



MONTROSE CITY COUNCIL 2025

Tuesday April 28, 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.

City Council Meeting

Apr 28, 2026 07:00 PM Eastern Time (US and Canada)

Meeting ID: 820 8235 8066

Security Checked Passcode: 087946

Require authentication to join: Sign in to Zoom

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 April 28, 2026

6. CLOSED SESSION

- a. Consider entering into closed session pursuant to MCL 15.268(c) to discuss collective bargaining strategy in connection with negotiations with Local Union No. 7-SM, AFL-CIO of the International Sheet Metal, Air, Rail and Transportation Workers (SMART).
- b. Consider entering closed session relative to consult with legal counsel regarding pending litigation strategy as allowed by the Open Meetings Act, MCL 15.268 (e). Whiting v City of Montrose and Barbara Valentine.

7. CITIZEN OF THE MONTH – Mr. Anthony Powell

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

10. CONSENT AGENDA

- a) Approval City Council Meeting Minutes from March 2026 & Budget Workshop April 2026
- b) Approval City Council Bills for the month of March 2026
- c) Receive and file Police, Fire, Code Enforcement Report for March 2026
- d) Receive and file Genesee County 9-1-1 Director's Report for March 2026
- e) Receive and file City Manager Report for March 2026
- f) Receive and file City Interim Treasurer/Finance Manager & Deputy Treasurer Reports for March 2026
- g) Receive and file City Clerk Report for March 2026

- h) Receive and file City Secretary Report March 2026
- i) Receive and file DPW Supervisor Report for March 2026
- j) Receive and file City Building Inspector Report for March 2026
- k) Receive and file Wade Trim Signed Agreement
- l) Receive and file Approved Arbor Day Application
- m) Receive and file Quarterly Update – City of Montrose SPARK Grant
- n) Receive and file 2026 Spring/Summer Newsletter
- o) Receive and file Parks & Recreation Master Plan Flier

11. PUBLIC HEARING

12. OLD BUSINESS

13. NEW BUSINESS

- 1. Consider Approving DDA By-Laws, as amended
- 2. Consider Expired Contract Addendum – Council Review and Direction

14. BID AWARD/PURCHASE

- 1. Receive and file memorandums from DPW Supervisor and City Manager relative to Emergency Repair of City Streetsweeper
- 2. Street Sweeper Repair – Funding Recommendation

15. ORDINANCES

APPOINTMENTS

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

March 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, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, Lori Machuk, and Melissa Hoose. Also present was City Manager Joe Karlichek, City Clerk Tina Rush, and 28 citizens.

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

APPROVAL OF AGENDA for March 24, 2026:

- **MOTION** by Pangle **SECOND** by Arnold approve the agenda, request this resolution in support of the Depot and street scape project be added under new business and add under old business discussion of telephone poll. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

CLOSED SESSION: NONE

CITIZEN OF THE MONTH:

Council honored Fred Priest III.

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

MEETING OPEN TO THE PUBLIC (Agenda Items Only): No one spoke.

PRESENTATION: *GENESEE COUNTY 911 PROCLAMATION, NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK APRIL 13 – 19, 2026. 911 DISPATCHERS:* Mayor Banks presented the proclamation to 911 Operators Cierra Allen and Jordan Shaw.

CONSENT AGENDA:

- A. APPROVAL OF CITY COUNCIL MEETING MINUTES REPORT FEBRUARY 2026
- B. APPROVE CITY COUNCIL BILLS FOR THE MONTH OF FEBRUARY 2026
- C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT REPORT FEBRUARY 2026
- D. RECEIVE AND FILE GENESE COUNTY 9-1-1 DIRECTOR'S REPORT FEBRUARY 2026
- E. RECEIVE AND FILE CITY MANAGER REPORT FEBRUARY 2026
- F. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE MANAGER REPORT FEBRUARY 2026
- G. RECEIVE AND FILE CITY CLERK REPORT FEBRUARY 2026
- H. RECEIVE AND FILE CITY DPW SUPERVISOR REPORT FEBRUARY 2026
- I. RECEIVE AND FILE CITY BUILDING INSPECTOR REPORT FEBRUARY 2026
- J. RECEIVE AND FILE CITY SECRETARY REPORT FOR FEBRUARY 2026
- L. RECEIVE AND FILE INVESTMENT REPORT FOR FEBRUARY 2026

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

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 24, 2026

PUBLIC HEARING: NONE

OLD BUSINESS:

1. *DISCUSSION ON TELEPHONE POLL:* No action taken, discussion only.

NEW BUSINESS:

1. *CONSIDER WADE TRIM ZONING AUDIT PROPOSAL:*

- **MOTION** by Machuk **SECOND** by Mayor Pro-Tem Richard that city council approve the proposal from Wade Trim for Phase I and Phase II in the amount of nineteen thousand three hundred dollars, (19,300.00), and that we direct city administration to include it in the fiscal year 2026/2027 budget. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

2. *CONSIDER RESOLUTION BUDGET AMENDMENT FY25/26:*

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

3. *APPROVAL OF ROWE PROFESSIONAL SERVICES CONTRACT:*

- **MOTION** by Machuk **SECOND** by Hoose to approve the contract with Rowe Professional Services to ensure compliance with requirements of the SPARK Grant, which is a reimbursement grant. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Hoose – Aye, Heslop – Aye, Arnold – Aye, Pangle – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

4. *RESOLUTION APPROVING SUPPORT FOR THE \$1.74 MILLION DOWNTOWN STREETScape AND DEPOT RENOVATION PROJECT AND TO BE SUBMITTED TO SENATOR GARY PETERS OFFICE IN THE CITY'S SUBMISSION FOR CONGRESSIONAL DIRECT SPENDING FOR FISCAL YEAR 2027 :*

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

BID AWARD/PURCHASE: NONE

ORDINANCES: NONE

APPOINTMENTS:

1. *CONSIDER BOARD VACANT NOTIFICATION AND APPOINTMENT:* Mayor Banks recommended appointing Shane Miller.

- **MOTION** by Pangle **SECOND** by Richard to approve Shane Miller's application to the Election Commission. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye. All Ayes. Motion Carried.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

March 24, 2026

PUBLIC COMMENTS: Citizens made comments

CITY COUNCIL COMMITTEE REPORTS:

A. *DOWNTOWN DEVELOPMENT AUTHORITY BOARD:* Oral report.

B. *ELECTION COMMISSION:* NONE

C. *GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE:* Oral report.

D. *GENESEE COUNTY METROPOLITAN ALLIANCE:* Oral report.

E. *GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION:* Oral report.

F. *GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE:* Oral report.

G. *PLANNING BOARD:* Oral report.

H. *911 CONSORTIUM:* Oral report.

I. *ZONING BOARD OF APPEALS:* Meeting will be held April 1st.

J. *MONTROSE AREA CHAMBER OF COMMERCE:* NONE

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Oral report.

CITY ATTORNEY: Oral report.

MAYOR AND COUNCIL COMMENTS: Comments were made.

ADJOURNMENT:

- **MOTION** by Mayor Banks **SECOND** by Mayor Pro-Tem Richard. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 8:17 p.m.

Prepared by City Clerk, Tina Rush

MONTROSE CITY COUNCIL SPECIAL MEETING MINUTES
April 08, 2026

CALL TO ORDER: Mayor Tom Banks called the Special Council meeting to order at 6:30 p.m. The meeting was held at the Montrose City Offices located at 139 S. Saginaw Street, Montrose, MI.

ROLL CALL: Council Members present were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Lori Machuk, and Melissa Hooes. Also, present was City Manager Joe Karlichek, DPW Supervisor Sam Spence, City Secretary Christine Schultz, Interim City Treasurer Kim Lynch, Deputy Treasurer Marcy Collins, City Clerk Tina Rush, and one, (1) citizen. Member Todd Pangle was recorded absent.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

MEETING OPEN TO THE PUBLIC, (Agenda Items Only): Citizen Pam Riley asked

2026/2027 BUDGET WORKSHOP

Budget Workshop Booklet

1. *BUDGET MESSAGE – FY 2026/2027:* Karlichek read aloud pages from the proposed budget.
2. *2026/2027 BUDGET SUMMARY:* Lynch read aloud pages from the proposed budget.
3. *GL REVENUE EXPENDITURES:* Karlichek read aloud pages from the proposed budget.
4. *CAPITAL IMPROVEMENT PLAN, (CIP):* Karlichek read aloud pages from the proposed budget.
5. *FEE SCHEDULE, (PROPOSED):* Karlichek asked council to consider adopting the updated fee schedule.

ADJOURNMENT:

- **MOTION** by Mayor Pro-Tem Mark Richard **SECOND** by Arnold. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 8:17 p.m.

Prepared by City Clerk, Tina Rush

Check Date	Check	Vendor Name	Description	Amount
Bank SB CK CHOICE ONE BANK				
03/12/2026	24 (E)	ELAN - CREDIT CARD	Credit Card Statement for February 2026	131.44
03/12/2026	25 (E)	SMALL BUSINESS INSURANCE SERVICES	SBAM - April 2026 & Partial Credit for M	4,332.77
03/26/2026	26 (E)	MICHIGAN FINANCE AUTHORITY	DWSRF Grant Payment Due April 1, 2026	19,677.81
03/26/2026	27 (E)	NEXTIVA, INC.	Nextiva Telephone Charges for March 2026	195.72
03/26/2026	28 (E)	SPECTRUM BUSINESS	Internet Services for April 2026	279.98
03/12/2026	21406	BRUTONS SNOW REMOVAL	Snow Removal at 124 N. Genesee Street,	300.00
03/12/2026	21407	CITY OF CLIO	Code Enforcement Services for February 2	1,638.80
CITY OF MONTROSE				
03/12/2026	21408	CITY OF MONTROSE	City Offices for March 2026	78.59
			DPW Garage for March 2026	78.00
			The Depot for March 2026	65.14
			Lion's Park Restrooms for March 2026	63.00
			Blueberry Park Restrooms for March 2026	63.00
			Jennings Library for March 2026	89.27
				<u>437.00</u>
03/12/2026	21409	CONSUMERS ENERGY	Utility Bills for February 2026	3,476.70
03/12/2026	21410	EGLE - STATE OF MICHIGAN	Water Samples Tested February 2026	195.00
03/12/2026	21411	FIRST ADVANTAGE	CDL Drug Test for Mitch Biggs 02/28/26	335.43
03/12/2026	21412	FLEIS & VANDENBRINK ENGINEERING	DDA Services Rendered 01/01/26 - 01/31/2	236.50
GENESEE COUNTY DRAIN COMMISSIONER				
03/12/2026	21413	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio	2,970.35
			Water Samples Tested February 2026	75.00
				<u>3,045.35</u>
03/12/2026	21414	GILL ROY'S COMPLETE HARDWARE	Water Samples Mailed February 2026	15.28
03/12/2026	21415	GOLD & SONS AUTOMOTIVE INC.	Battery for 2016 Pickup & Exhaust Cleane	193.14
03/12/2026	21416	HYDROCORP	Cross Connection Inspections for Februar	307.58
MENARDS				
03/12/2026	21417	MENARDS	Various Materials for City Office Constr	306.33
			Drywall Prime, Paint, Brush's and Trasy	265.20
			New Filters & Command Strips for City Of	67.80
			Returned Un-used Drywall Primer	(27.96)
				<u>611.37</u>
03/12/2026	21418	MONTROSE TOWNSHIP	Fire/Police Contract for March 2026	36,670.52
03/12/2026	21419	NETSOURCE ONE	Monthly Server Backup/ Licensing & M365	1,232.50
QUILL CORPORATION				
03/12/2026	21420	QUILL CORPORATION	Office & DPW Supplies for April 2026	181.72
			Office & DPW Supplies for March 2026	296.18
				<u>477.90</u>
03/12/2026	21421	ROBERT NAUMANN	Assessing Services for February 2026	1,000.00
03/12/2026	21422	VIEW NEWSPAPER GROUP - JAMS MEDIA	Publications for February 2026	447.10
03/12/2026	21423	WEX BANK	Fuel for February 2026	199.94
03/26/2026	21424	ALDERMAN'S INC.	Snow Plow Cutting Edge for Kubota	223.50
03/26/2026	21425	BOSS BUSINESS SOLUTIONS	Maintenance Agreement 03/21/26 - 06/20/2	1,059.56
03/26/2026	21426	CHRISTINA RUSH	Per Diem MAMC Education Day April 7, 202	102.00
GENESEE COUNTY DRAIN COMMISSIONER				
03/26/2026	21427	GENESEE COUNTY DRAIN COMMISSIONER	Water Treatment Charges for February 202	27,617.48
			Water Treatment Charges for January 2026	26,976.93
			Sewer Treatment Charges for January 2026	13,795.55
				<u>68,389.96</u>
GENESEE COUNTY SMALL CITIES & VILLA				
03/26/2026	21428	GENESEE COUNTY SMALL CITIES & VILLA	2026 Membership Dues	125.00
03/26/2026	21429	JOHN J. RYAN ELLC	Attorney Services for February 2026	1,500.00

