
Check Type: EFT Transfer					
02/16/2026	SB CK	19 (E)	ELAN - CREDIT CARD	Credit Card Statement for	440.47
02/16/2026	SB CK	20 (E)	PITNEY BOWES (POSTAGE)	Pitney Bowes Postage Refil	1,000.00
02/16/2026	SB CK	21 (E)	SMALL BUSINESS INSURANC	SBAM - March 2026 Health,	5,114.09
02/26/2026	SB CK	22 (E)	NEXTIVA, INC.	Nextiva Telephone Charges	195.72
02/26/2026	SB CK	23 (E)	SPECTRUM BUSINESS	Internet Services for Marc	279.98
Total EFT Transfer:					7,030.26
Check Type: Paper Check					
02/03/2026	SB CK	21377	CHRISTINA RUSH	Per Diem for Attending MAM	102.00
02/03/2026	SB CK	21378	CITY OF CLIO	Code Enforcement Services	1,699.04
02/03/2026	SB CK	21379	CONSUMERS ENERGY	Utility Bills for January	1,932.19
02/03/2026	SB CK	21380	EGLE - STATE OF MICHIGA	Water Samples Tested Novem	195.00
02/03/2026	SB CK	21381	GENESEE COUNTY DRAIN CO	Drains at Large for 2025	2,925.70
02/03/2026	SB CK	21382	GENESEE COUNTY METRO AL	2026 Membership Dues	165.00
02/03/2026	SB CK	21383	HYDROCORP	Cross Connection Inspectio	307.58
02/03/2026	SB CK	21384	STATE OF MICHIGAN	FOIA for Copy of Citations	99.45
02/03/2026	SB CK	21385	WEX BANK	Fuel for January 2026	604.68
02/16/2026	SB CK	21386	CHOICEONE BANK	Safety Deposit Box Annual	50.00
02/16/2026	SB CK	21387	CITY OF MONTROSE	City Offices for February	73.43
02/16/2026	SB CK	21388	CITY OF MONTROSE	DPW Garage for February 20	78.00
02/16/2026	SB CK	21389	CITY OF MONTROSE	The Depot for February 202	64.92
02/16/2026	SB CK	21390	CITY OF MONTROSE	Lion's Park Restrooms for	63.00
02/16/2026	SB CK	21391	CITY OF MONTROSE	Blueberry Park Restrooms f	63.00
02/16/2026	SB CK	21392	CITY OF MONTROSE	Jennings Library for Febru	86.08
					428.43
02/16/2026	SB CK	21388	GENESEE COUNTY DRAIN CO	Water Samples for January	50.00
02/16/2026	SB CK	21389	GENESEE COUNTY DRAIN CO	Sanitary Sewer Maintenance	2,970.35
02/16/2026	SB CK	21390	GENESEE COUNTY GOV. CLE	Quarterly Governmental Mee	15.00
02/16/2026	SB CK	21391	GOLD & SONS AUTOMOTIVE	Fuses for the Salter	5.76
02/16/2026	SB CK	21392	GOLD & SONS AUTOMOTIVE	Oil Filter for 2021 Pickup	4.48
02/16/2026	SB CK	21393	GOLD & SONS AUTOMOTIVE	Battery for 2008 Pickup Tr	357.80
02/16/2026	SB CK	21394	INTERSTATE BILLINIG SER	Door Springs for John Deer	368.04
02/16/2026	SB CK	21395	JOHN J. RYAN PLLC	Attorney Services for Janu	212.26
02/16/2026	SB CK	21396	MARQUEE ENGRAVING	Name Plaques for David Ros	1,500.00
02/16/2026	SB CK	21397	NETSOURCE ONE	Monthly Server Backup/ Lic	100.00
02/16/2026	SB CK	21398	PRINTING SYSTEMS, INC	1,000 Regular & 1,000 Wind	1,232.50
02/16/2026	SB CK	21399	QUILL CORPORATION	Office & DPW Supplies for	306.31
02/16/2026	SB CK	21400	QUILL CORPORATION	Office & DPW Supplies for	192.27
					12.72
02/16/2026	SB CK	21397	SHRED EXPERTS LLC	Shredded 1 - 96 Gallon Tot	204.99
02/16/2026	SB CK	21398	VIEW NEWSPAPER GROUP -	Publications for January 2	85.00
					144.65

B

Check Date	Bank	Check #	Vendor	Vendor Name	Invoice	Description	Amount
02/26/2026	SB CK	21399	5020	GENESEE COUNTY DRAIN CO		01/26/26 - 02/22/26 Inter	14,382.41
02/26/2026	SB CK	21400	172	KIMBERLY LYNCH		Switch Replacement for BOL	8,200.00
02/26/2026	SB CK	21401	105	NETSOURCE ONE		Refuse Services for March	1,217.75
02/26/2026	SB CK	21402	258	PRIORITY WASTE LLC		Office & DPW Supplies for	10,155.95
02/26/2026	SB CK	21403	056	QUILL CORPORATION		City Office Copy Machine M	287.95
02/26/2026	SB CK	21404	114	VERDANT COMMERCIAL CAPI		Planning Professional Serv	197.26
02/26/2026	SB CK	21405	099	WADE-TRIM, INC.		Total Paper Check:	837.80
							<u>50,977.29</u>

SB CK TOTALS:
 Total of 34 Checks:
 Less 0 Void Checks:
 Total of 34 Disbursements:

58,007.55
 0.00
 58,007.55

Check Date	Bank	Check	Vendor Name	Description	Amount
02/12/2026	TAX C	2777	BISHOP AIRPORT AUTHORIT	TAX COLLECTIONS 1/16/2026-	1,339.58
02/12/2026	TAX C	2778	CITY OF MONTROSE	TAX COLLECTIONS 1/16/2026-	973.54
02/12/2026	TAX C	2779	GENESEE COUNTY TREASURE	TAX COLLECTIONS 1/16/2026-	17,864.38
02/12/2026	TAX C	2780	GENESEE INTERMEDIATE SC	TAX COLLECTIONS 1/16/2026-	11,445.69
02/12/2026	TAX C	2781	MASS TRANSIT AUTHORITY	TAX COLLECTIONS 1/16/2026-	3,473.70
02/12/2026	TAX C	2782	MONTROSE COMMUNITY SCHO	TAX COLLECTIONS 1/16/2026-	35,406.99
02/12/2026	TAX C	2783	MOTT COMMUNITY COLLEGE	TAX COLLECTIONS 1/16/2026-	7,371.19
02/26/2026	TAX C	2784	BISHOP AIRPORT AUTHORIT	TAX COLLECTED 2/1/2026-2/1	1,525.25
02/26/2026	TAX C	2785	CITY OF MONTROSE	TAX COLLECTED 2/1/2026-2/1	3,050.40
02/26/2026	TAX C	2786	GENESEE COUNTY LAND BAN	TAX COLLECTED 2/1/2026-2/1	663.25
02/26/2026	TAX C	2787	GENESEE COUNTY TREASURE	TAX COLLECTED 2/1/2026-2/1	20,821.20
02/26/2026	TAX C	2788	GENESEE INTERMEDIATE SC	TAX COLLECTED 2/1/2026-2/1	12,857.38
02/26/2026	TAX C	2789	MASS TRANSIT AUTHORITY	TAX COLLECTED 2/1/2026-2/1	3,954.98
02/26/2026	TAX C	2790	MONTROSE COMMUNITY SCHO	TAX COLLECTED 2/1/2026-2/1	72,453.26
02/26/2026	TAX C	2791	MOTT COMMUNITY COLLEGE	TAX COLLECTED 2/1/2026-2/1	8,363.83
02/26/2026	TAX C	2792	STATE OF MICHIGAN	TAX COLLECTED 2/1/2026-2/1	293.90
Total Paper Check:					201,858.52
TAX C TOTALS:					
Total of 16 Checks:					201,858.52
Less 0 Void Checks:					0.00
Total of 16 Disbursements:					201,858.52

[Handwritten signature]

C
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CITY OF MONTROSE

MEMORANDUM

Date: March 10, 2026

To: Mayor Banks and Montrose City Council Members

From: Jamie Cochran, Chief of Police, George Taylor, Fire Chief, Scott Murlick, Code Enforcement

Subject: Report of Police, Fire, & Code Enforcement Report for February 2026

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 twenty-three (23) calls;

Of those calls, they included;

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

FIRE DEPARTMENT RESPOSNES

The Fire Department responded to three (3) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, emergency medical responses and twenty-three (23) responses in the Township of Montrose for a total of 26 responses.

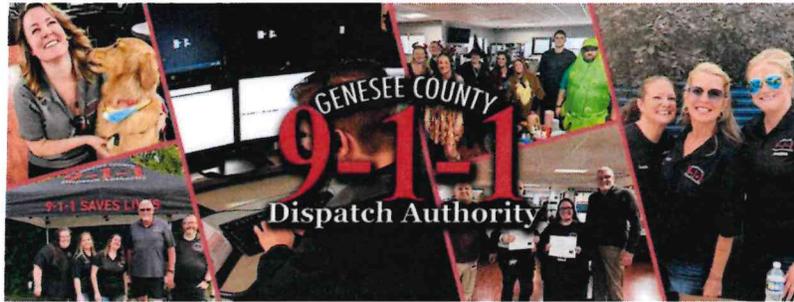
CODE ENFORCEMENT RESPONSES

The Code Enforcement Officer received a total of twenty-five (25) new complaints. Closed 20 of the new complaints. Attributed to the complaints are as follows: 30% inoperable vehicle/unregistered. 35% vehicles/parking in yard/sidewalk complaints. 20% Exterior. 15% other matters of investigation/research.

Any complaints that remain open may mean the Code Enforcement Officer has given the property owner a set amount of time, or a date, to come into voluntary compliance before writing a citation.

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

March 10, 2026

Re: Executive Directors Report – February 2026

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

The month of February Call Data is unavailable at this time due to Comtech/Solacom (Allerium) vendor being unable to supply this information at the time of this report being sent out.

Overtime Hours Worked due to Staffing Shortages, and Vacations:

Our call takers and dispatchers have worked **1,315.5** hours of overtime in the month of February. FYTD, **7,941.75** hours. We have 2 employees with restricted hours, 3 with no mandates, 3 unable to work Overtime, and 2 on medical or personal leaves.

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

Our part time FOIA Coordinator processed **330** in the month of February, year to date **1,655** FOIA's processed.

