



MONTROSE CITY COUNCIL 2025

Tuesday January 27, 2026 at 7:00 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA for January 27, 2026

CLOSED SESSION

CITIZEN OF THE MONTH

MEETING OPEN TO THE PUBLIC (Agenda Items Only)

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

PRESENTATION

JOE VERLIN, CPA, CGFM, GABRIDGE & COMPANY

CONSENT AGENDA

- a) Approval City Council Meeting Minutes from December 2026
- b) Approval City Council Bills for the month of December 2026
- c) Receive and file Police, Fire, Code Enforcement Report for December 2026
- d) Receive and file Genese County 9-1-1 Director's Report for December 2026
- e) Receive and file City Manager Report for December 2026
- f) Receive and file City Interim Treasurer/Finance Manager & Deputy Treasurer Reports for December 2026
- g) Receive and file City Clerk Report for December 2026
- h) Receive and file DPW Supervisor Report for December 2026
- i) Receive and file City Building Inspector Report for December 2026
- j) Receive and file City Secretary Report December 2026
- k) Approval of Frozen Road Race

PUBLIC HEARING

OLD BUSINESS

- 1. User Rate Study

NEW BUSINESS

- 1. City Dashboard

BID AWARD/PURCHASE

ORDINANCES

1. Consider Amending Ordinance No. 257
2. Consider Amending Ordinance No. 392

APPOINTMENTS

1. Consider Board Appointments
2. Resolution to Appoint City Manager to 911 General Membership Vacancy for Alternate

MEETING OPEN TO THE PUBLIC

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

CITY COUNCIL COMMITTEE REPORTS

CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS

ADJOURNMENT



MONTROSE CITY COUNCIL 2025

Tuesday December 23, 2025 at 7:00 p.m.

MINUTES

CALL TO ORDER- Meeting called to order by Mayor Banks at 7:00 p.m.

ROLL CALL

Minutes: Present: Mayor Banks, Todd Pangle, Robert Arnold, Mark Richard, Lori Machuk, Melissa Hoose, Ryan Heslop. **Others Present:** Joe Karlichek, City Manager, John Ryan, City Attorney. **Absent:** Christina Rush, City Clerk

PLEDGE OF ALLEGIANCE - Pledge of Allegiance led by Mayor Banks

APPROVAL OF AGENDA for December 23, 2025

Minutes: Motion by Mark Richard to approve agenda and second by Robert Arnold.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

CLOSED SESSION

CITIZEN OF THE MONTH

Minutes: Motion by Mayor Banks to nominate M.J. Dailey AS January 2026 COM and second by Mark Richard.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

MEETING OPEN TO THE PUBLIC (Agenda Items Only)

One (1) Citizen spoke to discuss the condition of city sidewalks winter time and during warm months where sidewalks are not trimmed and maintained.

PRESENTATION

1. Andy Campbell, CPA Bendzinski & Co.

Minutes: Presentation made by Andy Campbell to city council on water/sewer rate study. Much discussion and Q/A. No Action. Council to discuss next month under Old Business.

CONSENT AGENDA

- a) Approval City Council Meeting Minutes from November 2025
- b) Approval City Council Bills for the month of November 2025
- c) Receive and file Police, Fire, Code Enforcement Report for November 2025
- d) Receive and file Genese County 9-1-1 Director's Report for November 2025
- e) Receive and file City Manager Report for November 2025
- f) Receive and file City Interim Treasurer/Finance Manager & Deputy Treasurer Reports for November 2025
- g) Receive and file City Clerk Report for November 2025

- h) Receive and file DPW Supervisor Report for November 2025
- i) Receive and file City Building Inspector Report for November 2025
- j) Receive and file Genesee County Drain Office Memorandum "Water Affordability Bill Package Senate Bills 248 – 256
- k) Receive and file 2026 City Council, Boards & Committees Meeting Schedule
- l) Receive and file 2026 Priority Waste Recycling & Waste Calendar
- m) Receive and file 2026 Genesee County Small Cities & Villages Association Meeting Schedule
- n) Receive and file November 2026 City Secretary Report

Minutes: Motion by Melissa Hoose to approve consent agenda and second by Lori Machuk.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

PUBLIC HEARING

OLD BUSINESS

NEW BUSINESS

1. Consider Approving Sale of City DPW Generator

Minutes: Motion by Robert Arnold to approve sale of DPW Generator and second by Mark Richard.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

2. Consider Approving Administrative Code

Minutes: Motion by Todd Pangle to approve Administrative Code and second by Lori Machuk.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

3. Request for a Resolution to Reaffirm the Board of Reviews Poverty Exemption Guidelines

Minutes: Motion by Robert Arnold to approve Resolution for Poverty Exemption Guidelines and second by Mark Richard.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

4. Consider Appeal Request from Kelley Grant

Minutes: Motion by Todd Pangle to deny appeal and second by Melissa Hoose.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

5. Consider Arbor Day Proclamation

Minutes: Motion by Todd Pangle to approve Arbor Day Proclamation and second by Robert Arnold.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

BID AWARD/PURCHASE

1. Consider Approving Security Upgrade to City Hall Bid with Mantei & Sons Construction

Minutes: Motion by Mark Richard to table to next month and second by Ryan Heslop.

Vote results: Ayes: 2 (Richard/Heslop) / Nays: 5 / Abstains: 0 – Motion Failed.

Minutes: Motion by Melisssa Hoose to approve Security Upgrade to city hall and award bid to Mantei & Sons Construction in the amount t of \$13,500.00 and second by Lori Machuk

Vote results: Ayes: 5 / Nays: 2 (Richard/Heslop) / Abstains: 0

ORDINANCES

APPOINTMENTS

1. Consider Margaret Coomer as the Alternate Member to the Board of Review

Minutes: Motion by Mark Richard to approve BOR Alternate Ms. Margaret Coomer and second by Todd Pangle.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

2. Consider Committee and Board Appointments Expiring January 31, 2026

Minutes: No Action until January 2026 meeting to decide on committee appointments to be made by Mayor Banks.

MEETING OPEN TO THE PUBLIC

None.

CITY COUNCIL COMMITTEE REPORTS

Minutes: Committee Reports provided by council members.

CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS

City Manager, City Attorney and Council provided comments/report.

ADJOURNMENT

Minutes: Motion by Mark Richard to adjourn meeting and second by Todd Pangle.

Vote results: Ayes: 7 / Nays: 0 / Abstains: 0

MEETING ADJOURNEED 9:07 P.M.

Check-Date	Check	Vendor Name	Description	Amount
Bank TAX C TAX ACCOUNT				
12/04/2025	2744	CITY OF MONTROSE	TAX COLLECTION 11/1/2025-11/15/2025 TAX COLLECTION 11/16/2025-11/30/2025	2,982.14 1,203.03 <u>4,185.17</u>
12/04/2025	2745	CITY OF MONTROSE - DDA	TAX COLLECTION 11/16/2025-11/30/2025	59.68
12/04/2025	2746	GENESEE COUNTY TREASURER	TAX COLLECTION 11/1/2025-11/15/2025 TAX COLLECTION 11/16/2025-11/30/2025	1,274.12 498.78 <u>1,772.90</u>
12/08/2025	2747		Void Reason: Inadvertently Printed Report on Check Stock	0.00
12/17/2025	2748	BISHOP AIRPORT AUTHORITY	INTEREST EARNED ON WINTER 2024 PROPERTY	13.59
12/17/2025	2749	CITY OF MONTROSE	INTEREST EARNED ON SUMMER 2025 TAXES	429.11
12/17/2025	2750	CITY OF MONTROSE - DDA	INTEREST EARNED ON SUMMER 2025 TAXES	12.64
12/17/2025	2751	GENESEE COUNTY TREASURER	INTEREST EARNED ON SUMMER 2025 TAXES INTEREST EARNED ON WINTER 2024 PROPERTY	189.30 172.82 <u>362.12</u>
12/17/2025	2752	GENESEE INTERMEDIATE SCHOOL DIST	INTEREST EARNED ON WINTER 2024 PROPERTY	100.97
12/17/2025	2753	MASS TRANSIT AUTHORITY	INTEREST EARNED ON WINTER 2024 PROPERTY	34.95
12/17/2025	2754	MONTROSE COMMUNITY SCHOOLS	INTEREST EARNED ON WINTER 2024 PROPERTY	382.53
12/17/2025	2755	MOTT COMMUNITY COLLEGE	INTEREST EARNED ON WINTER 2024 PROPERTY	71.85
12/29/2025	2756	BISHOP AIRPORT AUTHORITY	TAX COLLECTION 12/1/2025-12/15/2025	650.54
12/29/2025	2757	CITY OF MONTROSE	TAX COLLECTION 12/1/2025-12/15/2025	1,792.67
12/29/2025	2758	GENESEE COUNTY TREASURER	TAX COLLECTION 12/1/2025-12/15/2025	9,235.59
12/29/2025	2759	GENESEE INTERMEDIATE SCHOOL DIST	TAX COLLECTION 12/1/2025-12/15/2025	5,509.51
12/29/2025	2760	MASS TRANSIT AUTHORITY	TAX COLLECTION 12/1/2025-12/15/2025	1,686.96
12/29/2025	2761	MONTROSE COMMUNITY SCHOOLS	TAX COLLECTION 12/1/2025-12/15/2025	20,538.15
12/29/2025	2762	MOTT COMMUNITY COLLEGE	TAX COLLECTION 12/1/2025-12/15/2025	3,571.69
TAX C TOTALS:				

(1 Check Voided)
Total of 18 Disbursements:

50,410.62

B.