B

Check Date	Check	Vendor Name	Description	Amount
03/26/2026	21430	KIMBERLY LYNCH	02/23/26 - 03/22/26 Interim Treasurer Co	8,200.00
03/26/2026	21431	MANTEI & SONS CONSTRUCTION	City Hall Construction	13,785.00
03/26/2026	21432	MENARDS	Office Blinds for City Office	65.25
03/26/2026	21433	NETSOURCE ONE	First of Five Invoices Transitioning to Reconnecting IT Services Due to Due Offi	622.00
				<u>613.38</u>
				1,235.38
03/26/2026	21434	PRIORITY WASTE LLC	Refuse Services for April 2026	10,155.95
03/26/2026	21435	QUILL CORPORATION	Office & DPW Supplies for March 2026	241.04
			Credit Memo for Office & DPW Supplies in	(24.89)
				<u>216.15</u>
03/26/2026	21436	ROBERT NAUMANN	Assessing Services for March 2026	1,000.00
03/26/2026	21437	WADE-TRIM, INC.	Planning Professional Services Rendered	500.00
				<u>500.00</u>

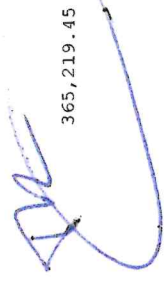
SB CK TOTALS:

Total of 37 Disbursements:

181,995.58

Check Date	Check	Vendor Name	Description	Amount
Bank TAX C TAX ACCOUNT				
03/12/2026	2793	BISHOP AIRPORT AUTHORITY	TAX PAYOUTS 2.16.2026-3.2.2026	2,723.47
03/12/2026	2794	CITY OF MONTROSE	TAX PAYOUTS 2.16.2026-3.2.2026	9,902.14
03/12/2026	2795	CITY OF MONTROSE - DDA	TO SETTLE DDA 2025 TAXES CAPTURED	136,519.18
03/12/2026	2796	GENESEE COUNTY LAND BANK	TAX PAYOUTS 2.16.2026-3.2.2026	1,628.85
03/12/2026	2797	GENESEE COUNTY TREASURER	TAX PAYOUTS 2.16.2026-3.2.2026	36,263.15
03/12/2026	2798	GENESEE INTERMEDIATE SCHOOL DIST	TAX PAYOUTS 2.16.2026-3.2.2026	26,929.64
03/12/2026	2799	MASS TRANSIT AUTHORITY	TAX PAYOUTS 2.16.2026-3.2.2026	7,062.04
03/12/2026	2800	MONTROSE COMMUNITY SCHOOLS	TAX PAYOUTS 2.16.2026-3.2.2026	127,882.64
03/12/2026	2801	MOTT COMMUNITY COLLEGE	TAX PAYOUTS 2.16.2026-3.2.2026	15,586.64
03/12/2026	2802	STATE OF MICHIGAN	TAX PAYOUTS 2.16.2026-3.2.2026	721.70

TAX C TOTALS:


 365,219.45

Total of 10 Disbursements:

C.
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CITY OF MONTROSE

MEMORANDUM

Date: April 13, 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 March 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 (36) calls;

Of those calls, they included;

- (0) Felony Arrest
- (1) Misdemeanor Arrest
- (3) Traffic Violations
- (11) Verbal Warnings
- (0) Accidents
- (3) Assists to other Departments
- (1) Public Assist
- (1) Medical Calls
- (460) Property Inspections
- (8) Vacation Checks

FIRE DEPARTMENT RESPOSNES

The Fire Department responded to eight (8) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, emergency medical responses and thirty (30) responses in the Township of Montrose for a total of 34 responses.

CODE ENFORCEMENT RESPONSES

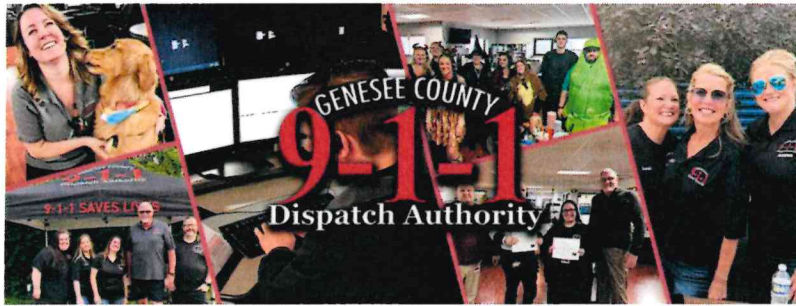
The Code Enforcement Officer received a total of forty-two (42) new complaints. Closed 34 of the new complaints. Attributed to the complaints are as follows: 25% inoperable vehicle/unregistered. 30% vehicles/parking in yard/sidewalk complaints. 30% Exterior. 15% vacant building registration notices.

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.

D.
/

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

April 9, 2026

Re: Executive Directors Report – March 2026

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

Looking back in time. Below is a summary of the Call Volume and Number of CAD incidents within Genesee County for EMS, Fire, and Police since 2013 under the current phone and CAD systems data.

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Police Dispatches	247,453	298,863	365,531	443,123	430,706	429,169	428,380	419,479	451,762	423,033	460,745	436,728	426806
Fire Dispatches	5,718	6,886	9,307	10,701	11,325	11,521	11,742	10,904	11,494	11,960	11,973	13,973	15610
EMS Dispatches	37,721	51,135	57,617	68,349	69,407	71,290	69,785	68,094	73,881	71,195	70,502	70,295	72212
911 Cell Hang Ups	22,712	29,802	48,428	60,407	53,326	54,433	54,302	64,390	66,796	51,808	69,663	54,601	48,332
911 Hang Ups	5,313	5,458	7,877	8,759	8,005	7,547	7,060	6,681	6,699	5,359	4,550	4,811	4377
Cellular Calls	180,262	228,233	235,021	306,786	304,668	298,551	292,110	308,958	334,226	299,856	313,251	302,546	302417
Admin Calls				35,609	35,246	24,252	24,252	23,854	23,205	21,189	19,583	16,973	20790
Inbound Text				881	964	654	820	888	828	980	2,453	6,271	6555
Outbound Text				2,497	1,874	4,307	1,989	612	553	645	605	2,289	1822
VOIP Calls	15,727	18,715	21,612	26,459	26,581	24,639	22,162	23,028	30,898	29,072	25,410	26,954	29791
Incoming 911	215,653	284,997	297,621	366,835	392,374	384,555	355,680	351,650	372,208	343,327	360,172	342,626	334066
Incoming 9911	26,776	33,249	64,538	88,934	60,881	55,930	59,669	58,910	63,376	61,161	61,333	59,307	61932
Total Incoming	242,429	318,246	362,159	482,228	453,255	440,485	415,349	410,560	435,584	404,488	421,505	401,933	395998

Executive Board and General Membership

Summary of 2025 CAD incidents and 9-1-1 Call Volume:

INCIDENTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	MONTHLY AVG
POLICE INCIDENTS	31,714	28,913	35,697	35,308	37,788	39,254	41,911	39,492	36,129	34,652	33,386	32,562	426,806	35,567
FIRE INCIDENTS	1,248	904	1,411	1,393	1,360	1,348	1,497	1,152	1,533	1,178	1,092	1,494	15,610	1,301
MEDICAL INCIDENTS	6,204	5,747	4,929	5,839	6,058	6,276	6,438	6,422	6,230	6,073	5,830	6,166	72,212	6,018
TOTAL # OF INCIDENTS	39,166	35,564	42,037	42,540	45,206	46,878	49,846	47,066	43,892	41,903	40,308	40,222	514,628	42,886

CALLS TO 911	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	MONTHLY AVG
INCOMING 9-1-1	25,395	23,293	28,242	27,870	29,027	30,855	32,082	31,081	29,671	28,331	26,153	22,066	334,066	27,839
INCOMING 99-1-1	5,407	4,434	5,103	4,866	5,488	5,433	5,769	5,394	4,820	4,784	4,842	5,592	61,932	5,161
TOTAL INCOMING	30,802	27,727	33,345	32,736	34,515	36,288	37,851	36,475	34,491	33,115	30,995	27,658	395,998	33,000

TYPE OF CALLS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	MONTHLY AVG
VOIP CALLS	2,115	2,110	2,314	2,182	2,313	2,264	2,231	2,305	2,396	2,250	2,133	2,178	26,791	2,233
CELLULAR CALLS	22,363	20,812	25,093	24,791	25,808	27,692	28,817	28,005	26,426	25,331	23,275	24,004	302,417	25,201
CELL 911 HANG UPS	3,695	3,243	4,163	3,986	4,196	4,636	4,946	4,773	4,008	3554	3,485	3,647	48,332	4,028
WIRELINE CALLS	583	638	553	579	587	577	719	647	527	506	478	349	6,743	562
LAND 911 HANG UPS	344	365	416	399	435	349	367	364	332	326	383	297	4,377	365
PUBLIC SAFETY IN	2,381	1,552	2,089	1,885	1,614	1,619	1,612	1,480	1,969	1,926	1,509	1,154	20,790	1,733
TEXT SESSIONS IN	540	479	545	586	612	539	622	506	469	495	511	651	6,555	546
TEXT SESSIONS OUT	154	133	149	140	147	201	292	159	115	128	96	108	1,822	152
ALL OUTBOUND CALLS	6,814	5,945	6,585	6,286	6,469	6,763	6,292	6,038	6,708	6,784	6,114	20,790	91,588	7,632

Lost Data Recovered, 9-1-1 Call takers and Dispatchers calls for Service – January, February, and March 2026:

INCIDENTS	JAN	FEB	MAR	TOTALS	MONTHLY AVG
POLICE INCIDENTS	32,456	29,379	33,876	95,711	31,904
FIRE INCIDENTS	1,235	999	1,460	3,694	1,231
MEDICAL INCIDENTS	6,213	5,652	6,268	18,133	6,044
TOTAL # OF INCIDENTS	39,904	36,030	41,604	117,538	39,179

Executive Board and General Membership

Lost Data Recovered, 9-1-1 Call takers and Dispatchers calls for Service – January, February, and March 2026 - Continued:

CALLS TO 911	JAN	FEB	MAR		TOTALS	MONTHLY AVG
INCOMING 9-1-1	26099	22384	26527		75,010	25,003
INCOMING 99-1-1	4883	3976	4103		14125	4,321
TOTAL INCOMING	30,982	26,360	30,630		87,972	29,324
TYPE OF CALLS	JAN	FEB	MAR		TOTALS	MONTHLY AVG
VOIP CALLS	2384	2119	2418			2,307
CELLULAR CALLS	23101	19735	23122			21,986
CELL 911 HANG UPS	3500	3096	3359			3,318
WIRELINE CALLS	280	213	229			241
LAND 911 HANG UPS	351	267	274			297
PUBLIC SAFETY IN	1146	1054	1312			1,171
TEXT SESSIONS IN	568	419	416			468
TEXT SESSIONS OUT	151	76	90			106
ALL OUTBOUND CALLS	6090	5169	6167			5,809

Overtime Hours Worked due to Staffing Shortages, and Vacations:

Our call takers and dispatchers have worked **1,057** hours of overtime in the month of March. FYTD, **8,998.75** hours. We have 2 employees with restricted hours, 3 with no mandates, 2 unable to work Overtime, and 2 on medical or personal leaves.

Executive Board and General Membership

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

Our part time FOIA Coordinator processed **412** in the month of March, year to date **2,067** FOIA's processed.

Professional Standards Policy for the Month of March:

1 Professional Standards Complaints. It was Sustained.

Personnel in Training and Staffing:

Staffing currently.

