



## **MONTROSE CITY COUNCIL MEETING 2026**

**Tuesday June 23, 2026 at 7:00 p.m.**

**Meeting Location: Montrose Depot, 154 W State St, Montrose, MI 48457**

### **1. CALL IN DIRECTIONS**

Zoom is unavailable due to location of the meeting.

### **2. CALL TO ORDER**

### **3. ROLL CALL**

### **4. PLEDGE OF ALLEGIANCE**

### **5. APPROVAL OF AGENDA for June 23, 2026**

### **6. PRESENTATION – Proclamation for Mr. Steve Gold**

### **7. CITIZEN OF THE MONTH – Mr. Donald O’Guinn**

### **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. CONSENT AGENDA**

- a) Approval City Council Meeting Minutes from May 26 & Special Meeting June 9, 2026
- b) Approval City Council Bills for the month of May 2026
- c) Receive and file Police, Fire, Code Enforcement Report for May 2026
- d) Receive and file Genesee County 9-1-1 Director’s Report for May 2026
- e) Receive and file City Manager Report - No Report
- f) Receive and file City Treasurer/Finance Director & Deputy Treasurer Reports for May 2026
- g) Receive and file City Clerk Report for May 2026
- h) Receive and file City Secretary Report May 2026
- i) Receive and file DPW Supervisor Report for May 2026
- j) Receive and file City Building Inspector Report for May 2026
- k) Receive and file Community Event Application – Blueberry Festival

### **10. PUBLIC HEARING**

### **11. OLD BUSINESS**

1. Rental Housing Survey, Rental Registration Compliance, and Policy Direction Regarding Enforcement of the Rental Ordinance

### **12. NEW BUSINESS**

1. Reaffirmation of Participation in the Genesee County Community Development Block Grant Program — FY 2027 through FY 2029
2. Resolution to Amended MERS Defined Benefit Plan Adoption Agreement – Division 11, General – Inclusion of City Manager Classification Effective July 1, 2026
3. Parks & Recreation Master Plan Update – Spark Grant

### **13. BID AWARD/PURCHASE**

### **14. ORDINANCES**

#### **APPOINTMENTS**

1. Notification of Resignation – Lori Machuk, DDA Chairwoman
2. Re-Appointment of Tax Board of Review Member
3. Notification of Resignation – Nicole Rumbold – Planning Commission

### **15. 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.

### **16. CITY COUNCIL COMMITTEE REPORTS**

### **17. CITY MANAGER & CITY ATTORNEY REPORT, CITY COUNCIL COMMENTS**

### **18. CLOSED SESSION**

### **19. ADJOURNMENT**

# MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

May 26, 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 13 citizens.

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

## **APPROVAL OF AGENDA FOR MAY 26, 2026:**

- **MOTION** by Machuk **SECOND** by Arnold to approve the agenda and add item #15, MML Liability & Pool Membership Renewal. Roll Call Vote: Machuk – Aye, Arnold – Aye, Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, and Mayor Banks – Aye.

**CITIZEN OF THE MONTH:** Council honored Coach Dennis Reinhardt.

- **MOTION** by Pangle **SECOND** by Arnold to nominate Don O’Guinn for Citizen of the month for June 2026. 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):** Residents made comments.

**PRESENTATIONS:** *GENESEE COUNTY COMMISSIONER MARTIN COURSENEAU*: Introduced himself and spoke on Services offered to Genesee County residents.

## **CONSENT AGENDA:**

A. APPROVAL OF CITY COUNCIL MEETING MINUTES FROM APRIL 2026

B. APPROVE CITY COUNCIL BILLS FOR THE MONTH OF APRIL 2026

C. RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT REPORT FOR APRIL 2026

D. RECEIVE AND FILE GENESEE COUNTY 9-1-1 DIRECTOR'S REPORT FOR APRIL 2026

E. RECEIVE AND FILE CITY MANAGER REPORT FOR APRIL 2026

F. RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE MANAGER & DEPUTY TREASURER REPORTS FOR APRIL 2026

G. RECEIVE AND FILE CITY CLERK REPORT FOR APRIL 2026

H. RECEIVE AND FILE CITY SECRETARY REPORT FOR APRIL 2026

I. RECEIVE AND FILE CITY DPW SUPERVISOR REPORT FOR APRIL 2026

J. RECEIVE AND FILE CITY BUILDING INSPECTOR REPORT FOR APRIL 2026

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

**PUBLIC HEARING:** *2026/2027 BUDGET*. Mayor Banks opened the public hearing to the public at 7:25 p.m. There were no questions and/or or comments from the public. Mayor Banks closed the public hearing at 7:26 p.m. and brought the regular meeting back to order.

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**

**May 26, 2026**

**OLD BUSINESS:** Consider Addendum to City Clerk Contract:

- **MOTION** by Hoose **SECOND** by Mayor Pro-tem Richard that we consider addendum to City Clerk contract. Roll Call Vote: Mayor Pro-Tem Richard – Aye, Arnold – Aye, Heslop – Aye, Pangle – Aye, Machuk – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**NEW BUSINESS:**

***1. CONSIDER ADOPTION OF FY26/27 BUDGET RESOLUTION:***

- **MOTION** by Arnold **SECOND** by Machuk that we approve the Fiscal year 2026/2027 budget resolution. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Mark Richard – Aye, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

***2. CONSIDER ADOPTION OF RESOLUTION CITY OF MONTROSE FEE SCHEDULE EFFECTIVE JULY 1, 2026:***

- **MOTION** by Arnold **SECOND** by Hoose that we adopt the resolution of the City of Montrose Fee Schedule effective July 1, 2026. 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.

***3. CONSIDER ADOPTION OF RESOLUTION CITY OF MONTROSE WATER AND SEWER USER RATES AND READY TO SERVE CHARGES FOR FISCAL YEAR 2026/2027:***

- **MOTION** by Arnold **SECOND** by Machuk that we adopt the resolution for the City of Montrose water/sewer user rates and ready to serve charge for the fiscal year 2026/2027. Roll Call Vote: Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

***4. CONSIDER EMPLOYMENT CONTRACT – KIM LYNCH:***

- **MOTION** by Machuk **SECOND** by Hoose to approve the employment contract of Kim Lynch. 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.

***5. CONSIDER EMPLOYMENT CONTRACT – MARCY COLLINS:***

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Machuk to accept Marcy's contract of Deputy Treasurer/Administrative Assistant. 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.

***6. CONSIDER EMPLOYMENT CONTRACT – TIMOTHY MAZUR:***

- **MOTION** by Hoose **SECOND** by Machuk that we consider the employment contract with Timothy Mazur. 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**

**May 26, 2026**

**7. NOTICE OF RESIGNATION AND TRANSITION PLANNING & RECOMMENDATION TO APPROVE EXECUTIVE RECRUITMENT PROPOSAL – PIVOT GROUP MUNICIPAL SERVICES:**

- **MOTION** by Hoose **SECOND** by Arnold to accept regretfully the resignation of Joe Karlichek as the City manager of the City of Montrose, approve the transition planning for an interim position, and approve executive recruitment proposal with Pivot Group Municipal Services. 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.
- **MOTION** by Pangle **SECOND** by Hoose that we direct the City Manager to reach out to see if these people are available or Dan Hill. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-tem Richard, Pangle – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Arnold **SECOND** by Machuk that we enter into an agreement with Pivot Group. Roll Call Vote: Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Arnold – Aye, Pangle – Aye, and Mayor Banks – Nay. Six, (6) Ayes, One (1) Nay. Motion Carried.

