



MONTROSE CITY COUNCIL 2025

Tuesday May 26, 2026 at 7:00 p.m.

1. CALL IN DIRECTIONS

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

Topic: City of Montrose City Council Meeting
May 26, 2026 07:00 PM Eastern Time (US and Canada)

Meeting ID: 820 8235 8066

Checked Passcode: 087946

Registration Link: <https://us06web.zoom.us/join/82082358066?pwd=OjZScXK0EK6mGPhUcA>

2. CALL TO ORDER

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA for May 26, 2026

6. CITIZEN OF THE MONTH

7. 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.

8. PRESENTATION – Genesee County Commissioner Martin Cousinesau

9. CONSENT AGENDA

- a) Approval City Council Meeting Minutes from April 2026
- b) Approval 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 Treasurer/Finance Director & Deputy Treasurer Reports for April 2026
- g) Receive and file City Clerk Report for April 2026
- h) Receive and file City Secretary Report April 2026
- i) Receive and file DPW Supervisor Report for April 2026
- j) Receive and file City Building Inspector Report for April 2026

10. PUBLIC HEARING

- a. Public Hearing Notice for Budget FY26/27 Open _____ ; Closed _____

11. OLD BUSINESS

1. Consider Addendum to City Clerk Contract

12. NEW BUSINESS

1. Consider Adoption of FY26/27 Budget Resolution
2. Consider Adoption of Resolution City of Montrose Fee Schedule Effective July 1, 2026
3. Consider Adoption of Resolution City of Montrose Water and Sewer User Rates and Ready to Serve charges for Fiscal Year 2026/2027
4. Consider Employment Contract – Kim Lynch
5. Consider Employment Contract – Marcy Collins
6. Consider Employment Contract – Timothy Mazur
7. Notice of Resignation and Transition Planning & Recommendation to Approve Executive Recruitment Proposal – Pivot Group Municipal Services
8. Consider Transition Consulting Services Agreement
9. Request for Equitable Retirement Contribution Payout and Inclusion of City Manager Position in MERS
10. Consider Approving Local Union No. 7-SM, AFL-CIO of the International Sheet Metal, Air, Rail and Transportation Workers (SMART).
11. Consider adopting Residential and Commercial/Industrial Building Permit Security Deposit Resolutions
12. Consider Approving Lawn Mowing Services Agreement
13. Consider Conlee Oil Company, Inc. Protest of Bill
14. Notification of Asbestos Survey for City Hall Facility, Findings/Results/Conclusion

13. BID AWARD/PURCHASE

14. ORDINANCES

APPOINTMENTS

- a) Receive and file Resignation of Planning Commission Member David Rosario

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

1. Consider entering closed session under MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute.

19. ADJOURNMENT

A

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 28, 2026

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 12 citizens.

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

APPROVAL OF AGENDA FOR APRIL 28, 2026:

- **MOTION** by Hoose **SECOND** by Heslop to swap items 6 and 7 and approve the agenda. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Heslop – Aye, Mayor Tom Banks – Aye.
- **AMENDED MOTION** by Hoose **SECOND** by Heslop to approve the agenda with items 6 and 7 being swapped. Roll Call Vote: Pangle – Aye, Hoose – Aye, Mayor Pro-Tem Richard, Machuk – Aye, Heslop – Aye, Arnold – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

CITIZEN OF THE MONTH: Council honored Anthony Powell.

- **MOTION** by Mayor Tom Banks **SECOND** by Pangle to nominate Dennis Reinhardt for Citizen of the month for May 2026. 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.

CLOSED SESSION:

A. CONSIDER ENTERING INTO A CLOSED SESSION PURSUANT TO MCL 15.268(C) TO DISCUSS COLLECTIVE BARGAINING STRATEGY IN CONNECTION WITH NEGOTIATIONS WITH LOCAL UNION NO. 7-SM, AFL-CIO OF THE INTERNATIONAL SHEET METAL, AIR, RAIL, AND TRANSPORTATION WORKERS (SMART).

- **MOTION** by Mayor Pro-tem Richard **SECOND** by Pangle to go into closed session. 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.

B. CONSIDER ENTERING CLOSED SESSION RELATIVE TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING LITIGATION STRATEGY AS ALLOWED BY THE OPEN MEETINGS ACT, MCL 15.268(E) WHITING V. CITY OF MONTROSE AND BARBARA VALENTINE.

- **MOTION** by Pangle **SECOND** by Arnold to go into closed session. 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 Mayor Pro-Tem Richard **SECOND** by Arnold to leave closed session: 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.

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 28, 2026

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Arnold to bring the regular meeting back into order @ 7:47p.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 Arnold **SECOND** by Mayor Pro-Tem Richard that we approve the Union Contract. 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.
- **MOTION** by Arnold **SECOND** by Hoose that we accept the settlement as negotiated by attorney. Roll Call Vote: Pangle – Aye, Heslop – Aye, Arnold – Aye, Mayor Pro-Tem Richard – Aye, Hoose – Aye, Machuk – Aye, and Mayor Banks – Aye. All Ayes. Motion Carried.