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

* Note 1 additional supervisor in training to replace one retiring (James Young) and one in interim while one supervisor is on medical leave.

We have 46 dispatchers total, 32 fully trained with 7 on restrictions, FMLA, or not back to full time. (+2-MOU Call taker only), (+9 Stalled on Phones), (+3 Cleared Phones, Fire/EMS Radio Trained) (+6 Part-time).

Resignations & Retirement:

One Resignation. Mia Guzman left full-time and went to part time.

Monthly Training:

On March 25 and 26, 2026, we conducted in-house training covering Fire Dispatching, terminology, Mayday, Size ups and four sides of a structure A,B,C,D.

Executive Board and General Membership

EMS - Critical Status:

In the Month of March, 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
6-Mar	1	3.50	1	7
9-Mar	1	5.25	1	10
12-Mar	1	3.00	2	10
13-Mar	1	0.50	1	10
14-Mar	1	0.92	1	8
15-Mar	2	1.63	2	8
20-Mar	1	0.67	1	3
22-Mar	1	2.92	1	4
25-Mar	1	0.57	1	6
26-Mar	1	0.43	2	6
27-Mar	1	1.12	1	7
Grand Total	12	20.50	2	10

Aurelian Project Update:

We're seeing about 1400 calls per week going through Aurelian. Of those calls, we're averaging 24% of those calls getting transferred to a dispatcher and 30% of the calls are "allowlisted" or allowed to go straight to a dispatcher because it's identifying another agency calling etc. So, Ava is actually processing about 46% of the call volume right now. We're still working out kinks and learning ways to make it better as we go. Also hoping to increase the types of calls she can process in the future. We have Aurelian turned on 24/7 for a couple of weeks and have only had to "turn her off" a couple of times due to technology issues. Each time we've corrected the issue and turned her back on.

Quality Assurance:

QA stats for March 2026:

16,297 calls evaluated through GovWorx with an average score of 93.14%

Starting April 1, we are moving the evaluations out of sandbox mode and will be transitioning from project implementation to it running as intended. There will be some adjustments to be made as the next few months pass, but we can see the end of the road.

Executive Board and General Membership

Quality Assurance - Continued:

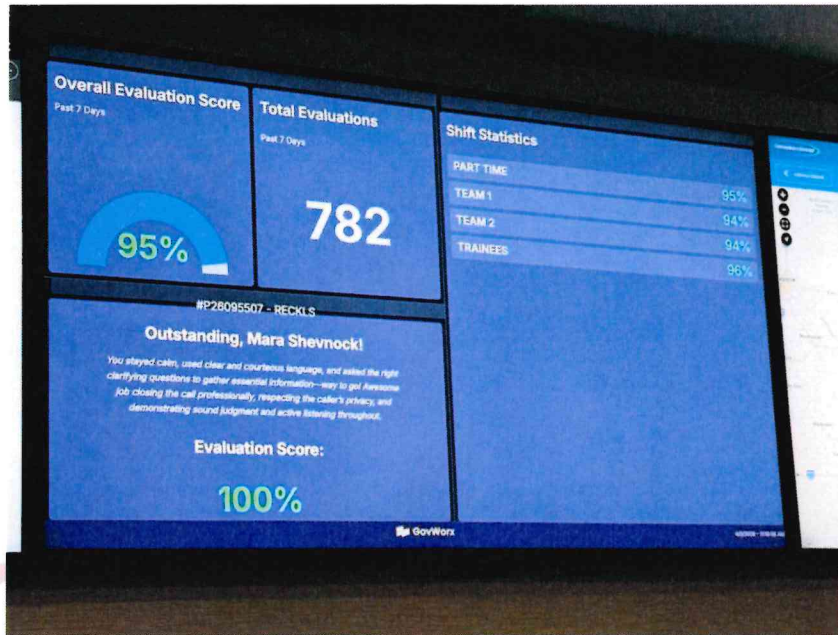
We are now displaying performance statistics for each shift as well as individual recognition for superb performance using the wallboard piece of GovWorx. This information is displayed on the monitor wall in the call center. (See attached photo)

For Priority Dispatch EMD evaluations, we are utilizing their AQUA 7 Ascent software. Part of our purchase also included assistance in evaluations through their QPR evaluators. With their assistance we are able to identify compliance and performance issues as our staff gets used to the new protocols.



Executive Board and General Membership

Quality Assurance - Continued:



Award, Citations, and Recognition:

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



Executive Board and General Membership

Statewide Tornado Drill:



Genesee County did participate in the Statewide Tornado Drill on March 18, 2026, at 1:00pm successfully.

Smart911:

Did You Know?

You can sign up for emergency alerts through our Smart911 portal. This can be as simple as receiving weather alerts, or you can choose to provide personal and health information to assist first responders in situations where you may be unable to communicate when you call 911.

As a reminder, tornado sirens are designed to alert individuals who are outdoors to seek shelter. If you are indoors, watching TV, listening to the radio, or even sleeping, you may not hear the sirens.

Executive Board and General Membership

Smart911 - Continued:

By signing up, you can receive automated alerts via phone call, text message, and/or email, ensuring you stay informed no matter where you are. Once you create an account, navigate to the alerts section to select the types of emergency notifications you would like to receive.

Smart

smart911.com
Smart911

Protect and Prepare Your Family
Download the app or sign up online for free today.

GENESEE COUNTY
9-1-1
Dispatch Authority

My Smart911 Profile
Hi, Rebecca

- 👤 People / Household
- Rebecca Ronaldo
besky_ronaldo@gmail.com
Female - May, 1995
Edit Basic Info | Edit Contacts and Medical Info | Remove
- David Ronaldo
david55@cloud.com
Male - March, 1983
Edit Basic Info | Edit Contacts and Medical Info | Remove
- Lizzie Ronaldo
Female - June, 2012
Edit Basic Info | Edit Contacts and Medical Info | Remove
- Stephen Ronaldo
Male - December, 2013
Edit Basic Info | Edit Contacts and Medical Info | Remove

Smart911.com®

Download on the App Store | GET IT ON Google Play

Executive Board and General Membership

Genesee Health System Meetings:

In March our Management Team met with the CEO and Management Team of Genesee Health System at their new facility located at Fenton and Bristol Road. Our discussions centered on the new facility and its capabilities for people that may be experiencing mental health issues, walk-in, on site and in-house residence possibilities soon. Training has been arranged for April for our staff to better understand the same as well as the new civilian Social Worker Teams that can be deployed when someone needs help with intervention and is a non-life threatening status.



Executive Board and General Membership

Genesee Health System Meetings - Continued:

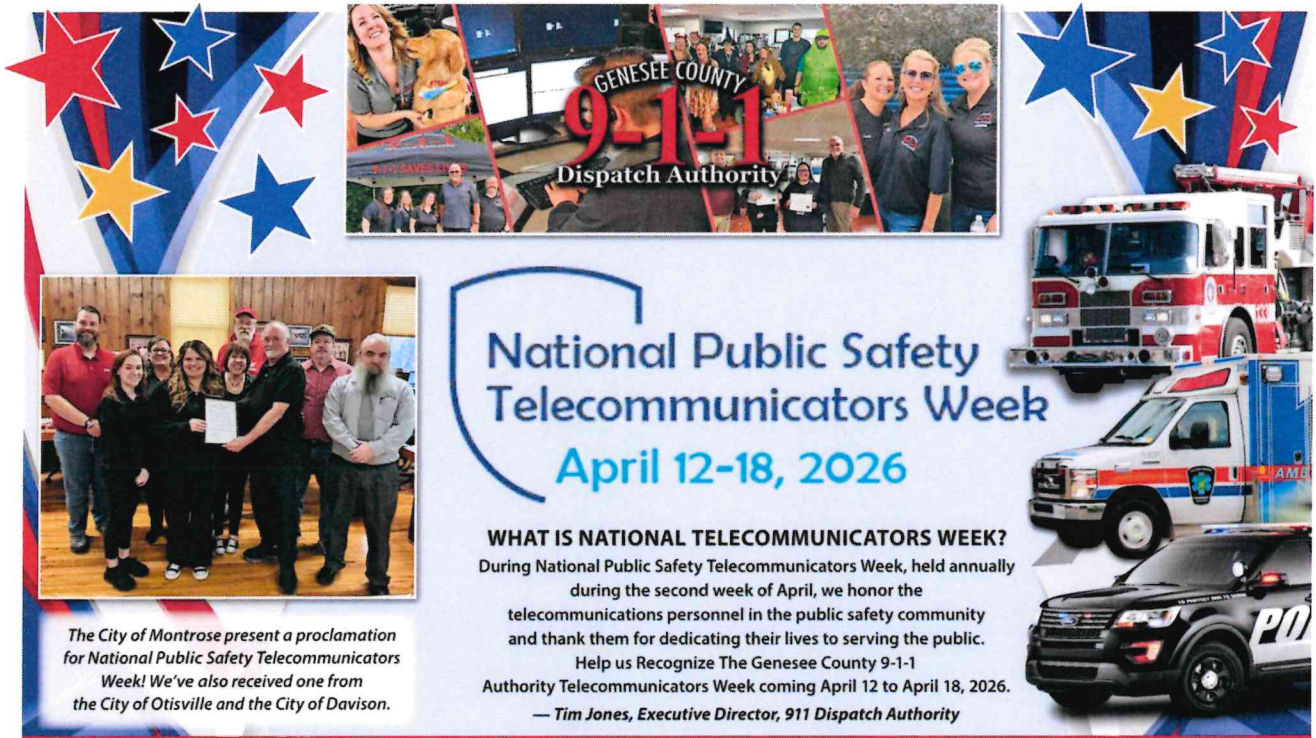
	GHS BEHAVIORAL HEALTH URGENT CARE 1040 W. Bristol Rd. Flint, 48507 810-496-5500	HOSPITAL ED
WHO IS SERVED	Any age or insurance. Mental Health need MUST be present.	Any age or insurance.
HOURS OF AVAILABILITY	24/7/365	24/7/365
LEVEL OF NEED	Mild + Moderate Mental Health Crisis	Severe Mental Health Crisis
PRESENTING WITH SUBSTANCE USE	Intoxicated, but coherent and able to engage.	Intoxicated and incoherent.
VOLUNTARY/INVOLUNTARY ADMISSION	Voluntary Only (may take involuntary from first responders later, but do not at the present moment)	Voluntary and Involuntary
SUICIDAL/HOMICIDAL IDEATION	X	X
SELF-HARM	X (NO medical care required) Superficial cutting/scratching, hair pulling, picking, etc.	X (Requires medical care)
PRESENTING WITH PHYSICAL AGGRESSION + MENTAL HEALTH NEEDS	Physical intervention only used in cases of EXTREME danger (i.e. life threatening, staff danger)	X
HALLUCINATIONS/DELUSIONS	X	X

*Officers dropping a civilian off at the Behavioral Health Urgent Care must come into the building to briefly meet with a supervisor to provide context on the civilian. This ensures the civilian is a good fit for the facility and provides our team with the context needed to provide the best care. The civilian does not always provide full details on their mental health situation once the officer drives away.

Executive Board and General Membership

National Public Safety Telecommunicators Week:

Next week, celebrate with us recognizing our 9-1-1 Telecommunicators!



National Public Safety Telecommunicators Week
April 12-18, 2026

WHAT IS NATIONAL TELECOMMUNICATORS WEEK?
During National Public Safety Telecommunicators Week, held annually during the second week of April, we honor the telecommunications personnel in the public safety community and thank them for dedicating their lives to serving the public.
Help us Recognize The Genesee County 9-1-1 Authority Telecommunicators Week coming April 12 to April 18, 2026.
— Tim Jones, Executive Director, 911 Dispatch Authority

The City of Montrose present a proclamation for National Public Safety Telecommunicators Week! We've also received one from the City of Otisville and the City of Davison.

E.

CITY OF MONTROSE

MEMORANDUM

Date: April 15, 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

- As stipulated in last month's report, a complaint was filed to MIOSHA an inspector came out and examined the building. A closing conference was held and the inspector informed me there are no issues with the remodel. The inspection revealed that a Survey was required on the building that was purchased by the city from the Township in March 2018. After extensive investigations, multiple interviews, and researching documentation, the city has no record on file suggesting the city had a Survey conducted. The council will receive several quotes for such Survey at their May meeting. City council may also receive additional communication from our city attorney.