Check Date	Check	Vendor Name	Description	Amount
Bank SB CK CHOICE ONE BANK				
12/21/2025	5 (E)	ELAN - CREDIT CARD	Credit Card Statement for October 2025	821.38
12/21/2025	6 (E)	NEXTIVA, INC.	Nextiva Telephone Charges for November 2 Nextiva Telephone Charges for December 2	196.50 196.50
12/21/2025	7 (E)	PITNEY BOWES GLOBAL FINANCIAL LLC	Equipment Lease 10-01-25 - 12/31/25	393.00
12/21/2025	8 (E)	PITNEY BOWES INC. (SUPPLIES)	DM3C/DM4C Red Ink Cartridge for Postage	460.26 132.79
12/21/2025	9 (E)	SMALL BUSINESS INSURANCE SERVICES	SBAM-December 2025 Health, Dental & Life SBAM - January Health, Dental & Life Ins	4,517.97 4,517.97
12/21/2025	10 (E)	SPECTRUM BUSINESS	Internet Services for November 2026 Internet Services for December 2025	279.98 279.98
12/21/2025	11 (E)	USDA RURAL DEVELOPMENT	Water Revenue Bonds Series A Interest Pa	559.96
12/30/2025	12 (E)	PITNEY BOWES (POSTAGE)	Pitney Bowes Postage Refill for November	7,892.50
12/30/2025	13 (E)	SPECTRUM BUSINESS	Internet Services for January 2026	1,000.00
12/16/2025	21273	ADS PLUS	Business Cards for Joe, Scott & Marcy an	279.98
12/16/2025	21274	BOVAN FLORAL GROUP	12 Mums for DDA Sidewalks	339.00
12/16/2025	21275	CITY OF CLIO	Code Enforcement Services for November 2	1,234.87 2,382.85
12/16/2025	21276	CITY OF MONTROSE	City Offices for December 2025 DPW Garage for December 2025 The Depot for December 2025 Lion's Park Restrooms for December 2025 Blueberry Park Restrooms for December 2 Jennings Library for December 2025	71.33 78.00 68.60 63.00 63.00 86.24
12/16/2025	21277	CONSUMERS ENERGY	Utility Bills for November 2025	430.17
12/16/2025	21278	FIRST ADVANTAGE	Void Reason: Voided Check Range Void Utility CDL Drug Test for Sam Spence 11/30/25	0.00 V 0.00 V
12/16/2025	21279	FLEIS & VANDENBRINK ENGINEERING	Void Reason: Voided Check Range Void Utility DDA Services Rendered 10/26/25 - 11/22/2	0.00 V 0.00 V
12/16/2025	21280	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio Void Reason: Voided Check Range Void Utility Water Samples for November 2025	0.00 V 0.00 V
12/16/2025	21281	GENESEE COUNTY ROAD COMM	Void Reason: Voided Check Range Void Utility Sewer Treatment Charges for October 2025 Water Treatment Charges for November 202	0.00 V 0.00 V
12/16/2025	21281	GENESEE COUNTY ROAD COMM	Salt Delivered November 2025 Void Reason: Voided Check Range Void Utility	0.00 0.00 V

CHECK REGISTER FOR CITY OF MONTROSE
CHECK DATE FROM 12/01/2025 - 12/31/2025

Check Date	Check	Vendor Name	Description	Amount
12/16/2025	21282	GILL ROY'S COMPLETE HARDWARE	Part to Fix Swing in Blueberry Park	0.00 V
			Void Reason: Voided Check Range Void Utility	
			Void Reason: Voided Check Range Void Utility	0.00 V
			14 x 28 12" Loop Red Bow for City Office	
			Void Reason: Voided Check Range Void Utility	
			2Pk 3AMP Fuse and 2Pk 5 AMP Fuse for Cit	0.00 V
			Void Reason: Voided Check Range Void Utility	
			Water Samples Mailed November 2025	0.00 V
			Void Reason: Voided Check Range Void Utility	
				0.00
12/16/2025	21283	GOLD & SONS AUTOMOTIVE INC.	Grease for Equipment	0.00 V
			Void Reason: Voided Check Range Void Utility	
			Antifreeze for Power Washer, Snow Plows	0.00 V
			Void Reason: Voided Check Range Void Utility	
			Belt for Exmark Mower	0.00 V
			Void Reason: Voided Check Range Void Utility	
			Repairs for Hydraulic Line on Dump Truck	0.00 V
			Void Reason: Voided Check Range Void Utility	
				0.00
12/16/2025	21284	HYDROCOP	Cross Connection Inspections for November	0.00 V
			Void Reason: Voided Check Range Void Utility	
12/16/2025	21285	IVERSON'S LUMBER COMPANY	2 Extra Keys for DPW Garage	0.00 V
			Void Reason: Voided Check Range Void Utility	
12/16/2025	21286	JOHN J. RYAN PLLC	Attorney Services for November 2025	0.00 V
			Void Reason: Voided Check Range Void Utility	
12/16/2025	21287	KCI - KENT COMMUNICATION	Difference Owing for 2025 Winter Tax Bil	0.00 V
			Void Reason: Voided Check Range Void Utility	
				0.00
12/16/2025	21288	MENARDS	New Lights for Wreath Located at City Of	0.00 V
			Void Reason: Voided Check Range Void Utility	
			City Office Furnace Filters	0.00 V
			Void Reason: Voided Check Range Void Utility	
				0.00
12/16/2025	21289	MICHIGAN ASSOCIATION OF CLERKS	2026 Membership Dues	0.00 V
			Void Reason: Voided Check Range Void Utility	
12/16/2025	21290	MICHIGAN MUNICIPAL TREAS ASSOC	2026 Membership Dues	0.00 V
			Void Reason: Voided Check Range Void Utility	
				0.00
12/16/2025	21291	NETSOURCE ONE	Monthly Server Backup/ Licensing & M365	0.00 V
			Void Reason: Voided Check Range Void Utility	
			Remote Support to Make City of Clio Lapt	0.00 V
			Void Reason: Voided Check Range Void Utility	
			Switch Replacement for EOL SG2 Switch - 5	0.00 V
			Void Reason: Voided Check Range Void Utility	
				0.00
12/16/2025	21292	POWELL AND SONS TREE SERVICE	Remove Tree by Sidewalk, Grind Stump and	0.00 V
			Void Reason: Voided Check Range Void Utility	
12/16/2025	21293	PRIORITY WASTE LLC	Refuse Services for December 2025	0.00 V