MEETING OPEN TO THE PUBLIC (Agenda Items Only): NONE

PRESENTATIONS: NONE

CONSENT AGENDA:

A. APPROVAL OF CITY COUNCIL MEETING MINUTES FROM MARCH 2026 & BUDGET WORKSHOP APRIL 2026

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

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

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

E. RECEIVE AND FILE CITY MANAGER REPORT FOR MARCH 2026

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

G. RECEIVE AND FILE CITY CLERK REPORT FOR MARCH 2026

H. RECEIVE AND FILE CITY SECRETARY REPORT FOR MARCH 2026

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

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

K. RECEIVE AND FILE WADE TRIM SIGNED AGREEMENT

L. RECEIVE AND FILE APPROVED ARBOR DAY APPLICATION

M. RECEIVE AND FILE QUARTERLY UPDATE – CITY OF MONTROSE SPARK GRANT

N. RECEIVE AND FILE 2026 SPRING/SUMMER NEWSLETTER

O. RECEIVE AND FILE PARKS & RECREATION MASTER PLAN FLIER

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

PUBLIC HEARING: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

MONTROSE CITY COUNCIL REGULAR MEETING MINUTES

April 28, 2026

1. *CONSIDER APPROVING DDA BY-LAWS, AS AMENDED:*

- **MOTION** by Machuk **SECOND** by Pangle that we approve the DDA By-Laws. 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.

2. *CONSIDER EXPIRED CONTRACT ADDENDUM-COUNCIL REVIEW AND DIRECTION:*

- **MOTION** by Mayor Banks **SECOND** by Arnold to table and set it aside till next month. Roll Call Vote: Hoose – Aye, Heslop – Aye, Mayor Pro-Tem Richard – Aye, Machuk – Aye, Arnold – Aye, Pangle – No, and Mayor Banks – Aye. Six Ayes, 1 Nay. Motion Carried.

BID AWARD/PURCHASE:

1. *RECEIVE AND FILE MEMORANDUMS FROM DPW SUPERVISOR AND CITY MANAGER RELATIVE TO EMERGENCY REPAIR OF CITY STREET SWEEPER*

2. *STREET SWEEPER REPAIR – FUNDING RECOMMENDATION*

- **MOTION** by Mayor Pro-Tem Richard **SECOND** by Machuk to get our street sweeper repaired. 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.

ORDINANCES: NONE

APPOINTMENTS: NONE

MEETING OPEN TO THE PUBLIC: A citizen made a comment.

CITY COUNCIL COMMITTEE REPORTS: Oral reports given.

CITY MANAGER & CITY ATTORNEY REPORT:

CITY MANAGER: Oral report.

CITY ATTORNEY: Oral report.

CITY COUNCIL COMMENTS: Comments were made.

ADJOURNMENT:

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

Mayor Banks adjourned the meeting at 8:41 p.m.

Prepared by City Secretary, Christine Schultz

CHECK REGISTER FOR CITY OF MONTROSE
CHECK DATE FROM 04/01/2026 - 04/30/2026

Check Date	Check	Vendor Name	Description	Amount
Bank SB CK CHOICE ONE BANK				
04/09/2026	29(E)	ELAN - CREDIT CARD	Credit Card Statement for February 2026	3,535.70
04/09/2026	30(E)	PITNEY BOWES GLOBAL FINANCIAL LLC	Equipment Lease 01/01/26 - 03/29/26	460.26
04/09/2026	31(E)	SMALL BUSINESS INSURANCE SERVICES	SBIM - May 2026 Health, Dental & Life In	4,723.43
04/27/2026	32(E)	NEXTIVA, INC.	Nextiva Telephone Charges for April 2026	195.49
04/27/2026	33(E)	PITNEY BOWES (POSTAGE)	Pitney Bowes Postage Refill for April 20	1,000.00
04/27/2026	34(E)	SPECTRUM BUSINESS	Internet Services for May 2026	279.98
04/09/2026	21438	APM - ADVANCED OUTDOOR SPRAYING	Mosquito Services for April 2026	6,580.00
04/09/2026	21439	BOSS BUSINESS SOLUTIONS	Work Performed Due to Office Upgrades No	190.00
04/09/2026	21440	C. R. ELECTRIC	Installation of Wiring and Junction Box	689.00
04/09/2026	21441	CITY OF CLIO	Code Enforcement Services for March 2026	1,887.24
04/09/2026	21442	CONSUMERS ENERGY	Utility Bills for March 2026	3,249.28
04/09/2026	21443	GENESEE COUNTY DRAIN COMMISSIONER	Sanitary Sewer Maintenance & Lift Statio	2,970.35
			Water Samples Tested March 2026	50.00
				3,020.35
04/09/2026	21444	GILL ROY'S COMPLETE HARDWARE	QT NFL Contact Cement & DAP Weldwood Con	46.16
			Carpet Glue & Paint Roller for City Offi	67.58
			Stud Sensor & 9V Battery to Find Studs i	32.28
			6' Beige A/C Cord for Ctiy Office Copy M	18.99
			Command Strip for City Office	6.29
			Pack of 100 Blue Stake Flags to Mark Wat	12.99
			Returned QT NFL Contact Cement & DAP Wel	(59.98)
				124.31
04/09/2026	21445	GOLD & SONS AUTOMOTIVE INC.	Oil Filters for 2016 Pickup Truck	32.87
04/09/2026	21446	GRAY'S TOWING	Towing of Street Sweeper	620.00
04/09/2026	21447	HYDROCORP	Cross Connection Inspections for March 2	307.58
04/09/2026	21448	LARKO'S LAWN CARE	Replacing Check No. 20810 - Lost in the	120.98
04/09/2026	21449	MICHIGAN MUNICIPAL LEAGUE CDL & UNE	Unemployment Ending March 31, 2026	185.76
04/09/2026	21450	MONTROSE TOWNSHIP	Fire/Police Contract for April 2026	36,670.52
04/09/2026	21451	NETSOURCE ONE	Second of Five Invoices Transitioning to	622.00
			Monthly Server Backup/ Licensing & M365	1,232.50
				1,854.50
04/09/2026	21452	QUILL CORPORATION	Office & DPW Supplies for March 2026	191.32
04/09/2026	21453	SOLUCIENT SECURITY SYSTEMS	Quarterly Security Monitoring 05/01/26 -	225.00
04/09/2026	21454	STATE OF MICHIGAN	MIOSHA - FOIA for Documentation on 103 W	99.45
04/09/2026	21455	VERDANT COMMERCIAL CAPITAL	City Office Copy Machine Maintenance for	197.26
04/09/2026	21456	VIEW NEWSPAPER GROUP - JAMS MEDIA	Publications for March 2026	197.25
04/09/2026	21457	WEX BANK	Fuel for March 2026	358.07
04/09/2026	21458	WIN'S ELECTRICAL SUPPLY CO.	Lightbulbs for City Office Sign	31.36
04/27/2026	21459	CITY OF MONTROSE	City Offices for April 2026	74.24
			DPW Garage for April 2026	78.00
			The Depot for April 2026	67.95
			Lion's Park Restrooms for April 2026	85.00
			Blueberry Park Restrooms for April 2026	63.00
			Jennings Library for April 2026	63.00
				431.19
04/27/2026	21460	GENESEE COUNTY DRAIN COMMISSIONER	Quarterly Water Quality Monitoring	80.00
			Water Treatment Charges for March 2026	26,756.07