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 April 28, 2026 meeting.
- Prepared DDA Packets and held DDA meeting April 16, 2026.
- Held City Council Meeting March 28, 2026.
- Planning Board meeting scheduled for April was cancelled due to no agenda items.

WEBSITE & INFORMATION TECHNOLOGY (IT)

- Worked on Zoom platform for the city.
- Continue to update the city website.

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.
- Completed and submitted FY27 Community Project Funding (CPF) to Congresswoman Kristen McDonald Rivet office for \$1.74 million to fund street scape project. That application was not accepted per the office of Congresswoman Rivet.
- 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.*
- Submit applications to Senator Peter office and established communications with 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 12 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 the planning of sponsored 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.

NEWSLETTER

- The 2026 spring/summer newsletter was completed which included all department head participation. These newsletters are printed and being mailed to the city. Additional copies are available here at city hall for distribution. I want to thank everyone for their help and input. Communication to our citizens that is consistent and accurate will continue to build trust between local government and its citizens.

ONLINE CONTINUING EDUCATION & TRAINING

- Live with the League (MML) reviewing potential Legislation activities across the State.
- Attended the MML CAPCON in Lansing.
- Upcoming conference with MML is in October.

Recommendation: Receive and File Report

F.

CITY OF MONTROSE MEMORANDUM

Date: April 14, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Deputy Treasurer/Administrative Assistant Report for March 2026

Training

- March
 - Will be going my 1st of 3 Basic Institutes (go to one every year for 3 years in April to be certified with my MICPT) (Michigan Certified Professional Treasurer)

Webinar

- Treasurer to Treasurer

Duties

- Bank reconciliation of all accounts
- Handled multiple customer service needs
- Business Registration Forms are still coming in. We extended it to April 30 before we raised the registration fee to \$75.00.
- FY 2026/2027 Budget is just about complete

Recommendation: City Council receive and File Report.

F.

C I T Y OF MONTROSE

M E M O R A N D U M

DATE: April 28, 2026

TO: Mayor Banks and Montrose City Council Members

FROM: Kim Lynch, Interim Treasurer

SUBJECT: Report on the Treasurers Department for March 2026

In the Month of March, we finalized and settled all property tax collections with the Genesee County Treasurer. Our roll was successfully rolled over to them with no discrepancies. Payments that need to be made on delinquent property taxes need to be paid either in person or online.

The primary focus during the month was the development of the upcoming fiscal year budget. Meetings were held with various departments to review details and discuss operational needs. The Capital Improvement Plan (CIP) was finalized, revenue projections were completed following the March Board of Review, and expenditures were adjusted to present a clean, balanced budget.

We continue to make steady progress on bank reconciliations and ongoing monitoring of the City's investment accounts. Efforts have also begun to incorporate cross-training within the front office to support daily operations and improve overall efficiency. Thank you to everyone for your continued patience and understanding as we have worked through this fiscal year. Please feel free to reach out to Marcy or myself with any questions.

G.

**CITY OF MONTROSE
MEMORANDUM**

Date: April 21, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk, Tina Rush

Subject: Report on City Clerk Activities for March 2026

Accounts Payable Processing

- Full financial check runs and reporting completed for accounts payable.
 - Processed and updated 1099's that were returned for outdated address and/or outdated vendor information, (TIN #'s).
 - Submitted corrected reports to the IRS accordingly.
 - Coordinator with vendors to obtain required W-9, Certificate of Liability and Sole Proprietor documentation to comply with accounts payable requirements.
-

Freedom of Information Act (FOIA) Compliance

- Processed multiple Freedom of Information Act (FOIA) requests in compliance with statutory timelines (MCL 15.231 et seq.), including complex, multi-part requests.
 - Coordinated responses with the City Manager and legal counsel to ensure accuracy and legal compliance.
 - Provided clear communication to requestors regarding available records, costs, and appeal rights.
-

Records Management & Compliance

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

Elections Administration

- Completed election security survey (Brennan Center), supporting continued compliance with state and federal election standards.
 - Assisted multiple individuals interested in running for office by providing petition packets and election procedures and eligibility requirements.
 - Accepted, verified and processed **nominating petitions and affidavits of identity** for one additional candidate seeking city office council member position.
 - Verified candidate petition signatures and processed election-related filings in accordance with Michigan Election Law (MCL 168.1 et seq.), and submitted affidavit of identity to **Genesee County Clerk** for certification.
 - Processed **86** voter registrations.
-

IT Support

- Coordinated with IT providers on system access, security (VPN/Duo), and user support.

Council, Committees, Personnel & Administrative Support

- Participated in council meeting.
- Participated in employee meeting.
- Prepared interaction report for incident with a resident, per city manager request.
- Supported city departments with documentation, reports, and administrative coordination.
- Participated in internal staff meetings addressing; Budget workshop planning, State reporting deadlines, Grant-funded projects and procurement timelines.
- Gathered and provided various budget figures for the upcoming budget.
- Assisted DPW Supervisor with updating CCR report.
- Offered support by providing documentation for building inspector.
- Continued full Clerk operations during active construction and office reconfiguration.
- Coordinated with staff and contractors to maintain service despite workspace disruptions.
- Identified and communicated operational needs (workspace functionality, safety, and accessibility).
- Conducted historical records research related to the City Hall building in response to regulatory inquiries.
- City Secretary Christine Schultz assisted the clerk's department with creating Outlook reminders for expiring contracts and/or agreements..
THANK YOU CHRISTINE!! 😊
- Collected and prepared documentation and attended the Ad-Hoc Committee meeting as directed by the City Manager.
- Coordinated internal communications regarding resolutions, policy items, and council procedures.
- Responded to **1,041** emails of resident inquiries, including ordinance questions, general municipal city operating questions and election procedures.
- Returned **21** phone calls from citizens regarding various city operating questions.
- Received **18** faxes, directing them to the correct department.

Professional Development & Intergovernmental Associations

- Participated in Michigan Association of Municipal Clerks (MAMC) activities, including review and creation of bio for Clerk of the Year candidate ballot.
- Attended Genesee County quarterly Clerk's Association, (I am a trustee on this board).

Please let me know if you have any questions.

Respectfully submitted,
Tina Rush, City Clerk

H.

CITY OF MONTROSE

MEMORANDUM

Date: April 1, 2026

To: Mayor Banks and City Council Members

From: City Secretary

Subject: Utility, Tax, Water/Sewer and Customer Service Report for April 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. **March 2026 activities.**

- Scanned files for the building department to the internal share drive for the last five years. Refiled permit and permit applications into large filing cabinets.
- Continued search for more training opportunities.

Customer Assistance Front Counter

Total: 277

I received 75 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

Depot Rentals

Total: 2

Trash/Recycling Complaints

Total: 6

Dump Passes

Total: 2

Burn Permits

Total: 26

Lions Park

Total: 1

Blueberry Park

Total: 0

Water/Sewer Bill Reconciliation

655 Water bills were processed in March. 108 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on March 10, 2026, to the post office. Seventy-seven water bills on auto-payment.

Water Shut Off

Seventy-One residents on the shut-off list for the month of March. A resident must be two months behind on payments to be on the shut-off list. Thirty-three residents paid before phone calls were made. Thirty-eight received one if not two additional phone calls regarding the shut-off date. By March 9, 2026, at 6pm, all residents had paid on time or made payment arrangements.

Total: Zero shutoffs

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

Recommendation: City Council Consider Receive and File Report

I

CITY OF MONTROSE

MEMORANDUM

Date: April 13, 2026

To: Mayor Banks and City Council Members

From: Sam Spence, DPW Supervisor

Subject: DPW Report for March 2026

STREETS:

- * Snow plowed and salted (Hopefully the last month for this).
- * Patched Hickory St. (From Grafton – Nanita Dr.).
- * Graded all dirt roads with Dump truck belly blade.
- * Cleaned curblines and storm drains with truck and dump trailer.
- * Removed all Winter decorations from the DDA.

PARKS AND RECREATION:

- * General Maintenance.

SEWER/WATER:

- * Conducted water shutoffs/turn-ons for non-payment.
- * Collected and submitted all water samples required by EGLE.
- * Marked all 63 water lines/ storm drains for Consumers Energy Gas infrastructure upgrades.
- * Addressed excess water usage issues.

MAINTENANCE:

- * General Maintenance on all equipment.

TRAINING/CONFERENCE/COMMITTEES:

- * Attended the March Council Meeting.
- * Attended the March DDA Meeting/Walk through with ROWE Engineering.
- * Attended the March Water Advisory Meeting.
- * Attended 2 (two) webinars (Lead and Copper, and Distribution Material Reporting).

BUILDING/GROUNDS/CITY HALL:

- * Painted the City Hall following the remodel.
- * Assisted in the City Office remodel.

Recommendation: City Council Receive and File Report.

CITY OF MONTROSE

MEMORANDUM

Date: April 2, 2026

To: Kristofor Garris, Planner, Genesee County Metropolitan Planning Commission

From: Joe Karlichek, City Manager

Subject: Quarterly Update – City of Montrose SPARK Grant

Mr. Garris,

The City of Montrose recently entered into an agreement with Rowe Professional Services Company, as previously acknowledged by your office, for the purpose of developing a comprehensive Parks & Recreation Plan.

Mr. Doug Schultz and his associate attended the Downtown Development Authority meeting on March 19, 2026, as scheduled. During this meeting, they provided a thorough presentation to the Board and conducted a tour of the City's parks system.

The next phase of this process will involve the distribution of a community survey to residents through various channels. The City anticipates that the survey will be finalized and distributed within the coming weeks.

At this time, the City has not yet received an invoice for services rendered; however, it is anticipated that an invoice will be received in April.

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

Respectfully,



Joe Karlichek
City Manager
City of Montrose

J.

CITY OF MONTROSE MEMORANDUM

Date: April 20, 2026

To: Mayor Banks and Montrose City Council Members

From: Timothy Mazur, Building Official

Subject: Receive and File City Building Inspector April Activity Report

The following activities were conducted during the month of April 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 seven (7) new permits.
- Completed two (2) inspections.
- One (1) Stop Work Order removed on 259 N. Genesee Street.

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

Work on property 106 West State Street has begun.

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

Recommendation: City Council Receive and File Report

K



Professional Services Agreement (Short Form)

Agreement

To engage the Services of Wade Trim Associates, Inc. as a Design, Planning, Testing and/or Land Survey Professional.

This Agreement, entitled Zoning Ordinance Updates between the City of Montrose of 139 S. Saginaw Street, Montrose, MI, 48457, hereinafter called "Owner," and Wade Trim Associates, Inc., 2500 Griswold Street, Suite 2500, Detroit, MI, 48226, hereinafter called "Professional," is as follows:

The Owner and Professional, for mutual consideration hereinafter set forth, agree as follows:

A. Professional agrees to perform certain professional services for Owner as follows:

As outlined in Wade Trim's proposal letter dated March 5, 2026.

B. Owner agrees to pay Professional as compensation for Professional's services as follows:

Lump sum fee of \$19,300, to be invoiced monthly in accordance with the terms of this agreement.

C. Owner agrees to establish an allowance of \$ n/a for additional services on this Project (not less than 10% of the compensation amount specified in Item B.)

D. The Owner and Professional agree to conditions as set forth on the reverse side in the General Provisions of this Agreement.

E. The Owner and Professional agree to the following schedule:

First invoice to be sent no earlier than July 1, 2026. Schedule otherwise as outlined in Wade Trim's proposal letter dated March 5, 2026.