**8. CONSIDER TRANSITION CONSULTING SERVICES AGREEMENT:**

- **MOTION** by Machuk **SECOND** by Arnold that City council approves the transition consulting services agreement as presented. Hold off on advertisement in MML. Add description and job qualifications onto City website. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Hoose – Aye, Machuk – Aye, Mayor Pro-Tem Richard – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**9. REQUEST FOR EQUITABLE RETIREMENT CONTRIBUTION PAYOUT AND INCLUSION OF CITY MANAGER POSITION IN MERS:**

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Machuk that we recommend the lump sum of \$7,500.00. Roll Call Vote: Heslop – Aye, Mayor Pro-Tem Richard – Aye, Arnold – Aye, Pangle – Aye, Machuk – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.
- **MOTION** by Arnold **SECOND** by Machuk to add the City Manager into the MERS system. 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.

**10. CONSIDER APPROVING LOCAL UNION NO. 7-SM, AFL-CIO OF THE INTERNATIONAL SHEET METAL, AIR, RAIL AND TRANSPORTATION WORKERS (SMART):**

- **MOTION** by Machuk **SECOND** by Mayor Pro-tem Richard to approve the Local Union No. 7-SM, AFL-CIO of the Sheet Metal contract. 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.

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**

**May 26, 2026**

**11. CONSIDER ADOPTING RESIDENTIAL AND COMMERCIAL/INDUSTRIAL BUILDING PERMIT SECURITY DEPOSIT RESOLUTION:**

- **MOTION** by Hoose **SECOND** by Machuk that we consider adopting residential and commercial, industrial building permit security deposit 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.

**12. CONSIDER APPROVING LAWN MOWING SERVICES AGREEMENT:**

- **MOTION** by Hoose **SECOND** by Arnold that we consider approving lawn mowing service agreement with Bruton Snow Removal. Roll Call Vote: Machuk – Aye, Pangle – Aye, Heslop – Aye, Arnold – Aye, Mayor Pro-tem Richard – Aye, Hoose – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**13. CONSIDER CONLEE OIL COMPANY, INC. PROTEST OF BILL:**

- **MOTION** by Pangle **SECOND** by Mayor Banks that we waive entire fees. Roll Call Vote: Arnold – Nay, Hoose – Aye, Heslop – Nay, Mayor Pro-tem Richard – Nay, Machuk – Aye, Pangle – Aye, and Mayor Banks – Aye. Four (4) Ayes, Three (3) Nays. Motion Carried.

**14. NOTIFICATION OF ASSBESTOS SURVEY FOR CITY HALL FACILITY, FINDINGS/RESULTS/CONCLUSION:** Informational only.

**15. CONSIDER APPROVING MML LIABILITY & POOL MEMBERSHIP RENEWAL:**

- **MOTION** by Hoose **SECOND** by Mayor Pro-tem Richard that we approve MML Liability and Pool Membership renewal. Roll Call Vote: Pangle – Aye, Hoose – Aye, Heslop – Aye, Machuk – Aye, Arnold – Aye, Mayor Pro-tem Richard – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

**BID AWARD/PURCHASE:** NONE

**ORDINANCES:** NONE

**APPOINTMENTS:** RECEIVE AND FILE RESIGNATION OF PLANNING COMMISSION MEMBER DAVID ROSARIO:

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Machuk to accept the resignation. 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.
- **MOTION** by Mayor Banks **SECOND** by Hoose that we appoint Masha Stansfield to the planning board. 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.

**MEETING OPEN TO THE PUBLIC:** Several citizens made a comment.

**CITY COUNCIL COMMITTEE REPORTS:** Oral reports given.

**MONTROSE CITY COUNCIL REGULAR MEETING MINUTES**

**May 26, 2026**

**CITY MANAGER & CITY ATTORNEY REPORT:**

*CITY MANAGER:* Oral report.

*CITY ATTORNEY:* NONE

**CITY COUNCIL COMMENTS:** Comments were made.

**CLOSED SESSION:** *CONSIDER ENTERING CLOSED SESSION UNDER MCL 15.268(h) TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE.*

- **MOTION** by Hoose **SECOND** by Machuk to go into closed session at 9:46 p.m. 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.
- **MOTION** by Pangle **SECOND** by Arnold to bring back open session at 10:17 p.m. 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.

**ADJOURNMENT:**

- **MOTION** by Arnold **SECOND** by Mayor Pro-tem Richard to adjourn the meeting. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 9:47 p.m.

Prepared by City Secretary, Christine Schultz

A

**MONTROSE CITY COUNCIL SPECIAL MEETING MINUTES**

**June 9, 2026**

**CALL TO ORDER:** Mayor Tom Banks called the special Council meeting to order at 7:00 p.m. The meeting was held at the Montrose City Offices at 139 S. Saginaw Street, Montrose, MI.

**ROLL CALL:** Present Council Members were Mayor Tom Banks, Mayor Pro-Tem Mark Richard, Robert Arnold, Ryan Heslop, Todd Pangle, Lori Machuk, and Melissa Wallace-Hoose. Also present was City Manager Joe Karlichek.

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

**PUBLIC COMMENTS ON AGENDA ITEMS:** Comments were made.

**APPROVAL OF AGENDA FOR JUNE 9, 2026:**

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

**MEETING OPEN TO THE PUBLIC:** Comments were made.

- **MOTION** by Arnold **SECOND** by Hoose to direct the Telephone Museum to use their discretion for the artifacts on behalf of the City of Montrose. All Ayes. Motion Carried.
- **MOTION** by Hoose **SECOND** by Machuk that we consider moving the venue to the Depot for Steve Golds Proclamation at our next city council meeting. 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.

***1. CONSIDER TRANSITION GOVERNANCE, ORGANIZATIONAL STRUCTURE, PIVOT GROUP PLAN, AND CHARTER COMPLIANCE:***

- **MOTION** by Machuk **SECOND** by Heslop to consider the transition governance, organizational structure as presented. 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 TO REMOVE AND ADD CITY AUTHORIZED ADMINISTRATION TO BANKING AND INVESTMENT DOCUMENTS:***

- **MOTION** by Pangle **SECOND** by Machuk to approve the resolution removing City Manager Joe Karlichek and adding City Treasurer/Finance Director Kim Lynch to the City's banking and investment documents. Roll Call Vote: \_

**ADJOURNMENT**

- **MOTION** by Richard **SECOND** by Arnold to adjourn the meeting. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 7:30 p.m.

Prepared by City Clerk, Tina Rush



Check Date Bank Check # Payee Description Account Dept Amount

Fund: 101 GENERAL FUND

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
05/07/2026	SB C	21469*#	ADS PLUS	Printed, Folded & Mailed 700 Spring N	900	215	586.28
05/07/2026	SB C	21470	AIS CONSTRUCTION EQUIPMENT	Relay (12volt) Cab Air Filters & Cutt	934	441	446.95
05/07/2026	SB C	21473	CITY OF CLIO	Code Enforcement Services for April 2	801	371	1,613.48
05/07/2026	SB C	21474*#	CONSUMERS ENERGY	Utility Bills for April 2026	920	441	432.58
				Utility Bills for April 2026	920	448	1,820.60
				Utility Bills for April 2026	920	751	171.25
				CHECK SB CK 21474 TOTAL FOR FUND 101:			<u>2,424.43</u>
05/07/2026	SB C	21476	GENESEEE COUNTY GOV. CLERKS	Quarterly Governmental Meeting June 2	910	215	15.00
05/07/2026	SB C	21478	GROSS MOWER SALES	Oil Filter, Notched HiLeft Blade, Ai	934	441	264.40
05/07/2026	SB C	21480*#	KIMBERLY LYNCH	03/23/26 - 04/19-26 Interim Treasurer	801	253	4,100.00
05/07/2026	SB C	21481	MENARDS	4 Gallon Backpack Sprayer and Weed/Gr	752	441	179.83
05/07/2026	SB C	21482	MONTROSE TOWNSHIP	Fire/Police Contract for May 2026	801	345	36,670.52
05/07/2026	SB C	21483*#	QUILL CORPORATION	Office & DPW Supplies for April 2026	752	215	42.04
05/07/2026	SB C	21484*#	REVIZE LLC	Annual Website Services 05/01/26 - 04	801	101	3,765.00
05/07/2026	SB C	21485	ROBERT NAUMANN	Assessing Services for April 2026	801	257	1,000.00
05/07/2026	SB C	21486	VIEW NEWSPAPER GROUP - JAMS MEDI	Publications for April 2026	900	101	65.75
05/07/2026	SB C	21487	WEX BANK	Fuel for April 2026	865	441	594.22
05/21/2026	SB C	21490	GREAT LAKES ENVIRONMENTAL TESTIN	Asbestos Inspection and Testing at Ci	801	265	100.00
05/21/2026	SB C	21492	IVERSON'S LUMBER COMPANY	Concerete Saw Blade	752	441	126.00
05/21/2026	SB C	21493#	MENARDS	Two DPW Shop Broom Handles and Mulch	752	265	24.70
				Mulch for City Offices	752	265	12.35
				Two DPW Shop Broom Handles and Mulch	752	441	25.95