B.

CHECK REGISTER FOR CITY OF MONTROSE
CHECK DATE FROM 04/01/2026 - 04/30/2026

Check Date	Check	Vendor Name	Description	Amount
SewerTreatment Charges for February 2026				14,657.34
04/27/2026	21461	JOHN J. RYAN PLLC	Attorney Services for March 2026	41,493.41
04/27/2026	21462	MENARDS	8" & 36" Cable Zip Ties & Tape for the D	1,500.00
04/27/2026	21463	MICHIGAN MUNICIPAL LEAGUE WORKER'S	Worker's Comp Payroll Audit 7/01/2024 -	18.96
04/27/2026	21464	PRINTING SYSTEMS, INC	A/P Laser Checks - 500 Check No. 21530 -	6,028.00
04/27/2026	21465	PRIORITY WASTE LLC	Refuse Services for May 2026	157.75
				10,155.95
04/27/2026	21466	QUILL CORPORATION	Office & DPW Supplies for April 2026	240.48
			Credit Memo for Return of an Office Supp	(37.43)
				203.05
04/27/2026	21467	SUMMIT FIRE PROTECTION	2026 Annual Fire Extinguisher Inspection	853.00
04/27/2026	21468	VERDANT COMMERCIAL CAPITAL	City Office Copy Machine Maintenance for	197.26
SB CK TOTALS:				

Total of 37 Disbursements:

128,065.53

C,
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CITY OF MONTROSE

MEMORANDUM

Date: May 5, 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 April 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 (38) calls;

Of those calls, they included;

- (0) Felony Arrest
- (2) Misdemeanor Arrest
- (4) Traffic Violations
- (4) Verbal Warnings
- (5) Accidents
- (2) Assists to other Departments
- (1) Public Assist
- (2) Medical Calls
- (425) Property Inspections
- (8) Vacation Checks

FIRE DEPARTMENT RESPOSNES

The Fire Department responded to nine (9) calls-for-fire-service or other emergencies such as vehicle accidents, building fire/alarm, emergency medical responses and thirty-one (31) responses in the Township of Montrose for a total of 34 responses.

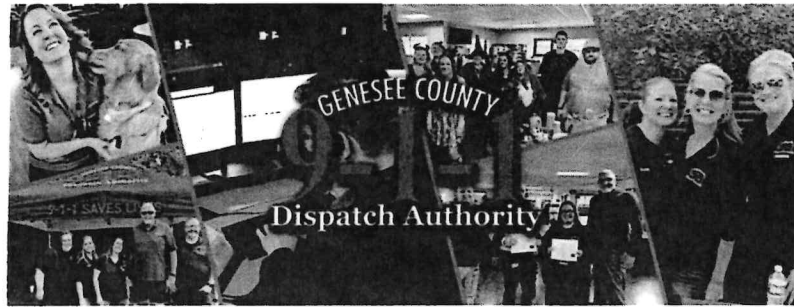
CODE ENFORCEMENT RESPONSES

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

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

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

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

May 6, 2026

Re: Executive Directors Report – April 2026

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

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

Police Incidents: **33,515**

Fire Incidents: **1,182**

EMS Incidents: **5,964**

Total Incidents: **40,661**

Incoming 9-1-1 Calls: **27,920**

Incoming 99-11 Calls: **3,014**

Total Incoming 9-1-1 Calls: **30,934**

Type of Calls:

VOIP Calls: **2,299**

Cellular Calls: **25,039**

Cell 9-1-1 Hang Ups: **3,356**

Wireless Calls: **225**

Land 9-1-1 Hang Ups: **291**

Public Safety Line – Incoming: **1,633**

Text Sessions Incoming: **133**

Executive Board and General Membership

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

Text Sessions Outbound: **134**

All Outbound Calls: **6,522**

The daily average number of Calls into the 9-1-1 Center in the month of April was **1031** and our daily call volume range for the month was from **843** per day to **1,213** per day.

Overtime Hours Worked due to Staffing Shortages, and Vacations:

Our call takers and dispatchers have worked **1,051.5** hours of overtime in the month of April. FYTD, **10,050.25** hours. We have 1 employee with restricted hours, 3 with no mandates, 3 unable to work Overtime, and 2 on medical or personal leaves.

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

Our part time FOIA Coordinator processed **343** in the month of April, year to date **2,410** FOIA's processed.

Professional Standards Policy for the Month of April:

2 Professional Standards Complaints. Both were Sustained.

Personnel in Training and Staffing:

Staffing currently.

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

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

We have 48 dispatchers in total, 32 fully trained 6 of which on restrictions, FMLA, or not back to full time. (+ 1 in radio training) (+2 phones training) (+2-MOU Call taker only), (+9 Stalled on Phones), (+3 Cleared Phones, Fire/EMS Radio Trained) (+6 Part-time).