F. Professional has the option to render this Agreement null and void, if it is not executed within 60 days.

Owner: [Signature]
By: Thomas J. Banks (Print Name)
Title: Mayor
Date Signed: 01/04/26

Professional: [Signature]
By: Jason T. Smith, AICP (Print Name)
Title: Area Lead/Vice President
Date Signed: March 27, 2026



Application Information

Application ID: 368098
Partner: Montrose
Program: Tree City USA
Application Type: Tree City USA
Start Date: 10/07/2025
Status: Application Approved

Primary Contact Information

First Name Joe **Last Name** Karlichek
Title City Manager
Address 1 139 S. Saginaw Street
Address 2 139 S. Saginaw Street
City Montrose **State** Michigan **Zip Code** 48457
Country United States

Details

Mayor or Equivalent Contact Information
FirstName: Thomas
LastName: Banks
Email: mayortbanks@cityofmontrose.us
Phone: +18106396168
StreetAddress1: 139 S. Saginaw St
City: Montrose
Country: United States
State: Michigan
County: Genesee County
ZipCode: 48457

City Forestry Contact Information
FirstName: Joe
LastName: Karlichek
Title: City Manager
Email: manager@cityofmontrose.us
Phone: +18106396168
City: Montrose
Country: United States
State: Michigan
County: Genesee County
ZipCode: 48457

PR/Communications Contact Information
FirstName: Joe
LastName: Karlichek
Email: manager@cityofmontrose.us
Phone: +1 (810) 639-6168
City: Montrose
Country: United States
State: Michigan
County: Genesee County
ZipCode: 48457

Shipping address for recognition materials
ShippingAddress1: 139 S. Saginaw St.
City: Montrose
County: Genesee County
State: Michigan

Country: United States
ZipCode: 48457

Standard 1 - A Tree Board or Department

Who is legally responsible for the care of all trees on community owned property?
 Community has both a Tree Board and a Department Chair/City Manager

Tree Board Chairperson Contact Information

FirstName: Joe
LastName: Karlichek
Email: manager@cityofmontrose.us
Phone: + 18106396168
StreetAddress1: 139 S. Saginaw Street
StreetAddress2: 139 S. Saginaw Street
City: Montrose
Country: United States
State: Michigan
County: Genesee County
ZipCode: 48457

Additional Board Member Contact Information

FirstName: Sam
LastName: Spence
Email: dpw@cityofmontrose.us
Country: United States

Tree Board Meeting Frequency

Quarterly

Department Chair or City Manager Contact Information

FirstName: Joe
LastName: Karlichek
Title: City Manager
Email: manager@cityofmontrose.us
Phone: +1 (810) 639-6168
StreetAddress1: 139 S. Saginaw St.
City: Montrose
Country: United States
State: Michigan
County: Genesee County
ZipCode: 48457

Standard 2 - A Community Tree Ordinance

Ordinance Changes

My community ordinance has not changed this past calendar year

Date current tree ordinance was established

09/15/2022

Attach your community's current public tree care ordinance

No. 447 (Establishing a Tree Ordinance).pdf

Copy and paste relevant language from your community's uploaded ordinance in the box below.

Standards. All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture. Requirements of franchise utility companies. The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards. Preferred species list. The Director shall maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Trees from this approved list may be planted without special permission; other species may be planted with written approval from the Director. Planting distances. The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within 10 feet of a fire hydrant. Planting trees under electric utility lines. Only trees listed as Ornamental trees on the official city tree species list may be planted under or within 15 lateral feet of any overhead utility wire. Section 6. Prohibition against harming public trees It shall be unlawful for any person, firm, or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director. It shall be unlawful for any person, firm, or corporation to attach any cable, wire, sign, or any other object to any street, park, or public tree. It shall be unlawful for any person, firm, or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director. Any person, firm, corporation, or city department performing construction near any public tree(s) shall consult with the Director and shall employ appropriate measures to protect the tree(s), according to procedures contained in the Best Management Practices (BMPs) for "Managing Trees During Construction" published by the

International Society of Arboriculture. Each violation of this section as determined and notified by the Director shall constitute a separate violation, punishable by fines and penalties under Section 10, in addition to mitigation values placed on the tree(s) removed or damaged in violation of this section.

Standard 3 - A Community Forestry Program with an Annual Budget of at Least \$2 per Capita

Community Population
1843

Tree Planting and Initial Care
1000

Tree Maintenance
500

Tree Removal
4000

Management
500

Utility Line Clearance
0

Volunteer Time (Hours)
4

Are there other costs to report?
No

Total Expenditures:
6139.16

Total Expenditures per capita:
3.33

Community Tree Management Statistics

Number of Trees Planted
20

Number of Trees Pruned
15

Number of Trees Removed
6

Optional Attachments

Annual work plan (if required by your state)

Supporting Budget Documents

Standard 4 - An Arbor Day Observance and Proclamation

Does your community tree program partner with local k-12 schools on any programming?
Yes

When did your community celebrate Arbor Day?

EventType: Arbor Day Observance
EventDate: 10/3/2025 12:00:00 AM
EventFiles: Joe and Maizey Photo.jpg
ApplicationId: 368098

Attach your signed Arbor Day proclamation
Tree City Proclamation 12232025.pdf

Signature

Mayor Signature

Mayor or Equivalent Signature Method
e-Signature

First Name
Joe

Last Name
Karlichek

Professional Title
City Manager

As Mayor or Equivalent of the Community I certify that the information in this application is accurate by signing my name below.

A handwritten signature in black ink, appearing to read "Joe Karlichek". The signature is written in a cursive style with a horizontal line extending from the end.

How did you hear about the Tree City USA program?
Previously recognized Tree City

By submitting your application, you agree to the Tree City USA terms and conditions.

M

CITY OF MONTROSE

MEMORANDUM

Date: April 2, 2026

To: Kristofor Garris, Planner, Genesee County Metropolitan Planning Commission

From: Joe Karlichek, City Manager

Subject: Quarterly Update – City of Montrose SPARK Grant

For Mayor and city council edification, the city is required to provide the GCMPC updates in accordance with the MOU. Below is the update sent to Mr. Garris of the GCMPC and will ensure you are informed as to the progress of Grants the city is engaged in so there are no surprises.

The City of Montrose recently entered into an agreement with Rowe Professional Services Company, as previously acknowledged by your office, for the purpose of developing a comprehensive Parks & Recreation Plan.

Mr. Doug Schultz and his associate attended the Downtown Development Authority meeting on March 19, 2026, as scheduled. During this meeting, they provided a thorough presentation to the Board and conducted a tour of the City's parks system.

The next phase of this process will involve the distribution of a community survey to residents through various channels. The City anticipates that the survey will be finalized and distributed within the coming weeks.

At this time, the City has not yet received an invoice for services rendered; however, it is anticipated that an invoice will be received in April.

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

Recommendation: Receive and file report.

N.

**CITY OF MONTROSE
MEMORANDUM**

Date: April 21,2026

To: Mayor Banks and Montrose City Council

From: Sam Spence, DPW Supervisor

Subject: Notification of Street Sweeper repairs

The 2007 Elgin Whirlwind Street Sweeper was in need of immediate transmission work, quote included. The aging machine would go into ‘limp’ mode after 15 minutes of use.

Grays Towing trailered the machine to Lake Orion, to Macqueen, for repairs. This is a problem that daily maintenance could not avoid. Repair to the transmission has been made. Macqueen is currently inspecting the machine for further repairs based on age. When this machine was purchased in 2007, a representative from then Bell, equipment gave it a life expectancy of 15 years.

I thoroughly believe that years of allowing the City of Chesaning to rent the machine has caused significant wear and tear.

The past 2 weeks, Mitch and I have cleaned the streets with trucks, a trailer, and shovels (40+ hours). Please understand the need for such repairs. I am always available for any further questions.

21

CITY OF MONTROSE MEMORANDUM

Date: April 21, 2026

To: Honorable Mayor and Members of the City Council

From: Joe Karlichek, City Manager

Subject: Street Sweeper Repair, Operational Impact, and Funding Considerations

I am writing to provide additional context and administrative support regarding the recent transmission repair to the City's 2007 Elgin Whirlwind Street Sweeper and to outline the financial considerations associated with this and potential future maintenance.

As outlined in the Department of Public Works report, the sweeper experienced a significant mechanical failure that rendered it inoperable after a short duration of use. The unit was appropriately transported to MacQueen Equipment for necessary repairs, which have now been completed. Given the equipment's age—now exceeding its original 15-year expected service life—it is prudent that a comprehensive inspection is being conducted to assess any additional maintenance needs.

From an operational standpoint, the absence of this equipment has already created inefficiencies, requiring DPW staff to perform street cleaning manually. This has resulted in a substantial increase in labor hours and a corresponding decrease in overall operational effectiveness. Continued reliance on manual methods is not sustainable and reinforces the importance of maintaining functional equipment or planning for eventual replacement.

With respect to funding, the City is actively evaluating available options to support both the completed repair and any additional maintenance that may be identified. These costs may be eligible to be allocated across various City funds, consistent with their intended purposes and applicable financial policies. The Finance Director is currently reviewing these options to determine the most appropriate and responsible funding approach, and will provide further guidance and recommendations as that analysis is completed.

It is important to emphasize that the repair was necessary to restore essential services, and the broader evaluation now underway will help inform whether continued investment in this unit is fiscally prudent or if replacement planning should be considered.

Please feel free to contact me should you have any questions or require additional information.

SPRING/SUMMER 2026 NEWSLETTER

CITY of MONTROSE

www.cityofmontrose.us

CITY MANAGER MESSAGE

Elected City Officials

Thomas Banks, Mayor
Mark Richard, Mayor Pro-Tem
Melissa Hoose, Council Member
Todd Pangle Council Member
Lori Machuk, Council Member
Robert Arnold, Council Member
Ryan Heslop, Council Member

Appointed City Officials

Joe Karlichek, City Manager
Kim Lynch, Finance Manager
Marcy Collins, Deputy Treasurer
Sam Spence, DPW Supervisor
Christine Schultz, Secretary
Christina Rush, City Clerk
Jamie Cochran, Police Chief
George Taylor, Fire Chief
Robert Naumann, Assessor
Tim Mazur, Building Inspector
Scott Murlick, Code Enforcement
Lori Machuk, DDA Chairwoman
Ray Foust, Planning Chairman
Geneva Lamb, ZBA Chairwoman

I want to recognize the exceptional men and women who serve this City every day—our staff, Department of Public Works, Police, and Fire. Your dedication, professionalism, and willingness to serve—often under challenging circumstances—do not go unnoticed. You are the backbone of this community, and both I and our residents deeply appreciate the sacrifices you make to keep Montrose safe, purposeful, and moving forward.

The City is actively advancing several major initiatives that will shape our future. Within our DDA District, we are pursuing a proposed \$1.74 million streetscape and Depot renovation project. This is a transformative investment aimed at strengthening our downtown, supporting local businesses, and enhancing the overall character of our community. We are working close with our State and Federal legislators to secure funding. While no funding is ever guaranteed, we are aggressively advocating on behalf of our residents and positioning the City to compete for every available opportunity.

In addition, through the Community Development Block Grant (CDBG) program, we will be making critical infrastructure improvements at the intersections of Oak and Perry, and Ash and Washington. These upgrades will include new ADA-compliant ramps and curb improvements, ensuring safer, more accessible pathways for all residents. This project is scheduled to begin in late May.

As we look ahead, the City of Montrose will also proudly participate in the America 250 Celebration. We will honor our veterans and celebrate our Constitutional Republic through community-wide displays and park enhancements. This includes beautiful seasonal flower arrangements, made possible through the partnership with Montrose Greenhouse, further contributing to the pride we all share in our City.

Inside this Edition

- ❖ City Manager Message
- ❖ Treasurer Message
- ❖ DPW Message
- ❖ City Clerk Message
- ❖ City Secretary Message / 2026 Water/Sewer / FAQ
- ❖ Code Enforcement Message
- ❖ Police Chief Message
- ❖ Fire Chief Message
- ❖ Building Inspector Message
- ❖ DDA Message
- ❖ DDA on Facebook
- ❖ APM Mosquito Message
- ❖ City Hall Holiday Closures
- ❖ City Parks & Recreation Survey

Finally, I want to personally thank the many residents I have already had the opportunity to meet and speak with. Your input, your pride in this community, and your willingness to engage are exactly what makes Montrose strong. I look forward to continuing those conversations as we work together to build a better future.



City Manager, Joe Karlichek

CITY CLERK MESSAGE – CHRISTINA RUSH

It's election time again and we are here to help you vote with confidence!



The City of Montrose Clerk's Office would like to share important information regarding the upcoming election on **August 4, 2026**.

Election Day Voting

Polls will be open from 7:00 a.m. to 8:00 p.m. Voters in line by 8:00 p.m. will be allowed to vote in accordance with Michigan law.

IMPORTANT PRIMARY ELECTION RULE

In Michigan's August Primary Election, voters must select candidates from one political party only. Choosing candidates from more than one party, commonly referred to as "splitting your ticket" will result in those partisan races not being counted. If you have questions or make an error on your ballot, please contact or speak with your local Clerk's Office or an election inspector before submitting your ballot.

