



MONTROSE CITY COUNCIL 2025

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

1. CALL IN DIRECTIONS

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

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

Meeting ID: 820 8235 8066
Checked Passcode: 087946
Registration Link

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

2. CALL TO ORDER

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA for February 24, 2026

6. CLOSED SESSION

7. CITIZEN OF THE MONTH

8. MEETING OPEN TO THE PUBLIC (Agenda Items Only)

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

9. PRESENTATION

10. CONSENT AGENDA

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

11. PUBLIC HEARING

12. OLD BUSINESS

13. NEW BUSINESS

1. Proposed Budget Calendar for Fiscal Year 2026-2027
2. Consider Resolution to Opt Out of PA152
3. Notice of City Streetscape Project
4. Notice from Department of Treasury – Corrective Action Plan

14. BID AWARD/PURCHASE

1. Receive and File Report on purchases for services
2. Consider Proposals for Parks & Recreation Master Plan Update

15. ORDINANCES

1. Consider Board Vacancy Notification and Appointment
2. Consider Proposal from Councilman Heslop to form “Ad-Hoc” committee for the purposes to review contract language the city entered into in 2025.

16. MEETING OPEN TO THE PUBLIC

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

17. CITY COUNCIL COMMITTEE REPORTS

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

19. ADJOURNMENT

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 27, 2026

CALL TO ORDER: Mayor Tom Banks called the regular Council meeting to order at 7:01 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, and City Clerk Tina Rush.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was cited.

APPROVAL OF AGENDA FOR JANUARY 27, 2026:

- **MOTION** by Arnold **SECOND** by Machuk to approve the agenda. All Ayes. Motion Carried.

CLOSED SESSION: NONE

CITIZEN OF THE MONTH: Council honored M.J. for being named all-region and a unanimous first-team all-Mid-Michigan Activities Conference selection in 2025.

- **MOTION** by Mayor Banks **SECOND** by Mayor Pro-Tem Richard to nominate Trinity Lee as Citizen of the Month for the month of February. All Ayes. Motion Carried.

MEETING OPEN TO THE PUBLIC (Agenda Items Only): Citizen made a comment.

PRESENTATIONS:

1. Joe VERLINE, CPA, CGFM, GABRIDGE & COMPANY: Gave an oral report on the audit.

CONSENT AGENDA:

- A) APPROVAL OF CITY COUNCIL MEETING MINUTES FROM DECEMBER 2025
- B) APPROVE CITY COUNCIL BILLS FOR THE MONTH OF DECEMBER 2025
- C) RECEIVE AND FILE POLICE, FIRE, CODE ENFORCEMENT REPORT FOR DECEMBER 2025
- D) RECEIVE AND FILE GENESE COUNTY 9-1-1 DIRECTOR'S REPORT FOR DECEMBER 2025
- E) RECEIVE AND FILE CITY MANAGER REPORT FOR DECEMBER 2025
- F) RECEIVE AND FILE CITY INTERIM TREASURER/FINANCE MANAGER & DEPUTY TREASURER REPORTS FOR DECEMBER 2025
- G) RECEIVE AND FILE CLERK REPORT FOR DECEMBER 2025
- H) RECEIVE AND FILE DPW SUPERVISOR REPORT FOR DECEMBER 2025
- I) RECEIVE AND FILE CITY BUILDING INSPECTOR REPORT FOR DECEMBER 2025
- J) RECEIVE AND FILE CITY SECRETARY REPORT FOR DECEMBER 2025
- K) APPROVAL OF FROZEN ROAD RACE

PUBLIC HEARING: Mayor Banks opened the public hearing at 7:33p.m.

1. PROPOSED ORDINANCE NO. 463, ORDINANCE AMENDING RESIDENTIAL COLLECTION AND DISPOSAL:

2. PROPOSED ORDINANCE NO. 464, ORDINANCE AMENDING NOXIOUS WEEDS AND GROWTH PROHIBITED:

Mayor Banks closed the public hearing at 7:35p.m.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 27, 2026

OLD BUSINESS:

1. USER RATE STUDY:

- **MOTION** by Hoose **SECOND** by Machuk to adopt Bedzynski & Co. scenario #2 water rate and sewer rate increase to begin July 1 of 2026 at the start of the City's new fiscal year. Roll Call Vote: Machuk – Aye, Hoose – Aye, Arnold – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Aye, Mayor Banks – Aye. All Ayes. Motion Carried.

NEW BUSINESS:

1. CITY DASHBOARD: For Council review only.

BID AWARD/PURCHASE:

ORDINANCES:

1. CONSIDER ADOPTOIN OF ORDINANCE NO. 463:

- **MOTION** by Arnold **SECOND** by Machuk to adopt Ordinance No. 463. Roll Call Vote: Machuk – Aye, Arnold – Aye, Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Pangle – Nay, and Mayor Banks – aye. Six Ayes, 1 Nay. Motion Carried.

2. CONSIDER ADOPTOIN OF ORDINANCE NO. 464:

- **MOTION** by Arnold **SECOND** by Hoose to adopt Ordinance No. 464. Roll Call Vote: Mayor Pro-Tem Richard – Nay, Hoose – Aye, Heslop – Aye, Arnold – Aye, Pangle – Nay, Machuk – Aye, and Mayor Banks – aye. 5 Ayes, 2 Nays. Motion Carried.