Professional Standards Policy for the Month of February:

6 Professional Standards Complaints
4 Sustained
1 Exonerated
1 Pending investigation

Executive Board and General Membership

Personnel in Training and Staffing:

Staffing currently.

One Operation Manager. Six Floor Supervisors, 2 Administration Supervisors (1 Q&A Supervisor, 1 Training Supervisor).

We have 48 dispatchers total, 34 fully trained with 6 on restrictions, FMLA, or not back to full time. (+2-MOU Call taker only), (+5 in phones training), (+4 Stalled on Phones), (+3 Cleared Phones, Fire/EMS Radio Trained) (+5 Part-time).

Resignations & Retirement:

Two Resignations. Mia Guzman and Grace Osborn

Monthly Training:

February's training was three weeks of Priority Dispatch Emergency Medical Dispatch (EMD) training. All staff have successfully completed training.

Now that EMD training is complete and with approval of Med Control are target date for go-live is March 10-12, barring any issue.

EMS - Critical Status:

In the Month of February, 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
3-Feb	1	7.43	2	10
5-Feb	2	0.87	1	8
8-Feb	3	2.77	1	6
9-Feb	1	4.80	1	10
11-Feb	1	0.47	1	5
22-Feb	2	2.62	1	4
26-Feb	2	2.87	1	7
Grand Total	12	21.82	2	10

Executive Board and General Membership

Aurelian Project Update:

We are still currently live in a testing environment for this non-emergency call handling product. The system can be turned on and off as needed, allowing staff to train and become comfortable with the technology prior to an official public launch.

A monitoring dashboard is available to track calls and their processing. The "Human in the Loop" approach ensures all calls are handled appropriately while enabling dispatchers and call takers to remain focused on emergency calls.

Quality Assurance:

For the month of February, we have started to wrap up the GovWorks QA implementation with most future meetings focusing on refining the AI to better evaluate our call types and meet our specific agency requirements.

We are still operating in "sandbox mode" which is a form of test mode until the final refinements and data validation are signed off on.

In February there were approximately 7200 calls evaluated with an average score of 91.58%. The difference in scoring from our previous way of evaluating reflects the further refinement still needed and some areas we need to re-focus the staff.

Here are some graphics for the report.

QA Summary Mar 6, 2026 7:18:02 AM Evaluation Live (All Users)

Filter statement

Filters

Evaluation Time Range 2/1/26 To 2/28/26

Percent Score All items Between 0 and 100

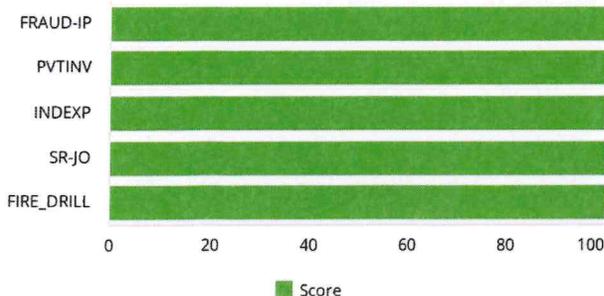
Is Training 0, 1

Is Simulation 0, 1

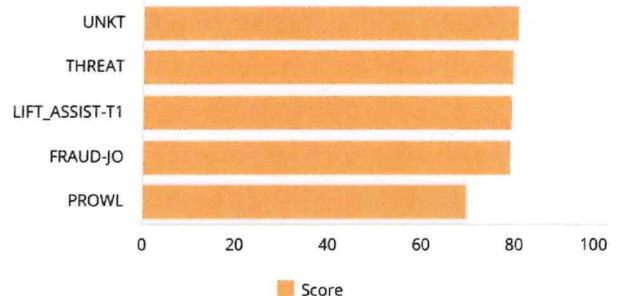
Is Sandbox 0, 1

[1 more...](#)

Top 5 Performing Incident Types

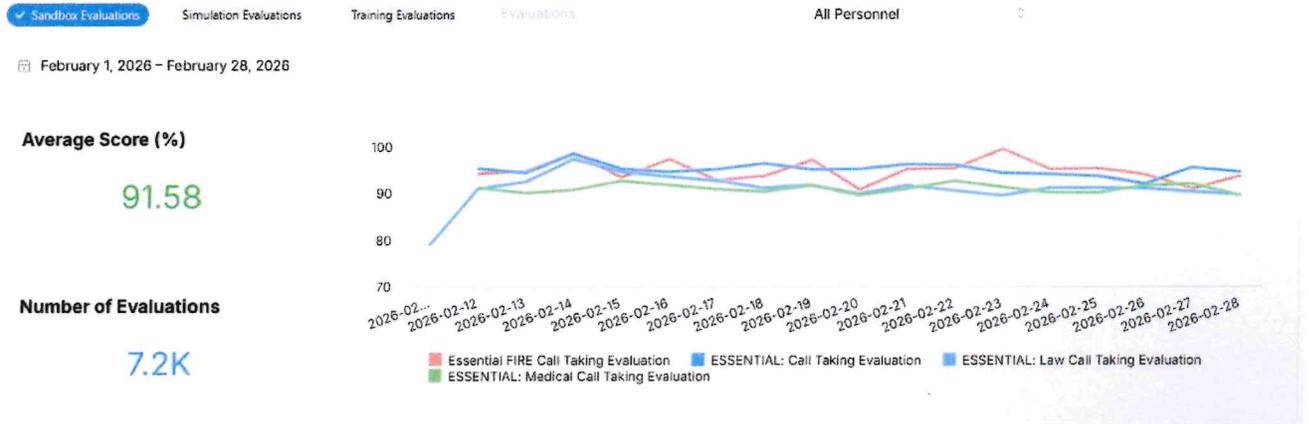


Bottom 5 Performing Incident Types



Executive Board and General Membership

Quality Assurance - Continued:



9-1-1

Executive Board and General Membership

Award, Citations, and Recognition:

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



Executive Board and General Membership

Emergency Management – March Siren Test Results:

March 2026 - Weather Siren Failures / Alarms				
Site Number	District	Address	Reason	Comments
50	Davison	E Clark W of N Oak Rd	Communication Fail	
109	Flushing	8091 W Carpenter	Intrusion Open	
204	Richfield Twp	4091 N State	Intrusion Open	
77	Flint	904 W Home	Intrusion Open	
92	Flint Twp	3429 Flushing Rd	Battery	
251	GC 911		Communication Fail	
146	Grand Blanc Twp	Embury N of Cook Rd	Intrusion Open	
169	Montrose	12069 Farrand Rd	Power	

Reminder –

Genesee County will be participating in the statewide tornado drill on Wednesday, March 18, 2026 @ 1300.

Also, the Sirens that failed are the responsibility of the local units of Government to maintain them.

E.

CITY OF MONTROSE

MEMORANDUM

Date: March 17, 2026

To: Mayor Banks and Montrose City Council Members

From: Joe Karlichek, City Manager

Subject: City Manager Report to Mayor & City Council

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.
- Worked on numerous FY26/27 Budget areas.
- Business Registrations are still being submitted. If you hear or are informed by any entity with questions about the registration process, please send them to city administration so we assist their needs.

CITY HALL REMODEL

- Remodel of City Hall began February 17, 2026 and was completed March 6.
- DPW and I did all of the painting of city hall and kept the doors open to our customers! We only had to close city offices early at 5 p.m. when the construction began. I want to thank our staff for their support and patience while we upgraded city hall. We installed a “Welcome Sign” above the window as we are truly blessed to serve our citizens. We have received a number accolades from our citizens and we appreciate their support. One citizen even said, “It’s about damn time, this needed to be done years ago.”
- I want to thank Pastor Tim Hobson who came here to city hall with his paint clothes on and assisted in the priming of our walls. It is wonderful to see and have volunteerism in our city. Thank you Pastor Hobson!
- We came in just \$200 over budget as we added insulation to the walls that was left out of the original quote. The insulation has already proven to help alongside the new walls as it is shielding the environment from the front and back of the offices with the cold/warm air.
- Obtaining a quote to move the FOB from the main entrance to admin door entrance. I will examine this and determine the next steps.
- We did in fact seek an electrical permit following an inspection by Kevin Gunneles from the State. He discovered what we found out, was a pre-existing wire (in the basement) that apparently was left “pig-tailed” apparently ungrounded and not in a box. The electrician assigned to our remodel immediately addressed the issue with Kevin. Permit to the State issued and approved and that is fixed. That cost was \$689 of which I authorized under the provisions of our Ordinance and the safety of our employees and building.

- A complaint was filed to MIOSHA and an inspector came out and examined the building. That inspector has indicated to me there are no issues with the remodel. He is seeking Survey information on the building that was purchased by the Township in March 2018. We are reviewing and researching documentation and assisting the inspector. We will update the council next month.

PUBLIC SAFETY

- Routine discussions with Police Chief on law enforcement matters or inquires in the city.

BOARDS/COMMISSIONS

- Month long preparations city council packet for March 24, 2026 meeting.
- Prepared DDA Packets and held DDA meeting March 19, 2026.
- Held City Council Meeting February 24, 2026.
- Held Planning Board meeting March 12, 2026.

WEBSITE & INFORMATION TECHNOLOGY (IT)

- Worked on Zoom platform for the city.
- Continue to update the city website.
- Upgrade with NetSource “IT Complete” has been completed for the city. We are working out invoicing issues on their end.

GRANTS

- Solidified contract with Rowe Professional Services for Parks & Recreation Master Plan update and subsequent presentation to the DDA at their March 19, 2026 meeting.
- Testified before the State LEO Sub-Committee March 4, 2026 with House Representative Jasper Martus on the city’s proposed \$1.74 million street scape project. There I presented the city’s case and why the city needs the funding to lift the downtown and shape its future, including the Historic Depot. ***Copies of the application is available upon request.*
- Completed and submitted FY27 Community Project Funding (CPF) to Congresswoman Kristen McDonald Rivet office for \$1.74 million to fund street scape project. In that application we submitted 10 letters of support (LOS) that included the Mayor and business owners in town. I want to professionally and personally thank councilwoman Machuk for her assisting in gathering the LOS’s in the business district in a swift and efficient manner. I am profoundly grateful to have council members engaged in uplifting their community, as they should. Also want to thank Mayor Banks for swiftly responding to the request for LOS and signature that temporarily interfered with his work. We will now wait and see! ***Copies of the application is available upon request.*
- Submitted Grant Request to Consumers Energy Foundation or “2026 Put Your Town on the Map Pitch Competition Application” where three (3) awards are provided. 1st place award is 25K, 2nd place award is 15K, and 3rd place award is \$10K. ***Copies of the application is available upon request.*
- We are still looking to submit applications to Senator Peter and Senator Slotkin’s office as well.