Check Date	Check	Vendor Name	Description	Amount
12/16/2025	21294	QUILL CORPORATION	Void Reason: Voided Check Range Void Utility	
12/16/2025	21294	QUILL CORPORATION	Office & DPW Supplies for December 2025	0.00 V
12/16/2025	21295	RICOH USA, INC	Void Reason: Voided Check Range Void Utility	
12/16/2025	21295	RICOH USA, INC	Black Ink Cartridge for Back Office Copy	0.00 V
12/16/2025	21296	SARAH OLMSTEAD	Void Reason: Voided Check Range Void Utility	
12/16/2025	21296	SARAH OLMSTEAD	Replacing Check No. 21272 Printed Incorr	0.00 V
12/16/2025	21297	SOLUCIENT SECURITY SYSTEMS	Void Reason: Voided Check Range Void Utility	
12/16/2025	21297	SOLUCIENT SECURITY SYSTEMS	Difference Owing for Underpayment of Fin	0.00 V
12/16/2025	21298	VERDANT COMMERCIAL CAPITAL	Void Reason: Voided Check Range Void Utility	
12/16/2025	21298	VERDANT COMMERCIAL CAPITAL	Monthly City Office Copy Machine Mainten	0.00 V
12/16/2025	21299	VIEW NEWSPAPER GROUP - JAMS MEDIA	Void Reason: Voided Check Range Void Utility	
12/16/2025	21299	VIEW NEWSPAPER GROUP - JAMS MEDIA	Publications for November 2025	0.00 V
12/16/2025	21300	WADE-TRIM, INC.	Void Reason: Voided Check Range Void Utility	
12/16/2025	21300	WADE-TRIM, INC.	Planning Professional Services As Needed-S	0.00 V
12/16/2025	21301	WEX BANK	Void Reason: Voided Check Range Void Utility	
12/16/2025	21301	WEX BANK	Fuel for November 2025	0.00 V
12/16/2025	21302	CONSUMERS ENERGY	Void Reason: Voided Check Range Void Utility	
12/16/2025	21302	CONSUMERS ENERGY	Utility Bills for November 2025	0.00 V
12/16/2025	21303	FIRST ADVANTAGE	Void Reason: MISPRINT	
12/16/2025	21303	FIRST ADVANTAGE	CDL Drug Test for Sam Spence 11/30/25	0.00 V
12/16/2025	21304	FLEIS & VANDENBRINK ENGINEERING	Void Reason: MISPRINT	
12/16/2025	21304	FLEIS & VANDENBRINK ENGINEERING	DDA Services Rendered 10/26/25 - 11/22/2	0.00 V
12/16/2025	21305	GENESEE COUNTY DRAIN COMMISSIONER	Void Reason: MISPRINT	
12/16/2025	21305	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio	0.00 V
12/16/2025	21306	WEX BANK	Void Reason: MISPRINT	
12/16/2025	21306	WEX BANK	Water Samples for November 2025	0.00 V
12/16/2025	21307	GENESEE COUNTY ROAD COMM	Void Reason: MISPRINT	
12/16/2025	21307	GENESEE COUNTY ROAD COMM	Sewer Treatment Charges for October 2025	0.00 V
12/16/2025	21308	GILL ROY'S COMPLETE HARDWARE	Void Reason: MISPRINT	
12/16/2025	21308	GILL ROY'S COMPLETE HARDWARE	Water Treatment Charges for November 202	0.00 V
12/16/2025	21309	GOLD & SONS AUTOMOTIVE INC.	Void Reason: MISPRINT	
12/16/2025	21309	GOLD & SONS AUTOMOTIVE INC.	Fuel for November 2025	0.00
12/16/2025	21309	GOLD & SONS AUTOMOTIVE INC.	Salt Delivered November 2025	563.50
12/16/2025	21309	GOLD & SONS AUTOMOTIVE INC.	Part to Fix Swing in Blueberry Park	2,783.65
12/16/2025	21310	HYDROCORP	14 x 28 12" Loop Red Bow for City Office	4.49
12/16/2025	21310	HYDROCORP	2Pk 3AMP Fuse and 2Pk 5 AMP Fuse for Cit	7.19
12/16/2025	21311	IVERSON'S LUMBER COMPANY	Water Samples Mailed November 2025	8.97
12/16/2025	21311	IVERSON'S LUMBER COMPANY		14.58
12/16/2025	21312	JOHN J. RYAN PLLC		35.23
12/16/2025	21312	JOHN J. RYAN PLLC	Grease for Equipment	30.00
12/16/2025	21313	KCI - KENT COMMUNICATION	Antifreeze for Power Washer, Snow Plows	150.38
12/16/2025	21313	KCI - KENT COMMUNICATION	Belt for Exmark Mower	20.87
12/16/2025	21313	KCI - KENT COMMUNICATION	Repairs for Hydraulic Line on Dump Truck	239.58
12/16/2025	21313	KCI - KENT COMMUNICATION	Cross Connection Inspections for Novembe	440.83
12/16/2025	21313	KCI - KENT COMMUNICATION	2 Extra Keys for DPW Garage	307.58
12/16/2025	21313	KCI - KENT COMMUNICATION	Attorney Services for November 2025	1.88
12/16/2025	21313	KCI - KENT COMMUNICATION	Difference Owing for 2025 Winter Tax Bil	1,500.00
12/16/2025	21313	KCI - KENT COMMUNICATION		612.20

Check Date	Check	Vendor Name	Description	Amount
12/16/2025	21314	MENARDS	New Lights for Wreath Located at City Of City Office Furnace Filters	27.98 57.56
12/16/2025	21315	MICHIGAN ASSOCIATION OF CLERKS	2026 Membership Dues	85.54
12/16/2025	21316	MICHIGAN MUNICIPAL TREAS ASSOC	2026 Membership Dues	100.00 198.00
12/16/2025	21317	NETSOURCE ONE	Monthly Server Backup/ Licensing & M365 Remote Support to Make City of Clio Lapt Switch Replacement for EOL SG2 Switch - 5	1,133.50 187.50 887.73
12/16/2025	21318	POWELL AND SONS TREE SERVICE	Remove Tree by Sidewalk, Grind Stump and Refuse Services for December 2025	2,208.73
12/16/2025	21319	PRIORITY WASTE LLC	Office & DPW Supplies for December 2025	1,600.00
12/16/2025	21320	QUILL CORPORATION	Black Ink Cartridge for Back Office Copy Replacing Check No. 21272 Printed Incorr	9,858.80 533.22
12/16/2025	21321	RICOH USA, INC	Difference Owing for Underpayment of Fin Monthly City Office Copy Machine Mainten	119.89 85.00
12/16/2025	21322	SARAH OLMSTEAD	Publications for November 2025	206.32
12/16/2025	21323	SOLUCIENT SECURITY SYSTEMS	Planning Professional Services As Needed-S Utility Bills for November 2025	197.26 302.45
12/16/2025	21324	VERDANT COMMERCIAL CAPITAL	CDL Drug Test for Sam Spence 11/30/25	662.20
12/16/2025	21325	VIEW NEWSPAPER GROUP - JAMS MEDIA	DDA Services Rendered 10/26/25 - 11/22/2	3,021.48
12/16/2025	21326	WADE-TRIM, INC.		276.35
12/16/2025	21327	CONSUMERS ENERGY		962.56
12/18/2025	21328	FIRST ADVANTAGE		
12/18/2025	21329	FLEIS & VANDENBRINK ENGINEERING		
12/18/2025	21330	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio Water Samples for November 2025	1,958.67 50.00
12/30/2025	21331	BOSS BUSINESS SOLUTIONS	Sewer Treatment Charges for October 2025	14,647.32
12/30/2025	21332	CONSUMERS ENERGY	Water Treatment Charges for November 202	26,821.68
12/30/2025	21333	KIMBERY LYNCH	Maintenance Agreement 09/21/25 - 12/20/2 Utility Bills for December 2025	43,477.67
12/30/2025	21334	MICHIGAN MUNICIPAL LEAGUE CDL & UNE	12/01/25 - 12/28/25 Interim Treasurer Con 11/17/25 - 11/30/25 Interim Treasurer Con	594.48 1,430.99
12/30/2025	21335	MICHIGAN MUNICIPAL TREAS ASSOC	Unemployment Ending December 31, 2025	8,200.00 8,200.00
12/30/2025	21336	MISS DIG SYSTEM, INC.	2026 Treasurer-to-Treasurer Bundle	16,400.00
12/30/2025	21337	MONTROSE TOWNSHIP	2026 Annual Membership Dues	48.17
12/30/2025	21338	NETSOURCE ONE	Fire/Police Contract for January 2026	99.00
12/30/2025	21339	PRINTING SYSTEMS, INC	Client Meeting Recap for Onboarding On-S	1,081.66
12/30/2025	21340	PRIORITY WASTE LLC	5,000 Utility Bill Forms	36,670.52
12/30/2025	21341	QUILL CORPORATION	Refuse Services for January 2026	625.00 356.32
12/30/2025	21342	RAILROAD MANAGEMENT COMPANY II, LLC	Office & DPW Supplies for December 2025 50 Pack of W2's Forms for 2025	10,155.95 688.39 27.99
12/30/2025	21343		Utility Pipeline Under Genesee Street Li Utility Pipeline Under Genesee Street Li Utility Pipeline Under Genesee Street Li Utility Pipeline Under Genesee Street Li Utility Pipeline Under Clarke Street Lic Utility Pipeline Under Clarke Street Lic	716.38 296.75 318.41 328.61 676.93 296.75 318.42 328.60

Check Date	Check	Vendor Name	Description	Amount
12/30/2025	21343	ROBERT NAUMANN	Utility Pipeline Under Clarke Street Lic	676.93
				3,241.40
12/30/2025	21344		Assessing Services for November 2025	1,000.00
12/30/2025	21345		Assessing Services for December 2025	1,000.00
12/30/2025	21346	VERDANT COMMERCIAL CAPITAL WATKINS ROSS WEST SHORE SERVICES INC.	City Office Copy Machine Maintenance for GASB Statement 75 for Fiscal Year Ending 2025 Annual Maintenance & Inspection of	2,000.00
				197.26
				1,400.00
				425.00

SB CK TOTALS:

(29 Checks Voided)

Total of 54 Disbursements:

170,545.17



CITY OF MONTROSE

MEMORANDUM

Date: January 12, 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 December 2025

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 thirty-two (32) calls;

Of those calls, they included;

(0) Felony Arrest

(2) Misdemeanor Arrest

(6) Traffic Violations

(10) Verbal Warnings

(1) Accidents

(6) Assists to other Departments

(3) Public Assist

(4) Medical Calls

(694) Property Inspections.

FIRE DEPARTMENT RESPOSNES

The Fire Department responded to six (6) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, emergency medical responses.

CODE ENFORCEMENT RESPONSES

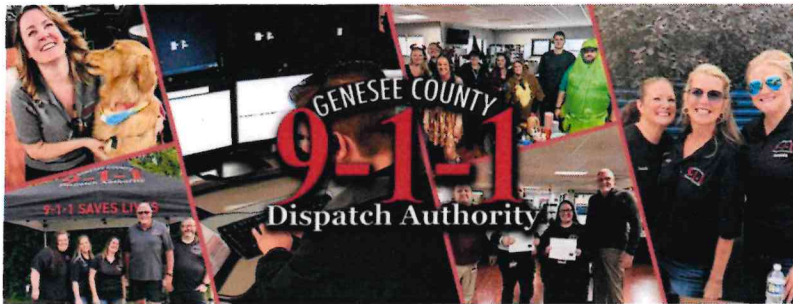
The Code Enforcement Officer received a total of fifty-four (54) new complaints. Closed 43 of the new complaints. Attributed to the complaints are as follows: 10% inoperable vehicle/unregistered. 10% vehicles/parking in yard/sidewalk complaints. 20% Exterior. 10% trash receptacles left out. 50% other matters of investigation/research work preparing for rental inspections in 2026.