Resignations & Retirement:

None.

Executive Board and General Membership

Monthly Training:

On April 7 and 8, 2026, we conducted in-house training with Kailey Baker covering the New GHS facility at Fenton and Bristol Rds., and the capabilities and services available.

EMS - Critical Status:

In the Month of April, 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
10-Apr	1	3.17	1	8
14-Apr	1	4.33	2	11
20-Apr	1	2.38	1	4
23-Apr	1	6.65	1	10
24-Apr	1	14.42	2	9
25-Apr	1	4.12	1	9
26-Apr	2	2.42	1	9
28-Apr	2	4.08	2	7
29-Apr	1	1.35	1	7
Grand Total	11	42.92	2	11

Aurelian Project Update:

Aurelian - We have dialed back from AVA pushing calls to CAD on her own while some technical aspects are evaluated. Ava is still processing calls; dispatchers must have a hand in pushing each call to CAD. In the month of April, out of 3570 calls, Ava answered 2533. Ava created 210 calls for service in CAD.

Executive Board and General Membership

Quality Assurance:

Stats for the month of April:

With GovWorx we were able to evaluate 14,619 calls with an average score of 94.58%.

Our year to date, as of the end of April, we have evaluated 40,292 calls with an average score of 93.48%.

For PROQA/Priority dispatch, we are continuing to receive coaching and feedback from the QPR Coach in regard to how we evaluate our EMD calls. Additionally, they are evaluating a selection of our EMD calls to give us an idea of where our agency needs to improve as we adapt to the new EMD protocols.

A summary of the calls evaluated so far was sent out to the staff with tips on how to improve compliance and encouragement for the great work they are doing every day.



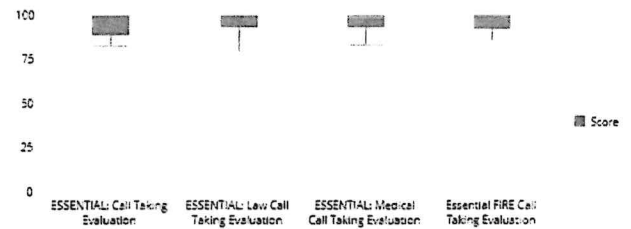
Executive Board and General Membership

Quality Assurance - Continued:

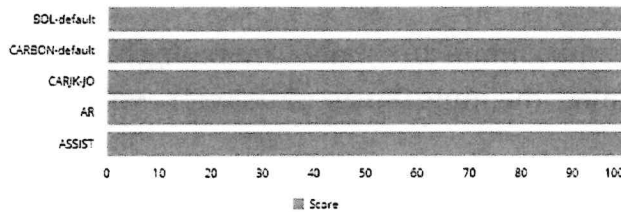
of Evaluations
40,292

Average Score
93.48

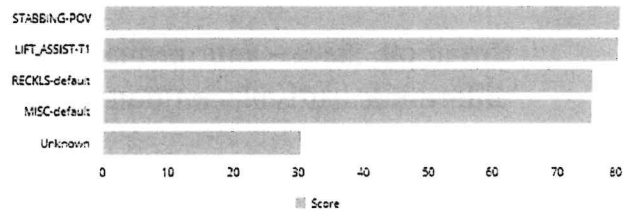
Scores by Evaluation



Top 5 Performing Incident Types



Bottom 5 Performing Incident Types



Award, Citations, and Recognition:

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



Executive Board and General Membership

Saving Lives Every Day!

Yesterday, May 5, 2026, Supervisor Matt Hoffman received a call from a citizen who recently contacted 911 during a mental health crisis on April 28, 2026. Our Dispatcher Sara Ortiz took the call.

The caller shared that she was in a state where she was considering walking into traffic to end her life. She stated that Sara's calm and steady communication during the call played a significant role in helping her through that moment. The caller expressed that she believes she is alive today because of that interaction.

Great job, Sara—your professionalism and composure made a meaningful difference. Let's all continue to remember the importance of the work we do.

Matthew Hoffman, CMCP
Dispatch Supervisor



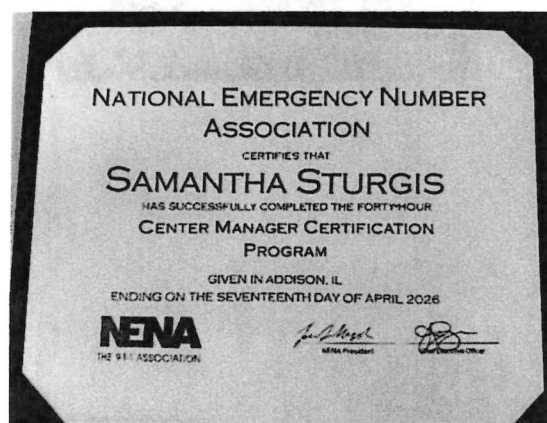
Sara Ortiz

Executive Board and General Membership

Management Training:

During the month of April, Operations Manager Samantha Sturgis and Supervisor Adrienne Roberts both completed some amazing training and testing.

Sam completed her NENA's course Center Manager Certification Program. This comprehensive course is designed to equip aspiring communication center managers or directors with the essential knowledge, skills and abilities needed to excel in the management of emergency communication centers (ECCs). Congratulations Sam!



Executive Board and General Membership

Management Training – Continued:

Supervisor Adrienne completed her Emergency Number Professional (ENP) Certification through NENA. The NENA Institute Board continues to manage and administer the ENP Certification Program. The Program has responded well to the changing needs and technological advancements of the industry, both in testing and in recertification. The Program is highly regarded and respected throughout public safety and will continue to be benchmark for emergency number professionals.