CITIZEN/BUSINESS INTERACTIONS

- Answered phone calls and emails during several nights and weekends from city DPW, city building official, city council members and citizens' concerns or questions.
- Directly assisted 10 citizens at city hall relative to routine questions, permits, etc.
- Visited downtown businesses and drove around the city on numerous occasions observing.

EVENT COMMITTEE

- Attended the Event Committee with chairwoman Machuk of the DDA and local business owners as well as councilwoman Hoose. We discussed several DDA events, timelines and planning for the city. I am grateful to have and see the dedication from our local business owners who desire to make the city of Montrose a better place.

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.

NOTIFICATION TO STATE DEPARTMENT OF TREASURY

- In your Consent Agenda is the response to the State Department of Treasury for your edification. As of this memorandum we are awaiting to hear back from the Department of Treasury. A copy of the letter is in the council consent agenda.

Recommendation: Receive and File Report

F.

CITY OF MONTROSE MEMORANDUM

Date: March 16, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Deputy Treasurer/Administrative Assistant Report for February 2026

Training

- February
 - None for February

Webinar

- Treasurer to Treasurer

Duties

- Bank reconciliation of all accounts
- Handled multiple customer service needs
- 2025 Taxes have been settled with Genesee County. It went very smoothly; I was very happy with how it went.
- We have no Delinquent Personal Property Taxes which is exciting for me.
- Business Registration Forms are starting to come back we have currently received just about ½ of them.
- Working on the 2026-2027 budget.

Recommendation: City Council receive and File Report.

G.

**CITY OF MONTROSE
MEMORANDUM**

Date: March 18, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk, Tina Rush

Subject: Report on City Clerk Activities February 17 – March 13, 2026

Accounts Payable Processing

- Processed **Accounts Payable and tax check runs**, including coding invoices and prepared payment documentation.
- Attached digital records for audit purposes.
- Resolved vendor invoice discrepancies and coordinated with departments regarding financial records.
- Maintained **financial accountability through accurate payment processing and vendor compliance review**.
- Completed required **1099-MISC and 1099-NEC filings** and processed associated tax files and mailings.
- Reviewed vendor documentation including **W-9 forms and insurance certificates** to ensure compliance before payment.
- Reviewed, organized, and updated records for over **120 vendor accounts** removing outdated information from the accounting system.

Freedom of Information Act (FOIA) Compliance

Received, processed and fulfilled **multiple FOIA requests**, including;

- Requests for council meeting recordings, documentation related to city projects, and other public records.
- Records were provided in electronic format or via thumb drive when files exceeded email size limitations.
- Several requests were **granted, partially granted, or clarified** when statutory requirements were not met.
- Issued formal responses when clarification was required or when requested records did not exist.

Records Management & Compliance

- Maintained official meeting records and audio files for City Council meetings.
- Managing election records and candidate filings.
- Organized and updated financial vendor records information in the accounting system.

Elections Administration

The Clerk's Office continues preparing for the upcoming election cycle and ensuring compliance with Michigan election law.

- Prepared and submitted **City's Single Early Voting Precinct Report** to the Genesee County Clerk.
- Prepared and submitted **City's Early Voting Plan** and submitted a revised plan including updated voter registration totals.
- Assisted multiple individuals interested in running for office by providing petition packets and election guidance.
- Accepted, verified and processed **nominating petitions and affidavits of identity** for four (4) candidates seeking city office.
- Verified petition signatures and submitted affidavits of identity to **Genesee County Clerk** for certification.

Council, Committees, Personnel & Administrative Support

- Participated in council meeting.
- Coordinated with staff regarding upcoming committee meetings and appointments.
- Coordinated with staff to maintain organized electronic records for financial documentation and contracts.
- Supported city departments with documentation, reports, and administrative coordination.
- Provided candidate packets and guidance to residents interested in running for city office.
- Assisted residents with election questions and candidate filing procedures.
- Between February 17 and March 13, **682** emails were received, not including outstanding emails awaiting response.
- Responded to numerous phone calls and in-person public inquiries including:
 - Directing residents to appropriate departments for tax, ordinance, and utility questions.
- Conducted historical records research related to the **City Hall building** in response to regulatory inquiries.

Professional Development & Intergovernmental Associations

- Participated in **Michigan Association of Municipal Clerks (MAMC) webinar** regarding election procedures and nominating petitions.
- Attended **Genesee County Governmental Clerks Association meeting** to coordinate regional election administration and receive updates on:
 - Upcoming election equipment replacement timelines
 - Poll worker training modernization
 - Election law developments affecting municipalities
- Served on the **MAMC Clerk of the Year selection committee**, reviewing statewide nominations and participated in committee discussions.

Please let me know if you have any questions.

Respectfully submitted,
Tina Rush, City Clerk

H.

CITY OF MONTROSE MEMORANDUM

Date: March 2, 2026

To: Mayor Banks and City Council Members

From: City Secretary

Subject: Utility, Tax, Water/Sewer and Customer Service Report for March 2026

In an effort to keep City Council well-informed, Administration is providing a monthly report on the following activities. This report outlines the status, progress, activity, projects and/or initiatives, it is by no means an all-inclusive list of the activities. **February 2026 activities.**

- Continuing to look for more training to strengthen my skills in the office.

Customer Assistance Front Counter

Total: 238 – Tax, utility bills, depot rental payments, burn permits, and other questions.

I received 55 phone calls regarding trash/recycle complaints, depot rentals, utility payments, tax questions, and other questions regarding the city.

Depot Rentals

Total: 5

Lions Park Rentals

Total: 0

Blueberry Park Rentals

Total: 0

Trash/Recycling Complaints

Total: 6

Dump Passes

Total: 0

Burn Permits

Total: 19

Water/Sewer Bill Reconciliation

655 Water bills were processed in February. 106 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on February 10, 2026, to the post office. Seventy-seven water bills on auto-payment.

Water Shut Off

Eighty-three residents on the shut-off list for the month of February. A resident must be two months behind on

payments to be on the shut-off list. Twenty-one residents paid before phone calls were made. Sixty-two received one phone call. Fifteen received an additional phone call regarding the shut-off date. By February 9, 2026, at 6pm, seventy-nine residents had paid on time or made payment arrangements. Shut off was schedule for February 9, 2026.

Total: 4 – On February 9, 2026, at 8am. Service was restored to most by the end of the day.

Thank you, Marcy, for all of your help in assisting at the register!

Recommendation: City Council Consider Receive and File Report

CITY OF MONTROSE

MEMORANDUM

Date: March 16, 2026

To: Mayor Banks and City Council Members

From: Sam Spence, DPW Supervisor

Subject: DPW Report for February 2026

STREETS:

- Snow plow, snow plow, snow plow, busiest winter for snow plowing in my twelve (12) years here.
- Dispersed 10 Tons of salt.

PARKS AND RECREATION:

- General Maintenance and Plowing.

SEWER/WATER:

- Conducted water shutoffs/turn-ons for non-payment.
- Collected and submitted all water samples.
- Addressed water issue at 242 E Oak St. Water sampled and came back clear of any contaminants.
- Completed/ Submitted 2025 Pumpage Report and Cross Connection Report for EGLE.
- Water lines marked for 811 Missdig tickets.
- Addressed excessive use alerts.

MAINTENANCE:

- General maintenance on all equipment (wash, oil, grease, clean).

TRAINING/CONFERENCES/COMMITTEES:

- Attended the February Council Meeting
- Scheduled two (2) online training courses for March through EGLE (Lead and Copper Reporting and, Dist. Material Reporting).

BUILDING/GROUNDS/CITY HALL:

- Assisted in the office remodel.

Recommendation: City Council Receive and File Report

J.
/

CITY OF MONTROSE MEMORANDUM

Date: March 17, 2026

To: Mayor Banks and Montrose City Council Members

From: Timothy Mazur, Building Official

Subject: Receive and File City Building Inspector February Activity Report

The following activities were conducted during the month of February 2026. This summary is not exhaustive, as ongoing projects, permits, and communications often extend across multiple months. Additionally, numerous phone consultations were conducted with customers, including guidance and clarification provided by the Building Inspector.

- Issued two (2) new permits, One Approved and One Not Approved (rough/final).
- Completed two (2) inspections.
- Conducted one (1) investigation involving a commercial property where no roof permit had been issued. The contractor falsely represented to the property owner & sub-contractor that a permit had been obtained and paid for (as reported by the subcontractor). This investigation also identified multiple MIOSHA violations of laborers not meeting the minimum requirements while performing roughs and final on a commercial building.

In addition, multiple interviews and discussions were held with business owners, property owners, operators, and contractors regarding potential construction projects within the city.

I am working directly with the contractor on property 106 West State Street in the anticipated development of the property. A building and demo permit was pulled as of March 17,, 2026.

Follow-up phone conversations, reviews, research, staff meetings, and investigations totaled over eight (15) hours.

Recommendation: City Council Receive and File Report

K.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT

DR. TIM BORING
DIRECTOR

March 12, 2026

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

Dear Mr. Karlichek:

The Michigan Department of Agriculture and Rural Development (MDARD) received the City of Montrose's 2026 Mosquito Abatement Comprehensive Community Outreach Program from APM Mosquito Control. This program was developed by APM Mosquito Control to meet Regulation No. 637 Pesticide Use, Rule 11 (5)(b)(ii).

MDARD reviewed the community mosquito control program for compliance with state requirements including provisions for prior notification of applications, excluding property owners from applications at their request, and responding to public inquiries. The submitted program plan appears to meet these requirements.

In addition, the program includes mosquito surveying/monitoring strategies to inform management decisions which is a key component of integrated mosquito management. This program aims to promote responsible and effective mosquito management in the City of Montrose to protect the health of citizens while minimizing environmental risks.

Sincerely,

A handwritten signature in cursive script that reads "Emily Pochubay".

Emily Pochubay
Integrated Pest Management and Public Health Pest Specialist
Bureau of Environment and Sustainability
Pesticide Section
517-231-8723 | PochubayE@Michigan.gov

cc: Caitlin Burkman, MDARD Pesticide Enforcement Unit Manager
Lynn Timmer, MDARD Pesticide Section Field Supervisor

City of Montrose, MI
Mosquito Management
Community Outreach Program 2026

APM Mosquito Control (APM) has been contracted to perform the mosquito control program for The City of Montrose. The mosquito control program has been in place for over 5 years. APM will work to refine the program in efficiency and effectiveness. The program consists of all phases of an Integrated Mosquito Management strategy against mosquitoes in the city.