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

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

January 9, 2026

Re: Executive Directors Report – December 2025

I.T. Specialist Level 1 – Job Posting, November 3, 2025:

Five candidates have completed testing. Interviews are scheduled for January 20, 2026.

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

On December 8, 2025, we made our final cut-over with our telephone system which involved our INdigital and Solacom systems from our old 9-1-1 Center to the new 9-1-1 Center.

We don't currently have the Higher Ground call volume data that we normally provide within my report. Hopefully this will be fixed by the time for my January report.

Overtime Hours Worked due to Staffing Shortages, and Vacations:

Our call takers and dispatchers have worked **1,507.75** hours of overtime in the month of December. FYTD, **3,121.25** hours. We have seven with Medical or Overtime Restrictions. Three employees who are out on medical leave.

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

Our part time FOIA Coordinator processed **323** in the month of December, year to date **1013** FOIA's processed.

Executive Board and General Membership

Professional Standards Policy for the Month of December:

Two complaints Exonerated.

One complaint was a training issue, corrected.

Personnel in Training and Staffing:

Staffing currently.

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

We have 49 dispatchers total, 35 fully trained with 6 on restrictions, FMLA, or not back to full time. (+2-MOU Call taker only), (+6 in phones training), (3 Stalled on

Phones), (+5 Part-time), 1 in Fire/EMS training, and 2 Cleared Phones, Fire/EMS Radio Trained.

Applications Processed:

Rehire, On December 15, 2025, we rehired Ed Ferguson who had left us a couple years ago, Welcome back Ed.

Resignations & Retirement:

None.

Monthly Training:

No training for the month of December.

Executive Board and General Membership

EMS - Critical Status:

In the Month of December, 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
12-Dec	1	1.97	1	9
14-Dec	1	2.92	1	5
16-Dec	1	0.18	1	4
23-Dec	1	0.60	1	5
24-Dec	1	0.27	1	5
30-Dec	1	0.15	1	6
31-Dec	1	5.40	1	9
Grand Total	7	11.48	1	9

Priority Dispatch, New EMD System - Update:

In preparation for the agency's transition to the **Priority Dispatch Emergency Medical Dispatch (EMD) system**, Supervisor Jake Reitano has successfully completed System Administrator training as well as a week of EMD training with the majority of the Supervisor group. This program will require additional upcoming training in:

EMDQ (Emergency Medical Dispatch Quality Assurance)

AQUA (Priority Dispatch's Quality Assurance dashboard)

These courses are essential to ensure compliance with Priority Dispatch standards and maintain operational excellence.

Gov-Worx AI Product, CommsCoach - Implementation Update:

Gov-Worx Project

During December, significant progress was made on the implementation of the **Gov-Worx AI product, CommsCoach**. This solution is designed to enhance Quality Assurance and provide staff training through a realistic and dynamic simulation environment.

The project remains **on schedule**, with all vendors actively collaborating and meeting requirements. Full implementation is expected to be completed by **February 6, 2026**.

Executive Board and General Membership

Quality Assurance:

Here are the stats as of today, Friday January 9, 2026:

Call Type	Count	Average Score
911 HANGUP	1	100.00%
ALARM	1	100.00%
ALERT	1	100.00%
ARCING WIRE	1	100.00%
ARMED		
ROBBERY	3	100.00%
CHASE	22	100.00%
DISORDERLY	4	94.00%
DOMESTIC	3	100.00%
EMS T-1	13	100.00%
EMS T-2	4	100.00%
ENTRAPMENT	15	100.00%
FULL ARREST	310	99.53%
HARRASSMENT	1	100.00%
NOISE	1	100.00%
PDA	5	98.00%
PI	1	100.00%
RESCUE	2	100.00%
SHOOTING	60	100.00%
SLIM	1	100.00%
STABBING	23	100.00%
STRUCTURE	454	99.65%
SUSP	2	100.00%
TXTX	1	100.00%
UDAA	5	100.00%
UNK ACCIDENT	1	96.00%
WELFARE	1	100.00%
HOME INVASION	1	100.00%
Grand Total	937	99.63%

As other projects wind down looking to completing 2025 Year End evaluations for each staff member and highlighting 100% Club members!!

Executive Board and General Membership

Power DMS Project - Update:

Here's an update on where we are with PowerDMS:

- **PowerLine (Wellness App):** Live and fully functional.
- **PowerPolicy (Policy Management):** Complete and live.
- **PowerIA (Employee Tracking):** Users are set up and the system is alive. PowerDMS exported all their demo files, so we can now begin importing the legacy files. I still need to create the system categories for discipline and merit types.
- **PowerReady (CTO):** Will be added upon program renewal in February 2026. The system is about 30% built, so hopefully it won't be too heavy of a lift to complete.

Award, Citations, and Recognition:

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



Executive Board and General Membership

Old Newsboys of Flint Radiothon:

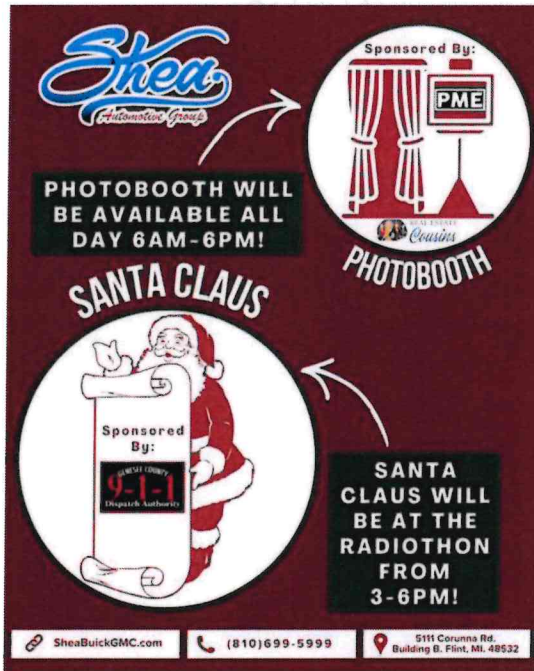
On December 12, 2025, we got to sponsor and participate in the Shea Radiothon for Old Newsboys of Flint. To be a part of such a wonderful fundraiser was a great way to kick off the holiday season. Giving back to our community, during our shift and off duty, is what we love to do. 🧡

Thank you for having us and thank you Santa for helping during your busy time of year. 🧡🌲🎅



Executive Board and General Membership

Old Newsboys of Flint Radiothon - Continued:



Executive Board and General Membership

County Recognition by Henry Ford, McLaren, Genesee County Med Control Authority, and Hurley Hospital:

Today, December 9, 2025, we want to extend our deepest gratitude to the area hospitals who went above and beyond to host an appreciation event for our dispatch team and all first responders that worked during the active shooter event on September 28 at The Church of Jesus Christ of Latter-day Saints. Your kindness, compassion, and support remind us how fortunate we are to work alongside such dedicated medical professionals.

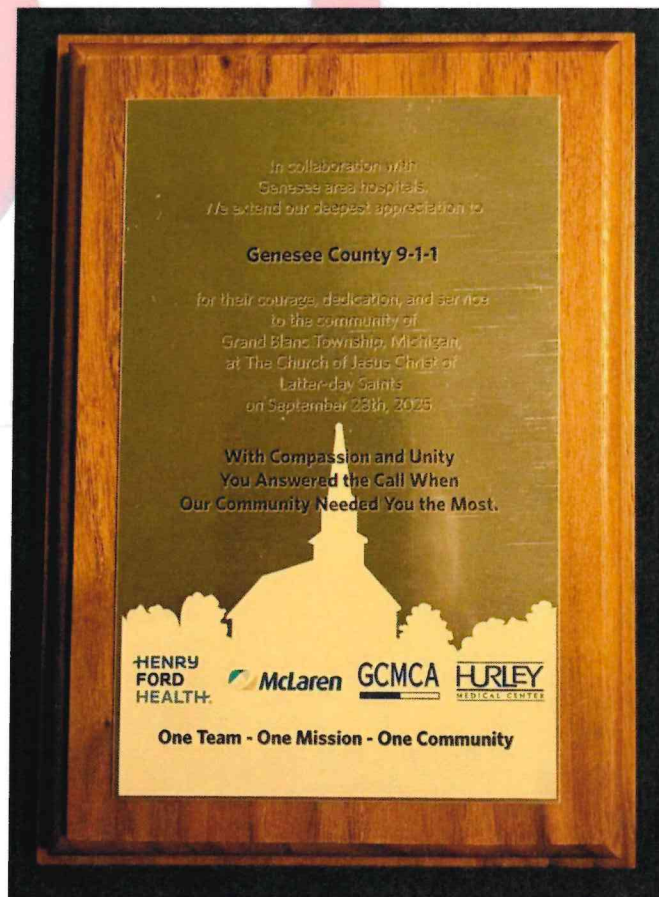
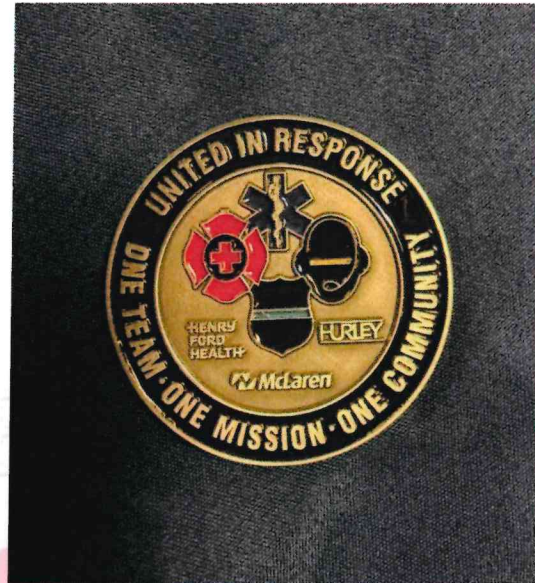
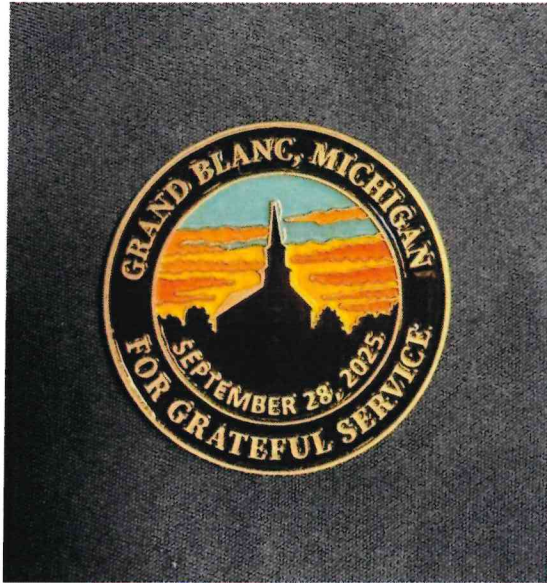
To everyone who took the time to recognize the dispatchers behind the scenes—thank you. Your encouragement truly lifts our spirits and reinforces why we do what we do each day.