APPOINTMENTS:

1. CONSIDER BOARD APPOINTMENTS:

- **MOTION** by Pangle **SECOND** by Hoose to appoint new members for the Planning Board and DDA.

2. RESOLUTION TO APPOINT CITY MANAGER TO 911 GENERAL MEMBERSHIP VACANCY FOR ALTERNATE:

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

MEETING OPEN TO THE PUBLIC: Three citizens made comments.

CITY COUNCIL COMMITTEE REPORTS:

DOWNTOWN DEVELOPMENT AUTHORITY BOARD: Report made.

ELECTION COMMISSION: Report made.

GENESEE COUNTY COMMUNITY DEVELOPMENT ALLOCATION COMMITTEE: Report on file at the city office.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

January 27, 2026

GENESEE COUNTY METROPOLITAN ALLIANCE: Report on file at the city office.

GENESEE COUNTY SMALL CITIES & VILLAGES ASSOCIATION: Report on file at the city office.

GENESEE COUNTY WATER AND WASTE SERVICE'S ADVISORY COMMITTEE: Report made.

PLANNING BOARD: No meeting.

911 CONSORTIUM: Report made.

ZONING BOARD OF APPEALS: Meeting in February.

MONTROSE AREA CHAMBER OF COMMERCE: Report made.

REPORTS FROM CITY MANAGER AND CITY ATTORNEY:

CITY MANAGER: Report made.

CITY ATTORNEY: Report made.

MAYOR AND COUNCIL COMMENTS: *Comments made by council members.*

ADJOURNMENT:

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Hoose to adjourn. All Ayes. Motion Carried.

Mayor Banks adjourned the meeting at 9:22 p.m.

Prepared by City Clerk, Tina Rush

CHECK REGISTER FOR CITY OF MONTROSE
 CHECK DATE FROM 01/01/2026 - 01/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank SB CK CHOICE ONE BANK				
01/15/2026	14 (E)	ELAN - CREDIT CARD	Credit Card Statement for November 2025 Credit Card Statement for December 2025	26.49 382.21
01/15/2026	15 (E)	SMALL BUSINESS INSURANCE SERVICES	SBAM - February 2026 Health, Dental & Li	408.70
01/29/2026	16 (E)	NEXTIVA, INC.	Nextiva Telephone Charges for January 20	4,517.97
01/29/2026	17 (E)	PITNEY BOWES (POSTAGE)	Pitney Bowes Postage Refill for January 20	196.30
01/29/2026	18 (E)	SPECTRUM BUSINESS	Internet Services for February 2026	1,000.00
01/15/2026	21347	ADS PLUS	Foamcore Map of the DDA Boundaries	279.98 60.00
01/15/2026	21348	CITY OF CLIO	Code Enforcement Services for December 2 MML On-Site Training "Everything Meeting	1,564.42 400.00
01/15/2026	21349	CITY OF MONTROSE	City Offices for January 2026 DPW Garage for January 2026 The Depot for January 2026 Lion's Park Restrooms for January 2026 Blueberry Park Restrooms for January 202 Jennings Library for January 2026	70.26 78.00 71.88 63.00 63.00 142.94
01/15/2026	21350	CONSUMERS ENERGY	Utility Bills for December 2025	489.08
01/15/2026	21351	GABRIDGE & COMPANY, PLC	Auditing Services for 2024/2025 Fiscal Y	1,906.17 19,870.00
01/15/2026	21352	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio 4th Quarter Water Monitoring Fee Water Samples for December 2025 Sewer Treatment Charges foir November 20 Water Treatment Charges for December 202	1,958.67 80.00 50.00 14,074.21 31,563.19
01/15/2026	21353	GENESEE COUNTY GOV. CLERKS	2026 Membership Dues	47,726.07
01/15/2026	21354	GENESEE COUNTY ROAD COMM	Salt Purchased December 2025	25.00
01/15/2026	21355	GILL ROY'S COMPLETE HARDWARE	New Batteries for Garage Door Opener @ D	745.81 7.19
01/15/2026	21356	GOLD & SONS AUTOMOTIVE INC.	Fuse for 2008 Salt Truck Mega Flex Hydro Line, Mini Bulb & 40lb B	1.92 128.19
01/15/2026	21357	HYDROCORP	Cross Connection Inspections fo December	130.11
01/15/2026	21358	JOHN J. RYAN PLLC	Attorney Services for December 2025	307.58
01/15/2026	21359	MONTROSE TOWNSHIP	Jennings Library Consumer's Invoices 06/	1,500.00 1,163.47
01/15/2026	21360	NETSOURCE ONE	M365 Apps for Business Licenses for Coun Monthly Server Backup/ Licensing & M365	215.00 1,232.50
01/15/2026	21361	QUILL CORPORATION	Office & DPW Supplies for January 2026 Office & DPW Supplies for January 2026	1,447.50 149.18 53.69
01/15/2026	21362	SOLUCIENT SECURITY SYSTEMS	Quarterly Security Monitoring 02/01/26 -	202.87 225.00