1. Adult mosquito monitoring/Disease Testing.
2. Breeding site inspections and larviciding.
3. ULV Adulticide applications.
4. Perimeter Barrier Adulticide applications.

Detailed information about the program is available at the city offices. In an effort to notify residents within the city of community Larviciding and ULV adulticide applications APM and City of Montrose will utilize the following methods:

1. Public notice in newspaper. A notice appears in the Genesee County View newspaper explaining larviciding and seasonal adulticiding. Advises anyone interested in further information to contact APM or Montrose City Hall.
2. The city posts information about mosquito program at the city offices, as well as on their website, <https://www.cityofmontrose.us/>
3. The city frequently posts current information regarding mosquito management program in the newsletter.
4. A brochure about the mosquito control program is available at the city hall. The Brochure explains how the whole program works and gives any resident the opportunity to not participate. See Brochure included with this correspondence.

5. A Call/Shut-off notification list is maintained as part of the city program. Before ULV adulticide applications take place APM will call any residents that request to remind them and inform them that a community mosquito control application will be happening that evening, weather permitting. Residents may also request that the ULV adulticide be shut off in front of and or upwind of their area. These areas are staked with a reflective orange stake and noted on ULV adulticide operational maps.
6. Mosquito control is often a topic of discussion at city meetings and residents are always encouraged at meetings to find out more about their local mosquito control program.
7. Information (sample labels & SDS) on insecticides used in the program are available upon request by calling APM at (810) 766-9423 or (877) 276-4714 and are available at the City of Montrose offices and the APM website at www.advancedmosquito.com

The contact person that can respond to public questions is Ben Seago at
APM Mosquito Control.

**139 S Saginaw St,
Montrose, MI 48457
810-639-6168**

***APM MOSQUITO CONTROL*
4136 Holiday Drive
Flint, MI 48507
Local (810) 766-9423
Toll Free (877) 276-4714**

www.advancedmosquito.com

L.

CITY OF MONTROSE

139 S. SAGINAW STREET
MONTROSE, MI 48457

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



Date: February 25, 2026

Michigan Department of Treasury
Community Engagement and Finance Division
P.O. Box 30728
Lansing, Michigan 48909-8228

Re: Corrective Action Plan – Fiscal Year Ended June 30, 2025

Dear Treasury Officials:

The City of Montrose respectfully submits this Corrective Action Plan in response to the Request for Improvement of Deficiencies – Fiscal Year 2025 letter issued by the Michigan Department of Treasury and the findings identified in the City's Independent Auditor's Report for the fiscal year ended June 30, 2025.

The City acknowledges the deficiencies identified and has implemented corrective measures to strengthen internal controls, improve financial oversight, and ensure continued compliance with Michigan law.

Regarding budget monitoring, the Finance Director and Deputy Treasurer now prepare monthly budget-to-actual reports for all funds. These reports are reviewed with department heads and presented to City Council at regular meetings. Budget amendments are currently being prepared and will be presented to city council at the next regular meeting. City administration continues to actively monitor revenues and expenditures and maintain communication with individuals responsible for spending.

Concerning bank reconciliations, all reconciliations have been completed through January 2026, which represents the last month reconciled for the accounts in question.

The January 2026 bank reconciliations are attached for review. Reconciliations are completed within 30 days of month-end, retained in a centralized binder, and independently reviewed and approved when prepared by the Deputy Treasurer.

In response to audit Finding 2025-001, the City hired an Interim Treasurer/Finance Director and a part-time Deputy Treasurer to provide operational stability and financial oversight. Financial statements will be prepared in accordance with Generally Accepted Accounting Principles, with all necessary adjusting entries recorded prior to submission to the auditors. A year-end closing checklist has been implemented to ensure completeness and accuracy.

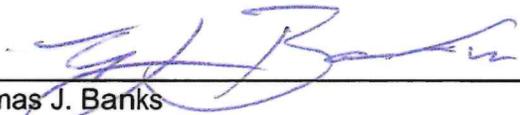
For Finding 2025-002, formal compensating controls have been implemented over journal entries and bank reconciliations. Manual journal entries now require preparer and reviewer signatures, and supporting documentation is scanned into the general ledger system. Bank reconciliations are independently reviewed and approved by the Finance Director when prepared by the Deputy Treasurer.

Finding 2025-003 regarding untimely bank reconciliations has been addressed as described above, and reconciliations are current through January 2026.

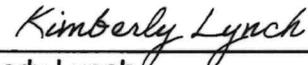
For Finding 2025-004 related to tax distribution timing, the City maintains a master spreadsheet to log all tax distributions and support year-end balancing. The current tax account will be fully balanced and paid out by fiscal year-end. Settlement with the County Treasurer will occur in March 2026. Property taxes, special assessments, and payments in lieu of taxes continue to be reviewed and distributed to the appropriate funds in a timely manner.

The City of Montrose is committed to maintaining strong internal controls and ensuring sustained compliance going forward. We appreciate Treasury's guidance and oversight.

Sincerely,



Thomas J. Banks
Mayor



Kimberly Lynch
Interim Treasurer/Finance Director

M.

CITY OF MONTROSE MEMORANDUM

Date: March 18, 2026

To: Mayor Banks and Montrose City Council Members

From: Sam Spence, DPW Supervisor

Subject: Notification of Sale of City Owned Generator

The Generator that the City Council agreed to sell has received a fair price offer. The Generator has been listed for 23 days, with 311 views, and 0 bids. The listing price was \$22,500.

An offer was submitted for \$15,000, and we have accepted. This is an “as is” sale. And once the transaction is complete, the generator will be removed from the Bidcorp website. Asset will also be removed from our asset list and insurance.

Details:

Buyer Jim Paetschow (Jims Body Shop)

1601 E Maple St

Clare, Mi. 48617

Price: \$15,000.00

Pick-up date: TBD (ASAP)

Sam Spence

City of Montrose-DPW Supervisor

Recommendation: City Council Receive and File Report

Proclamation

National Public Safety Telecommunicators Week

April 13 - 19, 2026

Whereas emergencies can occur at any time that require police, fire or emergency medical services; and,

Whereas when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Genesee County 9-1-1 emergency communications center; and,

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

Whereas Public Safety Telecommunicators of the Genesee County 9-1-1 Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore, Be It Resolved that the City Council of City of Montrose declares the week of April 13 through 19, 2026, to be National Public Safety Telecommunicators Week in the City of Montrose in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 24 day of March, 2026

Thomas J. Banks
Mayor

State of Michigan, Genesee County, City of Montrose

1

CITY OF MONTROSE

MEMORANDUM

Date: March 17, 2026

To: Mayro Banks and City Council Members

From: Joe Karlichek, City Manager 

Subject: Consider Wade Trim Zoning Audit Proposal

Background:

As the Planning Commission will recall, a comprehensive presentation was provided at the February 2026 meeting by Adam Young, City Planner with Wade Trim. During that meeting, Mr. Young outlined several zoning ordinances that are inconsistent with state law, as well as provisions that are outdated, confusing, contradictory, or obsolete.

Shortly after my arrival as City Manager, the Planning Commission also expressed concerns that the City's zoning ordinance is significantly outdated and in need of review.

Attached is the memorandum and proposal from Wade Trim, which identifies two (2) phases of work:

- **Phase 1: Administrative Revisions**
- **Phase 2: Substantive Revisions**

Each phase includes its own scope, cost, and timeline. The full project is anticipated to take up to 12 months to complete, at a total cost of \$19,300. This includes two (2) in-person meetings for Phase 1 and three (3) in-person meetings for Phase 2. Any additional in-person meetings requested would be billed at a flat rate of \$500 per meeting.

Following discussions with the Interim Treasurer and Finance Director, it is anticipated that this project would be budgeted to begin on July 1, 2026, coinciding with the start of the City's new fiscal year.

City Administration strongly encourages the City Council to review the Wade Trim proposal and be prepared to discuss any questions at the scheduled meeting on March 24, 2026.

Recommendation:

It is recommended that the City Council approve the proposal from Wade Trim for both Phase 1 and Phase 2 in the amount of \$19,300, and direct City Administration for inclusion in the FY 2026–2027 budget.

1

CITY OF MONTROSE MEMORANDUM

Date: March 9, 2026

To: Chairman Foust and Planning Commission Members

From: Joe Karlichek, City Manager 

Subject: Consider Wade Trim Zoning Audit Proposal

Background: As you recall the Planning Commission received a thorough presentation from Adam Young, City Planner with Wade Tim at your February 2026 meeting. In that meeting Adam discussed numerous zoning ordinances that are either inconsistent with State Law or are outdated, confusing, contradicting or obsolete. Early in my arrival as the city manager the Planning Commission expressed the Zoning was very outdated as well.

Attached is the memorandum and proposal from Wade Trim identifying two (2) phases. One identified as “Administrative Revisions” and the second Phase as “Substantive Revisions” with each Phase as its own separate cost and timeframe. The process, in total, is expected to take up to 12 months in the amount of \$19,300.00 including two (2) in-person meetings for phase one and three (3) for phase 2. Any additional need for in-person attendance by Wade Trim would be billed at a \$500 flat rate.

Discussing this project with our Interim Treasurer and Finance Director, the city would budget this project to begin July 1, 2026 at the beginning of its new fiscal year.

City administration strongly encourages the Planning Commission to review the Wade Trim Proposal and discuss any additional questions at the scheduled meeting of March 13,, 2026.

Recommendation: It is recommended that the Planning Commission approve the proposal from Wade Trim for Phase 1 & 2 in the amount of \$19,300 and direct city administration to forward the proposal to city council for final approval and include this in the FY26/27 Budget.



A

Wade Trim Associates, Inc.
500 Griswold Street, Suite 2500 • Detroit, MI 48226
313.961.3650 • www.wadetrim.com

MEMORANDUM

To: City of Montrose Township Planning Commission

From: Adam Young, AICP, Professional Planner

Date: February 4, 2026

Subject: Zoning Ordinance Audit

As requested by the City of Montrose, Wade Trim has conducted a detailed review (“audit”) of the City of Montrose Zoning Ordinance (Ord. No. 255, adopted June 13, 1995). As the City recently prepared a new Master Plan (adopted September 2024) and a Community Housing Study (adopted September 2025), this zoning ordinance audit sets the stage for the development and adoption of zoning ordinance amendments that are necessary to implement the key recommendations of each plan. Additionally, the zoning ordinance audit identifies changes needed to bring Montrose’s Zoning Ordinance into compliance with legal requirements and contemporary practice.