Early Voting (Proposal 2 of 2022)

Early voting will be available for **nine consecutive days**, beginning on **Saturday July 25, 2026** and ending on **Sunday August 2, 2026 9:00 a.m. to 5:00 p.m. daily**. Location is at the Montrose City Offices 139 S. Saginaw Street.

Absentee Voting

All registered voters are eligible to vote absentee. Ballots may be requested:

- Online at Michigan.gov/VotE
- By mail or in person at the Clerk's Office

Ballots must be received by **8:00 p.m. on Election Day** to be counted.

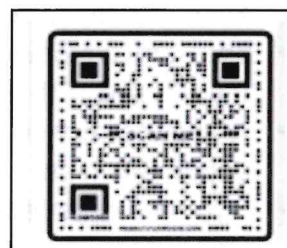
Voter Registration

You may register to vote:

- Online or by mail up to 15 days before the election
- In person at the Clerk's Office through Election Day (with proof of residency)

If you have questions, please contact City Clerk, Tina Rush (810) 639-6168 ext. 3, via email clerk@cityofmontrose.us or in person at City Hall 139 S. Saginaw Street.

- Plan ahead and review your ballot.
- Find out if you are registered to vote.
- Find your voting location.
- Track your absentee ballot.
- Compatible with "all" smart devices



CODE ENFORCEMENT MESSAGE – Scott Murlick

- Exterior property must be kept clean.
- All vehicles on property must be registered and operable.
- Premises identification must be visible and is required.
- The allowable height of grass has changed from 10 inches to 6 inches. It's important that no warning letters will be issued to the residents. If your grass is over 6 inches, it will be ordered cut at your expense.
- The trash ordinance has been changed from 48 hours before to 24 hours BEFORE AND AFTER Scheduled pick-up.



Code Enforcement Unit – Shared resource with City of Clio

POLICE CHIEF MESSAGE- Jamie Cochran

As we welcome the arrival of spring, I'd like to take a moment to share a few important safety reminders with our community.

Warmer weather brings more outdoor activity—children playing, families walking, and neighbors enjoying everything our city has to offer. Please remember to stay alert while driving, slow down in residential areas, and watch carefully for pedestrians and cyclists.

Spring is also a time when we often see an increase in home improvement projects and travel. I encourage everyone to secure their homes, lock vehicles, and report any suspicious activity to our department. A few simple precautions can go a long way in preventing crime.

With changing weather conditions, be mindful of seasonal hazards such as heavy rains, flooding, and severe storms. Stay informed through local alerts and have an emergency plan in place for your family.

Lastly, community safety is a shared responsibility. We appreciate your continued partnership in keeping Montrose a safe and welcoming place to live. If you have concerns or questions please don't hesitate to reach out.

Have a safe and enjoyable spring season.

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MESSAGE – DDA BOARD

- **\$2 million investment coming to 106 West State Street.** Learn more by clicking on the link; <https://www.michiganbusiness.org/press-releases/2026/02/new-housing-commercial-space-genesee-county/>
- **City-wide Garage Sale during Blueberry Festival...** watch page for details!
- **Volunteers needed:** DDA Events & Blueberry Festival. Please email manager@cityofmontrose.us if you are interested in joining our growing event committee.
- **Downtown Revisioning & Depot Restoration Project!** Learn more by visiting https://www.cityofmontrose.us/government/downtown_development_authority_board.php
- **America 250 Celebration** – the DDA authorized Veteran Banners and American Flags amongst many beautifications throughout the district. We are excited to bring a long-term tradition to the City of Montrose.
- **DDA IS ON FACEBOOK** – Click on the QR Code and Follow our Page!



**Look for Banners and Flags honoring our Veterans for our
America 250 celebration!**



P.



MONTROSE WANTS
TO HEAR FROM YOU!

WE NEED YOUR
IDEAS

MAKE AN IMPACT
ON YOUR
COMMUNITY

PUBLIC INPUT



5 YEAR PARK AND RECREATION MASTER PLAN

Parks in the City of Montrose are developed to provide our community with improved connections and opportunities for social engagement, exercise and mobility. We want to maximize our resources and make sure that our priorities balance good stewardship and a reflection of your interests and your values.

We want your input as part of updating our 5 Year Parks and Recreation Master Plan that is currently being drafted.

ANY QUESTIONS?
CONTACT

Joe Karlichek, Manager

810.639.6168 Ext. 4

1.

CITY OF MONTROSE MEMORANDUM

Date: April 16, 2026

To: Mayor Banks and City Council Members

From: Joe Karlichek, City Manager

Subject: Consider Approving DDA By-Laws as Amended, page 2, Article 4, Section 6 “Removal of Board Members”

Background: The Downtown Development Authority (DDA) Board formally reviewed and approved amendments to the DDA By-Laws at its regularly scheduled meeting on April 16, 2026. These amendments are the result of several months of discussion, evaluation, and refinement by the Board.

The specific changes are outlined in the memorandums accompanying this item.

Pursuant to Article 14 (Amendment of By-Laws), final approval of the amended By-Laws requires action by the City Council.

Recommendation: It is recommended that the City Council approve the DDA By-Laws as amended.

CITY OF MONTROSE

MEMORANDUM

Date: April 1, 2026

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager

Subject: Consider Approving DDA By-Laws

Background: On March 19, 2026, the DDA Board unanimously approved amendments to the By-Laws governing the Board, specifically revisions to Article IV, “Board of Directors,” Section 6.

Following those approved changes, the updated By-Laws document is attached for formal consideration. Upon approval by the DDA Board, the amended By-Laws will be forwarded to City Council for final consideration at its regularly scheduled meeting on April 28, 2026.

Recommendation: It is recommended that the DDA Board approve the amended By-Laws document and direct City Administration to submit the document to City Council for final approval at the April 28, 2026 meeting.

CITY OF MONTROSE

MEMORANDUM

Date: March 9, 2026

To: Chairwoman Machuk and Board Members of the DDA

From: Joe Karlichek, City Manager

Subject: Consider Amending By-Laws page 2, Article 4, Section 6 “Removal of Board Members”

Background: The DDA Board Members are being asked to consider amending its current By-Laws under Article 4, Section 6 “Removal of Board Members” due to lack of or insufficient requirements of attendance as a Board Member. The current DDA By-Laws is inconsistent with that of the Planning Board By-Laws, which has a more defining expectation when it comes to the attendance of its Board Members.

City administration recognizes the contributions Board Members make as volunteers and it also recognizes the importance to ensure consistency of attendance as the Board advances its goals to improve the city pursuant to its TIP and Alignment Plan.

The current and proposed language is as follows;

Current Language

ARTICLE 4

Board of Directors

Section 6: Removal of Board Members – Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for cause by the majority vote of the City Council. Sufficient cause for removal includes, but is not limited to, neglect of duty, non-attendance at meetings (A member who is absent from three (3) consecutive meetings of the Board may be removed from the Board by the Mayor with the concurrence of the City Council), or loss of status conferred by an interest in the DDA district.

Following a meeting February 19, 2026 DDA Board there was consideration asked to include caveats to absences when Board members fall ill or have other necessary reasons for missing the quantitate amount of meetings stipulated in the proposed language.

THIS SPACE INTENTIONALLY LEFT BLANK

Proposed Language

ARTICLE 4

Board of Directors

Section 6: Attendance and Removal of Board Members- Should any member of the Planning Board be absent from three (3) Board meetings in any consecutive 12-month period, neglect of duty, or loss of status conferred by an interest in the DDA district, the Board shall notify the City Council for consideration of removal of said member. The un-expired term of a vacancy on the Board shall be filled by appointment by the Mayor with the approval of the Council. **DDA members who are absent may be considered to be excused and done so only by majority vote of the DDA Board.**

Recommendation: It is recommended DDA Board consider amending its By-Laws page 2, Article 4, Section 6 “Removal of Board Members” and forward to city council for final approval at its February 24, 2026 meeting. If approved by the City Council, the DDA Board will receive an updated By-Laws document at their April 16, 2026 regularly scheduled meeting.

**DOWNTOWN DEVELOPMENT AUTHORITY BOARD
OF THE CITY OF MONTROSE, MICHIGAN**

BY-LAWS

Adopted by the Montrose DDA Board: May 12, 2009

Approved by Montrose City Council: May 28, 2009

Approved by Montrose City Council: May 16, 2019

Approved by Montrose City Council: December 19, 2019

Approved by Montrose City Council: March 18, 2021

Approved by Montrose City Council: January 25, 2025

Approved by Montrose City Council: April 28, 2026

ARTICLE 1

Name and Principal Office

Section 1: The name of this Authority is the Downtown Development Authority (DDA) of the City of Montrose. This DDA was established by ordinance of the City of Montrose pursuant to Public Act 57 of the Public Acts of the State of Michigan.

ARTICLE 2

Statement of Mission and Purpose

Section 1: Mission Statement – The mission of the Montrose DDA is to enhance the quality of life and develop a positive image of Downtown Montrose for residents, businesses and visitors by promoting cultural and economic growth in the designated DDA area.

Section 2: Purpose – The purpose of the Montrose DDA is to act in accordance with the provisions of Act 57 of the Public Acts of 2018 as amended hereinafter referred to as the “Act”. The Authority shall have all the powers, which now or hereafter may be conferred by law on authorities organized under this Act. The overall goal of the Authority is to undertake public improvements and other activities that have the greatest impact in strengthening the downtown area and attracting new private investments in the DDA area.

In addition, the Authority is organized to stimulate downtown revitalization in Montrose through organization (encouraging cooperation and building leadership in the business community); promotion (creating a positive image for downtown by promoting the downtown as an exciting place to live, shop and invest); design (improving the appearance of the downtown); economic restructuring (identifying new market opportunities and stimulate investment); and to receive, administer and distribute funds in connection with any activities related to the above purposes. No part of the net earnings of the Program shall inure to the benefit of any of its members or any other individual.

ARTICLE 3

Program Area

Section 1: The Program Area shall be that geographic area indicated on the attached map [Exhibit A].

ARTICLE 4

Board of Directors

Section 1: General Powers – The Authority shall operate within the Authority district described in the Ordinance as currently in effect and as it may be amended pursuant to the Ordinance and the Act. The Authority shall be under the supervision and control of the Authority’s Board of Directors, hereinafter referred to as the “Board”.

Section 2: Size and Tenure – The Board shall consist of the Mayor, Chief Executive Officer of the City of Montrose, and not less than eight (8) members not more than twelve, (12). The members shall be appointed for a term of four (4) years.

Section 3: Selection of Board Members – The Mayor of the City of Montrose, with the advice and consent of the City Council, shall appoint Board Members. A member of the Authority shall have one of the following qualifications:

- 1) Resident of the City of Montrose
- 2) Registered voter in the City of Montrose
- 3) Have an interest in real property in the DDA district

Not less than a majority of the members shall have an interest in property located in the Authority District. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional Oath of Office.

Section 4: Compensation – All members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses while conducting the business of the Board provided prior approval has been authorized by the Board.

Section 5: Vacancies and Expiration of Terms – A member whose term of office has expired shall continue to hold office until the member’s successor is appointed and qualified. An appointment to fill a vacancy shall be made in the same manner as the original appointment, but for the unexpired term only. The Mayor of the City of Montrose shall, with the advice and consent of the City Council, appoint a successor within a reasonable period of time after the vacancy was created.

Section 6: Removal of Board Members

Section 6: Attendance and Removal of Board Members- Should any member of the Planning Board be absent from three (3) Board meetings in any consecutive 12-month period, neglect of duty, or loss of status conferred by an interest in the DDA district, the Board shall notify the City Council for consideration of removal of said member. The un-expired term of a vacancy on the Board shall be filled by appointment by the Mayor with the approval of the Council. DDA members who are absent may be considered to be excused and done so only by majority vote of the DDA Board.

ARTICLE 5

Officers

Section 1: Officers – The Officers of the Board shall be a Chairperson, Vice-Chairperson, Treasurer and Secretary. All officers shall be members of the Board.

Section 2: Removal of Officers – An officer may be removed by a majority vote of the Board whenever in its judgment the best interest of the Board will be served. An officer may resign from office and still continue to serve as a member of the Board.

Section 3: Chairperson – The Chairperson shall preside at all meetings of the Board and shall discharge the duties as a presiding officer.

