

1.

CITY OF MONTROSE

MEMORANDUM

TO: Mayor Thomas J. Banks and Members of City Council
FROM: Joe Karlichek, City Manager
DATE: June 17, 2026
RE: Rental Housing Survey, Rental Registration Compliance, and Policy Direction Regarding Enforcement of the Rental Ordinance

I. Purpose of Memorandum

The purpose of this memorandum is to provide Mayor Banks and City Council with a summary and administrative analysis of the recent Rental Housing Survey, the City's rental registration compliance efforts, and the policy decision now before City Council regarding enforcement of the City of Montrose Rental Ordinance.

This matter follows prior discussions at City Council meetings, community feedback, staff review, and meetings held with two leading landlords in early 2026. The underlying issue is that, for a number of years, the City's Rental Ordinance has not been administered or enforced in a consistent manner. As a result, City Council requested that City Administration conduct a rental housing survey to better gauge tenant and resident feedback before determining the appropriate policy direction for enforcement and inspection.

The City currently has approximately six commercial properties with varying numbers of apartments and approximately sixty residential properties identified as rentals. Prior to the survey, City Administration issued the required rental registration materials. The City received nearly 100% compliance with the registration requirement. This is significant because it demonstrates that most rental property owners are willing and able to comply when expectations are communicated clearly and uniformly.

II. Public Outreach and Survey Availability

The Rental Housing Survey was made available for more than 30 days. It was promoted through several public-facing channels, including the City website, social media sharing by the Mayor and members of City Council, and a QR code made available at City Hall near the customer payment window.

Although the survey received a limited number of responses, the City made a reasonable effort to provide access to the survey and invite public participation. The limited number of responses should not be overstated as statistically representative of all rental housing conditions in the City. However, the survey responses do provide useful directional feedback and should be considered as part of the City's administrative record.

III. Survey Summary

The survey received eight responses. The results show that many rental tenants or residents reported acceptable or positive rental conditions, while also identifying areas of concern.

Key findings include the following:

- A majority of respondents rated their rental property condition as either excellent or good.
- A smaller portion rated their rental property condition as fair or poor.
- Most respondents reported being satisfied or very satisfied with landlord or property management responsiveness.
- At least one respondent reported being very dissatisfied.
- Respondents generally felt safe in their neighborhoods.
- Rent affordability did not appear to be the primary issue raised by respondents.

- Several responses regarding basic systems, including plumbing, heat, electrical, smoke detectors, ventilation, and property maintenance, suggest that conditions may vary significantly from property to property.
- Written comments included both positive feedback and serious concerns regarding maintenance, habitability, tenant reluctance to complain, and fear of retaliation or rent increases.

It is important to note that written survey comments should not be treated as verified findings against a specific landlord or property unless they are followed by proper inspection, documentation, and enforcement procedures. However, the comments do support the conclusion that a purely complaint-driven rental enforcement model may not be sufficient. If tenants are reluctant to complain due to fear of retaliation, rent increases, or conflict, then the City cannot rely exclusively on complaints to identify potential rental housing issues.

IV. Administrative Context

The City has an existing Rental Ordinance that provides a structure for rental registration, inspection, certification, and enforcement. The purpose of the ordinance is to ensure that rental housing is maintained in a safe, sanitary, and habitable condition.

During my tenure, the City has had several examples where rental properties were left in dilapidated or deteriorated condition. In many cases, these issues appear to have resulted from a lack of routine examination, maintenance, and follow-through by the landlord, owner, or person responsible for the property. At the same time, the City also has rental properties that appear to be well maintained and responsibly managed.

This distinction is important. The issue is not that all landlords are failing to maintain their properties. The issue is that the City needs one consistent standard applied equally to all rental properties. Consistent enforcement protects tenants, responsible landlords, neighboring property owners, and the City as a whole.

The City also has a Code Enforcement Officer available to provide enforcement and conduct the required inspections. Therefore, the City has both an adopted ordinance and available administrative capacity to proceed if City Council directs enforcement.

V. Analysis

The survey does not prove that Montrose rental housing is broadly unsafe or poorly maintained. It should not be presented that way. The better conclusion is that the survey confirms what City Administration already believed: rental property conditions vary, some landlords maintain their properties well, some properties may require closer attention, and inconsistent enforcement has created uncertainty for landlords, tenants, and City staff.

The near-100% registration compliance is especially important. It demonstrates that the City has already completed a significant first step. The rental community has largely complied with the registration requirement, and the City now has a stronger foundation to move into the next phase of ordinance administration.

The City's strongest position is that it is not creating a new burden or targeting individual landlords. Rather, the City is determining whether to resume consistent administration of an ordinance that already exists. The appropriate approach, if directed by City Council, would be prospective, uniform, objective, and citywide.

The City should also avoid using the survey to single out individual landlords or specific properties unless separate complaints, inspections, or documented violations support enforcement action. The survey should be used as supporting context, while the ordinance itself remains the legal and administrative basis for inspections and compliance.

VI. Policy Question Before City Council

The policy question before City Council is straightforward:

Should the City of Montrose resume consistent enforcement and administration of the existing Rental Ordinance, or should the City not proceed with enforcement at this time and instead revisit the ordinance itself?

Because the ordinance is currently adopted and in effect, continued inconsistent administration creates uncertainty for landlords, tenants, neighboring property owners, and City staff. If the ordinance is to remain in place, it should be administered consistently. If City Council does not wish to have the ordinance enforced, then Council should provide clear policy direction and consider whether the ordinance should be amended, suspended, or repealed.

VII. Conclusion

The City has an adopted Rental Ordinance that has not historically been administered in a consistent manner. City Administration has now taken initial steps to re-establish the process by issuing rental registration materials, receiving nearly full compliance, and conducting a public survey that was available for more than 30 days through multiple public channels.

The survey response count was limited and should not be overstated. However, the responses received support the conclusion that rental property conditions vary and that a complaint-only approach may not adequately identify habitability or maintenance issues.

The decision now before City Council is a policy decision: whether to direct administration to enforce the ordinance as adopted, or whether Council wishes to revisit the ordinance itself.

City Administration recommends that Council direct consistent enforcement of the existing Rental Ordinance.

Recommendation to City Council

Based on the City's prior inconsistency in administering the ordinance, the nearly complete compliance with rental registration, the public survey process, the survey responses received, and the City's available code enforcement capacity, I recommend that City Council provide clear policy direction to City Administration to proceed with consistent enforcement of the Rental Ordinance as adopted.

This direction would authorize administration to move forward with the required inspection and certificate-of-compliance process for registered rental properties, consistent with the ordinance and applicable due process requirements.

City Council has two primary policy options:

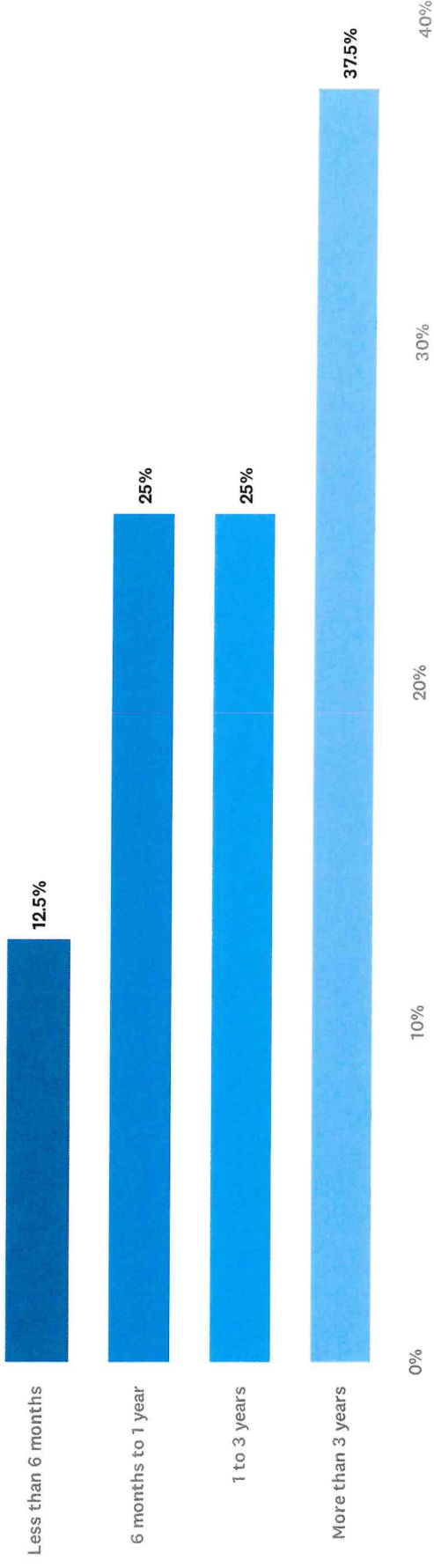
1. **Direct City Administration to enforce the existing Rental Ordinance as written.** This would include continued administration of rental registration, inspection, certificates of compliance, re-inspections where necessary, and enforcement of documented violations.
2. **Direct City Administration not to proceed with enforcement of the existing Rental Ordinance at this time.** If Council chooses this option, administration recommends that Council formally discuss whether the ordinance should be amended, suspended, or repealed so that the City's adopted ordinances match the policy direction of the governing body.