Adrienne also took on the responsibility of taking over our Center Training Officer (CTO) program and completed her CTO Supervisor training course DeWolf & Associates. Congratulations Adrienne on both of your accomplishments!



Executive Board and General Membership

National Public Safety Telecommunicators Week:



We want to Thank everyone for an amazing week of celebration, food and fun for our Rock Star's that serve every hour of every day here at our 9-1-1 Center and at Centers across our Country.

Sunday 04/12

Deputy Director Dave Plumb-pulled pork and beans (night shift and day shift)

Monday 04/13

Patriot Ambulance - Jimmy Johns (night shift and day shift)

Tuesday 04/14

Medstar Ambulance - Lupe's (night shift and day shift)

Supervisor Jake & Katie Reitano - Cookies and other desserts

Mt Morris City PD, Chief Kevin Mihailoff - Dispatcher bling necklace

Councilwoman Ellen Ellenburg - Fruit

Wednesday 04/15

Supervisors Hoffman/Unrath - Famous Daves (day shift)

Supervisor Jake & Katie Reitano - Cookies and other desserts

Aurelian - Cookies

Supervisor Andrea Yambrick - Sloppy joes (night shift)

Thursday 04/16

Police Chiefs Association - Lupe's

OnStar - Lanterns

Richfield Twp PD, Chief Melissa Galloway - Cookies

Michigan State Police Command Staff – Flint Post - Danishes

Fire Chiefs Association - Lupe's (night shift)

Executive Board and General Membership

Friday 04/17

Kailey Baker (Genesee Health System) - Keychains and cookies

Supervisors Adrienne Roberts & Jordyn Neva - Pulled pork, mac n cheese, and fruit (night shift and day shift)

Saturday 04/18

Director Tim and Brenda - Breakfast (day shift and night shift)

Deputy Director Dave and Karin assisted in cooking breakfast for night shift.

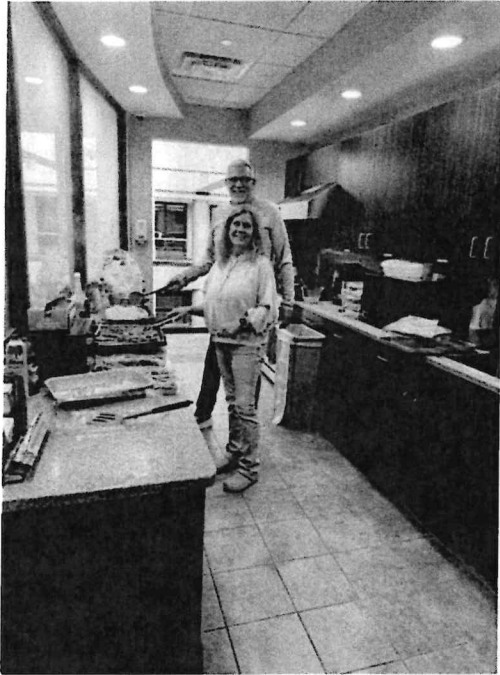
Monday 04/20

AT&T - Italia Gardens

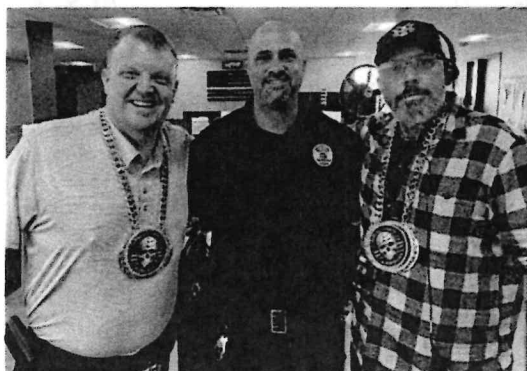
Snacks were supplied by Admin Staff Valerie & Morgan, and I.T Guys, Scott, Joe, Jared, and Eric.



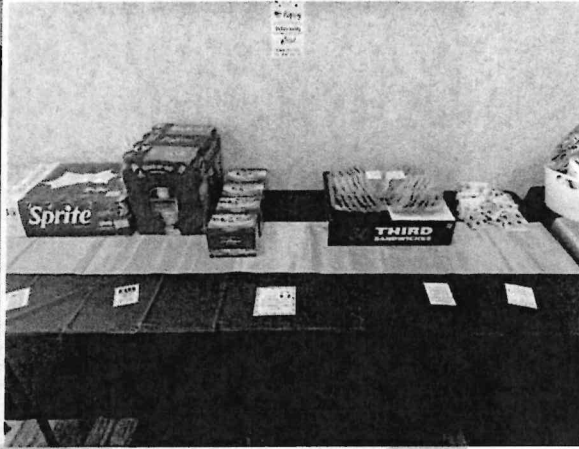
Executive Board and General Membership



Executive Board and General Membership



Executive Board and General Membership



Executive Board and General Membership

Administrative Professionals Day:



Please join us in recognizing and celebrating our incredible Accounts Manager and Assistant Accounts Manager for the outstanding work they do every single day to keep our operation running smoothly and afloat.

Behind the scenes, they manage countless details, solve problems before most of us even know they exist, and ensure that everything continues to move forward. Their dedication, professionalism, and commitment do not go unnoticed and without them, we truly would be lost.

Thank you both for your hard work, your reliability, and the pride you take in supporting our mission. We are grateful for everything you do and the positive impact you make on our entire organization.

Thank you for all you do!

Executive Director Jones
Deputy Director Plumb

Executive Board and General Membership

Incident Tactical Dispatcher (INTD) Course hosted by Genesee County 9-1-1 Authority, April 27 - May 1, 2026:

Michigan's COMU brought Incident Tactical Dispatcher (INTD) training to Genesee County April 27 - May 1 at Genesee County 9-1-1.