Unfortunately, not all the dispatchers that worked on the incident were able to attend.



Executive Board and General Membership

County Recognition by Henry Ford, McLaren, Genesee County Med Control Authority, and Hurley Hospital - Continued:



Executive Board and General Membership

New Operations Manager:

On December 23, 2025, four interviews were conducted by a six-member panel from around the State and from our Advisory Board. We had one internal candidate and three outside candidates. At the conclusion of the scoring the number one candidate was Samantha Sturgis.

Samantha comes from the City of Fenton 9-1-1 with 20 years of experience. Samantha is a CTO, LEIN TAC and has her certification in Emergency Number Professional (ENP) NENA, Registered Public Safety Leader (RPL) APCO. She is currently the 2nd Vice President for the Michigan Chapter of NENA, soon to be the State President, she also is the Chairperson of the NENA Young Hero Committee, and she sits on the State of Michigan 9-1-1 Training Subcommittee.

Samantha will start on Monday, January 12, 2026.

Welcome Sam!



Executive Board and General Membership

Christmas Season at our 9-1-1 Center:

Your Genesee County 9-1-1 staff got a little creative this Christmas season, and now it's time to vote! Cast your vote for your favorite team by reacting to their individual photo.

🏆 The team with the most reactions by December 20th at 12:00 PM will receive a special reward from the Executive Director Jones and Deputy Director Plumb. Let the voting begin! Team One Days was the winner!

Team 2 Days:



Executive Board and General Membership

Christmas Season at our 9-1-1 Center – Continued:

Team 2 Nights:



Team 1 Nights:



E.

CITY OF MONTROSE

MEMORANDUM

Date: January 14, 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.
- Met with contractor for city hall building upgrades. Looking like the middle of February when construction will begin. As we begin and if there any interruptions forecasted where city hall will be closed (temporarily) the City Mayor and council will be adequately informed.
- Worked on numerous FY26/27 Budget areas.
- Met with contractor for city parking owned parking lots and received quotes for preparations on FY26/27 budget.
- We are auditing Special Assessment and Parcels for the Special Assessments the city has (Mosquito, Hydrant, Trash/Recycling, etc).
- Business Registrations were submitted and we are receiving them. If you hear or are informed by any entity with the registration process, please send them to city administration so we assist their needs.

PUBLIC SAFETY

- Routine discussions with Police Chief on law enforcement matters in the city.
- The Township Police Department is struggling for police officers and in my opinion is becoming a substantial concern. This circumstance was indicated in your SWOT analysis, and it is not going away. This will be discussed come Budget Workshop scheduled April 8, 2026 at 6:30 p.m.
- Continue to monitor Federal & State Grant opportunities for police/fire. They are slim to none, at this time.

BOARDS/COMMISSIONS

- Month long preparations city council packet for January 27, 2026 meeting.
- Prepared DDA Packets and held DDA meeting January 15, 2026.
- Held City Council Meeting December 23, 2025.
- No Planning Board Meeting due to inactivity. Expect Planning Board meeting in February for significant Zoning Audit presentation by City Planner.

WEBSITE & INFORMATION TECHNOLOGY (IT)

- New website up and running. We are working as an organization in reviewing and updating areas that need updates, corrections, etc. At this time, things are smooth. If either member of city council sees an area that needs upgrading, please email me directly those changes so we can adequately address them in a timely fashion.
- Signed up the city with a Zoom platform. We are hopeful to have this upcoming meeting on Zoom.
- Continued upgrades on IT Complete for the city.

GRANTS

- Closed out Administrative reimbursement MSHDA Grant with State of Michigan (relative to Retro-Foam). Unfortunately, due to poor and inadequate record keeping of the prior administration(s), the city will not see much of a return. \$30,000 was available and the city was only able to capture \$5,326.37 in reimbursement. It is estimated the city lost \$10,000+ in additional available reimbursement.
- The final Drinking Water Asset Management grant amount for the City of Montrose is \$158,611.72, and the grant is now considered closed.
- City is keeping a close eye on Grants at the Local, State and Federal Level with emphasis on infrastructure, home improvement, and public safety.
- Working to complete the SPARK Grant RFP on the State SIGMA portal.

CITIZEN/BUSINESS INTERACTIONS

- Answered phone calls and emails during several nights and weekends from city council members and citizens' concerns or questions.
- Assisted 15 citizens at city hall relative to routine questions, permits, etc.
- Visited downtown businesses and drove around the city on numerous occasions observing.

ONLINE CONTINUING EDUCATION & TRAINING

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

F.

C I T Y OF MONTROSE

M E M O R A N D U M

DATE: January 27, 2026

TO: Mayor Banks and Montrose City Council Members

FROM: Kim Lynch, Interim Treasurer

SUBJECT: Report on the Treasurers Department for December 2025

Ongoing training and support have been provided to the Deputy Treasurer to strengthen internal controls and ensure continuity of operations.

Property Tax Administration:

- Winter 2025 property tax collections began December 1, 2025, and are due by March 2, 2026 (because the 28th falls on the weekend).
- Statutory tax payouts were completed and balanced for December 15, and December 31, 2025, settlement dates.
- Received multiple mortgage company tax payment files and worked with the Deputy treasurer to properly import and apply these payments within the BS&A Tax Programs.
- Daily receipting and deposits continue, with ongoing reconciliation to the general ledger and bank accounts.

Millage	Levied	Collected	Percent Collected
Unit Op	\$571,325.41	\$536,556.76	93.9%
Public Safety	\$133,033.61	\$124,937.80	93.9%
DDA	\$15,564.14	\$14,068.22	90.4%
Mosquito	\$30,780.00	\$28,013.61	91.0%
Hydrant	\$12,560.00	\$11,490.49	91.5%
Garbage	\$115,710.00	\$108,058.23	93.4%

Audit Preparation and Financial Reporting

- The City's audit for the fiscal year ended June 30, 2025, has been completed.
- A formal audit presentation from Joe Verlin and Gabridge & Co. is expected.
- Final audit documentation and supporting materials have been retained for recordkeeping and compliance purposes.

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Water and Sewer Rate Study

- Staff worked closely with the consultant throughout the water and sewer rate study process.
- The final draft rate study prepared by Bendzinski & Co. has been received and reviewed.

F

CITY OF MONTROSE

MEMORANDUM

Date: January 19, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Deputy Treasurer/Administrative Assistant Report for December 2025

Trainings

- January- Winter Conference -Attended
 - Overview of Treasury Responsibilities & Resources
 - What is That and What Do I Do with It?
 - Speed Topics
 - Municipal Fraud: Technical Risks Every Treasurer Must Address
 - Triple Your Memory, Triple Your Productivity
 - Legislative Update
 - P3 Funding: Public Private Partnerships

Webinar

- Almost done with a series of 8 videos provided by MMTA
 - The Life of a Treasurer
 - Settlement and Tax Roll Tips and Tricks
 - Settlement: How to Set Yourself up for Success
 - Property Tax Collection – The Rest of the Story
 - Property Tax Adjustments
 - Property Tax Delinquent Collections
 - Introduction to Special Captures ToolKit
 - Protect Your Office From the Unknown

Duties

- Winter Tax is well under way
- Bank reconciliation of all accounts
- In the process of Closing out our MBS account and moving the funds to Michigan Class
 - It will yield a better interest rate
 - If we need the money right away it won't be tied up in a CD
- Handled multiple customer service needs
- I have worked on making a couple of spreadsheets to reconcile some data
- Sent out the Business Registration Forms and starting to get them back

Recommendation: City Council receive and File Report.