City Administration recommends Option 1.

The ordinance is currently adopted and in effect. The City has already initiated the registration process and received nearly full compliance from rental property owners. Proceeding with consistent enforcement provides a uniform standard for landlords, tenants, neighboring property owners, and City staff. It also avoids continued uncertainty created by selective or inconsistent administration of an ordinance that remains part of the City Code.

Q1 8 responses

How long have you been living in your current rental property?



Answer Choices

- Less than 6 months
- 6 months to 1 year
- 1 to 3 years
- More than 3 years

Percentage Responses

Percentage	Responses
12.50%	1
25.00%	2
25.00%	2
37.50%	3
Total	8

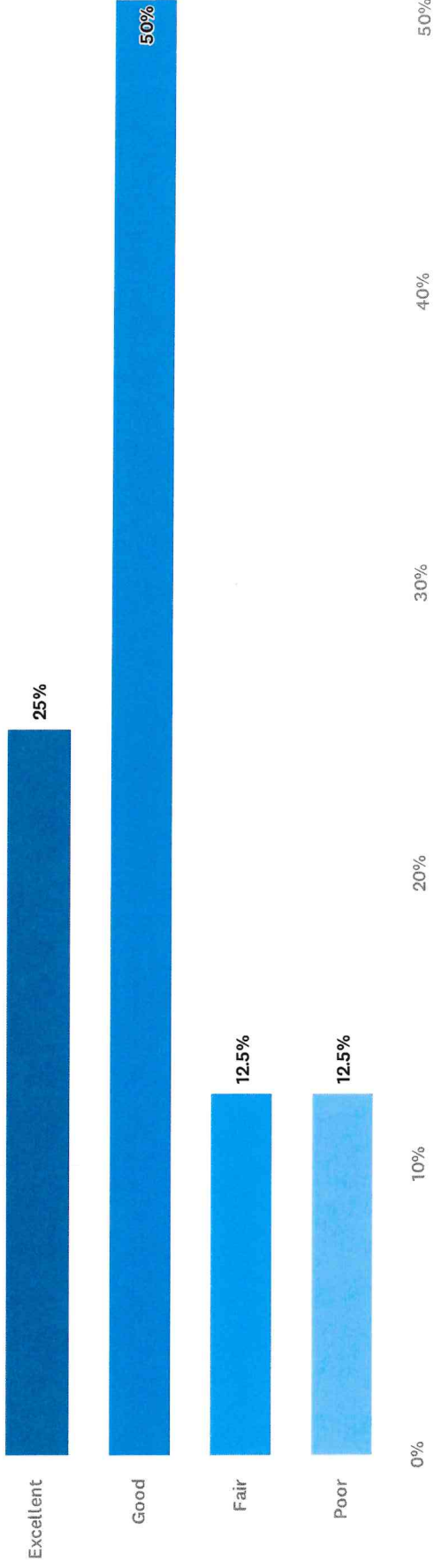
City of Montrose Rental Housing Tenant Survey

Basic statistics

Minimum	Maximum	Median	Mean	Standard Deviation
1.00	4.00	3.00	2.88	1.05

Q2 8 responses

How would you rate the overall condition of your rental property?



Answer Choices

- Excellent
- Good
- Fair
- Poor

Percentage

- 25.00%
- 50.00%
- 12.50%
- 12.50%

Responses

- 2
- 4
- 1
- 1
- 8

Total

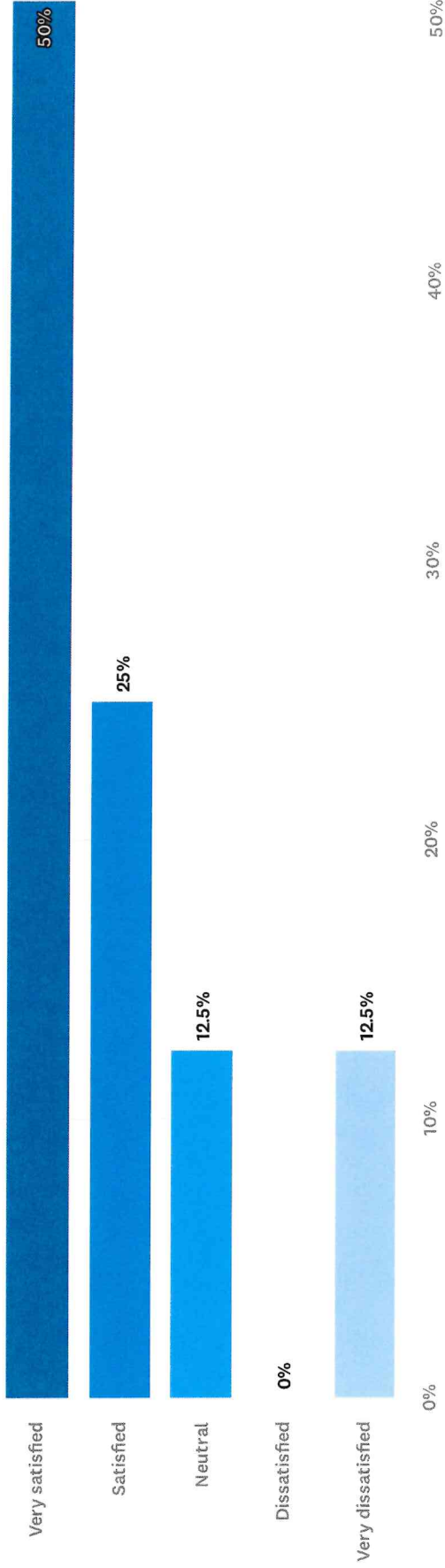
City of Montrose Rental Housing Tenant Survey

Basic statistics

Minimum	Maximum	Median	Mean	Standard Deviation
1.00	4.00	2.00	2.13	0.93

Q3 8 responses

How satisfied are you with the responsiveness of your landlord or property management?



Answer Choices

- Very satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very dissatisfied

Answer Choices	Percentage	Responses
Very satisfied	50.00%	4
Satisfied	25.00%	2
Neutral	12.50%	1
Dissatisfied	0%	0
Very dissatisfied	12.50%	1
Total		8

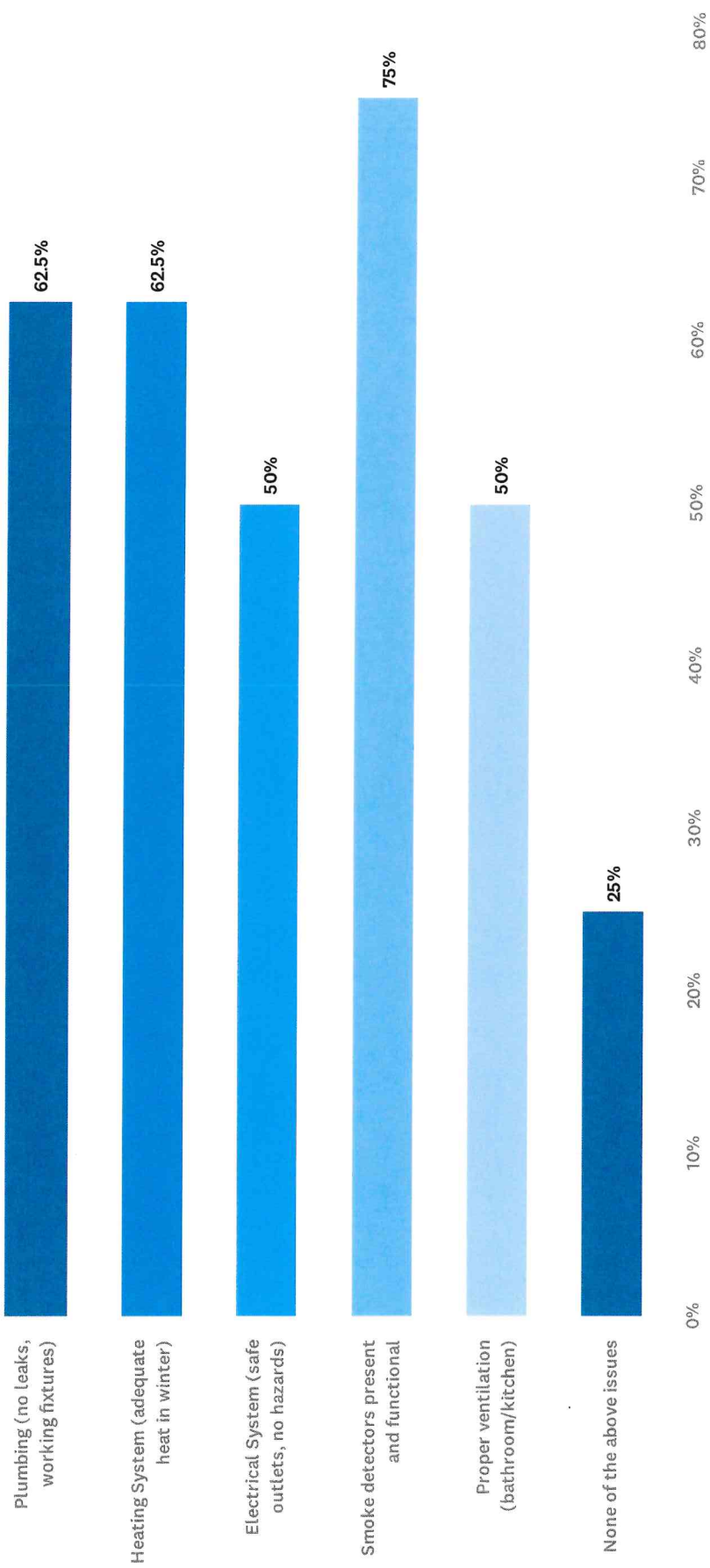
City of Montrose Rental Housing Tenant Survey