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/21/2026	SB C	21494*#	NETSOURCE ONE	Monthly Server Backup/ Licensing & M3	811	265	746.25
				Third of Five Invoices Transitioning	811	265	311.00
				CHECK SB CK 21494 TOTAL FOR FUND 101:			<u>1,057.25</u>
05/21/2026	SB C	21495*#	PRINTING SYSTEMS, INC	Replacing Check No. 21395 - Check Nev	752	215	76.58
05/21/2026	SB C	21496*#	QUILL CORPORATION	Office & DPW Supplies for May 2026	752	215	78.88
05/21/2026	SB C	21497	ROWE PROFESSIONAL SERVICES COMPA	5 Year Recreation Plan Services Rende	801	751	614.25
05/21/2026	SB C	35(E)*#	NEXTIVA, INC.	Nextiva Telephone Charges for May 202	850	265	97.75
05/21/2026	SB C	36(E)*#	SMALL BUSINESS INSURANCE SERVICE	SBAM - June 2026 Health, Dental & Lif	718	172	843.90
				SBAM - June 2026 Health, Dental & Lif	720	172	38.46
				SBAM - June 2026 Health, Dental & Lif	718	215	833.57
				SBAM - June 2026 Health, Dental & Lif	720	215	26.40
				SBAM - June 2026 Health, Dental & Lif	718	261	211.18
				SBAM - June 2026 Health, Dental & Lif	720	261	16.05
				SBAM - June 2026 Health, Dental & Lif	718	441	92.03
				SBAM - June 2026 Health, Dental & Lif	720	441	19.40
				CHECK SB CK 36(E) TOTAL FOR FUND 101:			<u>2,080.99</u>
				Total for fund 101 GENERAL FUND			56,062.60

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREETS							
05/21/2026	SB C	36(E)*#	SMALL BUSINESS INSURANCE SERVICE	SBAM - June 2026 Health, Dental & Lif	718	466	92.03
				SBAM - June 2026 Health, Dental & Lif	720	466	19.40
				CHECK SB CK 36(E) TOTAL FOR FUND 202:			<u>111.43</u>
				Total for fund 202 MAJOR STREETS			111.43

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREETS							
05/21/2026	SB C	36(E)*#	SMALL BUSINESS INSURANCE SERVICE	SBAM - June 2026 Health, Dental & Lif	718	496	92.03
				SBAM - June 2026 Health, Dental & Lif	720	496	19.40
				CHECK SB CK 36(E) TOTAL FOR FUND 203:			<u>111.43</u>
				Total for fund 203 LOCAL STREETS			111.43

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 240 MOSQUITO CONTROL FUND							
05/07/2026	SB C	21471	APM - ADVANCED OUTDOOR SPRAYING	Mosquito Services for May 2026	801	620	6,580.00
Total for fund 240 MOSQUITO CONTROL FUND							6,580.00

CHECK DISBURSEMENT REPORT FOR CITY OF MONTROSE  
 CHECK DATE FROM 05/01/2026 - 05/31/2026

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
05/07/2026	SB C	21474*#	CONSUMERS ENERGY	Utility Bills for April 2026	920	703	64.62
				Utility Bills for April 2026	920	806	131.35
				CHECK SB CK 21474 TOTAL FOR FUND 248:			<u>195.97</u>
05/21/2026	SB C	21491	GREAT LAKES OUTDOOR CINEMA, LLC	Replacing Check No. 20651 for Lego Mo	801	703	1,217.50
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORI			<u>1,413.47</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
05/07/2026	SB C	21469*#	ADS PLUS	Printed, Folded & Mailed 700 Spring N	900	536	293.14
05/07/2026	SB C	21472*	BLUE-WATER SOLUTIONS, LLC	5 - 5/8" x 3/4" Badger E-Series Water	752	536	504.73
05/07/2026	SB C	21474*#	CONSUMERS ENERGY	Utlility Bills for April 2026	920	536	236.35
05/07/2026	SB C	21475#	GENESEEE COUNTY DRAIN COMMISSIONE	Sanitary Sewer Maintenance & Lift Sta	801	536	625.00
				Sanitary Sewer Maintenance & Lift Sta	807	538	2,345.35
				CHECK SB CK 21475 TOTAL FOR FUND 590:			<u>2,970.35</u>
05/07/2026	SB C	21477*	GILL ROY'S COMPLETE HARDWARE	1 Pack of 100 Flags to Mark Waterline	752	536	6.49
				Ship Water Meter	752	536	8.17
				CHECK SB CK 21477 TOTAL FOR FUND 590:			<u>14.66</u>
05/07/2026	SB C	21479*	HYDROCORP	Cross Connection Inspections for Apri	801	536	153.79
05/07/2026	SB C	21480*#	KIMBERLY LYNCH	03/23/26 - 04/19-26 Interim Treasurer	801	536	2,050.00
05/07/2026	SB C	21483*#	QUILL CORPORATION	Office & DPW Supplies for April 2026	752	536	21.02
05/07/2026	SB C	21484*#	REVIZE LLC	Annual Website Services 05/01/26 - 04	801	536	1,882.50
05/21/2026	SB C	21488*	CITY OF MONTROSE	City Offices for May 2026	920	536	31.02
				DPW Garage for May 2026	920	536	33.58
				The Depot for May 2026	920	536	29.68
				Lion's Park Restrooms for May 2026	920	536	28.91
				Blueberry Park Restrooms for May 2026	920	536	31.75
				Jennings Library for May 2026	920	536	44.20
				CHECK SB CK 21488 TOTAL FOR FUND 590:			<u>199.14</u>
05/21/2026	SB C	21489*#	GENESEEE COUNTY DRAIN COMMISSIONE	Sewer Treatment Charges for March 2026	806	538	13,586.76

CHECK DISBURSEMENT REPORT FOR CITY OF MONTROSE  
 CHECK DATE FROM 05/01/2026 - 05/31/2026

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
05/21/2026	SB C	21494*#	NETSOURCE ONE	Monthly Server Backup/ Licensing & M3 Third of Five Invoices Transitioning	811	536	373.12 155.50
				CHECK SB CK 21494 TOTAL FOR FUND 590:			<u>528.62</u>
05/21/2026	SB C	21495*#	PRINTING SYSTEMS, INC	Replacing Check No. 21395 - Check Nev	752	536	114.87
05/21/2026	SB C	21496*#	QUILL CORPORATION	Office & DPW Supplies for May 2026	752	536	39.44
05/21/2026	SB C	35(E)*#	NEXTIVA, INC.	Nextiva Telephone Charges for May 202	850	536	48.87
05/21/2026	SB C	36(E)*#	SMALL BUSINESS INSURANCE SERVICE	SBAM - June 2026 Health, Dental & Lif SBAM - June 2026 Health, Dental & Lif CHECK SB CK 36(E) TOTAL FOR FUND 590:	718 720	536 536	1,141.89 67.90 <u>1,209.79</u>
				Total for fund 590 SEWER FUND			<u>23,854.03</u>