CHECK REGISTER FOR CITY OF MONTROSE
 CHECK DATE FROM 01/01/2026 - 01/31/2026

Check Date	Check	Vendor Name	Description	Amount
01/15/2026	21363	VIEW NEWSPAPER GROUP - JAMS MEDIA	Publications for December 2025	92.05
01/15/2026	21364	WEX BANK	Fuel for December 2025	812.80
01/29/2026	21365	CONSUMERS ENERGY	Utility Bills for January 2026	1,541.66
01/29/2026	21366	FLAIS & VANDENBRINK ENGINEERING	DDA Services Rendered 11/23/25 - 12/31/2	830.00
01/29/2026	21367	KIMBERY LYNCH	12/29/25 - 01/25/26 Interim Treasurer Con	8,200.00
01/29/2026	21368	MICHIGAN MUNICIPAL LEAGUE CDL & UNE	CDL Consortium Drivers Fee 01/01/2026 - Cap Con March 10th and 11th, 2026	200.00 385.00
01/29/2026	21369	MICHIGAN MUNICIPAL TREAS ASSOC	2026 Basic Institute Full Conference for	585.00
01/29/2026	21370	MONTROSE TOWNSHIP	Fire/Police Contract for February 2026	599.00
01/29/2026	21371	NORLAB, INC	100 Toilet Dye Test Strips to Check for	36,670.52
01/29/2026	21372	PRIORITY WASTE LLC	Refuse Services for February 2026	100.00
01/29/2026	21373	QUILL CORPORATION	Office & DFW Supplies for JANUARY 2026	10,155.95
01/29/2026	21374	ROBERT NAUMANN	Assessing Services for January 2026	176.75
01/29/2026	21375	VERDANT COMMERCIAL CAPITAL	City Office Copy Machine Monthly Mainten	1,000.00
01/29/2026	21376	VETERAN'S MECHANICAL	Replacing Check No. 20825	197.26 232.50

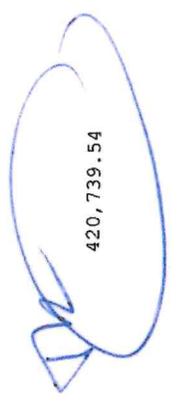
SB CK TOTALS:

Total of 35 Disbursements:

145,366.71

Check Date	Check	Vendor Name	Description	Amount
Bank TAX C TAX ACCOUNT				
01/15/2026	2763	BISHOP AIRPORT AUTHORITY	TAX COLLECTIONS 12/16/2025-12/31/2025	6,199.13
01/15/2026	2764	CITY OF MONTROSE	TAX COLLECTION 12/16/2025-12/31/2025	4,014.56
01/15/2026	2765	GENESEEE COUNTY TREASURER	TAX COLLECTIONS 12/16/2025-12/31/2025	82,190.18
01/15/2026	2766	GENESEEE INTERMEDIATE SCHOOL DIST	TAX COLLECTIONS 12/16/2025-12/31/2025	52,907.71
01/15/2026	2767	MASS TRANSIT AUTHORITY	TAX COLLECTIONS 12/16/2025-12/31/2025	16,074.87
01/15/2026	2768	MONTROSE COMMUNITY SCHOOLS	TAX COLLECTIONS 12/16/2025-12/31/2025	142,731.28
01/15/2026	2769	MOTT COMMUNITY COLLEGE	TAX COLLECTIONS 12/16/2025-12/31/2025	34,101.05
01/29/2026	2770	BISHOP AIRPORT AUTHORITY	TAX COLLECTIONS 1/1/2026-1/15/2026	1,052.52
01/29/2026	2771	CITY OF MONTROSE	TAX COLLECTIONS 1/1/2026-1/15/2026	850.93
01/29/2026	2772	GENESEEE COUNTY TREASURER	TAX COLLECTIONS 1/1/2026-1/15/2026	14,287.90
01/29/2026	2773	GENESEEE INTERMEDIATE SCHOOL DIST	TAX COLLECTIONS 1/1/2026-1/15/2026	9,503.11
01/29/2026	2774	MASS TRANSIT AUTHORITY	TAX COLLECTIONS 1/1/2026-1/15/2026	2,729.16
01/29/2026	2775	MONTROSE COMMUNITY SCHOOLS	TAX COLLECTIONS 1/1/2026-1/15/2026	48,222.08
01/29/2026	2776	MOTT COMMUNITY COLLEGE	TAX COLLECTIONS 1/1/2026-1/15/2026	5,875.06
TAX C TOTALS:				420,739.54

Total of 14 Disbursements:



C.

CITY OF MONTROSE

MEMORANDUM

Date: February 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 January 2026

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

POLICE DEPARTMENT RESPONSES

The Montrose Township Police Department responded to thirty-two (31) calls;

Of those calls, they included;

- (0) Felony Arrest
- (0) Misdemeanor Arrest
- (0) Traffic Violations
- (5) Verbal Warnings
- (1) Accidents
- (3) Assists to other Departments
- (1) Public Assist
- (1) Medical Calls
- (471) 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 and thirty (30) responses in the Township of Montrose for a total of 36 responses.