Basic statistics

Minimum	Maximum	Median	Mean	Standard Deviation
1.00	5.00	1.50	2.00	1.32

Q4 8 responses

Are the following basic systems in working condition? (Check all that apply)



Answer Choices

- Plumbing (no leaks, working fixtures)

Percentage 62.50%

Responses 5

Total

26

City of Montrose Rental Housing Tenant Survey

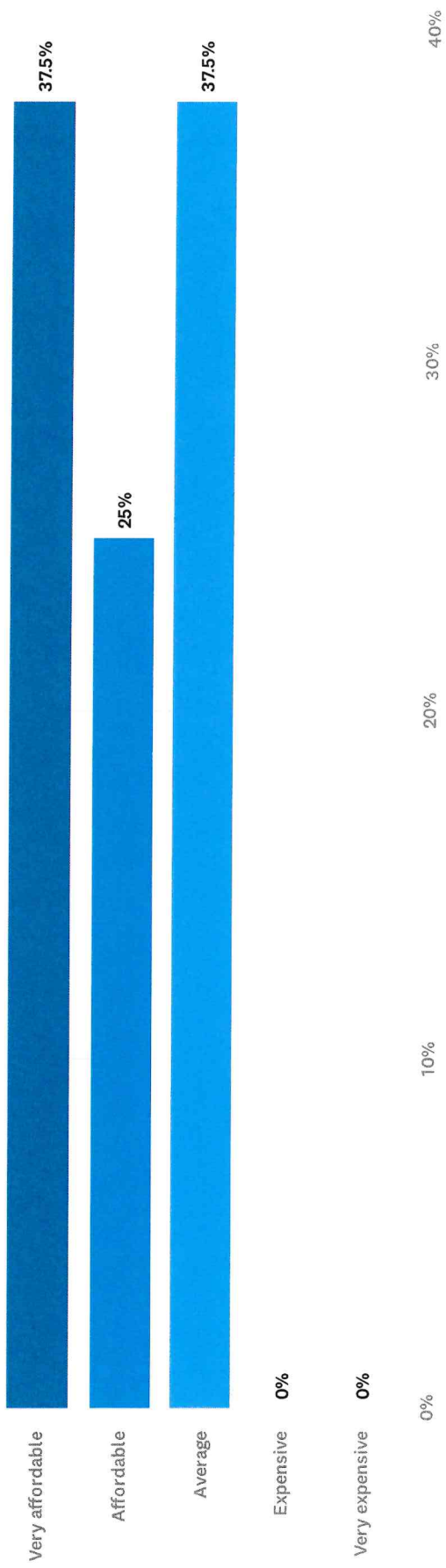
Answer Choices	Percentage	Responses
● Heating System (adequate heat in winter)	62.50%	5
● Electrical System (safe outlets, no hazards)	50.00%	4
● Smoke detectors present and functional	75.00%	6
● Proper ventilation (bathroom/kitchen)	50.00%	4
● None of the above issues	25.00%	2
Total		26

Basic statistics

Minimum	Maximum	Median	Mean	Standard Deviation
1.00	6.00	3.00	3.19	1.57

Q5 8 responses

How do you find the rental price compared to similar properties in Montrose?



Answer Choices

- Very affordable
- Affordable
- Average
- Expensive
- Very expensive

Answer Choices	Percentage	Responses
Very affordable	37.50%	3
Affordable	25.00%	2
Average	37.50%	3
Expensive	0%	0
Very expensive	0%	0
Total		8

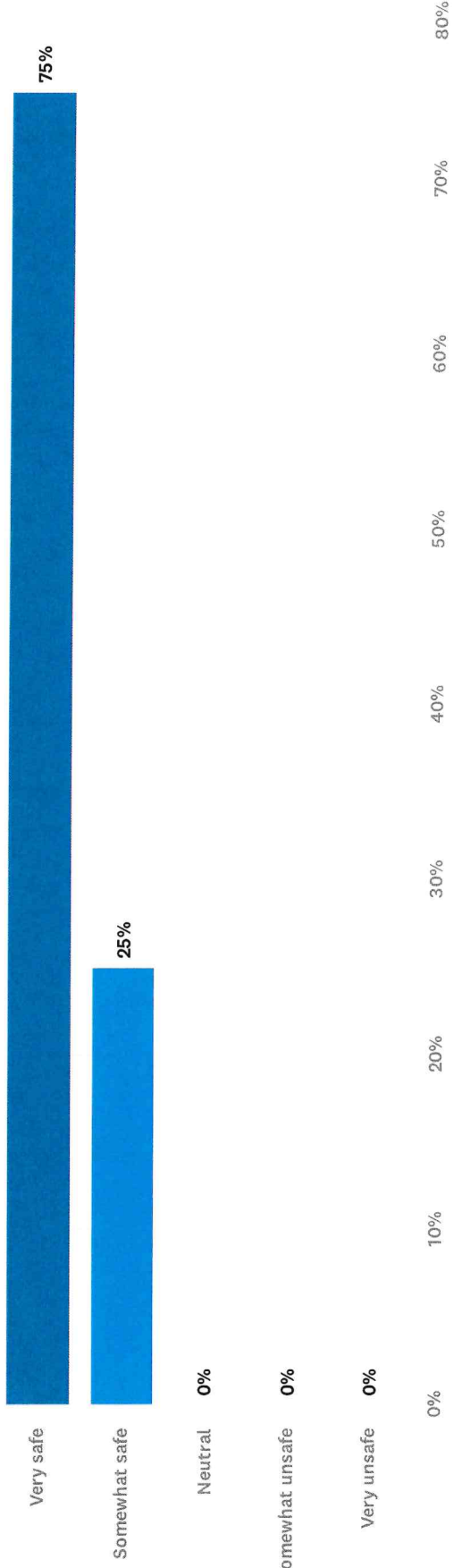
City of Montrose Rental Housing Tenant Survey

Basic statistics

Minimum	Maximum	Median	Mean	Standard Deviation
1.00	3.00	2.00	2.00	0.87

Q6 8 responses

How safe do you feel in your neighborhood?



Answer Choices

Answer Choice	Percentage	Responses
Very safe	75.00%	6
Somewhat safe	25.00%	2
Neutral	0%	0
Somewhat unsafe	0%	0
Very unsafe	0%	0

Total

8

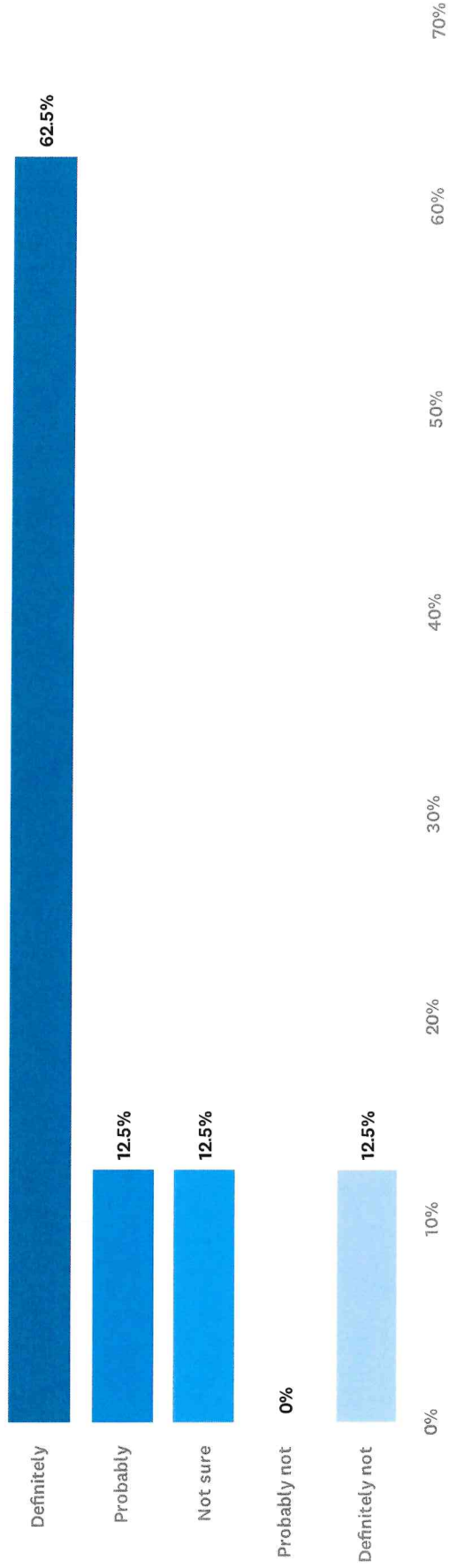
City of Montrose Rental Housing Tenant Survey

Basic statistics

Minimum	Maximum	Median	Mean	Standard Deviation
1.00	2.00	1.00	1.25	0.43

Q7 8 responses

Would you recommend your current rental property to others?