CHECK DISBURSEMENT REPORT FOR CITY OF MONTROSE  
 CHECK DATE FROM 05/01/2026 - 05/31/2026

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
05/07/2026	SB C	21469*#	ADS PLUS	Printed, Folded & Mailed 700 Spring N	900	536	293.13
05/07/2026	SB C	21472*	BLUE-WATER SOLUTIONS, LLC	5 - 5/8" x 3/4" Badger E-Series Water	752	536	504.73
05/07/2026	SB C	21474*#	CONSUMERS ENERGY	Utility Bills for April 2026	920	536	189.23
05/07/2026	SB C	21477*	GILL ROY'S COMPLETE HARDWARE	1 Pack of 100 Flags to Mark Waterline Ship Water Meter	752 752	536 536	5.20 8.17
				CHECK SB CK 21477 TOTAL FOR FUND 591:			<u>13.37</u>
05/07/2026	SB C	21479*	HYDROCORP	Cross Connection Inspections for Apri	801	536	153.79
05/07/2026	SB C	21480*#	KIMBERLY LYNCH	03/23/26 - 04/19-26 Interim Treasurer	801	536	2,050.00
05/07/2026	SB C	21483*#	QUILL CORPORATION	Office & DPW Supplies for April 2026	752	536	21.01
05/07/2026	SB C	21484*#	REVIZE LLC	Annual Website Services 05/01/26 - 04	801	536	1,882.50
05/21/2026	SB C	21488*	CITY OF MONTROSE	City Offices for May 2026	920	536	39.03
				DPW Garage for May 2026	920	536	44.42
				The Depot for May 2026	920	536	36.21
				Lion's Park Restrooms for May 2026	920	536	34.59
				Blueberry Park Restrooms for May 2026	920	536	40.56
				Jennings Library for May 2026	920	536	66.78
				CHECK SB CK 21488 TOTAL FOR FUND 591:			<u>261.59</u>
05/21/2026	SB C	21489*#	GENESEE COUNTY DRAIN COMMISSIONE	Water Samples for April 2026	801	536	50.00
				Water Treatment Charges for April 202	805	538	31,489.01
				CHECK SB CK 21489 TOTAL FOR FUND 591:			<u>31,539.01</u>
05/21/2026	SB C	21494*#	NETSOURCE ONE	Monthly Server Backup/ Licensing & M3	811	536	373.13
				Third of Five Invoices Transitioning	811	536	155.50

CHECK DISBURSEMENT REPORT FOR CITY OF MONTROSE  
 CHECK DATE FROM 05/01/2026 - 05/31/2026

Check Date Bank Check # Payee Description Account Dept Amount

Fund: 591 WATER FUND

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
				CHECK SB CK 21494 TOTAL FOR FUND 591:			<u>528.63</u>
05/21/2026	SB C	21495*#	PRINTING SYSTEMS, INC	Replacing Check No. 21395 - Check Nev	752	536	114.86
05/21/2026	SB C	21496*#	QUILL CORPORATION	Office & DPW Supplies for May 2026	752	536	39.44
05/21/2026	SB C	35(E)*#	NEXTIVA, INC.	Nextiva Telephone Charges for May 202	850	536	48.87
05/21/2026	SB C	36(E)*#	SMALL BUSINESS INSURANCE SERVICE	SBAM - June 2026 Health, Dental & Lif	718	536	1,141.89
				SBAM - June 2026 Health, Dental & Lif	720	536	67.90
				CHECK SB CK 36(E) TOTAL FOR FUND 591:			<u>1,209.79</u>
				Total for fund 591 WATER FUND			38,849.95

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 703 CURRENT TAX COLLECTION FUND							
05/07/2026	TAX	2803	GENESEE COUNTY TREASURER	INTEREST EARNED ON SUMMER 2025 TAXES	665	000	100.96
				INTEREST EARNED ON SUMMER 2025 TAXES	665	000	88.34
				CHECK TAX C 2803 TOTAL FOR FUND 703:			189.30

05/07/2026	TAX	2804	GENESEE COUNTY TREASURER	INTEREST EARNED ON WINTER 2024 PROPER	202	000	13.59
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	21.36
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	19.42
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	27.18
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	3.89
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	3.89
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	7.77
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	25.24
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	25.24
				INTEREST EARNED ON WINTER 2024 PROPER	202	000	25.24
				CHECK TAX C 2804 TOTAL FOR FUND 703:			172.82

TOTAL - ALL FUNDS  
 Total for fund 703 CURRENT TAX COLLECTION FUND  
 362.12  
 127,345.03

\*-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND  
 #-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

5

# CITY OF MONTROSE

## MEMORANDUM

**Date:** June 9, 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 May 2026

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

### POLICE DEPARTMENT RESPONSES

The Montrose Township Police Department responded to (58) calls;

Of those calls, they included;

- (1) Felony Arrest
- (1) Misdemeanor Arrest
- (4) Traffic Violations
- (14) Verbal Warnings
- (3) Accidents
- (0) Assists to other Departments
- (0) Public Assist
- (2) Medical Calls
- (504) Property Inspections
- (7) Vacation Checks

### FIRE DEPARTMENT RESPOSNES

The Fire Department responded to four (4) 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

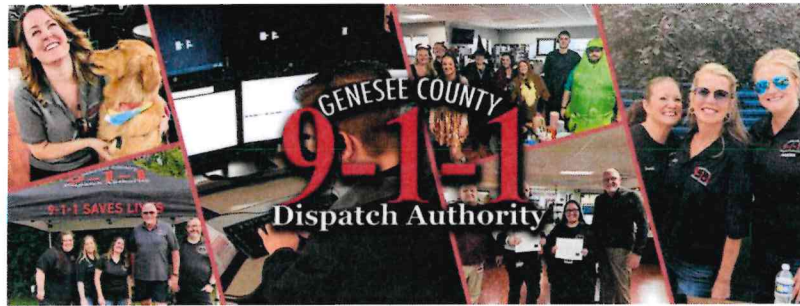
The Code Enforcement Officer received a total of (66) new complaints. Closed 53 of the new complaints. Attributed to the complaints are as follows: 15% inoperable vehicle/unregistered. 20% vehicles/parking in yard/sidewalk complaints. 30% Exterior. 15% vacant building registration notices and 20% for mowing residents grass.

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

**June 9, 2026**

Re: Executive Directors Report – May 2026

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

In the month of May our Call takers and Dispatchers dispatched the following number of incidents:

Police Incidents: **37,154**  
Fire Incidents: **1,276**  
EMS Incidents: **6,305**  
Total Incidents: **44,735**  
Incoming 9-1-1 Calls: **30,102**  
Incoming 99-11 Calls: **2,951**  
Total Incoming 9-1-1 Calls: **33,053**

### **Type of Calls:**

VOIP Calls: **2,437**  
Cellular Calls: **27,133**  
Cell 9-1-1 Hang Ups: **3,875**  
Wireless Calls: **206**  
Land 9-1-1 Hang Ups: **317**  
Public Safety Line – Incoming: **1,700**  
Text Sessions Incoming: **171**

## Executive Board and General Membership

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

Text Sessions Outbound: **164**

All Outbound Calls: **6,241**

The daily average number of Calls into the 9-1-1 Center in the month of May was **1066** and our daily call volume range for the month was from **850** per day to **1,327** per day.

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

Our call takers and dispatchers have worked **1,277.5** hours of overtime in the month of May. FYTD, **11,327.75** hours.

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

Our part time FOIA Coordinator processed **304** in the month of May, year to date **2,714** FOIA's processed.

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

None.

### **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 was trained to cover for a one who is on leave.

We have 45 dispatchers total, 31 fully trained with 7 on restrictions, FMLA, or not back to full time. (+2-MOU Call taker only), (+9 Stalled on Phones), (+2 Cleared Phones, Fire/EMS Radio Trained) (+2 in phones training) (+6 Part-time).