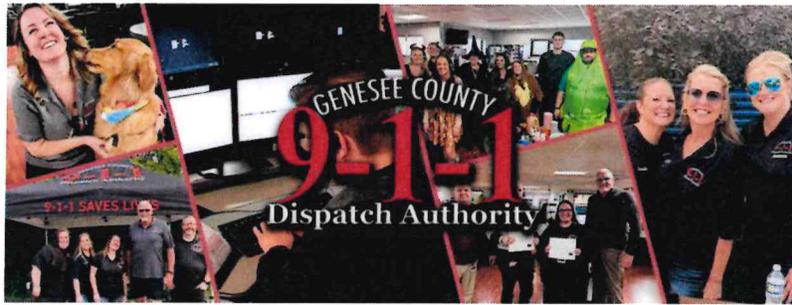
CODE ENFORCEMENT RESPONSES

The Code Enforcement Officer received a total of eighteen (18) new complaints. Closed 15 of the new complaints. Attributed to the complaints are as follows: 25% inoperable vehicle/unregistered. 10% vehicles/parking in yard/sidewalk complaints. 40% Exterior. 10% trash receptacles left out. 25% 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 the property owner a set amount of time, or a date, to come into voluntary compliance before writing a citation.

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

Executive Board and General Membership



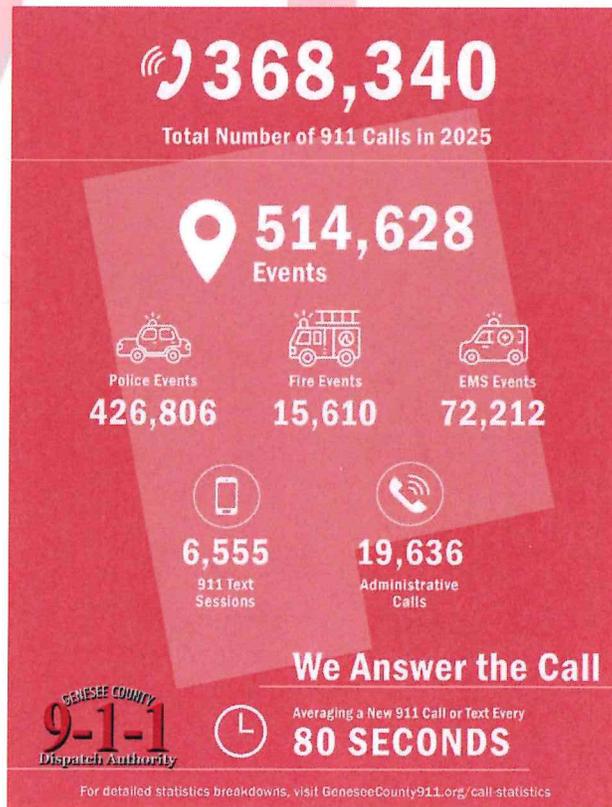
Report shared with:

- Genesee County Fire Chiefs Association
- Genesee County Police Chiefs Association
- Genesee County Board of Commissioners
- Med Control

February 6, 2026

Re: Executive Directors Report – January 2026

End of the Year 2025 Summary for 9-1-1 Calls for Service:



Executive Board and General Membership

End of the Year 2025 Summary for 9-1-1 Calls for Service - Continued:



2025 FIRE CALLS BY AGENCY

Agency	Calls	Percentage
ARGENTINE FIRE DEPARTMENT	303	1.96%
ATLAS FIRE DEPARTMENT	163	1.05%
BURTON FIRE DEPARTMENT	780	5.04%
CLIO FIRE DEPARTMENT	387	2.50%
DAVISON FIRE DEPARTMENT	553	3.57%
FENTON FIRE DEPARTMENT	674	4.36%
FLINT CITY FIRE DEPARTMENT	5133	33.18%
FLINT TOWNSHIP FIRE DEPARTMENT	1341	8.67%
FLUSHING FIRE DEPARTMENT	1605	10.37%
FOREST FIRE DEPARTMENT	185	1.20%
GAINES FIRE DEPARTMENT	362	2.34%
GENESEE TOWNSHIP FIRE DEPARTMENT	431	2.79%
GRAND BLANC CITY FIRE DEPARTMENT	205	1.33%
GRAND BLANC TOWNSHIP FIRE DEPARTMENT	866	5.60%
LINDEN FIRE DEPARTMENT	348	2.25%
MONTROSE FIRE DEPARTMENT	298	1.93%
MT. MORRIS CITY FIRE DEPARTMENT	75	0.48%
MT. MORRIS TOWNSHIP FIRE DEPARTMENT	793	5.13%
MUNDY TOWNSHIP FIRE DEPARTMENT	507	3.28%
SWARTZ CREEK FIRE DEPARTMENT	462	2.99%