Answer Choices	Percentage	Responses
● Definitely	62.50%	5
● Probably	12.50%	1
● Not sure	12.50%	1
● Probably not	0%	0
● Definitely not	12.50%	1
Total		8

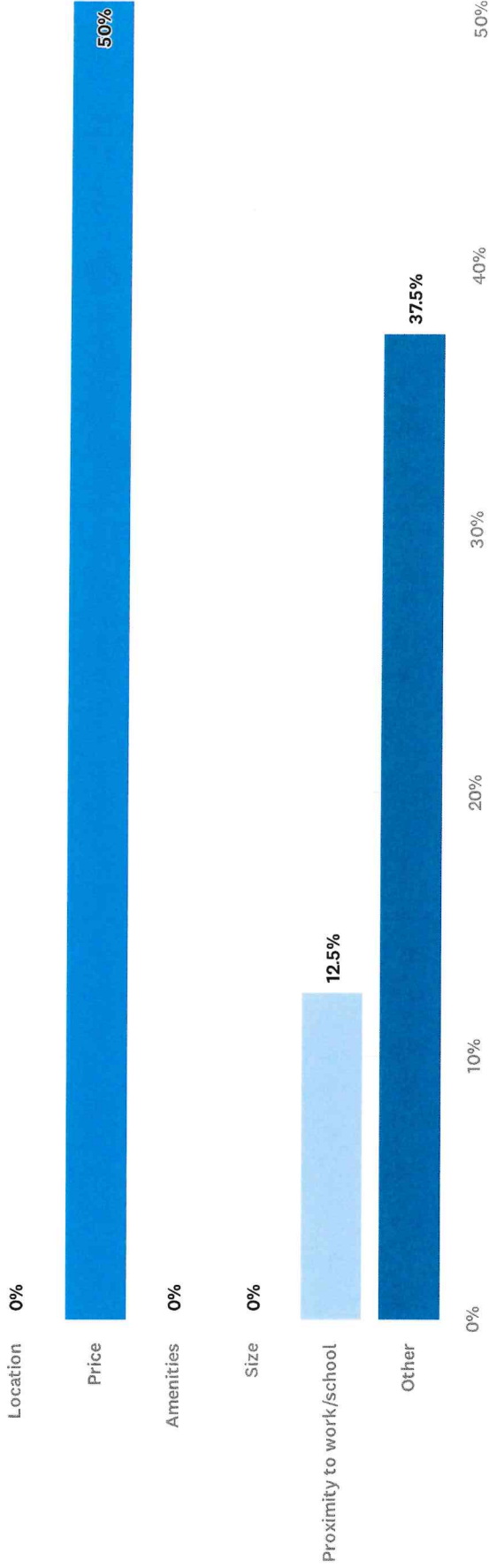
City of Montrose Rental Housing Tenant Survey

Basic statistics

Minimum	Maximum	Median	Mean	Standard Deviation
1.00	5.00	1.00	1.88	1.36

Q8 8 responses

What is your primary reason for choosing this rental property?



Answer Choices	Percentage	Responses
● Location	0%	0
● Price	50.00%	4
● Amenities	0%	0
● Size	0%	0
● Proximity to work/school	12.50%	1
Total		8

City of Montrose Rental Housing Tenant Survey

Answer Choices

● Other

Total

Percentage

37.50%

Responses

3

8

Basic statistics

Minimum

2.00

Maximum

6.00

Median

3.50

Mean

3.88

Standard Deviation

1.90

Q9 Please provide any additional comments or suggestions regarding your rental experience.

Answered: 4 Skipped: 4

#	RESPONSES	DATE
1	As a single woman, I feel safe here. I can walk the neighborhood & sleep confidentiality without concerns.	5/17/2026 1:51 PM
2	I don't complain about my broken/missing windows or siding coming off my rental due to fear of rent increases and retaliation. I'm looking to leave Montrose due to this and the political drama.	5/14/2026 7:12 PM
3	Until I moved to my present address, I had lived in a not so desire apartment that should have been condemn by the city of Montrose. I love where I am at as it feels like its own community, which is a few blocks from State St.	5/11/2026 11:20 AM
4	We have mold, broken windows, holes in doors, holes in floors and many other issues. We had to withhold rent after 6 months of begging to get our oven fixed. 7th month they finally fixed it because we decided to withhold rent. Ever since we with held rent and got our oven fixed, they have treated us poorly and now they want to up our rent. Which with how damaged this property is, I do not think it is worth living here for the amount we pay currently, let alone an increase in rent. We have a long list of things that need to be fixed and are dangerous to all residents in my household, especially my kids. They have not addressed any of our issues. Our sub pump went out a few months ago and flooded our basement. I had to argue with one of the maintenance men to come get it fixed, as it was an emergency situation. The landlord said it was not their issue and they do not need to fix anything within the home, even tho their basement was flooding. They did not clean or inspect the house before we moved in. Prior tenants lived here for about 15 years. Carpet was not replaced nor did they paint the walls. Nothing in this household has been updated since they purchased this home, unless the previous tenant replaced something. Landlords words. Neighbors have the same landlords, they have holes in ceilings and floors that the landlords will not address. The Powell's should not be landlords! I have lived in several places and have never lived somewhere so poorly or someplace that simply just stresses me out to come home to! No one should have to live like this!!	5/11/2026 10:33 AM

1

CITY OF MONTROSE MEMORANDUM

DATE: June 8, 2026

TO: Mayor Banks and Members of City Council

FROM: Joe Karlichek, City Manager

SUBJECT: Reaffirmation of Participation in the Genesee County Community Development Block Grant Program — FY 2027 through FY 2029

Background: The City has received correspondence from the Genesee County Metropolitan Planning Commission regarding the continuation of the City's participation in the Genesee County Community Development Block Grant Program for fiscal years 2027 through 2029.

The Genesee County CDBG Program is administered in cooperation with the U.S. Department of Housing and Urban Development and provides participating communities with access to federal community development resources. Participation in the Genesee County CDBG entitlement structure also includes participation in the HOME Investment Partnerships Program.

The City of Montrose has historically participated in the Genesee County CDBG Program under the Cooperative Agreement originally executed in 1994. Under the continuation clause of that agreement, participating communities are required once every three years to confirm whether they wish to remain in the program or opt out.

Continued participation is in the City's best interest because the program provides access to funding opportunities that support eligible community development activities, public infrastructure improvements, accessibility improvements, and other projects that may benefit low- and moderate-income residents and neighborhoods. Maintaining participation also preserves the City's ability to pursue eligible projects through the County's established CDBG process.

Genesee County has requested that each participating community provide a letter signed by the City Clerk confirming the community's desire to remain in the program or opt out. The response must be submitted to Gwynneth Coselman at the Genesee County Metropolitan Planning Commission by Thursday, June 11, 2026.

Recommendation: Reaffirm the City of Montrose's continued participation in the Genesee County Community Development Block Grant Program for fiscal years 2027 through 2029 and to authorize the City Clerk to sign and submit the required letter of confirmation to the Genesee County Metropolitan Planning Commission.



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

May 21, 2026

Christina Rush, Clerk
City of Montrose
139 S. Saginaw St
Montrose, MI 48457

SUBJECT: Genesee County Community Development Block Grant Program Cooperative Agreements for Fiscal Years (FY) 2027 – 2029

Dear Ms. Rush:

The Genesee County Metropolitan Planning Commission (GCMPC) is advising all communities, presently participating in the Genesee County Community Development Block Grant (CDBG) Program, of the need to extend your community's existing CDBG Cooperative Agreement with Genesee County or to opt out of the CDBG Program.

The Cooperative Agreement is a requirement of the U.S. Department of Housing and Urban Development (HUD), our sponsoring agency. The agreement acts as a mechanism that establishes requirements and general procedures that Genesee County and local units of government must adhere to in order to qualify for CDBG Entitlement status for the FYs 2027 through 2029. CDBG Entitlement status automatically includes participation in the Home Investment Partnerships Program (HOME).

Under the Continuation Clause in the original Agreement executed in 1994, a community has the right to retain Entitlement status under the Genesee County CDBG Program. A community must indicate once every three years whether they choose to continue to participate in the program. This indication must be provided in the form of a letter from the Clerk of each respective local unit of government.

Staff requests that you respond with a letter signed by the Clerk regarding the community's wish to remain in the Genesee County CDBG Program, or to opt out of the Program. This letter must be sent to Gwynneth Coselman via email at GCoselman@geneseecountymi.gov no later than Thursday, June 11, 2026.

Should you have any questions or concerns, please do not hesitate to contact Gwynneth Coselman of my staff at (810) 257-3010 or GCoselman@geneseecountymi.gov.