MPSCS Radio Training

This course includes training 911 personnel on radio communications *outside* of the 911 center and from inside a mobile command vehicle. The operation of mobile radios, portable radios, state cache radios and off-network communications using 8TACs, 7TACs and Radio Over IP (ROIP) Push-To-Talk apps are covered as well.



E.
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CITY OF MONTROSE

MEMORANDUM

Date: May 26, 2026

TO: Honorable Mayor Thomas J. Banks and Members of City Council

FROM: Joe Karlichek, City Manager

SUBJECT: City Manager Report

Honorable Mayor and Members of Council,

Please accept the following report as an administrative update regarding current City operations, ongoing projects, compliance matters, financial planning, and transition-related items. This report is intended to provide Council with a clear summary of key matters currently being addressed by administration.

1. City Manager Transition Planning

As previously communicated, I have accepted another position with another municipality and will be transitioning from my role as City Manager for the City of Montrose. My final day of employment with the City is expected to be **June 19, 2026**, consistent with the notice provisions contained within my employment agreement.

During this transition period, my priority remains ensuring continuity of operations, supporting department heads and staff, and providing Council with clear recommendations regarding pending projects, administrative responsibilities, financial obligations, and operational needs.

To assist with continuity, I am recommending that Council consider engaging outside municipal management support, such as Pivot Group Municipal Services, to assist the City during the transition period and until a permanent successor is identified.

2. MIOSHA / City Hall Compliance Update

Following the recent MIOSHA-related review of City Hall, administration identified that the City did not have an asbestos survey on file for the City Hall facility located at **139 Saginaw Street**. This issue appears to date back to the City's 2018 purchase and conversion of the former Township Hall facility into City Hall operations.

The City has since taken corrective action. An asbestos survey was completed, and the City received confirmation from the MIOSHA inspector that the submitted abatement information was received and considered sufficient.

In addition, the City's custodial employee has completed both **Asbestos Awareness** and **Bloodborne Pathogens** training. Certificates of completion have been printed and provided to the City Clerk for placement in the employee's personnel file.

These steps help address employee safety, regulatory compliance, contractor awareness, and future building-related work.

3. City Hall Property / Survey Review

During the same general review process, it was also confirmed that a property survey was not completed at the time the City acquired the City Hall property in 2018. Administration has taken steps to address this issue so the City has proper records regarding the property boundary and related conditions.

This matter is important from a long-term asset management, liability, permitting, and property record standpoint.

4. Budget, Rates, and Financial Planning

Administration continues to prepare for the FY 2026/2027 budget and related financial items. Key areas include:

- Proposed sewer and water rate adjustments;
 - Review and update of City fees;
 - Millage and revenue assumptions;
 - Public safety funding;
 - DDA budget coordination;
 - Capital and infrastructure planning;
 - Review of long-term financial sustainability.
-

5. CDBG / ADA Sidewalk and Intersection Work

Administration has continued work on the CDBG-related ADA improvements, including targeted work at:

- Oak and Perry;

- Ash and Washington.

The current estimated project cost has been reconciled at approximately **\$6,697.68**, including ADA pads, labor, and concrete-related costs.

This work supports ADA compliance, sidewalk accessibility, pedestrian safety, and the City's continued effort to address infrastructure conditions in a cost-effective manner.

6. DPW Operations and Equipment

Administration continues to monitor DPW operations, staffing, equipment, and long-term service capacity.

A significant operational matter involves the City's **2007 Elgin Whirlwind Street Sweeper**, which required substantial repair work. The repair cost was approximately **\$33,428.68**, and administration has recommended use of the Major Road Fund line item for this expense.

Given the age of the equipment and the cost of repair, the City should continue evaluating long-term equipment replacement planning, preventative maintenance practices, and major equipment funding needs.

DPW staffing and labor matters have also been reviewed with a focus on reducing overtime, improving continuity, and ensuring the department remains financially sustainable and operationally effective.

7. DDA and Economic Development

The City continues to work with the DDA on several important matters, including:

- DDA budget planning;
- DDA by-law updates;
- Streetscape and Depot Restoration planning;
- Coordination with Rowe Professional Services;
- Downtown improvement priorities.

The City's broader funding request related to the DDA Streetscape and Depot Restoration Project remains a significant community development priority. This project continues to represent a major opportunity for downtown investment, community identity, historic preservation, and economic development.

8. Parks and Recreation Planning

The Parks and Recreation planning process is continuing with Rowe Professional Services. This process will assist the City in identifying community recreation priorities, long-term park improvements, grant opportunities, and public engagement needs.

The next major step is the community survey process, which will help gather resident feedback and support future planning and funding opportunities.

9. Election Operations and Administrative Continuity

Administration has requested additional information regarding election operations, staffing, training, contingency planning, and statutory compliance.

The goal is not to interfere with the Clerk's statutory duties, but to ensure the City has a clear operational plan, sufficient trained election workers, and appropriate continuity in the event of an emergency, absence, or unexpected staffing issue.

With the continued expansion of election requirements, including early voting obligations, it is important that the City maintain written procedures, training documentation, and contingency plans.

10. Staff, Department Head, and Organizational Continuity

One of my primary priorities during this transition period is supporting staff and department heads. The City has made significant progress over the past year in stabilizing operations, improving financial structure, restoring administrative function, and moving important projects forward.

It is important that Council continue supporting professional administration, clear lines of authority, department head accountability, and a stable working environment for employees.

The City has capable personnel in several key roles, and maintaining stability during this transition will be critical.

11. Recommended Council Direction

At this time, I respectfully recommend that City Council:

- 1. Receive and file this City Manager Report;**
- 2. Authorize continued transition planning;**
- 3. Consider outside municipal management support during the transition period;**
- 4. Continue moving forward with pending budget, rate, fee, and project-related approvals;**
- 5. Support staff and department heads through the transition;**
- 6. Refer contract-specific matters to the City Attorney as appropriate.**

Closing

The City of Montrose has made meaningful progress in a relatively short period of time. While challenges remain, the City is in a stronger operational position today than it was when I began serving in this role.