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
PERIOD ENDING 12/31/2025
% Fiscal Year Completed: 50.41

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		YTD BALANCE		AVAILABLE	
		2025-26	12/31/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	ORMAL (ABNORMAL)	ORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND					
Revenues					
101-000-403	PROPERTY TAXES - OPERATING LEVY	553,240.00	488,087.98	65,152.02	88.22
101-000-406	PROPERTY TAXES - DDA CAPTURE	(115,000.00)	0.00	(115,000.00)	0.00
101-000-427	PROPERTY TAXES - PUBLIC SAFETY LEVY	128,823.00	113,660.39	15,162.61	88.23
101-000-432	PAYMENT IN LIEU OF TAXES (PILT)	10,000.00	0.00	10,000.00	0.00
101-000-445	PENALTIES AND INTEREST ON TAXES	2,500.00	1,326.63	1,173.37	53.07
101-000-447	PROPERTY TAX ADMIN FEE	21,829.00	12,375.15	9,453.85	56.69
101-000-476	BUSINESS LICENSES AND PERMITS	900.00	590.00	310.00	65.56
101-000-477	CATV FRANCHISE FEES	14,000.00	3,209.58	10,790.42	22.93
101-000-479	BUILDING PERMITS	3,918.60	1,645.00	2,273.60	41.98
101-000-480	LIQUOR LICENSE FEES	0.00	917.95	(917.95)	100.00
101-000-569	STATE GRANTS - OTHER	0.00	5.99	(5.99)	100.00
101-000-573	LOCAL COMMUNITY STABILIZATION SHARE TAX	0.00	6,410.57	(6,410.57)	100.00
101-000-574	STATE REVENUE SHARING	240,000.00	125,377.00	114,623.00	52.24
101-000-626	CHARGES FOR SERVICES	0.00	3,687.94	(3,687.94)	100.00
101-000-628	COPY AND REPORT FEE	1,037.57	320.31	717.26	30.87
101-000-637	MUNICIPAL REFUSE/SOLID WASTE	0.00	3,482.84	(3,482.84)	100.00
101-000-651	CITY PARK FEES	190.00	30.00	160.00	15.79
101-000-657	FINES	1,644.31	586.69	1,057.62	35.68
101-000-665	INTEREST EARNED	12,000.00	10,400.97	1,599.03	86.67
101-000-671	VILLAGE OF CHESANING EQUIP RENTAL	1,811.68	0.00	1,811.68	0.00
101-000-675	PUBLIC CONTRIBUTIONS	500.00	0.00	500.00	0.00
101-000-676	REIMBURSEMENTS	25,000.00	2,370.34	22,629.66	9.48
101-000-693	SALE OF FIXED ASSETS	50,000.00	0.00	50,000.00	0.00
101-000-694	MISCELLANEOUS	1,075.60	1,293.92	(218.32)	120.30
TOTAL REVENUES		953,469.76	775,779.25	177,690.51	81.36
Expenditures					
101	MAYOR & COUNCIL	34,548.00	11,354.86	23,193.14	32.87
172	MANAGER	34,127.00	19,637.07	14,489.93	57.54
215	CLERK	84,125.85	37,262.83	46,863.02	44.29
223	AUDITOR	25,400.00	793.75	24,606.25	3.13
247	BOARD OF REVIEW	2,932.00	478.62	2,453.38	16.32
253	TREASURER	39,638.00	61,996.44	(22,358.44)	156.41
257	ASSESSOR	17,000.00	7,831.83	9,168.17	46.07
261	SECRETARY	26,995.65	11,073.54	15,922.11	41.02
262	ELECTIONS	38,640.00	746.34	37,893.66	1.93
265	BUILDING AND GROUNDS	24,971.25	15,757.04	9,214.21	63.10
301	POLICE	26,429.50	4,763.04	21,666.46	18.02
336	FIRE DEPARTMENT	550.00	425.00	125.00	77.27
345	PUBLIC SAFETY DEPARTMENT (POLICE & FIRE)	433,638.24	178,012.20	255,626.04	41.05
371	BUILDING INSPECTION DEPARTMENT	31,600.00	16,607.50	14,992.50	52.56
441	DEPARTMENT OF PUBLIC WORKS	124,074.75	23,341.05	100,733.70	18.81
448	STREET LIGHTS	27,539.40	7,401.35	20,138.05	26.88
701	PLANNING	58,965.00	4,247.20	54,717.80	7.20
702	ZONING	1,423.00	1,086.55	336.45	76.36
751	PARKS AND RECREATION	53,953.00	30,387.94	23,565.06	56.32
790	LIBRARY	4,000.00	0.00	4,000.00	0.00
TOTAL EXPENDITURES		1,090,550.64	433,204.15	657,346.49	39.72
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		953,469.76	775,779.25	177,690.51	81.36
TOTAL EXPENDITURES		1,090,550.64	433,204.15	657,346.49	39.72
NET OF REVENUES & EXPENDITURES		(137,080.88)	342,575.10	(479,655.98)	249.91

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
PERIOD ENDING 12/31/2025
% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREETS					
Revenues					
202-000-459	SP. ASSESSMENT - GENESEE ST. DRIVEWAY	3,939.00	0.00	3,939.00	0.00
202-000-460	SP. ASSESSMENT - WASHINGTON ST RECONST.	3,700.00	0.00	3,700.00	0.00
202-000-546	STATE GRANTS - HIGHWAY AND STREETS	187,500.00	59,696.44	127,803.56	31.84
202-000-567	ACT 17 TRUNKLINE	3,000.00	0.00	3,000.00	0.00
202-000-665	INTEREST EARNED	750.00	1,777.70	(1,027.70)	237.03
202-000-694	MISCELLANEOUS	0.00	605.41	(605.41)	100.00
TOTAL REVENUES		198,889.00	62,079.55	136,809.45	31.21
Expenditures					
000	202	130,063.00	0.00	130,063.00	0.00
466	MAINTENANCE	37,837.90	16,050.84	21,787.06	42.42
472	WINTER MAINTENANCE	13,559.00	2,797.95	10,761.05	20.64
473	TRAFFIC SERVICES	2,145.00	3,763.41	(1,618.41)	175.45
515	ADMINISTRATION	1,900.00	443.75	1,456.25	23.36
517	STATE TRUNKLINE MAINTENANCE	7,176.00	443.75	6,732.25	6.18
536	OPERATION AND MAINTENANCE	10,000.00	0.00	10,000.00	0.00
TOTAL EXPENDITURES		202,680.90	23,499.70	179,181.20	11.59
Fund 202 - MAJOR STREETS:					
TOTAL REVENUES		198,889.00	62,079.55	136,809.45	31.21
TOTAL EXPENDITURES		202,680.90	23,499.70	179,181.20	11.59
NET OF REVENUES & EXPENDITURES		(3,791.90)	38,579.85	(42,371.75)	1,017.43

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
PERIOD ENDING 12/31/2025
% Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 ORMAL (ABNORMAL)	AVAILABLE BALANCE ORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREETS					
Revenues					
203-000-546	STATE GRANTS - HIGHWAY AND STREETS	62,500.00	21,648.01	40,851.99	34.64
203-000-665	INTEREST EARNED	2,800.00	864.27	1,935.73	30.87
TOTAL REVENUES		65,300.00	22,512.28	42,787.72	34.48
Expenditures					
473	TRAFFIC SERVICES	500.00	0.00	500.00	0.00
496	MAINTENANCE	36,129.40	16,355.46	19,773.94	45.27
502	WINTER MAINTENANCE	13,125.00	4,453.88	8,671.12	33.93
503	TRAFFIC SERVICES	3,315.00	3,306.42	8.58	99.74
515	ADMINISTRATION	2,000.00	443.75	1,556.25	22.19
TOTAL EXPENDITURES		55,069.40	24,559.51	30,509.89	44.60
Fund 203 - LOCAL STREETS:					
TOTAL REVENUES		65,300.00	22,512.28	42,787.72	34.48
TOTAL EXPENDITURES		55,069.40	24,559.51	30,509.89	44.60
NET OF REVENUES & EXPENDITURES		10,230.60	(2,047.23)	12,277.83	20.01

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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User: KIM

PERIOD ENDING 12/31/2025

DB: Montrose

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 'ORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 226 - RUBBISH COLLECTION FUND					
Revenues					
226-000-637	MUNICIPAL REFUSE/SOLID WASTE	116,550.00	104,606.41	11,943.59	89.75
226-000-665	INTEREST EARNED	3.00	110.29	(107.29)	3,676.33
TOTAL REVENUES		116,553.00	104,716.70	11,836.30	89.84
Expenditures					
528	RUBBISH COLLECTION/DISPOSAL	116,608.00	47,878.21	68,729.79	41.06
TOTAL EXPENDITURES		116,608.00	47,878.21	68,729.79	41.06
Fund 226 - RUBBISH COLLECTION FUND:					
TOTAL REVENUES		116,553.00	104,716.70	11,836.30	89.84
TOTAL EXPENDITURES		116,608.00	47,878.21	68,729.79	41.06
NET OF REVENUES & EXPENDITURES		(55.00)	56,838.49	(56,893.49)	13,342.71