Sincerely,

Cody Roblyer, Division Manager
Genesee County Community Development Program

Derek Bradshaw, Director Christine Durgan, Assistant Director
COMMUNITY DEVELOPMENT PROGRAM

324 S Saginaw Street – Suite 8D, Flint, Michigan 48502-1470 * (810) 257-3010 * www.gcmpc.org
An Equal Opportunity Organization * Equal Housing Opportunity



CITY OF MONTROSE

139 S. SAGINAW ST.
MONTROSE, MI 48457

PHONE (810) 639-6168
FAX (810) 639-6125



June 8, 2026

Gwynneth Coselman
Genesee County Metropolitan Planning Commission
Community Development Block Grant Program
324 S. Saginaw Street
Flint, MI 48502

Re: Genesee County Community Development Block Grant Program Cooperative
Agreements for Fiscal Years (FY) 2027 – 2029

Dear Ms. Coselman,

Please accept this letter confirming that the City of Montrose wishes to remain in the
Genesee County Development Block Grant Program for Fiscal Years (FY) 2027 – 2029.

If you have any questions, please feel free to contact me Monday through Thursday 8:00
a.m. to 6:00 p.m. at (810) 639-6168 ext. 3 or via email at clerk@cityofmontrose.us

Sincerely,

A handwritten signature in blue ink that reads "Christina M. Rush". The signature is written in a cursive style.

Christina M. Rush, City Clerk
139 S. Saginaw Street
Montrose, MI 48457
(810) 639-6168 ext. 3

In accordance with Federal law and US Department of Agriculture policy, this institution
is prohibited from discriminating on the basis of race, color, national origin, sex, age,
religion, disability, political beliefs, or disability. (Not all prohibited bases apply to all
programs). Hearing or speech impaired services available by dialing 711.

To file a complaint of discrimination, write to: USDA, Director, Office of Civil Rights, 1400
Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272
(voice) or (202) 720-5694 (TDD).

**CITY OF MONTROSE
MEMORANDUM**

DATE: June 10, 2026

TO: Mayor Banks and Members of City Council

FROM: Joe Karlichek, City Manager

SUBJECT: Formal Approval of Amended MERS Defined Benefit Plan Adoption Agreement – Division 11, General – Inclusion of City Manager Classification Effective July 1, 2026

Purpose

The purpose of this memorandum is to request formal City Council approval of the amended MERS Defined Benefit Plan Adoption Agreement for the City of Montrose, Municipality No. 2509, Division 11 – General, for the purpose of adding the City Manager classification as an eligible employee classification under the City’s existing MERS Defined Benefit Plan, effective July 1, 2026.

This action is intended to formalize and implement the unanimous direction previously approved by the City Council at its May 26, 2026 regular meeting.

Background

At the May 26, 2026 City Council meeting, the City Council unanimously approved the inclusion of the City Manager position in the City’s MERS retirement plan. Following that Council action, MERS provided the City with the required amended Defined Benefit Plan Adoption Agreement to formally process the change.

The amended MERS document identifies the City of Montrose as Municipality No. 2509 and amends existing Division 11 – General. The eligible employee classifications listed for this division are:

- Secretary
- Clerk
- DPW Laborer I
- DPW Laborer II
- City Manager

The inclusion of the City Manager classification corrects and formalizes the eligibility structure for the position moving forward and ensures that the City’s MERS records accurately reflect the classifications approved by the City Council.

Discussion

This request is administrative and procedural in nature. The City Council has already approved the policy direction to include the City Manager position in MERS. The action now before Council is to formally approve the required MERS Adoption Agreement amendment so that MERS may process and recognize the City Manager classification as eligible under Division 11 – General.

The effective date of the amendment is July 1, 2026. This approval should be understood as prospective in application unless otherwise expressly approved by the City Council and accepted by MERS.

The amended agreement also confirms that MERS will continue to serve as the Plan Administrator pursuant to the terms and conditions of the MERS Plan Document. The City remains responsible for

required wage reporting, service reporting, employee contributions, if applicable, and employer contributions as determined by MERS.

Approval of the amended agreement will allow the City to submit the signed MERS document, along with the approved City Council meeting minutes, to MERS for final processing.

Fiscal and Administrative Impact

The City's employer contribution obligations will be determined by MERS in accordance with the applicable actuarial valuation and MERS reporting requirements.

Administrative responsibilities will include ensuring that the City Manager classification is properly reported through MERS beginning with the effective date of July 1, 2026, and that applicable wage, service, employee contribution, and employer contribution reporting is completed in accordance with MERS requirements.

This amendment does not independently authorize any retroactive service credit, retroactive contribution, or additional benefit beyond what is expressly approved by the City Council and accepted by MERS.

Recommendation

It is my recommendation that the City Council formally approve the amended MERS Defined Benefit Plan Adoption Agreement for Division 11 – General, effective July 1, 2026, adding the City Manager classification as an eligible employee classification, and authorize the appropriate City official to execute and submit the amended agreement and approved meeting minutes to MERS for processing. .

**CITY OF MONTROSE
GENESEE COUNTY, MICHIGAN**

RESOLUTION NO. 2026-____

**RESOLUTION APPROVING AND AUTHORIZING MAYOR THOMAS J. BANKS TO EXECUTE
THE AMENDED MERS DEFINED BENEFIT PLAN ADOPTION AGREEMENT FOR DIVISION 11
– GENERAL TO INCLUDE THE CITY MANAGER CLASSIFICATION**

At a regular meeting of the City Council of the City of Montrose, Genesee County, Michigan, held at the City of Montrose, 139 S. Saginaw Street, Montrose, Michigan, on the ____ day of _____, 2026, at ____ p.m., Mayor Thomas J. Banks presiding.

The following resolution was offered by Councilmember _____ and supported by Councilmember _____:

WHEREAS, the City of Montrose participates in the Municipal Employees' Retirement System of Michigan, commonly known as MERS; and

WHEREAS, the City maintains a MERS Defined Benefit Plan for eligible employee classifications under Division 11 – General; and

WHEREAS, at its May 26, 2026 regular meeting, the City Council unanimously approved the inclusion of the City Manager classification in the City's MERS retirement plan; and

WHEREAS, following that action, MERS provided the City with an amended Defined Benefit Plan Adoption Agreement for Municipality No. 2509, Division 11 – General, for the purpose of formally adding the City Manager classification as an eligible employee classification; and

WHEREAS, the amended MERS Defined Benefit Plan Adoption Agreement identifies the eligible employee classifications within Division 11 – General as Secretary, Clerk, DPW Laborer I, DPW Laborer II, and City Manager; and

WHEREAS, the effective date of the amended Adoption Agreement is July 1, 2026; and

WHEREAS, the City Council desires to formally approve, affirm, and authorize the amended MERS Defined Benefit Plan Adoption Agreement so that MERS may process the addition of the City Manager classification.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Montrose, Genesee County, Michigan, as follows:

1. The City Council hereby affirms its prior unanimous action taken at the May 26, 2026 regular meeting approving the inclusion of the City Manager classification in the City's MERS retirement plan.
2. The City Council hereby approves the amended MERS Defined Benefit Plan Adoption Agreement for Municipality No. 2509, Division 11 – General, effective July 1, 2026, adding the City Manager classification as an eligible employee classification.
3. Mayor Thomas J. Banks is hereby authorized to execute the amended MERS Defined Benefit Plan Adoption Agreement on behalf of the City of Montrose, and the City Clerk, City Manager, and/or other appropriate City official are hereby authorized to submit the executed agreement, approved meeting minutes, and any required supporting documentation to MERS for processing.
4. This Resolution is intended to formalize the City Council's prior approval and authorize the administrative steps necessary for MERS implementation.
5. This Resolution shall take effect immediately upon adoption.

ROLL CALL VOTE:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

APPROVED:

ATTEST:

Thomas J. Banks, Mayor

Christina Rush, City Clerk

CERTIFICATION

I, Christina Rush, Clerk of the City of Montrose, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Montrose, Genesee County, Michigan, at a regular meeting held on the ____ day of _____, 2026, and that said meeting was conducted and public notice was given in compliance with the Michigan Open Meetings Act, PA 267 of 1976, as amended.

Dated: _____, 2026

Christina Rush
City Clerk
City of Montrose

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Montrose **Municipality #:** 2509

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 11), the effective date shall be the first day of 07/2026 (mm/yy). *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** (Defined Benefit division number(s) _____), select one of the following:

- This is a **temporary Benefit Window** with a duration of 2-6 months. Effective dates are from ___/01/___ through the last day of ___/20___ (mm/yy). Complete provisions as applicable under Section IV of this form.
- This is a **temporary Lump Sum Buyout Program** for terminated vested participants with a duration of 6-24 months. Effective dates are from ___/01/___ through the last day of ___/20___ (mm/yy). Payout will reflect ___% (1-100%) of the participant's present value of accrued benefit. For example, if 40% is used, the payout will be 40% of the present value of the benefit. This percentage cannot be changed once adopted.

Defined Benefit Plan Adoption Agreement

- D. If this is to **separate employees** from an existing Defined Benefit division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.
- F. If this is an amendment to close Defined Benefit division(s) # _____, with new hires, rehires, and transfers going into an **existing** Defined Benefit division # _____, the effective date shall be _____ (month/year).

Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

- G. If this is to close Defined Contribution or Hybrid division # _____ with its current and/or future active participants enrolling in existing Defined Benefit division # _____ (previously closed, now re-opened), the effective date shall be the first of _____, 20____.

Please complete all subsequent sections of this Defined Benefit Adoption Agreement (including all provisions in effect) and the [Addendum for Plan Freeze, Closure and Conversions](#).

- H. If this is to close Defined Contribution or Hybrid division # _____ with its current and/or future active participants enrolling in a new Defined Benefit division, the effective date shall be the first of _____, 20____.

Please complete all subsequent sections of this Defined Benefit Adoption Agreement (including all provisions in effect) and the [Addendum for Plan Freeze, Closure and Conversions](#).

Defined Benefit Plan Adoption Agreement

III. Plan Eligibility

Division Title: General

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS. Please describe the specific classifications that are eligible for MERS within this division:

Secretary, Clerk, DPW Laborer I, DPW Laborer II, City Manager

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): Yes No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than ____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than ____ per ____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Employees: Municipal or judicial employees working under an employment contract with the municipality (excluding a collective bargaining agreement) and whose wages are reported under IRS Form W-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other 2: _____	<input type="checkbox"/>	<input type="checkbox"/>	

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service. Service will begin to accrue and contributions must be reported when the Probationary Period ends.

The probationary period will be ____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an *hours and days* has been previously defined (like 10 seven-hour days), stating “70 hours” will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) _____ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee’s current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees’ hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: \$20/hour X 120 X .05 = \$120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers’ Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

Defined Benefit Plan Adoption Agreement

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- Base Wages Box 1 Wages of W-2 Gross Wages
 Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

V. Valuation-Required Provisions

Valuation Date: _____, 20 ____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

- Our MERS representative presented and explained the valuation results to the _____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)
- As an authorized representative of this municipality, I _____ (Name)
_____ (Title) waive the right for a presentation of the results.

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

Defined Benefit Plan Adoption Agreement

2. **Benefit Multiplier** (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. **Final Average Compensation** (Min 3 yr, increments of 1 yr) _____ years

4. **Vesting** (1 -10 yrs, increments of 1 yr) _____ years

5. **Normal Retirement Age** will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. **Required employee contribution** (Increments of 0.01%) _____ %

7. **Unreduced Early Retirement/Service Requirements:**

<input type="checkbox"/> Age 50 – 54 _____ Service between 25 and 30 years _____
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

8. **Other**

- Surviving Spouse will receive 50% of Straight Life benefit without a reduction to the employees' benefit (also known as an RS50)
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP) – If selected, complete the following:
 - Credited interest rate: _____% (please select either 0 or 3%)
 - The employer, if selected, will delay a Cost of Living Adjustment (COLA) during the DROP period (skip if not applicable): Yes No
 - Credited payment percentage will be: _____% (enter a number from 1-100% in increments of 1%) throughout the duration of the DROP period.

Defined Benefit Plan Adoption Agreement

Annuity Withdrawal Program (AWP)

Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:

- Interest rate for employee contributions as determined by the Retirement Board, or
- MERS' assumed rate of return as of the date of the distribution.

9. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ____/01/____ and ____/01/____	<input type="checkbox"/> Future retirees who retire after effective date
Increase of ____% or \$____ per month	Increase of ____% or \$____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired ____ months (6-12 months, increments of 1 month)	Employees must be retired ____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

10. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

VI. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VII. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

Defined Benefit Plan Adoption Agreement

VIII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

IX. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

CITY OF MONTROSE MEMORANDUM

Date: June 8, 2026

To: Mayor and City Council

From: Joe Karlichek, City Manager

Subject: Parks & Recreation Master Plan Update – Spark Grant

Mayor and Members of City Council,

This memorandum is intended to provide a brief update on the City’s Parks & Recreation Master Plan process being developed in connection with the Spark Grant.

The draft goals and objectives provide a general framework for improving parks and recreation opportunities within the City of Montrose. At this stage, the focus remains on identifying practical improvements that support safe, accessible, and community-based recreation for residents.

The key priorities identified in the draft include:

1. **Maintaining existing park properties**
The City should continue focusing on the upkeep and maintenance of its current park spaces so they remain usable, safe, and attractive for residents.
2. **Replacing outdated playground equipment**
The draft plan identifies the need to replace playground equipment that is outdated, damaged, or no longer meeting the needs of the community.
3. **Updating park furniture and amenities**
This includes items such as picnic tables, grills, trash receptacles, and other basic park equipment that support public use of the parks.
4. **Improving accessibility and safety**
A major objective is to ensure playground equipment and park areas are accessible, including ADA accessibility, and that parks remain safe for both youth and adults.
5. **Supporting non-motorized connections**
The draft plan supports future non-motorized paths and connections throughout the City, including routes that connect parks with important community locations.
6. **Developing a long-term plan for the Montrose Depot**
The Montrose Depot is identified as an important historic and community asset. The plan calls for additional discussion regarding possible future uses, preservation opportunities, and whether the site could serve as a recreational, museum, trailhead, or community gathering location.
7. **Reviewing potential future parkland opportunities**
The draft also recognizes that, as properties become available, the City may want to evaluate opportunities for pocket parks, community parks, trailheads, or other recreational uses.

8. Strengthening partnerships

The plan encourages continued partnerships with local and regional organizations, including Montrose Community Schools, civic groups, and regional planning partners, to support recreation programming and active living.

In simple terms, the draft plan is intended to help the City identify what park improvements are needed, what long-term opportunities may exist, and how the City can better support recreation for residents of all ages.

It is anticipated that the Downtown Development Authority and City Council will likely hear from Rowe Engineering in July regarding the body of the Parks & Recreation Master Plan. That presentation should provide a broader overview of the plan, the proposed direction, and the next steps in the planning process.

Recommendation:

No formal action is requested at this time. This memorandum is provided as an informational update only.

Goals and Objectives

An overall guide for the parks and recreation goals of the City of Montrose will be to focus efforts on updating/maintaining recreational facilities and developing/supporting programming that will promote opportunities for interaction and healthy living within the city. Of the goals and objectives listed, the top priorities include:

- Maintain existing park properties within the city.
- Installation of new playground equipment to replace outdated or damaged equipment.
- Replace outdated furniture/equipment (i.e. grills, picnic tables, trash receptacles).
- Support non-motorized paths throughout the city that connect to existing parks and key places in the community.
- Develop a plan for the Montrose Depot for potential usage.
- Analyze the potential for acquiring properties for usage for pocket parks or additional community parks around the city.

The overall theme for improving recreational opportunities will be to develop and create recreation programming and activities that will support the growing needs of the City of Montrose.

The following goals support this (not listed in any order or priority).

Goal #1: Provide Safe, Community-Based Recreation Opportunities.

Provide recreational facilities and programming that are safe and accessible to all residents in the community.

- Provide and maintain playground equipment and activities in park properties that are appropriate for all age groups.
- Develop community recreational activities that will be supported by the residents.
- Installation of landscaping around the sites to beautify and enhance park areas.
- Leverage various organizations and groups for short-term maintenance of parks properties.
- Ensure that all playground equipment is ADA accessible.
- Promote safety within the park areas for youth and adults.

Goal #2: Secure and acquire additional properties for future park land

As the landscape of the city changes and properties become available, the city could potentially inquire about acquiring vacant properties to utilize for pocket parks, community parks or even for trailheads along M-57.

Future acquired properties could be used for a city square, recreation center, large playground area for the entire city, nature park, amphitheater, or dog park.

- Pursue grant opportunities and funding sources that could provide funding for land acquisition or new recreational complex development.

Goal #3: Stronger partnerships with local/regional organizations that promote active living

Work with community partners (i.e. Montrose Community Schools), rotary clubs, etc. as they promote within the county active recreational programming within the community.

- Provide support for county-wide non-motorized trail network through the Genesee County Metropolitan Planning Commission that comes through Montrose.
- Investigate the potential for developing bike lanes along certain routes in the city.
- Developing M-57 into a non-motorized option.
- Partnering with Montrose Community Schools to provide athletic and recreational programming that supports local parks but also highlights the park systems that are closest to the local schools.