Section 4: Vice-Chairperson – In the absence of the Chairperson or the event of inability to serve as Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers and be subject to the restrictions of the Chairperson.

Section 5: Treasurer – The Treasurer or designee shall prepare a quarterly statement of all revenues and expenses, with the assistance of appropriate City Officials, and an Annual Financial Report covering the fiscal year of the Authority. The fiscal year of the Authority shall be the same as that of the City, July 1 through June 30. The Board will direct an annual audit to be prepared and the results of which shall be forwarded to the Montrose City Council.

Section 6: Secretary – The Secretary or designee shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board. The Secretary shall, when authorized by the Board, attest by signature to actions of the Board.

Section 7: Election of Officers – Officers of the Board shall be elected at the Annual Meeting in February. Officers shall be elected by a majority vote of the Board. The term of office shall be for one (1) year and begin at the close of the Annual Meeting at which they are elected. No member shall hold more than one (1) office at a time. If, for any reason, election of Officers should not occur at the annual meeting, the Board shall elect officers at a regular or special meeting within ninety days.

ARTICLE 6

Employment of Personnel

Section 1: An Executive Director may be employed and shall serve at the pleasure of the Board. The Board of Directors shall annually set the Executive Director's compensation. The Executive Director shall manage the daily operations of the Authority. The Executive Director shall be responsible for coordinating the

implementation of the Authority's policies and projects and such other duties as the Board of Directors may require. The duties, rights and responsibilities of employees of the Authority shall be consistent with the provisions of Act No. 197 of the Public Acts of 1975.

Section 2: The Board may contract with the City of Montrose for any or all administrative, planning and legal services in support of its operations.

ARTICLE 7

Meetings

Section 1: Annual Meeting: An Annual Meeting shall be held the first regular meeting in February at a time and place to be set by the Board.

Section 2: Regular Meetings: Regular meetings of the Board shall be held at a time and place to be set by the Board.

Section 3: Special Meetings: Special meetings of the Board may be called by the Chairperson, Vice-Chairperson in the absence of the Chairperson, or by any three (3) Board members by giving twenty-four (24) hours notice of the meeting, stating the purpose of the meeting and by posting a notice eighteen (18) hours prior to the meeting in the regular notice location in City Hall.

Section 4: Notice of Meetings – Public notice of the time, date and place of the meetings of the Authority shall be given in the manner required by Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act.

Section 5: Agenda – The Secretary shall prepare the agendas for all meetings and send them to the Board members at least seventy-two (72) hours prior to the meeting. Any member of the Board may request any item to be placed on the agenda.

Section 6: Quorum and Voting – A majority of the members of the Board in office shall constitute a quorum for the transaction of business. A vote of the majority of the members present at a meeting shall constitute the action of the Board unless the vote of a larger number is required by statute, or elsewhere in these by-laws. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the Board.

Section 7: Rule of Order – Robert's Rules of Order will govern the conduct of all meetings.

Section 8: Open and Closed Meetings – The Board shall adopt rules consistent with Act No. 267 of the Public Acts of 1976, Michigan Open Meetings Act, governing its procedures and the holding of regular meetings. The public is welcome to attend all open meetings of the Board. Closed meetings of the Board may be called for purposes listed in the Open Meetings Act No. 267 of the Public Acts of 1976, as amended, if approved by the Authority.

ARTICLE 8

Committees

Section 1: The Chairman may, by resolution and with majority vote of the Board, establish one or more committees. The designation and appointment of any such committees and the delegation thereto of authority shall not operate to relieve the Board, or any individual Director, of any responsibility imposed upon them by law.

ARTICLE 9

Agreements and Contracts

Section 1: Only the Board shall enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by the Act. All agreements and contracts will be reviewed by an attorney. All contracts by or on behalf of the Authority shall be signed by the Chairperson and at least one other Board member.

ARTICLE 10

Assets and Liabilities

Section 1: Funds – All orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Authority shall be signed by the Chairperson and at least one other Board member and forwarded to the City Manager of the City of Montrose for the issuance of payment. The Vice-Chairperson is authorized to execute documents in the absence of the Chairperson. All funds of the Authority shall be placed in such banks, trust companies, or other depositories by the Treasurer of the City of Montrose.

Section 2: Gifts – The Board may accept on behalf of the Authority any contributions, gifts, bequests or devise for the general purposes or for any special purpose of the Authority.

Section 3: Budget – The Board shall set goals and objectives annually in January to develop and approve a budget for the fiscal year beginning July 1st. In April the Board shall submit an annual budget to the City Council of the City of Montrose for final approval.

ARTICLE 11

Records

Section 1: Records – The Authority shall keep correct and complete records of books and accounts and minutes of all regular and special meetings. The records shall be kept at the principal office of the Authority, which will have a record of the names and addresses of the members. All books and records, financial or otherwise, of the Authority shall be made available to the public in compliance with the Michigan Freedom of Information Act, Act No. 442 of the Public Acts of 1976. In addition to the records prescribed herein writing, prepared, owned, used, in the possession of, or retained by the Board in the performance of an official function shall be made

available to the public in compliance with Act No. 442 of the Public Acts of 1976. An annual audit by an independent Certified Public Accountant will be conducted.

Section 2: The fiscal year of the Authority shall at all times conform to the fiscal year of the City of Montrose.

ARTICLE 12

Conflict of Interest

Section 1: A Board member who has a conflict of interest regarding any matter before the Authority shall disclose the interest prior to any action by the Authority with respect to the matter. The disclosure shall become part of the record. Any member making such a disclosure shall then refrain from participating in the Authority's discussion and decision making process relative to the matter.

ARTICLE 13

Indemnification

Section 1: Indemnification – Whenever any claim is made or any civil action is commenced against any officer or employee of the Authority, or injuries to persons or property caused by the negligence of the officer or employee while in the course of their employment, and while acting in the scope of their authority, the Board may, but is not required to, pay for legal services and also for any judgment or compromised settlement of the claim, pursuant to Act No. 170, of the Public Acts of 1964, as amended.

Section 2: Reimbursement – Any indemnification under Section 1 shall be made by the Board only as authorized in the specific case upon a determination that indemnification of the employee or officer is proper in circumstances because they have met the applicable standard of conduct set forth in Section 1. Such determination shall be made in either of the following ways:

1. By a majority vote of the members of the Board who were not parties to such action, suit or proceedings; or
2. If such quorum is not obtainable, or even if obtainable, a quorum of disinterested members so directs, supported by the recommendation of legal counsel in a written opinion.

Section 3: Insurance – The Board may purchase and maintain a professional Liability/Errors & Omissions Insurance Policy on behalf of any person who is or was a member or officer of the corporation against any liability asserted against the officer or employee and incurred by them in any such capacity or arising out of their status as such, whether or not the Board would have power to indemnify that person against such liability under Sections 1 and 2 of this article. Any insurance policy purchased and maintained by the Authority shall list the City of Montrose as co-insured.

ARTICLE 14

Amendment of By-Laws

Section 1: These By-Laws may be amended at any meeting of the Board by a majority vote, provided that the amendment has been submitted in writing to each board member one (1) week prior to the meeting. The By-Laws are subject to approval by the Montrose City Council.

ARTICLE 15

Effect of Non-Compliance

Section 1: Subject to the provisions of law: (1) no meeting or action taken by the Board under procedures substantially in compliance with these By-Laws shall be deemed voidable, as a result of a non-compliance; (2) any action taken under procedures not in compliance with these By-Laws may be ratified and confirmed at any subsequent meeting of the Board, pursuant to these By-Laws, and the validity thereof shall not be affected or influenced by any deficiencies in the original procedures.

2.

CITY OF MONTROSE
MEMORANDUM

Date: April 21, 2026

To: Honorable Mayor Banks and City Council Members

From: Joe Karlichek, City Manager 

Subject: Expired Contract Addendum – Council Review and Direction

I am writing to provide context regarding the contract addendum currently before you on the agenda. The addendum has expired (February 2025) and requires City Council review and direction regarding its future status. There are no records on file to suggest this was renewed in February 2025 prior to my arrival as the city manager. Even if it had the addendum requires annual review by the council.

Given the expiration, it is appropriate for Council to evaluate the terms, performance, and continued relevance of the addendum in relation to current City operations and priorities.

Following this review, Council may determine whether it is in the City's best interest to renew, modify, or allow the addendum to remain expired.

Your consideration and direction on whether to proceed with renewal of the addendum is respectfully requested.

Recommendation: It is recommended that the City Council take formal action to either renew or decline renewal of the addendum to the City Clerk's contract, which expired in 2024 and has not been extended.

**ADDENDUM TO
EMPLOYMENT CONTRACT BETWEEN
CHRISTINA RUSH
AND
THE CITY COUNCIL OF THE CITY OF MONTROSE**

WHEREAS, City of Montrose Council has entered into an employment contract with its City Clerk, Christina Rush, effective August 28, 2006 (the "Contract"); and

WHEREAS, Section 4 of the Contract of the Employee agrees and promises to perform and discharge, well and faithfully, the duties and responsibilities assigned.; and

WHEREAS, Section 5 of the Contract agrees to pay, and Employee shall accept, as compensation for all services rendered hereunder a salary, as may be adopted from time to time by the City and duly approved by the Montrose City Council, commencing on the date the term of this Agreement commences, payable in accordance with the practice which the City may from time to time adopt for payment of Employees.; and

WHEREAS, Section 7 of the Contract specifies that the Employee is employed in a full-time capacity as a salaried, exempt employee. As such, Employee is expected to work a minimum of forty (40) hours per week plus any additional work time reasonably required to discharge the duties, functions, and responsibilities of the position.; and

WHEREAS, In 2022, Michigan voters passed a referendum known as Proposal 2 making two significant changes to the voting law, regarding early and absentee voting.; and

WHEREAS, These changes to election law now require the City Clerk to create and maintain an absentee voter roll and may require up to thirty six days of early voting in any election expanding the duties and scope of the Contract and of the work time reasonably required time to discharge the duties.; and

WHEREAS, These changes in the scope and duties of the City Clerk limits the use of paid time off, available holidays and lengthens the regular work week and workday.

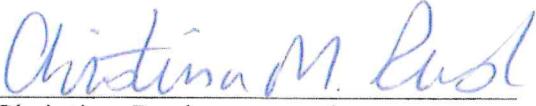
NOW, THEREFORE,

1. Election Compensation. Beginning February 21, 2024, the City Clerk shall be compensated an additional \$2,600 per election/per year. This compensation was calculated on the average of an additional 90 hours of election duties as suggested by the Michigan Bureau of Elections and changes to election law and current wages of the City Clerk. Compensation would be made on the first full payroll after an election.
2. This addendum will be effective for a period of one year and will be reviewed by council at such time.
3. That all other provisions of said Contract, including the addendums not hereby amended by this addendum shall be and remain in full force and effect as written.

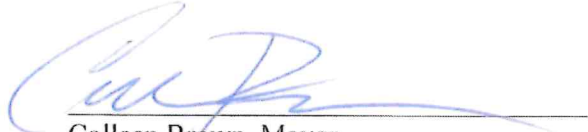
The Council and the Manager, by their authorized signatures, hereby agree to be bound by the covenants, agreements, and prohibitions set forth above and in the attachments to this contract.

IN WITNESS WHEREOF, the City of Montrose caused this Addendum to be executed by Mayor Colleen Brown and City Manager Neil Rankin.

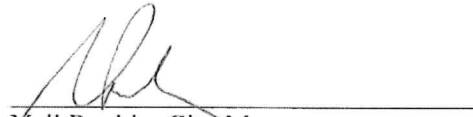
Dated: 2/26, 2024


Christina Rush, personal

Dated: 2/28, 2024


Colleen Brown, Mayor

Dated: 2/27, 2024


Neil Rankin, City Manager

12

CITY OF MONTROSE MEMORANDUM

Date: April 21, 2026

To: Mayor Banks and Montrose City Council

From: Sam Spence, DPW Supervisor

Subject: Notification of Street Sweeper repairs

The 2007 Elgin Whirlwind Street Sweeper was in need of immediate transmission work, quote included. The aging machine would go into 'limp' mode after 15 minutes of use.

Grays Towing trailered the machine to Lake Orion, to Macqueen, for repairs. This is a problem that daily maintenance could not avoid. Repair to the transmission has been made. Macqueen is currently inspecting the machine for further repairs based on age. When this machine was purchased in 2007, a representative from then Bell, equipment gave it a life expectancy of 15 years.