We are counting Supervisor Neva in both counts since she is Interim. So, our dispatch count is 44 without her,

### **Resignations & Retirement:**

One. Ryan Catanese resigned.

## Executive Board and General Membership

### **Monthly Training:**

No in-house training in the month of May.

### **EMS - Critical Status:**

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

<b>Dates</b>	<b>Times in Critical</b>	<b>Sum of Critical Duration (hrs.)</b>	<b>Max of T1 Pending</b>	<b>Max of T2 Pending</b>
2-May	1	1.12	1	5
3-May	1	0.63	2	5
4-May	1	7.60	1	12
8-May	2	4.18	1	6
14-May	1	1.00	1	4
18-May	2	1.17	1	8
19-May	2	5.48	1	8
22-May	1	9.30	1	12
24-May	1	1.12	1	4
27-May	1	7.53	1	10
<b>Grand Total</b>	<b>13</b>	<b>39.13</b>	<b>2</b>	<b>12</b>

### **Aurelian Project - Update:**

Aurelian - Ava handled 3,339 calls for the month of May and created 275 calls for service in CAD. We have turned fire alarms and auto push to CAD features back on and they are performing well (during supervised hours only, at this time).

### **GovWorx Project - Update:**

Stats for the month of May:

GovWorx has transitioned our account from their Implementation Team to the Customer Success team for any further coaching or assistance. A big thank you to our Onboarding Consultant Kim Malloy for all her hard work and assistance in getting GovWorx off the ground.

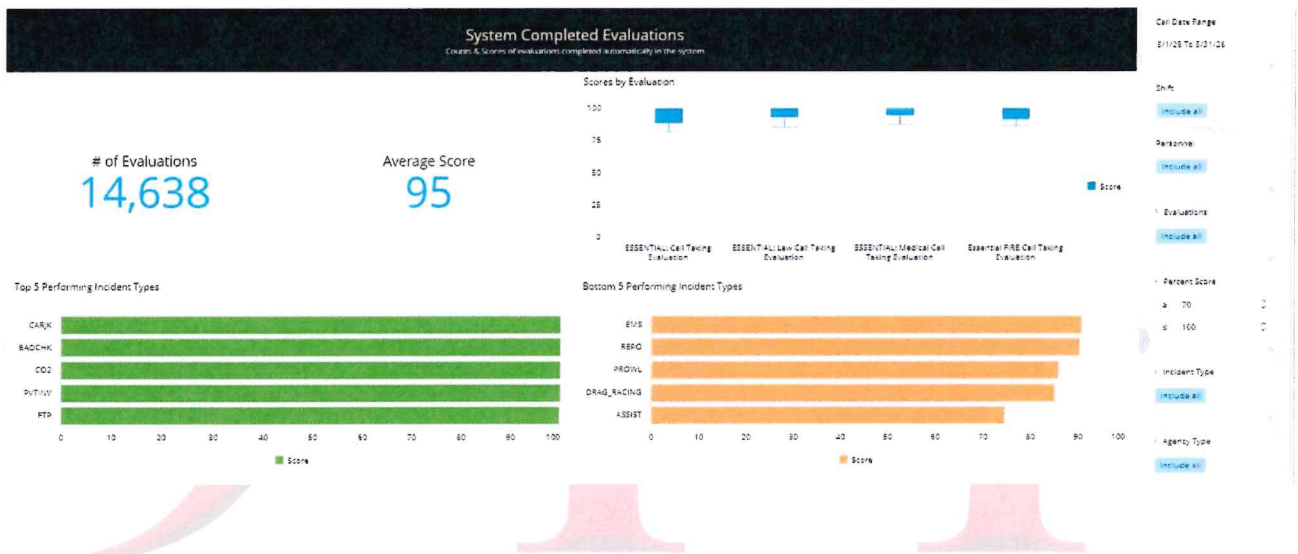
Our CommsCoach solution has been experiencing an issue with accuracy in scoring where calls are being scored in the 30%-40% range when the call taker is hitting all the marks and performing as we expect.

## Executive Board and General Membership

A ticket was created when we discovered the average scores dropping, and the GovWorx engineering team has been working on a solution. We are continuing to get updates from our Customer Success Manager Gabi who confirmed the problem was on the platform side and not on any of the evaluations or refinement we have performed.

To generate a number for measurement this month we excluded all scores below 70% to omit the platform-side issue and came up with:

14,638 calls evaluated with an average score of 95% see attached graphic.



### Priority Dispatch – Update:

This is happening this week, so it wasn't technically in May, but worth mentioning, for your information. Operations Manager Samantha and Deputy Director Dave will be sending out Advanced Send/Protocol 38 information to county agencies in the next week or so. All the officers will have to take quick training on it. We are working to ensure we have enough cards/handouts for every agency in the county.

## Executive Board and General Membership

### Award, Citations, and Recognition:

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



## Executive Board and General Membership

### Mott Community College:

On May 6, 2026, one of the members of our public relations team, Kirsite Brokaw attended a comprehensive multi-career job fair.



## Executive Board and General Membership

### Law Enforcement Week:

IT'S NATIONAL POLICE WEEK (May 10 - May 16).

THANK AN OFFICER AND REMEMBER THE FALLEN.

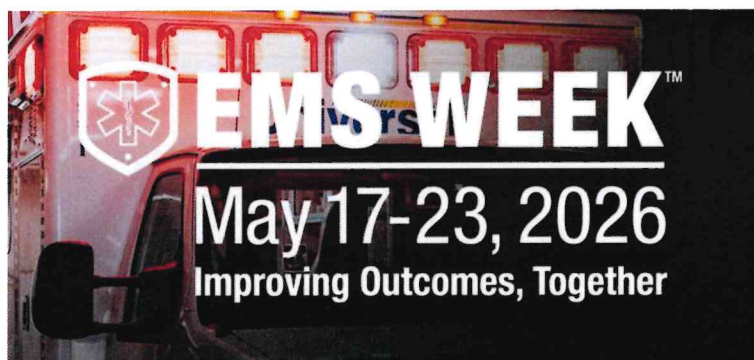
In 1962, President John F. Kennedy signed a proclamation which designated May 15 as National Peace Officers' Memorial Day and the week in which that date falls as National Police Week. Law enforcement officers are always prepared to respond and aid our residents 24 hours a day, 365 days a year. This week honors all those in the law enforcement profession for the countless hours each officer dedicates to our community.



### EMS Appreciation Week:

May 18, 2026. Happy EMS Appreciation Week!

From all of us at Genesee County 9-1-1, thank you to the incredible paramedics and EMTs who care for our community every day. We appreciate your hard work, compassion, and dedication!



## Executive Board and General Membership

### **100 Club Hero's Night:**

On May 12, 2026, the 100 Club of Genesee, Lapeer, and Shiawassee Counties held their annual Safety Grant Awards and Heroes Night at the Davison Country Club. Those invalid in tragedy last September 28, 2025, at the Grand Blanc Church of Jesus Christ of Latter-day Saints, and the Grand Blanc Apartment Structure Fire, in January 2026. Those that were honored were; Kamron Rexford, Keegan McAfee, Kelsea Brock, Jason Carpentire, Luke Robare, Tim Bueche, Bill Kilbourn, Nate Willette, Aaron Bellamy, Tom Witt, and Chris Jones.



### **Michigan Township Association Annual Meeting:**

On May 21, 2026, Operations Manager Sam, Deputy Director Dave, and Executive Director Tim attended the annual meeting. Sam and Dave gave updates on our latest projects, upgrades, and changes to the EMS software.

## Executive Board and General Membership

### **A Visit at our 9-1-1 Center:**

On May 24, 2026, we had a visitor here at the 9-1-1 Center. Following the tragic events in Grand Blanc Township in late September 2025, we had the profound privilege of meeting Bree from First Responder Therapy Dogs and her dedicated owner, Jared, whose impactful work embodies the healing power of compassion. We were thrilled to have reconnected with them today, witnessing directly the progress and hope that their presence ignites.