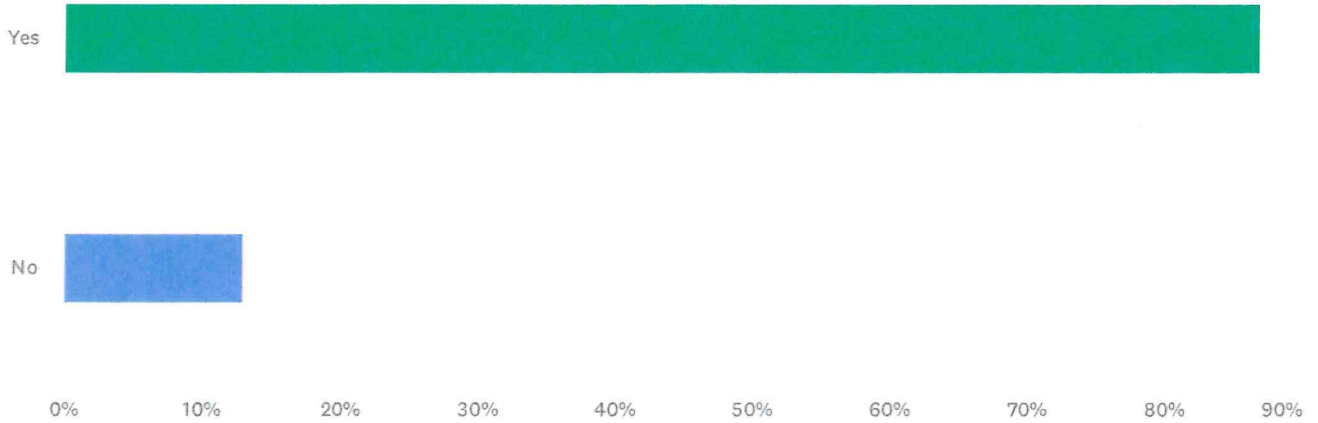
Goal #4: Long-Term Plan for the Montrose Depot

The Montrose Depot is an historic building in the community and moving forward, a long-term plan of action of what can be done with the building and site area is essential.

- Conduct focus groups with community members and discuss potential options for the site.
- Review potential grants that exist for preservation and upkeep; grants that support converting the site into a recreational museum or trailhead location.

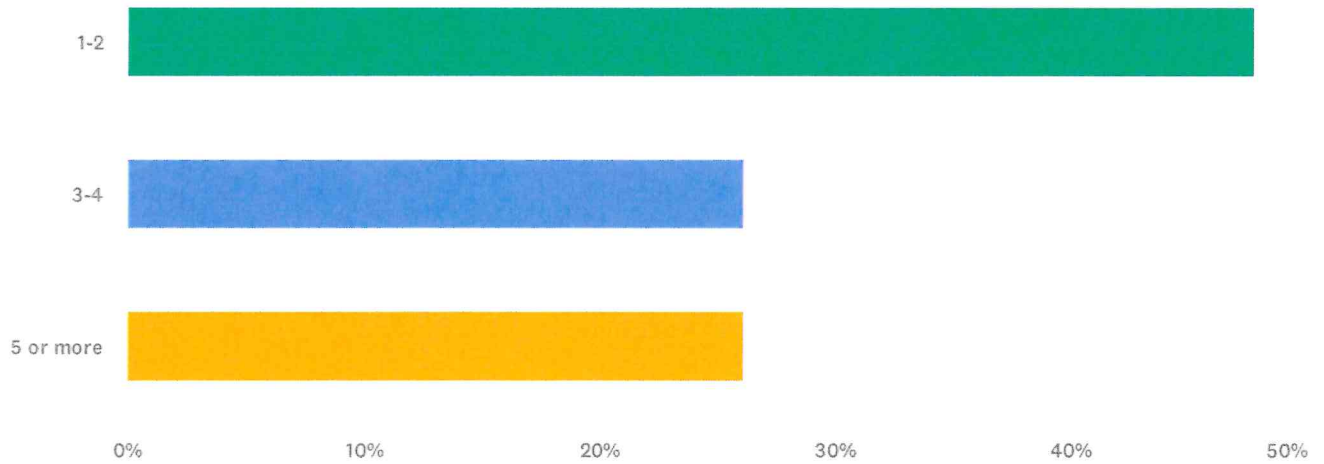
Q1 23 responses

Do you live in the City of Montrose?



Q2 23 responses

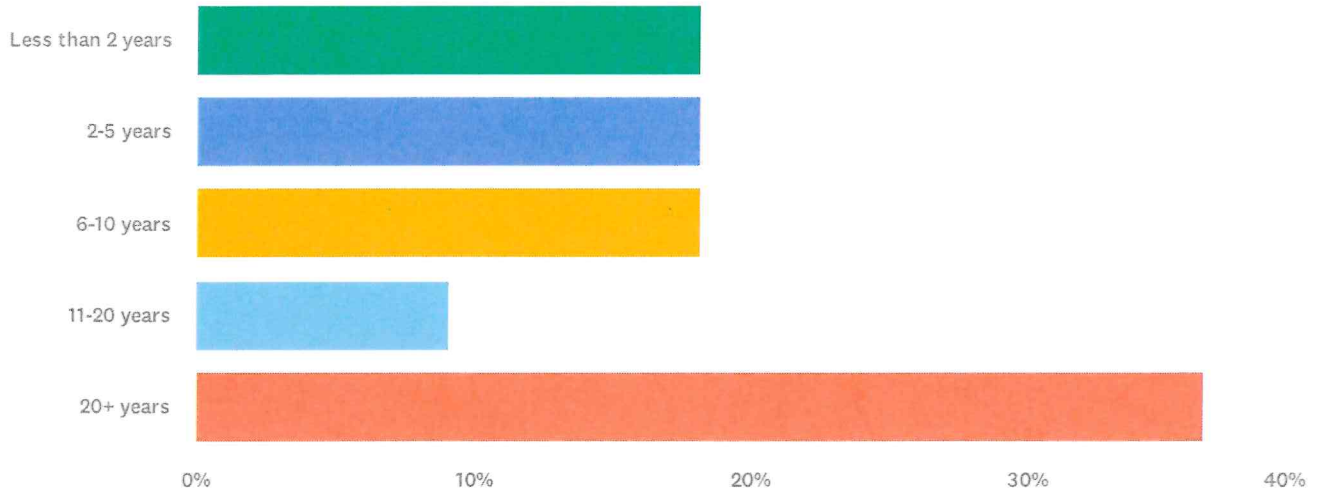
How many people currently reside in your household?



Q3 22 responses

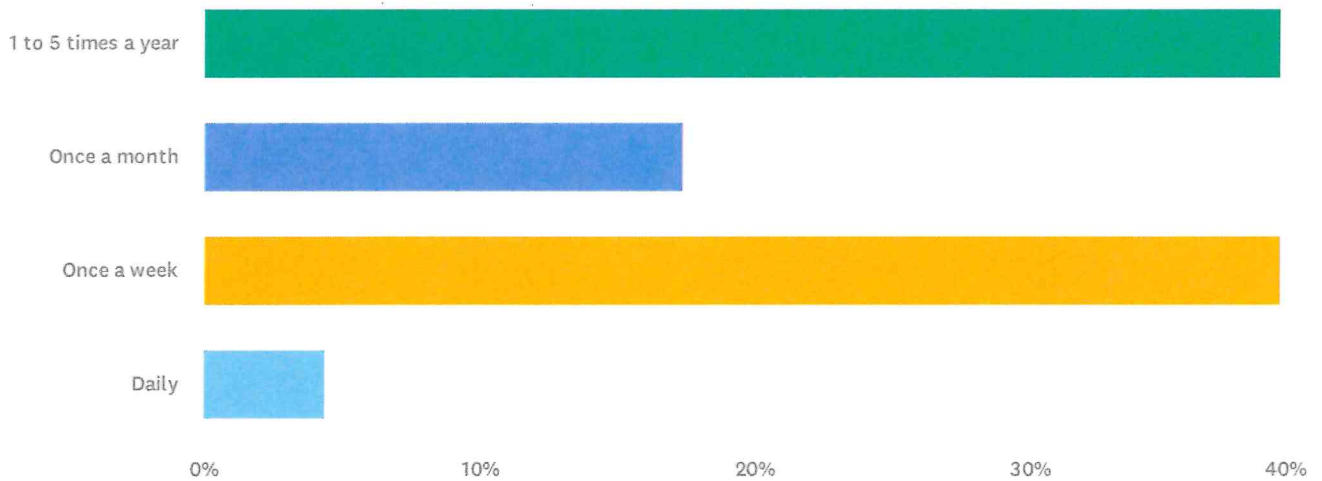
How long have you lived in the City of Montrose?

City of Montrose Parks and Recreation Master Plan 2026-2030



Q4 23 responses

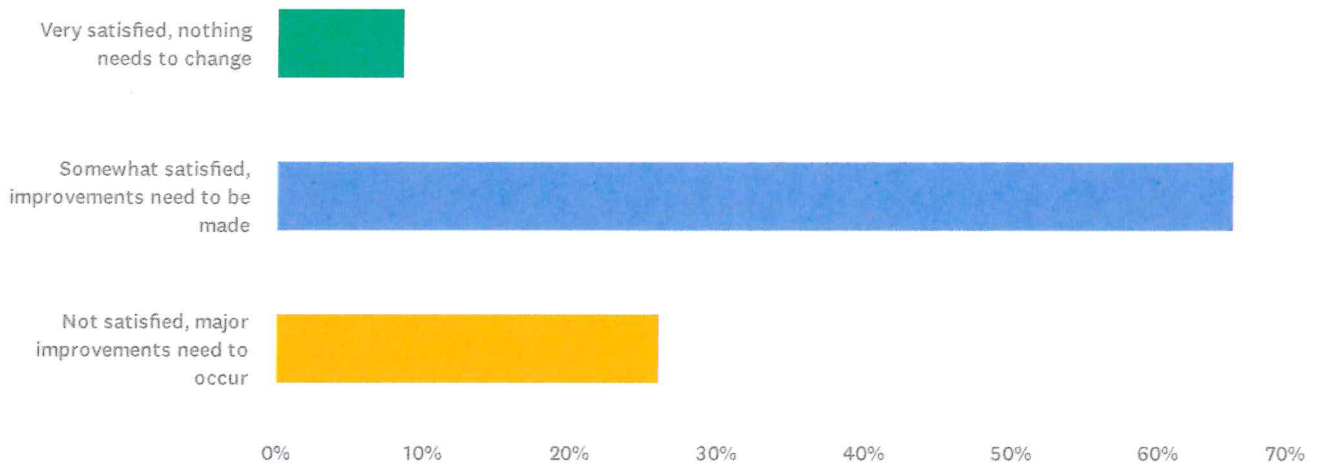
How often do you and your family visit the parks in Montrose?