The findings of our zoning ordinance audit are detailed in the enclosed report, dated February 4, 2026. This report outlines and explains our various findings and recommendations, grouped by topic, including format and organization, definitions, zoning districts, general provisions, administration and enforcement, special situations or use types, and master plan/housing strategy recommendations.

We will be presenting this information during your February 12, 2026, Planning Commission meeting. We recommend that you familiarize yourself with the materials in advance of the meeting and be prepared to ask questions and share your thoughts.

If you have any questions, please do not hesitate to contact me at 313.961.3650 or ayoung@wadetrim.com.

ACY:lkf
MTR 6100-25D, Task 100
20260204_Planning Commission Zoning Audit-Memo.docx

Enclosures: Zoning Ordinance Audit, dated February 4, 2026



Wade Trim Associates, Inc.
500 Griswold Street, Suite 2500 • Detroit, MI 48226
313.961.3650 • www.wadetrिम.com

March 5, 2026

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

Attention: Joe Karlicheck
City Manager

Re: Professional Planning Services Proposal – Zoning Ordinance Updates

Dear Joe:

As requested, we are providing this scope of work and cost estimate to assist the City of Montrose in the development and adoption of amendments to the City of Montrose Zoning Ordinance. This effort is a follow-up to the recently finalized Zoning Ordinance Audit that we completed and presented to the Planning Commission in February.

SCOPE OF WORK

The enclosed Zoning Ordinance Audit, dated March 3, 2026, divides the recommended amendments into two categories of priority:

1. “Administrative” Revisions – These are relatively minor revisions that should require limited discussion. In many cases, they are mandated changes to ensure consistency with changes to Federal/State laws.
2. “Substantive” Revisions – These are more urgent changes that are likely to have a greater impact within the community. They are also more complex and considerable discussion is likely necessary to develop amendments.

Our proposed scope of work handles each category of amendments separately. (However, the city may consider proceeding with both sets of amendments simultaneously.) The proposed scope of work also complies with the procedural requirements for amending a zoning ordinance in accordance with the Michigan Zoning Enabling Act (Public Act 110 of 2006).

Phase 1: Administrative Revisions

Task 1A: Zoning Amendment Language Development

Wade Trim will develop draft zoning ordinance amendment language to address the **administrative revisions** as noted in the enclosed Zoning Ordinance Audit. After preparing draft language, we propose to send the language to the City Manager for review and facilitate a virtual meeting to discuss the draft and consider additions and revisions.

After a complete draft of proposed amendments has been prepared, we will meet with the Planning Commission to present and review the updated language. Further revisions to the language will be made based on comments received from the Planning Commission, as necessary.

Task 1B: Public Hearing and Adoption Process

Ultimately, the draft zoning ordinance amendment language must be presented for public review during a legally noticed public hearing held by the Planning Commission. Wade Trim will assist the

city in the preparation of the notices and will attend the public hearing. After the public hearing, the Planning Commission will forward the recommended changes to the City Council, who can then adopt the amendments.

Task 1C: Final Deliverables

After adoption, Wade Trim will provide the final adopted zoning ordinance amendment language to the city in Microsoft Word format. The city can then provide that language to Municode for incorporation into the online version of the city's code of ordinances. (The city would be responsible for any costs associated with the incorporation of the amendments into the city's online code of ordinances.)

Phase 2: Substantive Revisions

Task 2A: Zoning Amendment Language Development

Wade Trim will develop draft zoning ordinance amendment language to address the **substantive revisions** as noted in the enclosed Zoning Ordinance Audit. We will prepare the amendments in a logical manner and in groupings. After preparing draft language for each grouping, we will send the language to the City Manager for review and facilitate a virtual meeting to discuss the draft and consider additions and revisions. We will follow this process for each grouping until a complete draft is prepared. As noted in the Zoning Ordinance Audit, this task will also include a review and potential amendments to the City of Montrose Zoning Map.

We propose to meet with the Planning Commission on up to two (2) occasions during this process to present the draft zoning amendments. Further revisions to the proposed amendments will be made based on comments received, as necessary.

Task 2B: Public Hearing and Adoption Process

Ultimately, the draft zoning ordinance amendment language (and map amendments, if applicable) must be presented for public review during a legally noticed public hearing held by the Planning Commission. Wade Trim will assist the city in the preparation of the notices and will attend the public hearing. After the public hearing, the Planning Commission would forward the recommended changes to the City Council, who can then adopt the amendments.

Task 2C: Final Deliverables

After adoption, Wade Trim will provide the final adopted zoning ordinance amendment language to the city in Microsoft Word format. The city can then provide that language to Municode for incorporation into the online version of the city's code of ordinances. (The city would be responsible for any costs associated with the incorporation of the amendments into the city's online code of ordinances.) If changes to the zoning map are included as part of the amendments, Wade Trim will prepare the necessary revisions to the city's Zoning Map and provide the updated map to the city in Adobe PDF format.

COST ESTIMATE

Phase 1: Administrative Revisions

Wade Trim proposes to complete Phase 1 for a **Lump Sum Fee of \$6,900**. This fee is inclusive of all effort and expenses related to this Phase, including Wade Trim's attendance at two (2) in-person meetings with the Planning Commission (one of which is the public hearing). Additional in-person meetings requested by the city would be billed at a flat rate of \$500 per meeting.

Phase 2: Substantive Revisions

Wade Trim proposes to complete Phase 2 for a **Lump Sum Fee of \$12,400**. This fee is inclusive of all effort and expenses related to this Phase, including Wade Trim's attendance at three (3) in-person meetings with the Planning Commission (one of which is the public hearing). Additional in-person meetings requested by the city would be billed at a flat rate of \$500 per meeting.

Invoicing Procedures

All effort and cost will be invoiced monthly for our effort to date. Payment of invoices is expected within 30 days. Any disputes related to the invoice amount will immediately be brought to the attention of Wade Trim. Wade Trim reserves the right to stop work when accounts receivable exceeds 60 days. All deliverables are the property of Wade Trim until payment obligations are met.

PROJECT SCHEDULE

We anticipate that Phase 1: Administrative Revisions will take approximately five (5) months to complete, while Phase 2: Substantive Revisions will take approximately seven (7) months to complete.

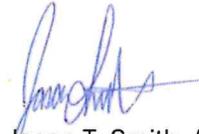
We propose to perform the work under the terms of our existing as-needed services agreement with the City of Montrose. We look forward to partnering with the city on this important project. If you have any questions, please do not hesitate to contact me at 800.931.9135 or by email at ayoung@wadetrim.com.

Very truly yours,

Wade Trim Associates, Inc.



Adam Young, AICP
Senior Project Manager



Jason T. Smith, AICP
Vice President

ACY:JTS:lkf
AAA 8140-26
20260305_Montrose Zoning Updates Proposal-Ltr.docx
26-0196

Enclosure: Montrose Zoning Ordinance Audit, Finalized/Prioritized, dated March 3, 2026

City of Montrose Zoning Ordinance Audit

March 3, 2026 – Final / Prioritized

Prepared By:  WADE
TRIM

As requested by the City of Montrose, Wade Trim conducted a detailed review of the City of Montrose Zoning Ordinance, Ord. No. 255, adopted June 13, 1995, as accessed from the Municode website on December 17, 2025. Our findings are outlined below.

For your reference, we have also established a prioritization of the recommended amendments, based on the following categories of priority:

- ***“Administrative” Revisions*** – These are relatively minor revisions that should require limited discussion. In many cases, they are mandated changes to ensure consistency with changes to Federal/State laws.
- ***“Substantive” Revisions*** – These are more urgent changes that are likely to have a greater impact within the community. They are also more complex and considerable discussion is likely necessary to develop amendments.

A – Zoning Ordinance Format and Organization

1. **Formatting.** The City’s zoning ordinance is currently maintained on Municode. As part of this review, the city may consider alternative formats, such as a stand-alone Word document, which can be maintained on the city website as an Adobe PDF document. Adobe PDF files can be built to offer ease of use and navigational enhancements such as bookmarks and hyperlinks.
2. **Title, Purposes, and Miscellaneous Provisions.** Several existing articles and/or sections can be merged into a single article at the beginning of the zoning ordinance named “Title, Purposes, and Miscellaneous Provisions.” These articles/sections include:
 - Article 0.1 (Title)
 - Article 0.2 (Authority)
 - Section 1.1 (Purpose)
 - Section 1.2 (Scope)
 - Section 1.3 (Repeal of prior ordinance)
 - Section 19.9 (Interpretation)
 - Section 19.10 (Vested right)
 - Section 19.12 (Validity and severability clause)
 - Section 19.13 (Savings)
 - Section 19.14 (Effective date)

3. **Schedule of Regulations.** Sections 3.6 through 3.9 (Schedule of regulations; Footnotes to the schedule of regulations; Lot size averaging; and, Single-family cluster housing option) are all included within Article 3 (Zoning Districts and Zoning Map). Typically, the schedule of regulations is a stand-alone article which follows the zoning district articles.
4. **Use Requirements.** We recommend the creation of a new article titled “Use Requirements,” which would be a holding place for all use-specific standards. This article could be further divided into sections such as residential use requirements, institutional use requirements, commercial use requirements, etc.
5. **Special Land Use Review.** Existing Article 11 (Special Land Uses) should be broken up. Use specific requirements should be moved to the new Use Requirements article. The special land use review procedures should be moved within or after Article 19 (Enforcement and Administration). By doing this, all “administrative procedures” articles and sections would be grouped in one location, toward the back of the zoning ordinance.
6. **Site Plan Review.** Existing Article 12 (Review and Approval Procedures for Site Plans and Condominium Development) should be moved within or after Article 19 (Enforcement and Administration). Additionally, the site plan review procedures should be separated from the condominium development review procedures. By doing this, all “administrative procedures” articles and sections would be grouped in one location, toward the back of the zoning ordinance.
7. **Parking Lot Landscaping.** Section 13.8 (Parking lot landscaping) should be moved to Article 16 (Landscaping Standards).
8. **General Provisions Sections to be Moved.** In our option, there are numerous sections within Article 15 (General Provisions) that a typical reader of the ordinance would expect to find in other locations. These include:
 - Section 15.5 (Regulations applicable to single-family dwellings) – Should be moved to the new Use Requirements article
 - Section 15.17 (Use variances) – Should be moved to Article 18 (Zoning Board of Appeals)
 - Section 15.28 (Timely completion of construction required) – Should be moved to Article 12 (Review and Approval Procedures for Site Plans and Condominium Development)
 - Section 15.29 (Withholding of approval) – Should be moved to Article 12 (Review and Approval Procedures for Site Plans and Condominium Development)
 - Section 15.30 (Change of tenancy or ownership [of nonconforming uses]) – Should be moved to Article 17 (Nonconforming Lots, Structures, and Uses of Land and Structures)
9. **Keeping of Animals / Chickens.** Presently, there is a separate section for the keeping of animals (Section 15.14) and a separate section for the keeping of chickens (Section 15.32). We suggest these two sections are merged.
10. **General Exceptions.** Several individual sections within Article 15 (General Provisions) could be grouped into a single section called “General Exceptions.” These include:
 - Section 15.2 (Projections into yards)
 - Section 15.3 (Building height exceptions)
 - Section 15.23 (Essential services and buildings)