## Executive Board and General Membership

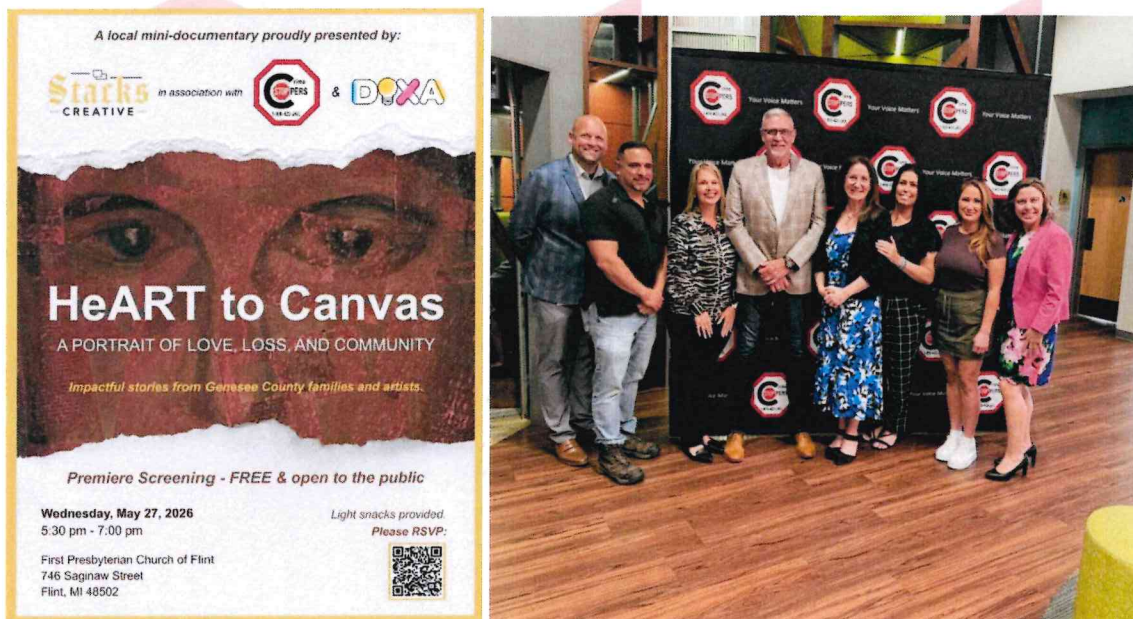
### **Crime Stoppers HeART to Canvas Event:**

On May 27, 2026, Crime Stoppers in collaboration with **Doxa Development** for a premiere screening of HeART to Canvas: A Portrait of Love, Loss, and Community.

HeART to Canvas brought healing, remembrance, and connection through the transformative medium of art. Local artists partnered with Genesee County families impacted by violence to create portraits honoring the lives of loved ones lost.

This mini-documentary, produced by **Stacks Creative**, shares the behind-the-scenes process of this powerful project, along with the stories of all involved.

The screening is free and open to the public.



## Executive Board and General Membership

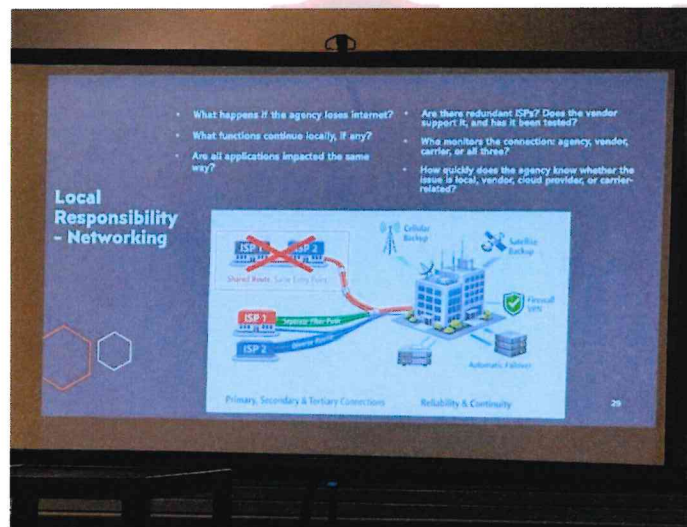
### Crime Stoppers HeART to Canvas Event - Continued:



## Executive Board and General Membership

### Michigan Joint APCO/NENA State Conference:

The week of May 17-21, 2026, our Team went to Muskegon and attended outstanding training.



F.

C I T Y OF MONTROSE

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

**DATE:** June 23, 2026

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

**FROM:** Kim Lynch, Interim Treasurer

**SUBJECT:** Report on the Treasurers Department for May 2026

---

During the month of May, the Treasurer/Finance Department continued preparations for the upcoming 2026 Summer Tax Season. Work completed during the month included coordination with the Assessor, review of required tax rate information, and initiation of preliminary tax roll preparation activities in advance of tax bill production and mailing.

Additional efforts during the month included completing and finalizing bank reconciliations and continuing to strengthen internal controls related to cash handling and daily balancing procedures. These processes are important to maintain accurate financial records and safeguarding City assets.

The FY 2026-2027 budget process was successfully completed during May. I would like to thank the Mayor, Council Members, Department Heads, and City staff for their participation and support throughout the budget process.

As the City approaches fiscal year-end, we have completed a review of current revenues and expenditures. Unlike many years where end-of-year budget amendments may be necessary, the city has done an excellent job operating within the current amended budget. At this time, revenues and expenditures are expected to conclude the fiscal year within the appropriations authorized by Council for FY 2025-2026. This reflects the diligence of department heads and staff in monitoring expenditures throughout the year and demonstrates a continued commitment to responsible financial management. Thank you for your continued support of the Treasurer/Finance Department.

I look forward to working with Council, Administration, and staff as we continue to provide effective financial management and quality service to the residents of Montrose.

F

# CITY OF MONTROSE MEMORANDUM

**Date:** June 16, 2026

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

**From:** Marcy Collins, Deputy Treasurer Administrative Assistant

**Subject: Deputy Treasurer/Administrative Assistant Report for May 2026**

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## **Trainings**

- August – Fall Conference in Grand Rapids. This will be a national conference this year where MMTA partners with APT US&C.

## **Webinar**

- Had a new Treasurer to Treasurer this month. They are always very informing

## **Duties**

- Received our final 2025 Tax settlement check from the county
- Bank reconciliation of all accounts
- Getting everything ready for Summer Taxes to go out. That is right around the corner. Things will pick up for me.

**Recommendation: City Council receive and File Report.**

G  
1

**CITY OF MONTROSE  
MEMORANDUM**

**Date:** June 15 2026

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

**From:** City Clerk, Tina Rush

**Subject:** Report on City Clerk Activities for May 2026

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**Accounts Payable Processing**

- 3 new vendors entered into the A/P system.
  - Managed the City's accounts payable process to ensure vendors and service providers were paid accurately and on time.
  - Worked directly with Consumer's Energy to improve billing consistency and streamline payment schedules for all 15 accounts.
  - Updated and verified vendor records to help prevent payment issues and maintain financial compliance.
  - Assisted employees with reimbursement requests and payment-related questions.
  - Maintained oversight of invoice processing and financial records to support transparency and responsible stewardship of public funds.
- 

**Investments and Banking Access Updates**

- Worked with banks and financial service providers to keep staff account access current and secure.
  - Assisted employees with login, access, and account-related issues to minimize disruptions to daily operations.
  - Updated financial account records and permissions to support accuracy, security, and accountability.
  - Continued overseeing access to financial systems to help safeguard public funds and ensure efficient operations.
- 