I thoroughly believe that years of allowing the City of Chesaning to rent the machine has caused significant wear and tear.

The past 2 weeks, Mitch and I have cleaned the streets with trucks, a trailer, and shovels (40+ hours). Please understand the need for such repairs. I am always available for any further questions.

The total cost of the repair for the transmission was \$6,953.77 (see attached invoice to this memorandum).

1.

CITY OF MONTROSE MEMORANDUM

Date: April 21, 2026

To: Honorable Mayor and Members of the City Council

From: Joe Karlichek, City Manager

Subject: Street Sweeper Repair, Operational Impact, and Funding Considerations

I am writing to provide additional context and administrative support regarding the recent transmission repair to the City's 2007 Elgin Whirlwind Street Sweeper and to outline the financial considerations associated with this and potential future maintenance.

As outlined in the Department of Public Works report, the sweeper experienced a significant mechanical failure that rendered it inoperable after a short duration of use. The unit was appropriately transported to MacQueen Equipment for necessary repairs, which have now been completed. Given the equipment's age—now exceeding its original 15-year expected service life—it is prudent that a comprehensive inspection is being conducted to assess any additional maintenance needs.

From an operational standpoint, the absence of this equipment has already created inefficiencies, requiring DPW staff to perform street cleaning manually. This has resulted in a substantial increase in labor hours and a corresponding decrease in overall operational effectiveness. Continued reliance on manual methods is not sustainable and reinforces the importance of maintaining functional equipment or planning for eventual replacement.

With respect to funding, the City is actively evaluating available options to support both the completed repair and any additional maintenance that may be identified. These costs may be eligible to be allocated across various City funds, consistent with their intended purposes and applicable financial policies. The Finance Director is currently reviewing these options to determine the most appropriate and responsible funding approach, and will provide further guidance and recommendations as that analysis is completed.

It is important to emphasize that the repair was necessary to restore essential services, and the broader evaluation now underway will help inform whether continued investment in this unit is fiscally prudent or if replacement planning should be considered.

Please feel free to contact me should you have any questions or require additional information.



MACQUEEN™

MacQueen

78 Northpointe Dr.
Lake Orion, MI 48359
(248) 370-0000
Fax: (248) 370-0011

Ship To: SAME AS BELOW

Invoice To: CITY OF MONTROSE
139 SOUTH SAGINAW ST
MONTROSE MI 48457

Branch 13 - LAKE ORION MI		
Date 04/09/2026	Time 10:48:19 (O)	Page 1
Account No MONTR003	Phone No	Est No 01 006809
Ship Via	Purchase Order ESTIMATE	
Tax ID No		
	Salesperson 521	

ESTIMATE EXPIRY DATE: 05/09/2026

SERVICE ESTIMATE - NOT AN INVOICE

Stock #: C036070 WHIRLWIND MS #: MV1329D
Make: EL Model: WHIRLWIND
Is to have the following work done

TRANSMISSION ISSUES

ADDITIONAL DESCRIPTION:

After half hour of running sweeper, trans for hot, then would hardly move.
Needs new valve body, filter, gasket, and trans fluid

MISCELLANEOUS CHARGES:	<u>Description</u>	<u>Price</u>	<u>Amount</u>
	SUBLETL	6953.77	6953.77
Authorization: _____		Miscellaneous:	6953.77
		TOTAL:	6953.77

2

CITY OF MONTROSE MEMORANDUM

Date: April 21, 2026

To: Mayor Banks and Montrose City Council

From: Joe Karlichek, City Manager and Sam Spence, DPW Supervisor

Subject: Street Sweeper Repair – Funding Recommendation

Background: I am writing to inform City Council of the necessary repairs completed on the City's 2007 Elgin Whirlwind Street Sweeper and to provide a funding recommendation for the associated costs.

The street sweeper required significant mechanical repairs, including transmission work, to restore it to operational condition. The total cost of these repairs is \$33,428.68. While the repair was necessary to maintain essential public works operations, it is important to acknowledge that the extent of the cost is largely attributed to the accumulation of deferred maintenance over a number of years. Continued postponement of needed repairs contributed to the severity of the mechanical failure and the resulting expense.

The sweeper is a critical piece of equipment for maintaining the City's infrastructure, including street cleaning, debris removal, and stormwater system support. Without a functioning unit, staff were required to perform these duties manually, resulting in inefficiencies and increased labor demands.

Recommendation:

It is recommended that City Council approve the allocation of funds in the amount of \$33,428.68 from GL 202-536-975, Major Road Fund, to cover the cost of the street sweeper repairs. The use of this fund is appropriate given the equipment's direct role in maintaining the City's major roadways and related infrastructure.



MACQUEEN™

Ship To: SAME AS BELOW

Invoice To: CITY OF MONTROSE
139 SOUTH SAGINAW ST
MONTROSE MI 48457

MacQueen
78 Northpointe Dr.
Lake Orion, MI 48359
(248) 370-0000
Fax: (248) 370-0011

Branch 13 - LAKE ORION MI		
Date 04/21/2026	Time 8:41:21 (O)	Page 1
Account No MONTR003	Phone No	Est No 05 006666
Ship Via	Purchase Order PO NEEDED	
Tax ID No		
		Salesperson 521

ESTIMATE EXPIRY DATE: 05/25/2026

SERVICE ESTIMATE - NOT AN INVOICE

***** Segment 01 *****

Stock #: C036070 WHIRLWIND MS #: MV1329D
Make: EL Model: WHIRLWIND
Is to have the following work done

IMPELLER SYSTEM

ADDITIONAL DESCRIPTION:

IMPELLER STARTING TO PEEL- NEEDS IMPELLER KIT
REPLACE BEARINGS 2
LOWER STUD ON IMPELLER COVER NEEDS REPLACED 1

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
1072237V	LINATEX KIT	1	885.56	885.56
1081461	FSO-IMPELLER RE	1	4529.67	4529.67

Parts: 5415.23
Labor: 4105.00
Subtotal: 9520.23

Authorization: _____

***** Segment 02 *****

PICK UP NOZZLES

ADDITIONAL DESCRIPTION:

REPLACE REAR, INNER, AND SIDE CURTAINS
REPLACE DIRT DEFLECTORS
REPLACE SUCTION HOSE ON BOTH SIDES AND REPLACE HOSE
WELDMENT ON RIGHT SIDE
REPLACE BROOM BEARING

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
1016097	FLAP, RUBBER -	2	42.61	85.22
1016098	FLAP, RUBBER -	2	32.78	65.56



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Branch 13 - LAKE ORION MI		
Date 04/21/2026	Time 8:41:21 (O)	Page 2
Account No MONTR003	Phone No	Est No 05 006666
Ship Via	Purchase Order PO NEEDED	
Tax ID No		
		Salesperson 521

ESTIMATE EXPIRY DATE: 05/25/2026

SERVICE ESTIMATE - NOT AN INVOICE

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
1016755	NOZZLE RUBBER R	4	13.74	54.96
1066223	SUCTION HOSE 11	2	1225.00	2450.00
1083425	WLDT-HOSE CONNE	1	395.09	395.09
1050731	FLANGE BEARING	1	74.44	74.44

Parts: 3125.27
Labor: 2052.50
Subtotal: 5177.77

Authorization: _____

***** Segment 03 *****

WATER SPRAY SYSTEM
ADDITIONAL DESCRIPTION:
REPLACE FILL HOSE
REPLACE LEFT NOZZLES ON LEFT SIDE BROOM
REPLACE NOZZLES ON LEFT SIDE OF MAIN BROOM
REPLACE NOZZLES ON SUCTION HOSE ON RIGHT SIDE
VALVE FOR LEFT SIDE BROOM SPRAYERS INOP- DIAG
REPLACE WATER FILTER HOUSING
REPLACE DRAIN PLUG

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
1032481	16' - 8IN. WATE	1	393.68	393.68
1040011	SPRAY NOZZLE, 8	4	6.89	27.56
1027511	FILL PLUG	1	47.82	47.82
1025992	FILTER, WATER	1	82.16	82.16
1025993	HOUSING, WATER	1	106.71	106.71

Parts: 657.93
Labor: 1231.50
Subtotal: 1889.43

Authorization: _____



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Branch 13 - LAKE ORION MI		
Date 04/21/2026	Time 8:41:21 (O)	Page 3
Account No MONTR003	Phone No	Est No 05 006666
Ship Via	Purchase Order PO NEEDED	
Tax ID No		
	Salesperson 521	

ESTIMATE EXPIRY DATE: 05/25/2026

SERVICE ESTIMATE - NOT AN INVOICE

***** Segment 04 *****

PNEUMATIC SYSTEM

ADDITIONAL DESCRIPTION:

LEFT SIDE VALVE EXHAUST LEAKING AIR- DIAG
KINK IN AIR LINE- REPAIR OR REPLACE

Authorization: _____

Labor: 821.00
Subtotal: 821.00

***** Segment 05 *****

HOPPER

ADDITIONAL DESCRIPTION:

CLEAN HOPPER TO INSPECT HOPPER LINER
REPLACE SEALS ON BOTH SIDES
CLEAN INTAKE DEFLECTOR
CLEAN SCREENS (FULL OF DEBRIS)
REPLACE INSPECTION DOOR SEAL AND DOOR LATCH ASSEMBLY
INSTALL MISSING SAFETY PROP
REPLACE CURBSIDE DEFLECTOR

Part#	Description	Qty	Price	Amount
1064611	BULB SEAL	2	58.70	117.40
1075990	LATCH - SEALED	1	86.05	86.05
1075991	GASKET, INSPECT	1	37.14	37.14
1120566	DEFLECTOR WELDM	1	1475.83	1475.83

Authorization: _____

Parts: 1716.42
Labor: 2155.13
Subtotal: 3871.55



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Lake Orion, MI 48359
(248) 370-0000
Fax: (248) 370-0011

Branch 13 - LAKE ORION MI		
Date 04/21/2026	Time 8:41:21 (O)	Page 4
Account No MONTR003	Phone No	Est No 05 006666
Ship Via	Purchase Order PO NEEDED	
Tax ID No		
	Salesperson 521	

ESTIMATE EXPIRY DATE: 05/25/2026

SERVICE ESTIMATE - NOT AN INVOICE

***** Segment 06 *****

EXTERIOR

ADDITIONAL DESCRIPTION:

REAR AIR LINE RETURN/EXHAUST FULL OF DEBRIS- CLEAN

Authorization: _____

Labor: 410.50
Subtotal: 410.50

***** Segment 07 *****

TRANSMISSION ISSUES

<u>Part#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
SUBLETL	SUBLETL	1	6953.77	6953.77

Authorization: _____

Sublet: 6953.77
Subtotal: 6953.77

***** Segment 08 *****

MISCELLANEOUS

ADDITIONAL DESCRIPTION:

AUX PUMP NOT WORKING- DIAG
REPLACE FRONT WINDSHIELD - WILL SUBLET
REPLACE WIPERS
REPLACE KNOB ON HVAC CONTROLS
REPLACE DOOR HANDLE
REPLACE WANDERING HOSE
HOPPER RAISE SWITCH WORKS INTERMITTENTLY- DIAG



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MONTROSE MI 48457

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Lake Orion, MI 48359
(248) 370-0000
Fax: (248) 370-0011

Branch 13 - LAKE ORION MI		
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Account No MONTR003	Phone No	Est No 05 006666
Ship Via	Purchase Order PO NEEDED	
Tax ID No		
		Salesperson 521

ESTIMATE EXPIRY DATE: 05/25/2026

SERVICE ESTIMATE - NOT AN INVOICE

Part#	Description	Qty	Price	Amount
1083407	WANDERING HOSE,	1	1550.00	1550.00
68-261	WINDSHIELD WIPR	2	85.85	171.70
RD5-8812-0	KNOB	3	3.41	10.23

MISCELLANEOUS CHARGES:	Description	Price	Amount
	SERVICE FEE		
	SUBLETL		

Authorization: _____

Parts: 1731.93
 Labor: 2052.50
 Miscellaneous: 1000.00
 Subtotal: 4784.43

Parts: 12646.78
 Labor: 12828.13
 Sublet: 6953.77
 Miscellaneous: 1000.00
 TOTAL: 33428.68

202-536-975
33428.68