- Section 15.26 (Porches)
 - Section 15.31 (Voting place)
11. **Requirements Hidden within a Definition.** Definitions should not contain “hidden” requirements. They should only define a term. Presently, the following definitions within Article 2 include hidden requirements – these requirements should be relocated to the new “Use Requirements” article:
 - Automobile service station
 - Temporary building and use
 - Travel trailer
 12. **Former Article 14 (Signs).** Article 14 is currently reserved. However, numerous other articles/sections make reference to sign standards that are included within Article 14. These references should either be deleted or updated to point to Chapter 52 of the Code of Ordinances, where the city’s sign requirements are currently located.
 13. **Lighting Requirements.** Lighting requirements are scattered in several locations in the zoning ordinance, including within Section 13.6 (Off-street parking space design standards) and Section 12.4 (Site plan review standards). We recommend the creation of a new section within Article 15 (General Provisions) containing all “Exterior Lighting” standards.
 14. **Required Road Frontage.** Section 15.7 (Frontage on a public street) and Section 15.20 (Street access) address the same topic and should be merged into one section.
 15. **Lot Area.** Section 15.1 (Required area or space) and Section 15.25 (Lot area) address the same topic and should be merged into one section.

B – Definitions

1. **Complete Review for Inconsistencies and Identify New Definitions.** Definitions are found in Article 2 of the zoning ordinance. It is not essential to provide a definition for all terms used within the zoning ordinance, but it is important that key terms are defined. This review should consist of the following:
 - Revising terms that are outdated and/or do not align with State laws. Examples include:
 - Adult foster care facility
 - Adult foster care family home
 - Adult foster care large group home
 - Adult foster care small group home
 - Child care facility
 - Congregate housing
 - Convalescent or nursing home
 - Family day care home
 - Family foster care home
 - Group day care home
 - Health care facility (separate from hospital)

- Hospital (separate from health care facility)
 - Kennel
 - State licensed residential facilities
- The various sign definitions are no longer necessary within the zoning ordinance, as sign definitions and requirements are now found within the Code of Ordinances, Chapter 52.
- Fixing terms that are inconsistently used within the zoning ordinance. Examples include:
 - Automobile service station vs. gasoline service station (both defined and used)
 - Automobile repair shop vs. automobile body and repair shops vs. service garage (all are used, one is defined)
 - Miniwarehouse vs. ministorage (both are used, one is defined)
 - Health care facility vs. medical clinic (both are used, one is defined)
 - Quarry excavation vs. excavation vs. extractive operations (all are used, two are defined)
 - Bed and breakfast inns vs. bed and breakfast facilities (both are used, one is defined)
 - Comprehensive plan vs. master plan (both are used, neither are defined)
- Adding new terms to better clarify meaning. Most importantly, certain uses are presently not defined but should be. Examples include:
 - Accessory dwelling units
 - Assisted living facility
 - Child care center
 - Child foster family group home
 - Clinic, veterinary
 - Commercial recreation, indoor
 - Commercial recreation, outdoor
 - Dwelling, three-family
 - Dwelling, townhouse
 - Front yard, corner lot
 - Front yard, interior lot
 - Housing for the elderly
 - Lodging facilities (hotels and motels)
 - Nonconforming lot
 - Place of worship
 - Recycling centers

- Salvage or junkyards
 - Sidewalk cafes
 - Wireless communication facility (and related definitions)
2. **New Illustrations.** There are several existing black and white illustrations provided to help explain key terms. These existing illustrations could be re-created (better quality and resolution) and new illustrations could be added, as appropriate, to help explain complex terms.

C – Zoning Districts

1. **Zoning Map in Municode.** The “official zoning map” that is found within the Introduction section (Article 0.3) of the zoning ordinance on Municode is not the most recent version of the Zoning Map that we are familiar with. It is our understanding that the latest version of the City’s Zoning Map was prepared by Genesee County GIS and is dated March 2021. The outdated version on Municode should be replaced with the newer version.
2. **Reference to the R-1 District.** Section 3.5,(2) makes reference to a R-1 District, which does not exist. We presume this is intended to refer to the SF1, Single-Family Residential District.
3. **Home Occupations.** The city’s residential zoning districts require special land use review and approval for home occupations. To encourage home occupations within the city (home occupations provide essential employment and income for many residents), we recommend that the city establish an administrative review process for home occupations which does not require Planning Commission approval after a public hearing. Additionally, the city zoning ordinance contains no specific standards or requirements for home occupations. We suggest the city establish these requirements to ensure that home occupations are appropriately integrated within residential areas.
4. **Institutional Uses and Parks.** The city’s residential zoning districts require special land use review and approval for “public and semipublic institutional buildings, structures and uses, and public parks.” We suggest the city consider amendments to allow institutional uses and parks as a principal permitted use within the city’s residential districts.
5. **Churches/Places of Worship.** For religious uses, the terminology used within the zoning ordinance should be inclusive of all faiths. The term “church” should be replaced with “place of worship.” Please also note that the Federal Religious Land Use and Institutionalized Persons Act (RLUIPA) indicates that religious assembly must be allowed in any district where secular assembly is allowed (i.e., clubs, assembly halls, theaters). Additionally, RLUIPA generally restricts a local municipality’s ability to prohibit or attach discretionary standards for places of worship. Given this, we recommend that places of worship are changed from a special land use within the city’s zoning districts to a principal permitted use.
6. **Schools.** School buildings are identified as special land uses within the city’s residential zoning districts. In a recent court case (Northville v. Northville Public Schools, 2001), it was concluded that the State superintendent of schools (not local zoning) has complete control over the review and approval of site plans for school buildings. For consistency with this court determination, we would suggest that the zoning ordinance is amended to allow schools as a principal permitted use within the residential zoning districts.
7. **Review and Revisions to Allow Contemporary Use Types.** We recommend that the city conduct a review of the uses allowed across the city’s zoning districts to ensure that the zoning ordinance allows contemporary use types, particularly for the non-residential zoning

districts. Examples include mixed-use buildings, “maker-spaces” for artists/craftspersons, pubs/brewpubs, business incubators, and alcohol manufacturing facilities (breweries, wineries, distilleries).

D – General Provisions

1. **Off-Street Parking – Reduction for Multiple Uses.** Section 13.2,(6) allows for a 10% reduction in total parking for parking lots which serve multiple uses and where operating hours of the uses do not overlap. We recommend that additional flexibility is provided to the Planning Commission to allow an even greater reduction based on the unique characteristics of the uses in question.
2. **Off-Street Parking – Reduction Based on Availability of Public Parking.** Per Section 13.4, uses within the downtown district (bordered by Hickory Street to the north, Maple Street to the south, State Street between the east side of Saginaw Street and extending to the west side of Genesee Street) are exempt from the need to provide parking. The city may also consider allowing for reductions in required parking for areas outside of the downtown where public parking is readily available (including on-street parking).
3. **Off-Street Parking – Contemporary Standards and Flexibility.** Off-street parking standards are outlined in Section 13.4. Based on our review of this section, it is our opinion that some of the parking formulas are overly restrictive and not in line with contemporary standards. An example is the parking requirement for multiple-family dwellings, where 2 parking spaces per dwelling unit are required, in addition to 0.25 spaces per unit for visitor parking. (Many communities require 1 or 1.5 spaces per dwelling unit; for smaller complexes, visitor parking may not be needed.) We recommend a full review of the off-street parking formulas and implementation of changes, as necessary. Finally, we recommend that flexibility is added to the off-street parking and loading requirements, allowing the Planning Commission to modify requirements based on evidence provided by the applicant and/or other considerations.
4. **Off-Street Parking – Surface Materials.** Section 13.7 does not explicitly state that parking lots must feature hard surfacing (asphalt or concrete). The city should consider adding a new provision requiring hard surfacing for parking lots. However, the city should also allow for alternative hard surface types such as pervious pavers.
5. **Electric Vehicle Parking.** We suggest that Article 13 (Parking and Loading) is amended to ensure that property owners are not penalized for providing electric vehicle (EV) parking spaces. Language should be added indicating that EV parking may count toward the required number of parking spaces for that use.
6. **Keeping of Animals.** Section 15.14 (Keeping of animals) allows no more than a total of six cats or dogs over six months of age. This contradicts the current definition of “kennel” which indicates that the keeping of more than 3 cats or dogs is considered a kennel. (Kennels are only allowed in the IND District.) This discrepancy should be corrected.
7. **Private Swimming Pool Requirements.** Section 15.16,(1) indicates that any swimming pool must comply with Appendix G of the Michigan Residential Building Code. The section then includes the entirety of this code (Appendix G). With the reference already indicated, there is no need to include the Michigan Residential Building Code language in this section. Also, this causes an issue if the Michigan Residential Building Code is amended, which would require the city zoning ordinance to be amended.