**Personnel & Administrative Support**

- City Secretary Christine Schultz assisted the clerk's department by transcribing the May 26<sup>th</sup> council meeting minutes. THANK YOU CHRISTINE! 😊
  - Provided ongoing support to City staff and departments to help ensure daily operations ran efficiently.
  - Assisted employees with payroll, benefits, reimbursements, and other administrative questions.
  - Maintained employee records and helped coordinate information between departments.
  - Assisted with employee onboarding and system access updates.
  - Served as a resource for staff on City policies, procedures, and workplace processes.
  - Helped keep City operations running smoothly by addressing issues, answering questions, and assisting staff as needs arose.
-

### **Freedom of Information Act (FOIA) Compliance**

- Maintained City records and correspondence in accordance with Michigan public records requirements.
  - Continued organizing and preserving official documents to support transparency and public access to information.
  - Managed records in a way that helps ensure timely responses to FOIA requests and other information inquiries.
  - Monitored record retention practices to help keep the City in compliance with state requirements.
- 

### **Council, Committees & Community Support**

- Prepared and reviewed meeting agendas, minutes, and other official documents to support Council and committee activities.
  - Followed up on action items and requests resulting from Council and committee meetings.
  - Communicated with residents, community organizations, and outside agencies on a variety of City matters.
  - Supported community recognition programs and resident engagement efforts.
  - Assisted with responding to questions and requests from residents, helping ensure concerns were directed to the appropriate department.
  - Assisted with council packet preparation.
  - Responded to **418** emails of residential inquiries, general municipal city operating questions and election procedures.
  - Returned **27** phone calls from citizens regarding various city operating questions.
  - Received **4** faxes, directing them to the correct department.
- 

### **Records Management, Ordinances, and Publications**

- Continued maintaining the City's official records, ordinance files, and historical documents.
  - Reviewed and updated meeting minutes to ensure they were accurate, complete, and ready for public record.
  - Organized records in accordance with retention requirements and recordkeeping best practices.
  - Maintained important files and documentation needed to support legal compliance and day-to-day City operations.
  - Continued improving the organization and accessibility of municipal records to make information easier to locate and manage.
  - Helped preserve the City's institutional knowledge by ensuring important records were properly maintained and archived.
- 

### **Training, Professional Development & Associations**

- Coordinated with fellow municipal clerks and election officials throughout Genesee County to share election administration best practices, discuss recent legal and procedural updates, and strengthen regional election preparedness.

- Participated in a countywide Election Officials Meet & Greet hosted at Vienna Township, collaborating with clerks and election administrators from neighboring jurisdictions on election equipment planning, ballot proofing responsibilities, polling place security, and election law updates.
- Worked with the Michigan Bureau of Elections regarding Election Official Accreditation and training opportunities, including obtaining information on certification requirements and professional development pathways for election staff.
- Assisted with election training planning by helping identify accreditation resources for staff who may assist with future election administration duties.
- Maintained communication with municipal clerk colleagues across Michigan to exchange information, discuss operational challenges, and share solutions that can improve local government services.

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### **Information Technology & Equipment**

- Resolved office equipment issues in-house, helping avoid service calls and reduce downtime.
- Performed routine updates and maintenance to BSA software programs to keep systems running smoothly.
- Worked with IT providers to address website access issues and other technical support needs.
- Assisted staff with software access, account permissions, and troubleshooting questions.
- Helped maintain technology resources and systems that support daily City operations.
- Continued monitoring technology and security practices to help keep City information and systems protected.

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### **Elections Administration / Election Activities**

- Continued preparing for upcoming elections by working with election vendors, county officials, and other election partners.
- Coordinated election staffing needs and communicated with election professionals to help ensure polling locations are properly supported.
- Maintained election records, files, and administrative processes to keep the City election-ready.
- Monitored election equipment, vendor services, and election-related requirements to ensure compliance with Michigan election laws.
- Continued planning and preparation efforts to support accurate, secure, and efficient elections for Montrose voters.
- Worked proactively to address election needs well in advance of Election Day to help ensure a smooth voting experience for residents.

Please let me know if you have any questions.

Respectfully submitted,  
Tina Rush, City Clerk

A

# CITY OF MONTROSE MEMORANDUM

**Date:** June 1, 2026

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

**From:** City Secretary

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

- Continue to search for additional training and or educational opportunities.
- Preparing for fiscal year end 2026, and the beginning of fiscal year 2027.
- Transferred eight delinquent water bills to summer taxes.

**Customer Assistance Front Counter**

Total: 195

I received 31 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

**Depot Rentals**

Total: 0

**Lions Park Rentals**

Total: 0

**Blueberry Park Rentals**

Total: 1

**Trash/Recycling Complaints**

Total: 5

**Dump Passes**

Total: 0

**Burn Permits**

Total: 25

**Water/Sewer Bill Reconciliation**

655 Water bills were processed in May. 108 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on May 11, 2026, to the post office. Eighty-one water bills on autopayment.

**Water Shut Off**

Sixty-six residents are on the shut-off list for the month of May. A resident must be two months behind on

payments to be on the shut-off list. Sixty-five residents paid before phone calls were made. Forty-one received one if not two additional phone calls regarding the shut-off date. By May 6, 2026, at 6pm, residents had paid on time or made payment arrangements. Shut off was schedule for May 7, 2026.

Total: 1 – On May 7, 2026, 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.

*Thank you to everyone in the office for all of your support this month! Also, thank you to Sam and Mitch for all you do for the city. Welcome back Ty!*

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

J.

# CITY OF MONTROSE

## MEMORANDUM

**Date:** June 16, 2026

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

**From:** Sam Spence, DPW Supervisor

**Subject:** DPW Report for May 2026

---

### **STREETS:**

- \* Patched W Hickory
- \* Graded dirt roads with Dump Truck belly blade
- \* Began tear out and prep new sidewalks for CDBG grant
- \* Cleaned storm drains
- \* Hung American Flags in the DDA
- \* Hung Veteran Banners in the DDA
- \* Placed Flower boxes throughout the DDA

### **PARKS AND RECREATION:**

- \* Opened Lions Park restrooms
- \* Mulched Lions and Blueberry Park
- \* Hung American Flags in both Lions and Blueberry Parks
- \* General Maintenance

### **SEWER/WATER:**

- \* Conducted water turn offs/on for non-payment
- \* Collected and submitted all water samples required by EGLE
- \* Submitted annual reports required by EGLE (Consumers Confidence Report, CCR Distribution Cert.)
- \* Marked water lines for MISSDIG tickets

### **MAINTENANCE:**

- \* General Maintenance on all equipment

### **TRAINING/CONFERENCE/COMMITTEES:**

- \* Attended the May City Council Meeting

### **BUILDING/GROUNDS/CITY HALL:**

- \* Mulched the City Office Landscape
- \* Mowed all City owned parcels
- \* Watered all flowers

**Recommendation:** City Council Receive and File Report for May 2026.

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J.  
/

# CITY OF MONTROSE

## MEMORANDUM

**Date:** June 9, 2026

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

**From:** Timothy Mazur, Building Official

**Subject: Receive and File City Building Inspector May Activity Report**

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The following activities were conducted during the month of May 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 (7) new permits.
- Completed (5) Final inspections.
- Non-Approved Permits (1)
- Continued Progress Inspections of 106 West State Street with Contractor.

In addition, multiple interviews and discussions were held with business owners, property owners, operators, and contractors regarding potential construction projects within the city. I also conducted weekend inspections and follow-up with many customers.

Follow-up phone conversations, reviews, research, staff meetings, and investigations totaled over (30) hours.

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



RECEIVED

JUN 15 2026

CITY OF MONTROSE

K.