My focus through June 19, 2026, will remain on maintaining continuity, supporting staff, completing pending work where possible, and providing Council with the information necessary to make informed decisions.

Respectfully submitted,

Joe Karlichek
City Manager
City of Montrose

F.

CITY OF MONTROSE

MEMORANDUM

Date: May 7, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Deputy Treasurer/Administrative Assistant Report for April 2026

Training

- April
 - I did attend my 1st of 3 Basic Institutes (I will be going every year for the next 3 years in April to be certified with my MICPT) (Michigan Certified Professional Treasurer)
 - While at Basic Institute did a group project and out of 28 in our group was one of 2 that presented our project to the rest of the attendees.
 - Some of the topics covered at Basic Institute this year were Cash Handling, Tax Preparation, Crisis in the Workplace, How to Handle the Media/Political Environment, Uniform Chart of Accounts, Budgets and Audits. Lots of great information, thanks for the opportunity to attend.
 - Did my every 2-year election certification so I can work the election for another 2 years

Webinar

- Treasurer to Treasurer – April 8th

Duties

- Bank reconciliation of all accounts
- Handled multiple customer service needs
- Most Business Registration Forms are in. We are currently only missing 5, which is mostly our bigger business. After April 30 we raised the registration fee to \$75.00.
- Working on some amended procedures

Recommendation: City Council receive and File Report.

CITY OF MONTROSE

MEMORANDUM

Date: May 7, 2026

To: Mayor Banks and Montrose City Council Members

From: Marcy Collins, Deputy Treasurer Administrative Assistant

Subject: Investment Report for April 2026

Money Market – Choice One Bank

- Beginning balance for February \$79,998.67. In April we put \$3,305.00 into account and then withdrew \$39,660.00 to put in Michigan Class. This is the amount we put aside each year for the USDA Bond Fund to meet our agreement we have with them. Leaving the ending balance for April at \$44,059.37.
 - The monthly interest rate is staying at about 2.48%, or right between 2.43% & 2.63%
 - We earned \$150.35 in interest for February. March's interest was 159.31 and we ended April with interest at \$106.04.

Big Sweep/Little Sweep – Choice Bank

- Beginning balance for February \$886,883.58. Ending balance in April was \$891,712.12
 - We earn about 2.25% to 2.5% on this account of interest.
 - For February we earned \$1,531.94 in interest, March interest was \$1,699.15 and April's interest was \$1647.45.

Michigan Class

- Our Michigan Class accounts are doing great
 - General Fund \$300,000.00 - \$302,952.10
 - Major Roads \$400,000.00 - \$403,936.12
 - Downtown Development Authority \$150,00.00 - \$151,476.04
 - Sewer Fund \$400,00.00 - \$403,936.12
 - Water Fund \$100,00.00 - \$100,984.05
 - Rubbish Collection Fund \$10,000.00 - \$10,098.46
 - Mosquito Control Fund \$4,000.00 - \$4,039.33
 - USDA Bond Acct \$39,660.00 - \$39,745.65
 - We also added an additional account to Michigan Class, that is our USDA Bond account, as we must put a certain amount away per our agreement. This way it can be earning higher interest as well.
- In February we earned \$3,970.75 in interest. March interest was \$4,358.25 and we ended April with interest at \$4,321.69.

Recommendation: City Council receive and File Report.

G.

**CITY OF MONTROSE
MEMORANDUM**

Date: May 7, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk, Tina Rush

Subject: Report on City Clerk Activities for March 2026

Accounts Payable Processing

- Processed invoices, check runs, and vendor payments to support daily City operations.
- Reviewed supporting documentation including W-9s, certificates of insurance, and workers' compensation forms.
- Monitored budget line items and coded invoices for accurate financial tracking.
- Worked with vendors and BS&A support to resolve invoice and prior-year check processing issues.
- Verified and attached supporting financial documentation to strengthen internal controls and compliance procedures.
- Worked to identify and resolve differences between vendor transaction dates and bank postings for more accurate financial records.

Personnel & Administrative Support

- Provided daily administrative support to City staff, and vendors.
- Assisted with correspondence, notices, scheduling, and interdepartmental coordination.
- Updated related to fuel card limits for DPW and transaction monitoring.
- Assisted with reviewing banking procedures, deposit processing, and account reconciliation activities.
- Worked with staff to improve accountability and efficiency in financial processing procedures.
- Supported continuity of operations during staff absences and vacations.

Freedom of Information Act (FOIA) Compliance

- Continued supporting compliance with FOIA public records and record retention laws.

Council, Committees & Community Support

- City Secretary Christine Schultz assisted the clerk's department with scanning various record retention documents "and" transcribed the April 28th meeting minutes.

THANK YOU CHRISTINE!! 😊

- Assisted with council packet preparation.
- Researched Jerry Mears' years of service on the DDA and Depot Committee.
- Researched Steve Gold's years of service on the DDA and Depot Committee and drafted proclamation.

- Researched, followed up, and maintained related documentation to Planning Commission and ZBA appointment status regarding oath administration oath requirements.
- Prepared budget public hearing notice and published when required.
- Responded to resident inquiries and operational requests throughout the month.
- Continued improving accessibility and organization of public meeting records and online postings.
- Responded to **858** emails of residential inquiries, general municipal city operating questions and election procedures.
- Returned **39** phone calls from citizens regarding various city operating questions.
- Received **4** faxes, directing them to the correct department.