2025 POLICE CALLS BY AGENCY

Agency	Calls	Percentage
ARGENTINE TOWNSHIP POLICE	2092	0.60%
BURTON CITY POLICE DEPARTMENT	27165	7.84%
CLAYTON TOWNSHIP POLICE DEPARTMENT	3310	0.96%
CLIO CITY POLICE DEPARTMENT	2245	0.65%
DAVISON CITY POLICE DEPARTMENT	3500	1.01%
DAVISON TOWNSHIP POLICE DEPARTMENT	11574	3.34%
FLINT CITY POLICE DEPARTMENT	120960	34.90%
FLINT TOWNSHIP POLICE DEPARTMENT	42528	12.28%
FLUSHING CITY POLICE DEPARTMENT	5275	1.52%
FLUSHING TOWNSHIP POLICE DEPARTMENT	3495	1.01%
GENESEE COUNTY SHERIFFS OFFICE	18283	5.28%
GENESEE TOWNSHIP POLICE DEPARTMENT	14793	4.27%
GRAND BLANC CITY POLICE DEPARTMENT	5706	1.65%
GRAND BLANC TOWNSHIP POLICE DEPARTMENT	30528	8.82%
LINDEN POLICE DEPARTMENT	1980	0.57%
METRO POLICE AUTHORITY	14744	4.26%
MICHIGAN STATE POLICE	5141	1.48%
MONTROSE POLICE DEPARTMENT	3882	1.12%
MT. MORRIS CITY POLICE DEPARTMENT	3192	0.92%
MT. MORRIS TOWNSHIP POLICE DEPARTMENT	21666	6.26%
OTISVILLE POLICE DEPARTMENT	293	0.08%
RICHFIELD TOWNSHIP POLICE DEPARTMENT	4050	1.17%

Executive Board and General Membership

End of the Year 2025 Summary for 9-1-1 Calls for Service - Continued:



Executive Board and General Membership

End of the Year 2025 Summary for 9-1-1 Calls for Service - Continued:

Fire Percentages: Out of 15,610 Fire calls we handled in 2025, City of Flint Fire received 5,133 of those calls. So about 33.18% of our fire calls were for the City of Flint. If we look at Flushing City Fire, they received around 1,605 calls (Fire & Medical runs) in 2025, which is 10.37% of total volume of fire calls here at 9-1-1.

Police Percentages: Out of 426,806 police calls we handled in 2025, City of Flint police received 120,860 of those calls. So about 34.90% of our police calls were for the City of Flint. If we look at Flint Township, they received around 42,528 calls in 2025, which is 12.28% of total volume of police calls here at 9-1-1.

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

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

Police Incidents: **28,913**

Fire Incidents: **1,054**

EMS Incidents: **5,747**

Total Incidents: **35,714**

Incoming 9-1-1 Calls: **23,293**

Incoming 99-11 Calls: **4,434**

Total Incoming 9-1-1 Calls: **27,727**

Type of Calls:

VOIP Calls: **2,110**

Cellular Calls: **20,812**

Cell 9-1-1 Hang Ups: **3,243**

Wireless Calls: **638**

Land 9-1-1 Hang Ups: **365**

Public Safety Line – Incoming: **1,552**

Text Sessions Incoming: **479**

Text Sessions Outbound: **133**

All Outbound Calls: **5,945**

Executive Board and General Membership

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

The daily average number of Calls into the 9-1-1 Center in the month of January was **990** and our daily call volume range for the month was from **808** per day to **1,146** per day.

Overtime Hours Worked due to Staffing Shortages, and Vacations:

Our call takers and dispatchers have worked **2,044.75** hours of overtime in the month of January. FYTD, **6,626.25** hours. We have eight with Medical or Overtime Restrictions. Two employees who are out on medical leave.

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

Our part time FOIA Coordinator processed **304** in the month of January, year to date **1,325** FOIA's processed.

Professional Standards Policy for the Month of January:

4 Professional Standards Complaints
3 Sustained
1 Unfounded

Personnel in Training and Staffing:

Staffing currently.

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

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

(Number stayed the same with the tradeoff of between Ball and Ferguson for Shaw and Kachline)

Applications Processed:

Rehire, On January 6, 2026, we rehired Brian Ball who had left us a couple years ago, Welcome back Brian.

Executive Board and General Membership

Resignations & Retirement:

Two Resignations. Jordan Shaw and Bob Kachline.

Monthly Training:

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

Now that EMD training is complete and with approval of Med Control are target date for go-live is March 11-12, barring any issue.

EMS - Critical Status:

In the Month of January, 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
2-Jan	1	3.90	1	8
5-Jan	1	3.15	1	7
6-Jan	2	2.55	1	6
10-Jan	2	1.82	1	7
11-Jan	1	0.67	1	7
12-Jan	1	3.27	1	6
16-Jan	2	5.50	1	8
17-Jan	1	0.13	1	8
21-Jan	1	2.00	1	7
27-Jan	1	0.53	1	4
29-Jan	2	0.62	1	9
30-Jan	1	2.40	1	6
Grand Total	16	26.53	1	9

Executive Board and General Membership

Gov-Worx AI Product, CommsCoach - Implementation Update:

We continue to make progress toward finalizing the implementation of the GovWorx AI product, *CommsCoach*. This solution provides realistic training scenarios for staff while expanding both the volume and types of calls that can be reviewed for Quality Assurance.

During implementation, we experienced a temporary disruption in the flow of call audio and CAD data to the GovWorx system due to a vendor-side update. Once identified, the issue was promptly corrected. Final refinements are currently underway on the AI evaluation component.

We are also in the early stages of implementing the pre-employment and training period products. These tools will allow us to track an employee's development from pre-offer through training and into ongoing performance evaluation throughout their career.