139 S. Saginaw Street, Montrose, MI 48457

## 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](mailto:manager@cityofmontrose.us)

Please submit the application to:

City of Montrose  
139 S. Saginaw Street  
Montrose, MI 48829

**CONTACT INFORMATION**

Organization Name: Montrose Blueberry Festival

Type of Organization:  Corporation  LLC  Non-Profit  Individual

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

Address: P.O. Box 316, 141 Parkway, Montrose, MI. 48457

Phone Number: 810-639-3475 Fax Number: N/A

Email Address: montroseblueberryfestival@hotmail.com

**Event Organizer:**

Name and Title: Blueberry festival Committee, Kristie Powell, Pres.

Address: 250 Oak St. Montrose, MI. 48457

Phone/Cell Number: 810-247-4066

Email Address: KPowell46@yahoo.com

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

Name and Title: Maria Powell - Secretary

Address: 15100 Corunna Rd. Chesaning, MI. 48616

Phone/Cell Number: 810-597-2286

Email Address: banklady104884@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: Kristie Powell or Maria Powell

Address: Same as above

Phone/Cell Number: "

Email Address: "

EVENT INFORMATION

Event Name/Title: Montrose Blueberry Festival

Event Start Date: 8-9-26 Event End Date: 8-16-26

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

Other: Car Show, Tent, food, vendors

Event Description: Community Festival

Car show (8-9-26 vehicle \$18 entry), Entertainment tent  
Friday, Aug 14th - Saturday Aug 15th & Sunday Aug 16th - \$10 Entry  
Friday & Saturday Baby Pageant (Aug 16th) 25.Reg.) Breakfast Sat.  
Aug. 15th & Sunday Aug 16th - \$10.00. Addl events may have fees.  
 Is this a multi-day event?  Yes  No if so, how many days? 3

Is there an admission fee?  Yes  No  
 • If so, please include admission fee details in the event description above.

What is the anticipated attendance? 25,000 - 30,000

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

Set-Up Date: 8-9-26 Set-Up Time: 7 am/pm to 4 am/pm

Event Start Time: 8 am/pm

End Date: 8-16-26 Sunday End Time: 11 am/pm

Tear Down Date: 8-17-26 Tear Down Time: All DAY am/pm to \_\_\_ am/pm

## TEMPORARY STREET CLOSURE

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

Closure Start Date: Aug 15<sup>th</sup>, 2026 Closure Start Time: 12 am/pm

Closure End Date: Aug 15<sup>th</sup>, 2026 Closure End Time: 3 am/pm

Street Names: M-57 from Grafton to Nanita, barricades placed on all side streets entering onto M-57.

What is the purpose for the proposed street closure? Parade

Organization Name: Montrose Blueberry Festival, Inc.

Contact Name: Kristie Powell / Maria Powell

Address: 141 Parkway, Montrose

**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 Stage, food vendors -----

Will you require additional trash containers? No we have our own.

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: festival utility poles in Lions Park & Feher Dr.  
 Water: City fire hydrant for Carnival & food vendors  
 Other: -----

**SITE PLAN/MAP INSTRUCTIONS:**

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

See attached Map

**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.**

Kristie Powell President  
Print Name Title

Kristie L. Powell  
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? -----

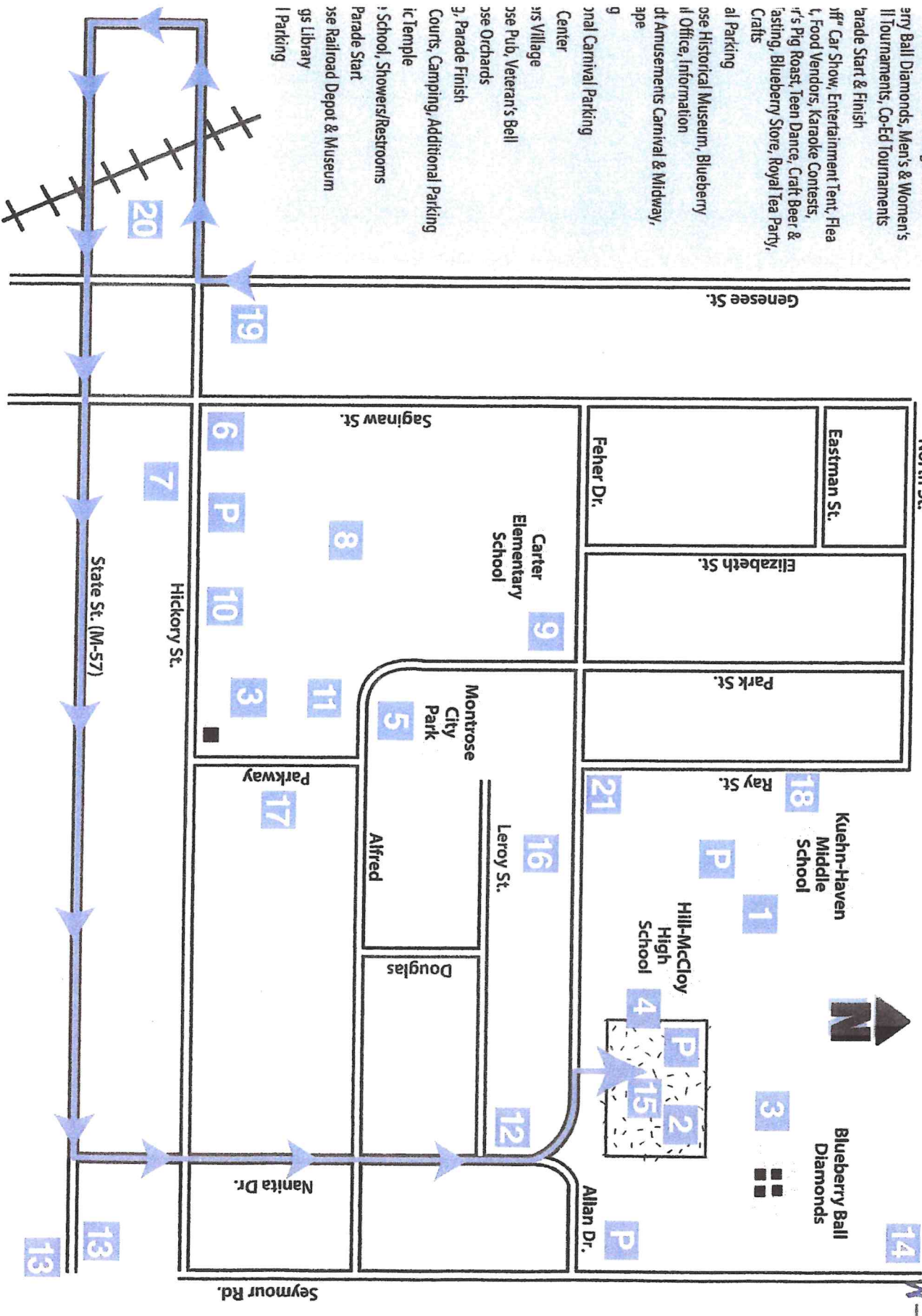
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Signature : \_\_\_\_\_  
Date

# 2019 GUIDE TO FESTIVAL ACTIVITIES

- Breakfast, Queen's Brunch, Baby & Contest, Blueberry Pie Sales
- Pie Eating Contest, Kid's Fun Run, Road Race Run/Walk Registration
- Men's & Women's Billiard Tournaments, Co-Ed Tournaments
- Parade Start & Finish
- "Off" Car Show, Entertainment Tent, Flea Market, Food Vendors, Karaoke Contests, Pig Roast, Teen Dance, Craft Beer & Tasting, Blueberry Store, Royal Tea Party, Crafts
- Historical Museum, Blueberry Office, Information
- Amusements Carnival & Midway, Parade
- Central Carnival Parking
- Center
- Historical Village
- Pub, Veteran's Bell
- Orchards
- Parade Finish
- Courts, Camping, Additional Parking
- Temple
- School, Showers/Restrooms
- Parade Start
- Railroad Depot & Museum
- Library
- Parking

# 2019 Montrose BLUEBERRY Festival



Will provide proof of insurance and police & school approval forms once we have them.