8. **Sidewalk Sales – Expand to Include Sidewalk Cafes.** Section 15.19 allows sidewalk sales in the CBD after obtaining a permit. The city may consider expanding this allowance to other business districts. Additionally, we recommend that this section is expanded to also allow sidewalk cafes within the CBD. Presently sidewalk cafes are not addressed in the zoning ordinance.
9. **Flexibility in the Application of Landscaping Requirements.** Landscaping requirements are outlined in Article 16. We suggest that a new section is added which gives the authority to the Planning Commission to waive or modify landscaping requirements based on specific standards. Flexibility is particularly important where an existing site is proposed to be redeveloped; often, existing site conditions make it difficult to achieve full compliance with the landscaping requirements.
10. **Additional Landscaping Standards.** Article 16 could be improved by outlining new standards that are not currently addressed. These include:
 - Required front yard landscaping
 - Required plantings along buildings/foundations
 - Installation and maintenance standards
11. **Abandonment of a Nonconforming Use.** Section 17.4,(3) indicates that a nonconforming use is no longer valid and cannot be reestablished if it ceases for a period of more than 1 year. This provision is no longer appropriate, as courts have utilized a higher standard of “abandonment” which must be proven with greater evidence through a formal procedure. We recommend this section is expanded to outline various factors that the city can cite as proof of abandonment. Examples include disconnected utilities, for sale signs, and similar actions by the owner. Similar amendments should occur within Section 17.5,(4).
12. **Nonconforming Improvements.** Article 17 (Nonconforming Lots, Structures, and Uses of Land and Structures) does not presently address nonconforming improvements, such as parking lots and landscaping. We recommend a new section that outlines standards for how nonconforming improvements will be brought into compliance with ordinance standards over time.
13. **Building Design Standards.** The zoning ordinance does not presently contain any requirements pertaining to the design of buildings. As a means to improve the overall appearance of buildings, we recommend the creation of a new section that outlines basic/modest design standards. The following topics may be addressed:
 - Allowed building material types
 - Not-allowed building material types
 - Colors/compatibility
 - Mechanical equipment screening (roof mounted and ground mounted)

E – Administration and Enforcement

1. **Application Deadlines.** Section 11.3,(1), Section 12.2, and Section 12.8,(4) specify a 30-day deadline to submit special land use, site plan, and/or condominium project applications before they can be placed on the next Planning Commission agenda. The zoning ordinance does not need to specify the deadlines – the deadlines can be established by the city as policy, and the deadlines can vary by type of application.

2. **Special Land Use – Amendments.** We recommend that the city revise Article 11 (Special Land Uses) to clarify what changes might constitute (“trigger”) an amendment to a previously approved special land use. This is important, as an amendment to a special land use would require re-review and approval by the Planning Commission.
3. **Site Plan Approval Validity – Time Limit / Extensions.** Section 12.6 indicates that site plans are only valid for 6 months and further that the Planning Commission may grant no more than one extension for a 6 month period. We believe these time limitations are very stringent. We suggest that site plan approval should be valid for 1 year and extensions (including multiple extensions) may be granted for up to 1 year.
4. **Planning Commission Approval.** Section 19.8 (Planning commission approval) contains language that is redundant with other sections (for example, Section 12.5, Required site plan review). It is unnecessary and should be deleted.
5. **Site Plans – Expanded Administrative Review Authority.** We are glad to see that Section 12.1 establishes an administrative site plan review process for certain projects. Presently, the zoning administrator may administratively review minor building additions and re-occupancy of existing buildings. We suggest that the administrative review eligibility is expanded to include minor projects such as: new accessory buildings on existing sites; minor expansions or reconfiguration of off-street parking lots; and, the construction of new site improvements on existing sites such as landscaping, lighting, etc.
6. **Rezoning Criteria.** Presently, no criteria are outlined in the zoning ordinance which can be used as a guide by the Planning Commission and City Council when evaluating a rezoning request. We recommend that rezoning criteria are crafted and included within Section 19.5 (Zoning ordinance amendments).
7. **Zoning Board of Appeals – Deadline to Meet.** Section 18.3,(1) and Section 18.6,(5) outlines a deadline for when the ZBA must meet after receiving an application. These deadlines are not mandated by State law and may cause hardship for the city based on scheduling and/or lack of a quorum. We suggest that they are deleted.
8. **Zoning Board of Appeals – Approval Criteria.** Section 18.6,(6) outlines approval criteria for the ZBA to use when reviewing variance requests. Because State law establishes unique standards for the approval of use variances (unnecessary hardship) and dimensional variances (practical difficulty), we recommend that two unique sets of review criteria are established.

F – Special Situations or Use Types

1. **Planning Commission vs. Planning Board.** Throughout the zoning ordinance, the term Planning Commission is always followed by a reference to “Planning Board” established by City Charter section 5-201. However, City Charter Chapter 103, Article II, which was adopted in 2008, establishes a Planning Commission. We believe all references to Planning Board within the zoning ordinance should be deleted and only the term Planning Commission should be used.
2. **Wireless Communication Facilities.** The zoning ordinance does not presently address wireless communication facilities. A new section should be added pertaining to wireless communication facilities that is consistent with recent changes to the Zoning Enabling Act. The Act stipulates which type of wireless communication projects can and cannot be subject to special land use approval. Generally, new towers can be subject to special land use approval, while certain tower modifications and most antenna co-location projects cannot be

subject to special land use approval. Additionally, the Act stipulates “shot-clock” provisions for the timeframe that the city has to make a decision on wireless communication requests.

G – Master Plan / Housing Strategy Recommendations

The City of Montrose adopted a new Master Plan in 2024 and a Community Housing Study in 2025. Both plans outlined specific zoning ordinance amendments that were deemed necessary to implement the recommendations of each plan. We have reviewed these two documents and note the following that should be considered as part of this zoning ordinance update process.

1. **Mixed Residential District.** The city should examine the possibility of revising certain provisions of the SF2 District or creating a new Mixed Residential District to conform with the proposed Mixed Residential future land use classification within the Master Plan.
2. **Missing-Middle Housing Types / Senior Care Facilities.** The city should conduct a review of all residential zoning districts to ensure that “missing-middle” housing types are defined, allowed, and regulated, as appropriate. A similar review should occur to ensure that residential care facilities (senior housing, assisted living, etc.) are defined, allowed, and regulated, as appropriate.
3. **Mixed Use District.** The city should examine the possibility creating a new Mixed Use District to conform with the proposed Mixed Use future land use classification within the Master Plan.
4. **Natural Features Buffers.** The zoning ordinance does not presently contain any requirements related to the preservation of natural features, such as setbacks from water bodies and wetlands, or tree preservation requirements. The city should consider creating a new section to guide the design of new developments on sites with significant natural features.
5. **Accessory Dwelling Units.** The city should consider defining, allowing, and regulating accessory dwelling units in the single-family residential districts.
6. **Minimum Dwelling Unit Size.** Currently, the minimum floor area per dwelling unit in the SF1 and SF2 Districts is 1,050 square feet. In the context of a historic and urban community like Montrose, this minimum dwelling unit size is excessive and does not support the development of smaller, more affordable housing types. The city should also examine the current minimum sizes for multiple-family dwelling units found in Section 3.7,(G) and consider potential reductions in line with contemporary standards and to support housing affordability.
7. **Zoning Map Review.** The city should compare the Future Land Use Map from the Master Plan with the currently adopted Zoning Map and consider whether any changes are necessary to bring the Zoning Map into better alignment with the Master Plan. (However, the Planning Commission is not obligated to amend the Zoning Map and may instead choose to allow private property owners, over time, to petition the city for zoning district changes which the Planning Commission may approve if such changes are consistent with the Master Plan.)

CITY OF MONTROSE

MEMORANDUM

DATE: March 9, 2026

TO: Mayor Banks and Montrose City Council Members

FROM: Kimberly Lynch, Interim Treasurer / Finance Director

SUBJECT: FY 2025–2026 Mid-Year Budget Adjustments

The purpose of this memorandum is to summarize the amendments made to the FY 2025–2026 budget.

Amendments to General Fund revenues reflect several updates based on revised estimates and current activity. Adjustments include budgeting for a Spark Grant to support the Parks and Recreation Master Plan, recognition of the City’s Local Community Stabilization Share Tax reimbursement, and increased interest earnings based on year-to-date performance. These increases are partially offset by reductions to anticipated reimbursements and a reduction in expected sale of fixed assets, including a possible generator sale. In total, General Fund revenues are amended downward by \$33,600, resulting in an amended revenue budget of \$919,869.76.

Expenditure adjustments within the General Fund reflect updated operational needs and more accurate departmental projections. The most significant adjustment occurs within the Treasurer’s Department, where funding was increased to support contracted finance and treasury services for the remainder of the fiscal year, as well as training costs associated with the appointment of a Deputy Treasurer. Personnel-related adjustments were otherwise limited and primarily reflect the hiring of a Building Inspector and minor payroll adjustments across several departments. Additional expenditures include costs associated with City Hall building improvements.

Several departments experienced reductions where expenditures are now expected to be lower than originally budgeted. These include reductions in Elections due to no scheduled elections until August 2026, reductions in Planning where professional services were originally budgeted but not required during the fiscal year, and adjustments within Police retirement contributions and Public Works where certain costs are projected to be lower than anticipated. A portion of the Planning funds were also reallocated to the Zoning Department to support a Zoning Audit.

The combined effect of these adjustments results in a net reduction in General Fund expenditures of \$21,025, bringing the amended expenditure budget to \$1,069,525.64.

As a result of the revenue and expenditure adjustments described above, the General Fund’s net position is amended to a projected deficit of \$149,655.88 for FY 2025–2026. This represents an increase in the planned use of fund balance of approximately \$12,575 compared to the originally adopted budget.

The beginning unassigned fund balance for the General Fund for FY 2025–2026 was \$832,887. Based on the amended projections, the City is expected to end the fiscal year with an estimated unassigned fund balance of approximately \$683,231.

Other funds included in the mid-year amendment reflect routine updates. Adjustments were made to the Major Streets, Local Streets, Rubbish Collection, Mosquito Control, Downtown Development Authority, Sewer, and Water Funds to reflect updated operational costs, grant activity, contractual service adjustments, and interest earnings. Notably, the Water Fund reflects DWAM grant funding and planning work, while the Rubbish and Mosquito Control funds will rely modestly on existing fund balance to close out the fiscal year.

The complete set of amended budget adjustments for mid-year FY 2025–2026 is presented in the attached schedules. Staff will continue to monitor revenues and expenditures throughout the remainder of the fiscal year to ensure continued financial stability and timely adjustments as needed.

Recommendation: It is recommended that the City Council approve the FY 2025–2026 budget amendments and Resolution as presented.