Aurelian Project Update:

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

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

Power DMS Project - Update:

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

- PowerPolicy (Policy Management) is live and fully functional.
- PowerLine (Wellness App) is also live. I plan to send regular updates to staff highlighting app features to help everyone become familiar with the support resources available.
- PowerIA (Professional Standards) is live. All legacy files have been uploaded, and I am currently developing training files for the rest of the administrative staff.
- PowerReady (CTO) is currently on pause, as we will likely be utilizing GovWorx for CTO software.

Executive Board and General Membership

Quality Assurance:

Here are the stats as of today, Friday February 6, 2026. Supervisor Jake Reitano has completed 1007 Q&A reviews for the year 2025 with our staff in compliance 99.64% proficiency.

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	18	100.00%
FULL ARREST	326	99.55%
HARRASSMENT	1	100.00%
NOISE	1	100.00%
PDA	5	98.00%
PI	1	100.00%
RESCUE	2	100.00%
SHOOTING	66	100.00%
SLIM	1	100.00%
STABBING	24	100.00%
STRUCTURE	497	99.65%
SUSP	2	100.00%
TXTX	1	100.00%
UDAA	5	100.00%
UNK ACCIDENT	1	96.00%
WELFARE	1	100.00%
(blank)	1	
HOME		
INVASION	1	100.00%
Grand Total	1007	99.64%

Executive Board and General Membership

Award, Citations, and Recognition:

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



Executive Board and General Membership

Christmas Contest Winning Team Donation:

After we did our Christmas photo contest, the winning team was given money as a prize to do with what they wanted. It was decided that **Flint City Pits** dog rescue would be the recipient. On January 11, 2026, they brought Murphy to pick up the money so we could meet one of their rescues and see the cause we are supporting. He must have two knee replacements so hopefully this helps with the vet bill so that this sweet boy can feel better and find a good loving home. Thank you for sharing him with us! ✓

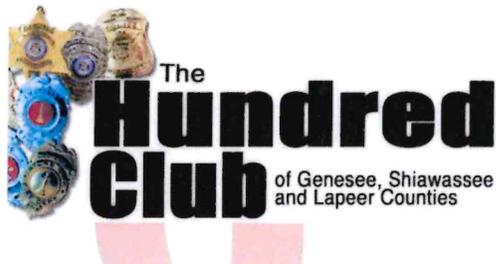


Executive Board and General Membership



Crime Stoppers of Flint & Genesee County:

On January 22, 2026, Executive Director Jones became the new President for the organization. Also elected to the Board of Directors was Rachel McCrary, from Health Alliance Plan – HAP as Vice President, Mike Hanschmann, from Huntington Bank, and Leigh LaForest, from Grand Blanc Chamber.



The Hundred Club of Genesee, Shiawassee and Lapeer Counties is an organization of Genesee, Shiawassee and Lapeer County residents who contribute money each year for the benefit of public servants who have been killed or disabled in the line of duty. These include:

- Police Officers
- Firefighters
- FBI agents
- Bureau of Alcohol, Tobacco, and Firearms agents
- Drug Enforcement Administration Agents

This is a nonprofit supporting local first responders, is led by a Board of Directors including Paul Schluckebier, Linda Tracy-Stephens, Andy Suski, David Gaines, Michael James, Tony Young, Chad Grant, Diane Flis-Schneider, Tim Jones, Roxanne Caine, Eric Cassabon, Bill Harris, Ron McDougall, Cheryl Sclater, Scott Somers, and Elizabeth Wenstrom-Williams.

Executive Board and General Membership

Michigan State Police Award for Professional Excellence:

On January 28, 2026, our team was recognized for its outstanding professionalism during the incident at the Church of Latter-day Saints in Grand Blanc Township, on September 28, 2025, and each member received the Award for Professional Excellence from the Michigan Department of State Police, in appreciation of their dedication and commitment to serving Genesee County citizens.



E.

CITY OF MONTROSE

MEMORANDUM

Date: February 12, 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. Reconstruction began February 17, 2026.
- Worked on numerous FY26/27 Budget areas.
- 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 or inquires in the city.
- The Township Police Department settled its police contract with marginal increase in pay for its officers. The department has a total of 5 officers. More to discuss during budget planning/workshop.
- 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 February 24, 2026 meeting.
- Prepared DDA Packets and held DDA meeting February 19, 2026.
- Held City Council Meeting January 27, 2026.
- Held Planning Board meeting February 12, 2026. Zoning Audit presentation by City Planner was provided.

WEBSITE & INFORMATION TECHNOLOGY (IT)

- Worked on Zoom platform for the city.
- Continue to update the city website.
- Continued upgrades on IT Complete for the city.

GRANTS

- Working to complete the SPARK Grant RFP on the State SIGMA portal. Council provided three (3) proposals in your council packet.

CITIZEN/BUSINESS INTERACTIONS

- Answered phone calls and emails during several nights and weekends from city DPW, city building official, city council members and citizens' concerns or questions.
- Assisted 12 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.

CITY OF MONTROSE

MEMORANDUM

DATE: February 24, 2026

TO: Mayor Banks and Montrose City Council Members

FROM: Kim Lynch, Interim Treasurer and Finance Director

SUBJECT: Report of Treasurer's/Finance Department for January 2026

Our Audit was presented to Council in January 2026. All entries, end of year reports have been filed with the State of Michigan. We have received notification from the State of Michigan that we are required to submit a corrective action plan and will work through that over the next 30 days.