Records Management, Ordinances, and Publications

- Reviewed and organized historical records, meeting minutes, recordings, and archived documents.
- Identified and corrected missing or mislabeled records and files.
- Continued managing records and improving digital and physical filing organization in accordance with Michigan Record Retention for long-term record accessibility.

Training, Professional Development & Associations

- Attended Michigan Association of Municipal Clerks (MAMC) Education Day.
- Participated in Election Inspector and election administration training sessions.
- Attended local chapter MTA meeting at Richfield Township.
- Reviewed updates related to early voting, records retention, election law, and Bureau of Elections guidance.

Information Technology & Equipment

- Coordinated with IT vendors regarding cybersecurity concerns and software support issues.
- Assisted with Outlook security reviews, authentication setup questions, and system troubleshooting.
- Supported website updates and online meeting posting coordination.
- Continued improving how City records and digital files are organized and accessed to help maintain efficient day-to-day operations.

Elections Administration / Election Activities

- Continued preparation for the 2026 election cycle and upcoming election deadlines.
- Coordinated Election Inspector training and communication with Genesee County Elections staff.
- Scheduled Public Accuracy Testing and reviewed election equipment readiness.
- Maintained election records and compliance with Michigan Election Law requirements.
- Processed candidate filing documentation and affidavit submissions.
- Reviewed Bureau of Elections updates related to early voting and election administration procedures.
- Organized election materials, keys, retention files, and operational planning activities.

Please let me know if you have any questions.

Respectfully submitted,
Tina Rush, City Clerk

H.

CITY OF MONTROSE

MEMORANDUM

Date: May 4, 2026

To: Mayor Banks and City Council Members

From: City Secretary

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

- Scanned in old code enforcement files.
- Scanned in all new permits and permit applications.
- Scanned in Policy & Procedure Committee meeting minutes.
- Scanned in Planning Board meeting minutes and packets for multiple years.
- Continue to search for additional training opportunities.

Customer Assistance Front Counter

Total: 281

I received 50 phone calls regarding trash/recycle complaints, depot rentals, utility payments, and tax questions.

Depot Rentals

Total: 4

Lions Park Rentals

Total: 0

Blueberry Park Rentals

Total: 0

Trash/Recycling Complaints

Total: 11

Dump Passes

Total: 1

Burn Permits

Total: 42

Water/Sewer Bill Reconciliation

655 Water bills were processed in April. 106 water bills were emailed out and the rest printed and sent out through the mail. Water bills hand delivered on April 10, 2026, to the post office. Eighty-one water bills on autopayment.

Water Shut Off

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

Total: 4 – On April 8, 2026, at 8am. Residents who were shut off either had the city office phone number blocked, disconnected, or no longer in service.

Recommendation: City Council Consider Receive and File Report

CITY OF MONTROSE

MEMORANDUM

I

Date: May 18, 2026

To: Mayor Banks and City Council Members

From: Sam Spence, DPW Supervisor

Subject: DPW Report for April 2026

STREETS:

- * Patched Hickory St. with 2.5 tons of cold patch
- * Patched Ray St., N Genesee St., and S Genesee St. with cold patch
- * Cleaned curb lines with Truck and Dump trailer
- * Graded all dirt roads with Dump Truck belly blade
- * Graded S Saginaw St. shoulders with Dump Truck and Kubota Tractor
- * Graded Hickory St. shoulders with Dump Truck and Kubota

PARKS AND RECREATION:

- * Opened Blueberry Park Bathrooms
- * Spring Cleanup on Lions Park
- * General Maintenance

SEWER/WATER:

- * Conducted water turn off/turn-ons for non-payment
- * Collected and submitted all water samples required by EGLE
- * Submitted annual reports required by EGLE (Pumpage Report, CDSMI, Lead and Copper)
- * Marked water lines/storm drains for ongoing Consumers Energy upgrades

MAINTENANCE:

- * General Maintenance
- * Removed salter from '08 Pick up
- * Moved all snow plows to the Pump house for summer storage
- * Inserted the water tank in the '08 Pick up

TRAINING/CONFERENCES/COMMITTEES:

- * Attended a vendor showcase at GCWWS regarding automatic flushers and sampling ports

BUILDING/GROUNDS/CITY HALL:

- * Mowed and cleaned up all City Parcels

Recommendation: City Council Receive and File Report.

J.
1

CITY OF MONTROSE

MEMORANDUM

Date: May 18, 2026

To: Mayor Banks and Montrose City Council Members

From: Timothy Mazur, Building Official

Subject: Receive and File City Building Inspector April Activity Report

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

- Issued (5) new permits.
- Completed (3) Final inspections.
- Stop Work Orders Issued (2)

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.

I continue to work directly with the contractor on property 106 West State Street in the anticipated development of the property.

Follow-up phone conversations, reviews, research, staff meetings, and investigations totaled over (25) hours.

Recommendation: City Council Receive and File Report

**NOTICE OF PUBLIC HEARING FOR THE CITY OF MONTROSE
ON THE PROPOSED 2026/2027 FISCAL YEAR BUDGET &
PROPERTY TAX MILLAGE RATE**

A public hearing will be held on Tuesday May 26, 2026 at 7:00 p.m. during the regular Montrose City Council meeting. This meeting will take place at the Montrose City Offices at 139 S. Saginaw Street, Montrose. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing** for the 2026/2027 Fiscal Year Budget and Property tax millage rate.

A complete copy of the proposed budget shall be on file for public inspection during office hours at the Clerk's Office at the Montrose City Offices Building Monday through Thursday 8:00 a.m. to 6:00 p.m.

Public comments either oral or written are welcome at the Public Hearing. Handicapped persons needing assistance or aid should contact the City of Montrose Offices during regular working hours forty-eight hours prior to the meeting.

This institution is an equal opportunity provider and employer.

Christina M. Rush, City Clerk