REVENUES

3/4/2026

ADDENDUM A

FUND #	Fund Name	Budgeted Amount	Amended Budget	Increase/(Decrease) from Fund Balance/Net Assets
101	General Fund	953,469.76	919,869.76	(33,600.00)
202	Major Street Fund	198,889.00	198,889.00	-
203	Local Street Fund	65,300.00	65,300.00	-
226	Rubbish Collection Fund	116,553.00	115,703.00	(850.00)
240	Mosquito Control	30,690.00	30,690.00	-
248	Downtown Development Authority	119,700.00	119,700.00	-
590	Sewer Fund	572,699.00	587,699.00	15,000.00
591	Water Fund	641,472.00	675,672.00	34,200.00
Total Revenues		2,698,772.76	2,713,522.76	14,750.00

City of Montrose 6.30.2026
EXPENDITURES/EXPENSES
ADDENDUM B

3/4/2026

FUND #	Fund Name	Budgeted Amount	Amended Budget	Increase/(Decrease)
101	General Fund	1,090,550.64	1,069,525.64	(21,025.00)
	Mayor & Council	34,548.00	33,548.00	(1,000.00)
	Manager	34,127.00	43,832.00	9,705.00
	Clerk	84,125.85	80,125.85	(4,000.00)
	Auditor	25,400.00	21,400.00	(4,000.00)
	Board of Reviw	2,932.00	2,932.00	-
	Treasurer	39,638.00	107,703.00	68,065.00
	Assessor	17,000.00	17,000.00	-
	Secretary	26,995.65	24,495.65	(2,500.00)
	Elections	38,640.00	12,110.00	(26,530.00)
	Building & Grounds	24,971.25	36,971.25	12,000.00
	Police	26,429.50	5,429.50	(21,000.00)
	Fire Department	550.00	550.00	-
	Public Safety Dept. (Police & Fire)	433,638.24	433,638.24	-
	Building Inspection Department	31,600.00	42,335.00	10,735.00
	Department of Public Works	124,074.75	101,574.75	(22,500.00)
	Street Lighting	27,539.40	27,539.40	-
	Planning	58,965.00	8,965.00	(50,000.00)
	Zoning	1,423.00	11,423.00	10,000.00
	Parks & Recreation	53,953.00	53,953.00	-
	Library	4,000.00	4,000.00	-
202	Major Street Fund	202,680.90	198,889.00	(3,791.90)
203	Local Street Fund	55,069.40	59,219.40	4,150.00
226	Rubbish Collection Fund	116,608.00	116,758.00	150.00
240	Mosquito Control Fund	39,480.00	32,920.00	(6,560.00)
248	Downtown Development Fund	41,414.50	54,549.50	13,135.00
590	Sewer Fund	392,852.00	429,552.00	36,700.00
591	Water Fund	812,096.50	892,096.50	80,000.00
	Total Expenditures/Expenses	\$ 2,750,752	\$ 2,853,510	\$ 102,758

City of Flushing 6.30.2026
 Summary Change Fund Balance
 ADDENDUM C

2/6/2026

FUND #	Fund Name	Amended Revenues	Amended Expenditures/Expenses	Increase (Decrease) to Fund Balance/Net Assets
101	General Fund	919,869.76	1,069,525.64	(149,655.88)
202	Major Street Fund	198,889.00	198,889.00	-
203	Local Street Fund	65,300.00	59,219.40	6,080.60
226	Rubbish Collection Fund	115,703.00	116,758.00	(1,055.00)
240	Mosquito Control	30,690.00	32,920.00	(2,230.00)
248	Downtown Development Authority	119,700.00	54,549.50	65,150.50
590	Sewer Fund	587,699.00	429,552.00	158,147.00
591	Water Fund	675,672.00	892,096.50	(216,424.50)
	Total	2,713,522.76	2,853,510.04	(139,987.28)

RESOLUTION 2026 - ___ - _____

**Resolution To Approve Budget Amendments For The Fiscal Year 2025/2026
And The Period Ending February 28, 2026**

Council-member _____ the following Resolution and moved its adoption:

WHEREAS, in accordance with the provisions of the City Charter, the City Manager on June 24, 2025 submitted to the Council a recommended budget for the City of Montrose, Michigan for the fiscal year commencing July 1, 2025 and ending June 30, 2026; and

WHEREAS, the Council had considered the financial needs of the City of Montrose for its efficient operations during the upcoming fiscal year and reviewed the recommended budget submitted by the city manager; and

WHEREAS, in accordance with state statute, the Council did, after proper notice, conducted a public hearing on June 24, 2025 for the proposed budget at which all objections and comments on the proposed budget were considered; and

WHEREAS, at a minimum, at the beginning of each quarterly period during the fiscal year, and at such additional times as requested by the Council, the officer responsible for maintenance of the City accounting system shall submit to the Council data showing the relation between the estimated and actual revenues and expenditures to date, and if it shall appear that the revenues are less than anticipated, the Council may reduce appropriations; and

WHEREAS, the City shall not operate at a deficit; and

WHEREAS, revenue amendments to the fiscal budget revenues reflects the following changes, but are not limited to, property sales, adjustments from Grants, as well as inter-fund transfers; and

WHEREAS, expense amendments to the fiscal budget expenses reflects the following changes, but are not limited to, contractual costs, minor personnel costs, operating supplies, and city hall remodel;

NOW THEREFORE BE IT RESOLVED, that REVENUES for the fiscal year commencing July 1, 2025 and ending June 30, 2026 are hereby amended as reflected in Addendum A by Montrose City Council for the purpose of more closely reflecting actual revenue as of March 4, 2026;

AND BE IT FURTHER RESOLVED, that EXPENDITURES for the fiscal year commencing

July 1, 2025 and ending June 30, 2026 are hereby amended as reflected in Addendum B by the Montrose City Council for the purpose of more closely reflecting actual expenditures as of March 1, 2026;

NOW, THEREFORE BE IT RESOLVED, the following summary of REVENUES/ EXPENDITURES for the fiscal year commencing July 1, 2025 and ending June 30, 2026 as reflected in Addendum C are hereby amended by Montrose City Council for the purpose of more closely reflecting actual revenues and expenditures as of February 28, 2026.

Second by Council-member _____ Yeas. ____ Nay. ____

Thomas J. Banks, Mayor

Christina Rush, City Clerk.

I, Christina Rush, City Clerk of the City of Montrose, hereby certify the foregoing to be a true and complete copy of a resolution adopted by the Montrose City Council at a regular meeting held on Tuesday, March 24, 2026.

Christina Rush; City Clerk

**CITY OF MONTROSE
MEMORANDUM**

Date: March 17, 2026

To: Mayor Banks and City Council Members

From: Joe Karlichek, City Manager 

Subject: Rowe Professional Service Contract for Parks & Recreation Master Plan

Background:

In December 2025, the City was awarded a \$12,000 SPARK Grant through the Genesee County GLS Region V Planning and Development Commission to update the City’s Parks & Recreation Master Plan, which expired on December 31, 2025. Maintaining an updated plan is essential for the City to remain eligible for grants and other funding opportunities.

Requests for Proposals (RFPs) were distributed to three (3) organizations in early February, and responses were received. At its February 24, 2026 meeting, City Council selected Rowe Professional Services in accordance with the Memorandum of Understanding (MOU) guidelines established by Genesee County.

Although the City does not currently have a Parks & Recreation Committee, it was determined that the Downtown Development Authority (DDA) is the most appropriate body to participate in the early stages of this process. This is due to the DDA’s role in marketing and business development within the Tax Increment Financing (TIF) district, as well as the important connection between the parks system and overall community quality of life for residents of all ages.

At the DDA Board meeting on March 19, 2026, Doug Schultz presented an overview of the planning process, including the project timeline, expectations, and goals for improving the City’s parks system. The full contract is attached to this memorandum for transparency and to serve as a reference for the Board during this process.

Recommendation:

It is recommended that City Council formally approve the contract with Rowe Professional Services to ensure compliance with the requirements of the SPARK Grant. This is a reimbursable grant.

B.

CITY OF MONTROSE MEMORANDUM

Date: March 12, 2026

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager

Subject: Parks & Recreation Master Plan Presentation

Background: In December 2025 the city was awarded a \$12,000 SPARK Grant with the Genesee County GLS Region V Planning and Development Commission for the purposes of updating the City's Parks & Recreation Master Plan as it expired December 31, 2025. It is essential the city have an updated plan to enable Grants and other solicited revenue streams.

RFP's were sent out to three (3) organizations in early February and returned. City Council selected Rowe Professional Services under the MOU guidelines set forth by Genesee County.

While the city does not currently have a Parks & Recreation Committee, we felt the DDA is the most appropriate Board, at this time, to be involved in the early process given the direct marketing and business development of the DDA within the TIF and that the city parks system plays a major role in its connection to the quality of life of families, children and our senior citizens.

Before you at the planned DDA Board meeting you will simply hear a presentation from Doug Schultz who will lead the organization into updating the city's Parks & Recreation Master Plan, its timeline, expectations and overall goal to improve our city parks. The entire contract accompanies this memorandum for transparency and as a guide to the Board to follow during the presentation.

Recommendation: No action is needed.

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**CITY OF MONTROSE
MEMORANDUM**

Date: March 12, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk Tina Rush

Subject: Appointment to the Election Commission

Section 2-205 of the City Code establishes the City Election Commission and outlines its composition and responsibilities.

Per Section 2-205, the conduct of city elections is the responsibility of the Election Commission, which consists of the City Clerk and two registered electors of the City appointed by the City Council. The Election Commission is responsible for prescribing the procedures to be followed in the conduct of city elections in accordance with Michigan Election Law (MCL 168.25).

In accordance with the City Code, individuals serving on the Election Commission must be registered voters within the City of Montrose.

Your consideration of this appointment is respectfully requested.

Recommendation: *With the approval of the Mayor, it is recommended that Shane Miller be appointed to serve on the City of Montrose Election Commission.*

CITY OF MONTROSE
APPLICATION FOR A BOARD POSITION

RECEIVED
FEB 25 2026
CITY OF MONTROSE

Board Position Requested: Election Commission

NAME: Shane Miller

ADDRESS: 190 Washington St, Montrose, MI 48457

How long have you resided within the City? 7 YRS.

Occupation: Pastor Employer: Montrose Baptist Church

EDUCATIONAL BACKGROUND:

High School: 4 YRS. Muncie Central

(Name of School)

College: 6 YRS. Baptist Bible College & Seminary, Purdue Univ

(Name of School)

Community Service:

Free counseling, advocate for the community
Career fair @ high school, host Bible Release, Free carnival

Reason for seeking this position:

Serve the Montrose Community

Attendance at all meetings is extremely important to this position. Name any factors that may prohibit your attendance for any reason:

Church Responsibilities

You may be asked to attend training sessions or seminars. Will you be able to attend?

YES NO

If NO, please explain:

Phone numbers where you can be reached:

Home Phone: 419-481-3737 cell Work Phone: 810-639-6410

Additional Comments: _____

(Please use the back of this sheet if more space is required)

Sign & Date: _____