User: KIM

PERIOD ENDING 12/31/2025

DB: Montrose

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 240 - MOSQUITO CONTROL FUND					
Revenues					
240-000-455	SPECIAL ASSESSMENTS	30,690.00	28,017.99	2,672.01	91.29
240-000-665	INTEREST EARNED	0.00	28.88	(28.88)	100.00
TOTAL REVENUES		30,690.00	28,046.87	2,643.13	91.39
Expenditures					
620	MOSQUITO CONTROL	39,480.00	13,160.00	26,320.00	33.33
TOTAL EXPENDITURES		39,480.00	13,160.00	26,320.00	33.33
Fund 240 - MOSQUITO CONTROL FUND:					
TOTAL REVENUES		30,690.00	28,046.87	2,643.13	91.39
TOTAL EXPENDITURES		39,480.00	13,160.00	26,320.00	33.33
NET OF REVENUES & EXPENDITURES		(8,790.00)	14,886.87	(23,676.87)	169.36

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
PERIOD ENDING 12/31/2025
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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		AVAILABLE	% BDGT		
		AMENDED	BUDGET	ORMAL	(ABNORMAL)	ORMAL	(ABNORMAL)	USED	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
248-000-403	PROPERTY TAXES - OPERATING LEVY	115,000.00			13,508.32	101,491.68	11.75		
248-000-509	JENNINGS MEMORIAL GRANT	0.00			5,750.00	(5,750.00)	100.00		
248-000-572	STATE OF MICHIGAN - ACT 86 - PPT REPLACE	0.00			429.23	(429.23)	100.00		
248-000-665	INTEREST EARNED	0.00			1,268.45	(1,268.45)	100.00		
248-000-675	PUBLIC CONTRIBUTIONS	1,200.00			0.00	1,200.00	0.00		
248-806-509	JENNINGS MEMORIAL GRANT	0.00			(5,000.00)	5,000.00	100.00		
248-806-653	DEPOT RENTAL	3,500.00			2,735.00	765.00	78.14		
TOTAL REVENUES		119,700.00			18,691.00	101,009.00	15.61		
Expenditures									
472	WINTER MAINTENANCE	4,841.00			1,528.15	3,312.85	31.57		
515	ADMINISTRATION	1,400.00			613.87	786.13	43.85		
528	RUBBISH COLLECTION/DISPOSAL	2,000.00			803.40	1,196.60	40.17		
703	DDA ACTIVITIES	26,086.00			19,124.01	6,961.99	73.31		
729	COMMUNITY GARDEN	1,400.00			443.78	956.22	31.70		
806	THE DEPOT	5,687.50			7,130.24	(1,442.74)	125.37		
TOTAL EXPENDITURES		41,414.50			29,643.45	11,771.05	71.58		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		119,700.00			18,691.00	101,009.00	15.61		
TOTAL EXPENDITURES		41,414.50			29,643.45	11,771.05	71.58		
NET OF REVENUES & EXPENDITURES		78,285.50			(10,952.45)	89,237.95	13.99		

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE

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PERIOD ENDING 12/31/2025

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% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 'ORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 285 - ARPA					
Revenues					
285-000-665	INTEREST EARNED	0.00	25.44	(25.44)	100.00
TOTAL REVENUES		0.00	25.44	(25.44)	100.00
Fund 285 - ARPA:					
TOTAL REVENUES		0.00	25.44	(25.44)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	25.44	(25.44)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 402 - EQUIPMENT REPLACEMENT FUND					
Revenues					
402-000-665	INTEREST EARNED	0.00	0.21	(0.21)	100.00
TOTAL REVENUES		0.00	0.21	(0.21)	100.00
Fund 402 - EQUIPMENT REPLACEMENT FUND:					
TOTAL REVENUES		0.00	0.21	(0.21)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.21	(0.21)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
PERIOD ENDING 12/31/2025
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 'ORMAL (ABNORMAL)	AVAILABLE BALANCE 'ORMAL (ABNORMAL)	% BDGT USED
Fund 501 - CAPITAL PROJECT FUND					
Revenues					
501-000-665	INTEREST EARNED	0.00	293.27	(293.27)	100.00
TOTAL REVENUES		0.00	293.27	(293.27)	100.00
Fund 501 - CAPITAL PROJECT FUND :					
TOTAL REVENUES		0.00	293.27	(293.27)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	293.27	(293.27)	100.00

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PERIOD ENDING 12/31/2025

DB: Montrose

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 'ORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND					
Revenues					
590-000-455	SPECIAL ASSESSMENTS	500.00	0.00	500.00	0.00
590-000-631	SEWER USAGE COLLECTIONS	115,000.00	48,455.80	66,544.20	42.14
590-000-634	SEWER REPLACEMENT	315,000.00	131,254.52	183,745.48	41.67
590-000-636	LATE CHARGES	7,000.00	5,142.96	1,857.04	73.47
590-000-665	INTEREST EARNED	2,000.00	3,785.77	(1,785.77)	189.29
590-000-669	GAIN (LOSS) ON INVESTMENTS	3,000.00	0.00	3,000.00	0.00
590-931-681	TRANSFER FROM MAJOR STREET FUND	130,199.00	0.00	130,199.00	0.00
TOTAL REVENUES		572,699.00	188,639.05	384,059.95	32.94
Expenditures					
536	OPERATION AND MAINTENANCE	187,541.30	81,899.29	105,642.01	43.67
538	CHARGES FOR SERVICES-COUNTY	205,310.70	66,737.38	138,573.32	32.51
TOTAL EXPENDITURES		392,852.00	148,636.67	244,215.33	37.84
Fund 590 - SEWER FUND:					
TOTAL REVENUES		572,699.00	188,639.05	384,059.95	32.94
TOTAL EXPENDITURES		392,852.00	148,636.67	244,215.33	37.84
NET OF REVENUES & EXPENDITURES		179,847.00	40,002.38	139,844.62	22.24

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND					
Revenues					
591-000-454	HYDRANT ASSESSMENT	12,540.00	11,493.12	1,046.88	91.65
591-000-569	STATE GRANTS - OTHER	0.00	34,200.00	(34,200.00)	100.00
591-000-618	TURN ON FEES	0.00	140.00	(140.00)	100.00
591-000-619	TURN OFF FEES	0.00	140.00	(140.00)	100.00
591-000-620	WTR OP/MAIN	371,609.00	156,721.16	214,887.84	42.17
591-000-632	WATER USAGE COLLECTIONS	241,198.00	100,796.39	140,401.61	41.79
591-000-633	NSF CHARGES	0.00	225.00	(225.00)	100.00
591-000-636	LATE CHARGES	10,000.00	7,597.79	2,402.21	75.98
591-000-665	INTEREST EARNED	5,125.00	4,940.58	184.42	96.40
591-000-694	MISCELLANEOUS	1,000.00	250.00	750.00	25.00
TOTAL REVENUES		641,472.00	316,504.04	324,967.96	49.34
Expenditures					
536	OPERATION AND MAINTENANCE	361,098.50	161,870.82	199,227.68	44.83
538	CHARGES FOR SERVICES-COUNTY	388,500.00	150,809.36	237,690.64	38.82
906	DEBT SERVICE	62,498.00	44,280.19	18,217.81	70.85
TOTAL EXPENDITURES		812,096.50	356,960.37	455,136.13	43.96
Fund 591 - WATER FUND:					
TOTAL REVENUES		641,472.00	316,504.04	324,967.96	49.34
TOTAL EXPENDITURES		812,096.50	356,960.37	455,136.13	43.96
NET OF REVENUES & EXPENDITURES		(170,624.50)	(40,456.33)	(130,168.17)	23.71

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
PERIOD ENDING 12/31/2025
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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE		AVAILABLE	% BDGT		
		AMENDED	BUDGET	ORMAL	(ABNORMAL)	ORMAL	(ABNORMAL)	USED	
Fund 701 - GENERAL CUSTODIAL FUND									
Revenues									
701-000-665	INTEREST EARNED		0.00		30.22	(30.22)		100.00	
TOTAL REVENUES			0.00		30.22	(30.22)		100.00	
Fund 701 - GENERAL CUSTODIAL FUND:									
TOTAL REVENUES			0.00		30.22	(30.22)		100.00	
TOTAL EXPENDITURES			0.00		0.00	0.00		0.00	
NET OF REVENUES & EXPENDITURES			0.00		30.22	(30.22)		100.00	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MONTROSE
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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025 'ORMAL (ABNORMAL)	AVAILABLE BALANCE 'ORMAL (ABNORMAL)	% BDGT USED
Fund 737 - OPEB					
Revenues					
737-000-665	INTEREST EARNED	0.00	212.83	(212.83)	100.00
TOTAL REVENUES		0.00	212.83	(212.83)	100.00
Fund 737 - OPEB:					
TOTAL REVENUES		0.00	212.83	(212.83)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	212.83	(212.83)	100.00
TOTAL REVENUES - ALL FUNDS		2,698,772.76	1,517,530.71	1,181,242.05	56.23
TOTAL EXPENDITURES - ALL FUNDS		2,750,751.94	1,077,542.06	1,673,209.88	39.17
NET OF REVENUES & EXPENDITURES		(51,979.18)	439,988.65	(491,967.83)	846.47

G.

2026 Election Deadlines & Filing Requirements City Council and Mayor Candidates

All required forms and detailed instructions are available on the **Michigan Secretary of State website** at: www.michigan.gov/sos

Filing Deadline

Thursday, April 21, 2026 — No later than 4:00 p.m.

All documents listed below must be filed **on or before** this deadline. Late filings cannot be accepted.