We have distributed budget worksheets for department heads to work on as we begin the FY 26/27 Budget process.

We are working on Budget Adjustments for the current Fy 25/26 and should have them prepared for the March council meeting.

A reminder that Summer and Winter property tax bills can be paid to the City of Montrose through 3/2/26 and then will be payable to the Genesee County Treasurers Office. Settlement with the County Treasurer will take place in early March as we wrap up the 2025 tax year.

Recommendation: Receive and File Report

F.

CITY OF MONTROSE

MEMORANDUM

Date: February 9, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Deputy Treasurer/Administrative Assistant Report for January 2026

Training

- January
 - Went to Genesee County for Training on how to do Property Tax settlement for March

Webinar

- Finished the final video provided by MMTA
 - Protect Your Office from the Unknown
Treasurer to Treasurer

Duties

- Almost finish collecting Winter Taxes. Will be settled with the County in early March
- Bank reconciliation of all accounts
- Have closed out MBS investments
- Opened account with Michigan Class you will see in the investment report I have included that it has been very beneficial in just the couple of weeks we have had funds transferred to that entity
- Handled multiple customer service needs
- I am working on completing a spreadsheet to let residents know where all their tax dollars go. As the city doesn't receive them all.
- Business Registration Forms are starting to come back we have currently received just over 30%

Recommendation: City Council receive and File Report.

G
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**CITY OF MONTROSE
MEMORANDUM**

Date: February 17, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk Activities

Subject: Report on City Clerk Activities for January 2026/February 2026

Accounts Payable Processing

- Reviewed invoice submissions and internal documentation for accuracy prior to completing municipal check disbursements and tax check runs.
- Reviewed and verified snow removal payment authorization.
- Addressed Spectrum account access and billing corrections.
- Reviewed sewer maintenance rate increase inquiries (49.99% and 58.23% adjustments).
- Provided clarification on Spectrum billing discrepancies and posting corrections.
- Submitted 1099-NEC's to the IRS.

Investments and Banking Access Updates

- Coordinated Michigan CLASS investment account enrollment and related interfund transfers.
- Assisted with bond payment review (2021 Water Bond – Loan #56640) and identified payment discrepancies and requested an updated schedule.

Freedom of Information Act (FOIA) Compliance

- Received, processed, and fulfilled multiple FOIA requests, including:
 - Code Enforcement phone records (determined device owned by City of Clio; request forwarded accordingly).
 - Domestic violence reports (request denied due to incomplete submission).
 - Fire services contract documentation (forwarded to Montrose Township Fire Chief).
 - General document requests totaling 25 pages (\$2.50 fee collected).
- Issued FOIA extension in consultation with City Attorney.
- Provided staff guidance on proper FOIA procedures and statutory fee structure.

Records Management & Retention

- Identified FY 2017–2018 Accounts Payable records eligible for destruction under 7-year retention schedule.
- Scheduled Shred Experts for February 3 confidential destruction.

- Coordinated with city manager to have uploaded recently enacted ordinances to the City website.
 - Identified missing ZBA meeting minutes and recommended reconstruction for compliance.
 - Identified DDA meeting documentation discrepancies (August & November 2023). Still need to get updated.
 - Updated master employee and board member roster.
-

Legal & Litigation Support

- New litigation schedule deadlines:
 - Witness & Exhibit List – 2/27/26
 - Discovery Cutoff – 5/1/26
 - Motions – 6/26/26
 - Case Evaluation – 7/1/26
-

Information Technology & Equipment

- Coordinated with Netsource regarding network switch replacement and system alerts.
-

Training, Professional Development & Associations

- Participated in MAMC Webinar regarding Candidate Filings.
-

Council, Committee & Community Support

- Participated in council meeting.
 - Responded to an increasing number of emails received daily. Between January 20 and February 16, 779 emails were received, not including outstanding emails awaiting response. This reflects the continued growth in administrative workload.
 - Submitted synopsis public hearing notices for publication of Ordinance No. 463 and 464 to the Tri-County Citizen for publication in compliance with the City Charter and statutory requirements.
 - Returned phone calls from citizens regarding various city operating questions.
 - Coordinated Planning Board onboarding and swore in Nicole Rumboldt and Ronald Campbell in as new members.
 - Verified petition forms with Genesee County.
 - Submitted synopsis adoption notices for publication of Ordinance No. 463 and 464 to the Tri-County Citizen for publication in compliance with the City Charter and statutory requirements.
 - Addressed public inquiries regarding proposed curbside time-limit ordinance amendment.
 - Responded to resident account inquiries and refund clarification requests.
 - Prepared Clerk Reports and documentation for Council packets.
-

Personnel & Administrative Updates

- Thank you City Secretary, Christine Shultz for transcribing the 01/27/26 city council meeting minutes!
 - Updated computer task reminder and entered new expiration date of vendor expiring certificates of liability and worker's comp certificates.
 - Research and retrieved employee contracts for DPW Supervisor in preparation for union negotiations.
 - Supported audit preparation through compilation of personnel, payroll, and contract documentation.
 - Clarified copy machine agreement execution authority.
 - Reviewed MERS eligibility classification for City Manager (DB Division 11) and requested sample resolution.
 - Reviewed MERS and election-related compliance questions.
-

Elections Administration / Election Activities

- Updated voter records, including:
 - Processed 32 voters
 - Printed and mailed Voter ID Cards
 - Printed and filed updated Master Cards
 - Removed outdated and surrendered license records
 - Removed records for deceased and non-resident voters
- Verified no May election scheduled.
- Coordinated election inspector training and continued education webinars.
- Worked with election equipment vendor (Hart) regarding logic and accuracy testing options.