Non-Partisan Nominating Petitions

- Candidates must file **non-partisan nominating petitions**
- **Minimum signatures: 20**
- **Maximum signatures: 40**
- Only **registered voters of the City** may sign petitions

Important Petition Instructions

- The **top portion of each petition must be completed before collecting signatures**
- Petitions must clearly state the office sought, such as:
 - *City Mayor – Term Ending _____*
 - *City Council Member – Term Ending _____*
- Signatures collected on incorrectly completed forms **cannot be counted**

Voter Signature Limits

- A registered voter may only sign petitions equal to the number of offices available:
 - **Mayor:** one (1) petition
 - **City Council:** up to three (3) petitions
- If a voter signs more petitions than allowed:
 - Only the **earliest-dated signature** will be valid
 - If signatures are dated the same day, **both will be invalid**

Candidates are strongly encouraged to submit petitions early to allow time for signature verification. Signatures **cannot be corrected or added after the April 23 deadline.**

Offices with Terms Expiring

The following officials will continue to serve until **7:00 p.m. on Tuesday, November 19, 2026:**

- Mayor Tom Banks
 - Mayor Pro-Tem Mark Richard
 - Ryan Heslop
 - Todd Pangle
-

Affidavit of Identity Due by April 21, 2026 at 4:00 p.m.

- The **Affidavit of Identity** must be filed **after** nominating petitions are submitted
 - (It may be filed the same day, just not before petitions)
- A fillable form is available on the Secretary of State website
 - Search: *Affidavit of Identity*
- This form may be filed:
 - At the **City of Montrose Offices**, or
 - At the **Genesee County Clerk's Office – Election Division**
 - 324 S. Saginaw Street
 - Flint, MI 48502

Campaign Finance Forms Due within 10 days after filing the Affidavit of Identity

Candidates must file the following with the **Genesee County Clerk's Office**:

- **Statement of Organization** (establishes a campaign committee), and
- **Campaign Finance documents**, including a waiver if no contributions are collected

Fillable forms are available on the Secretary of State website.

****Note for Incumbents:** If you already have a Statement of Organization on file, no additional action is required unless notified by the County Clerk.

Write-In Candidates

- Write-in candidates must file a **Declaration of Intent**
- **Deadline:** October 25, 2026 by 4:00 p.m.
- Campaign finance filings are **not required unless the candidate is elected and takes office**

Disclaimer: It is the **candidate's responsibility** to ensure all forms are completed correctly and filed on time. City Clerk and City staff **cannot instruct candidates on how to complete forms.**

H.

CITY OF MONTROSE MEMORANDUM

Date: January 14, 2026

To: Mayor Banks and Montrose City Council Members

From: Sam Spence, DPW Supervisor

Subject: DPW Report for December 2025

STREETS

- Snow plow, snow plow, snow plow.....
- Dispersed 30 Tons of road salt (The most in one single month since I have been here).
- 5 Consumers gas line repairs (non-emergency).

PARKS & RECREATION

- General maintenance and plowing/salting in areas needed.

SEWER/WATER

- Fixed a storm drain N. Genesee/Clarke St.
- Conducted water shutoffs/turn-ons for non-payment.
- Addressed water issues (excessive usage).
- All water samples were drawn and reported.
- Water lines marked for Missdig tickets.
- Temperature alerts

MAINTENANCE

- 2021 Pick-up oil change and tire rotation. Changed plow cutting edge.
- Kubota oil change and greased. Change plow cutting edge.
- John Deere 410 G Backhoe oil change and grease.

TRAINING/CONFERENCES/COMMITTEES

- None for last month

BUILDING/GROUNDS/CITY HALL

- Assisted in office needs in preparation for remodel.

Recommendation: City Council Receive and File Report

I.

CITY OF MONTROSE MEMORANDUM

Date: January 15, 2026

To: Mayor Banks and Montrose City Council Members

From: Timothy Mazur, Building Official

Subject: Receive and File City Building Inspector December 2025 Activity Report

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

- One (1) New Permit
- Two (2) Stop Work Orders.
- One (1) Inspections.
- Follow-up phone conversations logged over 6 hour with customers, investigations and research.

Response time to contact customer: 20 minutes or less upon receipt of notification by city administration.

Recommendation: City Council Receive and File Report

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CITY OF MONTROSE

MEMORANDUM

Date: January 5, 2026

To: Mayor Banks and City Council Members

From: City Secretary

Subject: Utility, Tax, Water/Sewer and Customer Service Report for January 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. **December 2025 activities.**

- Attended BS&A Utility Billing Training Webinar on 12/4/25.
- Attended Social Security Administration's Year End Webinar on 12/9/25.
- MERS 457 training via phone on 12/18/25.
- Currently I am looking into more training with MERS and other programs.

Customer Assistance Front Counter

Total: 207

I received 56 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

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

Depot Rentals

Total: 10

Trash/Recycling Complaints

Total: 4

Dump Passes

Total: 1.

Burn Permits

Total: 0. Residents must fill out a new burn permit for 2026.

Water/Sewer Bill Reconciliation

655 Water bills processed in December. 106 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on December 10, 2025, to the post office. Seventy-seven water bills on auto-payment.

Water Shut Off

Eighty residents on the shut-off list for the month of December. A resident must be two months behind on payments to be on the shut-off list. Twenty-eight residents paid before phone calls were made. Fifty-two received one if not two additional phone calls regarding the shut-off date. By December 8th, 2025, at 6pm, seventy-eight residents had paid on time or made payment arrangements. Shut off was schedule for December 9, 2025.

Total: 2 – On December 9, 2025, at 8am. Residents who were shut off either had city office phone number blocked or no phone number on file. All paid on the same day.

Recommendation: City Council Consider Receive and File Report



139 S. Saginaw Street, Montrose, MI 48457

RECEIVED

JAN 05 2026

CITY OF MONTROSE

Community Event Application

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

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

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

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

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

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

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

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

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

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

EVENT INFORMATION

Event Name/Title: Frozen Road Race

Event Start Date: 1-17-26 Event End Date: 1-17-26

Type of Event: ☒ 5k/10k run ☐ Bike race ☐ Celebration
☐ Ceremony ☐ Concert ☐ Fundraiser
☐ Festival ☐ Street Fair ☐ Parade
☐ Walkathon ☐ Marathon ☐ Procession
☐ Other: _____

Event Description: _____

Is this a multi-day event? ☐ Yes ☒ No if so, how many days? _____

Is there an admission fee? ☐ Yes ☒ No

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

What is the anticipated attendance? _____

Event Set-Up & Tear Down:

Set-Up Date: 1-17-26 Set-Up Time: 8:00 am/pm to _____ am/pm

Event Start Time: 8:00 am/pm

End Date: Not Sure End Time: _____ am/pm

Tear Down Date: 1-17-26 Tear Down Time: As Soon as over am/pm to _____ am/pm

CONTACT INFORMATION

Organization Name: Montrose Blueberry Festival

Type of Organization: ☐ Corporation ☐ LLC ☒ Non-Profit ☐ Individual

☐ Church ☐ Other _ _ _ _ _

Address: P.O. Box 316 Montrose, MT.

Phone Number: 810-639-3475 Fax Number: 810-639-3474

Email Address: montroseblueberryfestival@hotmail.com

Event Organizer:

Name and Title: Maria Powell

Address: 15100 Corunna Rd. Chesaning, MI. 48616

Phone/Cell Number: 810-597-2286

Email Address: bank lady 104884@yahoo.com

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

Name and Title: Kristie Powell

Address: 250 Oak St Montrose, MI. 48457

Phone/Cell Number: 810-247-4066

Email Address: kpowell46@yahoo.com

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

Name and Title: Anthony Peel

Address: _ _ _ _ _

Phone/Cell Number: 810-639-3475

Email Address: _ _ _ _ _

TEMPORARY STREET CLOSURE

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

Closure Start Date: _____ Closure Start Time: _____ am/pm

Closure End Date: _____ Closure End Time: _____ am/pm

Street Names: No Road Closures

Safety Cones in certain area.

What is the purpose for the proposed street closure? _____

Organization Name: Montrose Blueberry Festival

Contact Name: Kristie Powell or Maria Powell

Address: P.O. Box 316

North Saginaw where cones will be needed.
Hickory
Alfred
Nanita
Parkway Dr.

EVENT SPECIFICS

Please check all that apply:

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

How will the following utilities be provided?

Electrical: _ No _ _ _ _ _

Water: _ _ No _ _ _ _ _

Other: _ _ No _ _ _ _ _

SITE PLAN/MAP INSTRUCTIONS:

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

IDEMNIFICATION AGREEMENT

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

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

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

<u>Maria Powell</u>	<u>Secretary</u>
Print Name	Title
<u>Maria Powell</u>	<u>12-29-25</u>
Signature	Date

City Use Only

Date Submitted: _____

Department Head Review/Approval:

City Manager: Yes ☐ No

Conditions? _____

Signature: _____
Date

DPW: ☐ Yes ☐ No

Conditions? _____

Signature : _____
Date

Police Department: ☐ Yes ☒ No

Conditions? _ _ _ _ _

Signature: _____
Date

Fire Department: ☐ Yes ☒ No

Conditions? _ _ _ _ _

Signature: _____
Date

City Council: ☒ Yes ☒ No

Conditions? _ _ _ _ _

Signature : _____
Date