Please let me know if you have any questions.

-
- Respectfully submitted,
- Tina Rush, City Clerk

H.

CITY OF MONTROSE

MEMORANDUM

Date: February 17, 2026

To: Mayor Banks and Montrose City Council Members

From: Sam Spence, DPW Supervisor

Subject: **DPW Report for January 2026**

STREETS

- Snow plow, snow plow, snow plow.....
- Dispersed 20 Tons of salt (Received another 10 Tons from the GCRC)
- Relocated snow piles from DDA

PARKS AND RECREATION

- General Maintenance and plowing

SEWER/WATER

- Conducted water shutoffs/Turn-ons for non-payment
- Collected and submitted all water samples
- Water lines marked for Misssidig tickets
- Addressed water issues (excessive use, temperature alerts, etc.)

MAINTENANCE

- Rotated snow plow cutting edges
- All trucks/equipment washed after each plow
- New batteries installed in 2016, 2008 Pick-up trucks
- 2008 Pick-up wiring issues corrected
- 2008 Dump Truck greased
- Kubota Tractor greased

TRAINING/CONFERENCES/COMMITTEES

- None for last month

BUILDINGS/GROUNDS/CITY HALL

- Assisted in office needs in preparation for 2026 remodel

Recommendation: City Council Receive and File Report

J.

CITY OF MONTROSE MEMORANDUM

Date: February 18, 2026

To: Mayor Banks and Montrose City Council Members

From: Timothy Mazur, Building Official

Subject: Receive and File City Building Inspector January 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
- One (1) Inspections.
- One (1) Investigation with Code Enforcement involving IPCM violation.
- Multiple interviews and discussions with business/property owner/operator and contractors on potential construction in the city.
- Follow-up phone conversations logged over 8 hours 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

CITY OF MONTROSE MEMORANDUM

Date: February 2, 2026

To: Mayor Banks and City Council Members

From: City Secretary

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

- Training: MERS – Navigating the Record Keeper Transition Webinar to Empower (1/22/26).

Customer Assistance Front Counter

Total: 192

I received 54 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

Depot Rentals

Total: 1

Lions Park Rentals

Total: 1

Blueberry Park Rentals

Total: 0

Trash/Recycling Complaints

Total: 4

Dump Passes

Total: 1

Burn Permits

Total: 4

Water/Sewer Bill Reconciliation

655 Water bills were processed in January. 106 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on January 12, 2026, to the post office. Seventy-seven water bills on auto-payment.

Water Shut Off

Eighty-One residents on the shut-off list for the month of January. A resident must be two months behind on payments to be on the shut-off list. Fifty residents paid before phone calls were made. Thirty-One received one if not two additional phone calls regarding the shut-off date. By January 7, 2026, at 6pm, Seventy-Nine residents had paid on time or made payment arrangements. Shut off was schedule for January 8, 2026.

Total: 2 – On January 8, 2026, at 8am. Residents who were shut off either had city office phone number blocked or no phone number on file. One paid on the same day. Service to the second resident by Thursday.

Thank you, Marcy and Kim, for all of your help this month!

Recommendation: City Council Consider Receive and File Report

K.

CITY OF MONTROSE

MEMORANDUM

Date: February 9, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Investment Report for January 2026

MBS- Multi Bank Securities

- November \$201,211.25
 - November one CD had Matured so we moved it over to General fund to help with the water and sewer funds it was a total of \$100,953.35
 - January the last CD matured so we moved it over to the General fund just to give us time to get everything finalized with Michigan Class.

Money Market – Choice One Bank

- Beginning balance for January \$79,827.20 Ending balance \$79,998.67
 - This month interest rate was 2.48%, it is anywhere between 2.45% & 2.63%
 - We earned \$171.47 of interest for January.

Big Sweep/Little Sweep – Choice Bank

- Beginning balance for January \$1,134,755.62 Ending balance \$887,081.49
 - We transferred \$247,647.13 into the General checking so we could make some transfers to our Michigan Class account which is the next and final account I will talk about.
 - We earn about 2.25% to 2.5% on this account of interest.
 - For January we earned \$2,077.96 in interest in this account.

Michigan Class

- On January 23 we transferred funds into Michigan Class
 - General Fund \$300,000.00
 - Major Roads \$400,000.00
 - Downtown Development Authority \$150,00.00
 - Sewer Fund \$400,00.00
 - Water Fund \$100,00.00
 - Rubbish Collection Fund \$10,000.00
 - Mosquito Control Fund \$4,000.00
- In just one week these accounts in total earned \$857.18. Just 2 weeks in and we have earned \$1,996.58. Just to show why we have decided to move the funds from MBS into Michigan Class. Also, if we need the funds for an immediate project we can get them from Michigan Class. With MBS we must wait for the CD to mature.

Recommendation: City Council receive and File Report.