Q5 23 responses

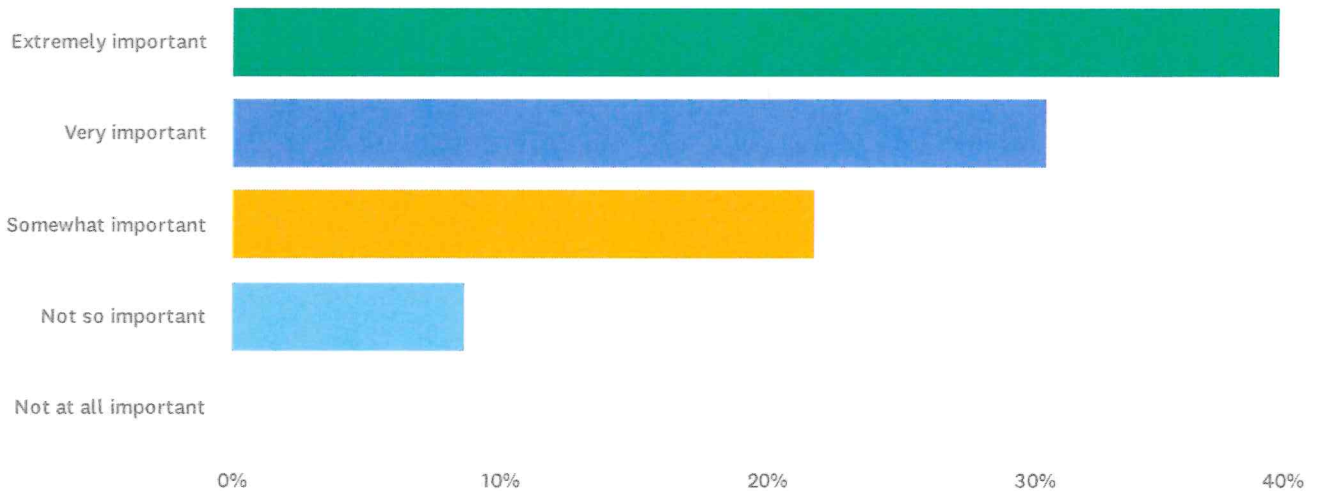
How do you feel about the current park properties in the city?

City of Montrose Parks and Recreation Master Plan 2026-2030



Q6 23 responses

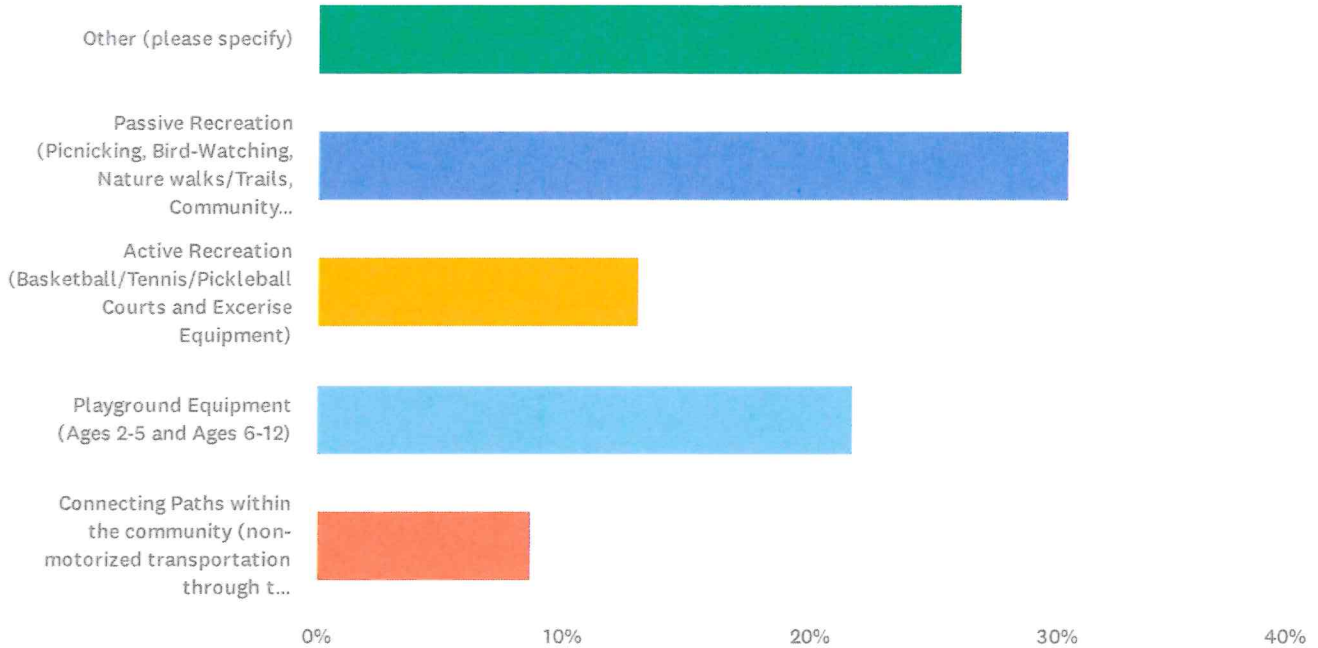
How important do you feel public parks and recreational facilities are to your quality of life?



Q7 23 responses

What are some additional activities or programming that you would like to see in Montrose?

City of Montrose Parks and Recreation Master Plan 2026-2030

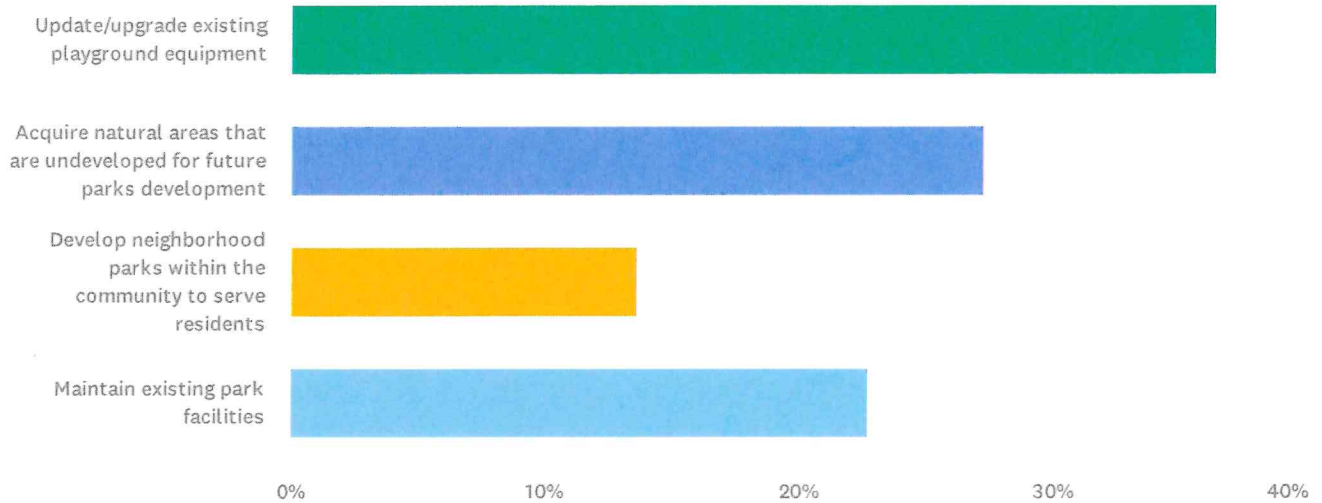


#	OTHER (PLEASE SPECIFY)	DATE
1	The 1st 2nd and 4th options are all worthy	5/7/2026 7:26 PM
2	Need to be able to pick more then one , I feel like all these areas need work fine	4/26/2026 7:02 AM
3	All of the above.	4/25/2026 6:44 PM
4	Special needs playground for special needs	4/24/2026 5:09 PM
5	Indoor places. Arcade, sit down restaurant that i can take my kids to. Not a bar	4/22/2026 7:17 PM
6	Combination of passive and active recreatio	4/22/2026 1:02 PM

Q8 22 responses

How can the current parks in the City of Montrose be improved?

City of Montrose Parks and Recreation Master Plan 2026-2030



Q9 How would you like to see the Montrose Depot utilized as in the future?

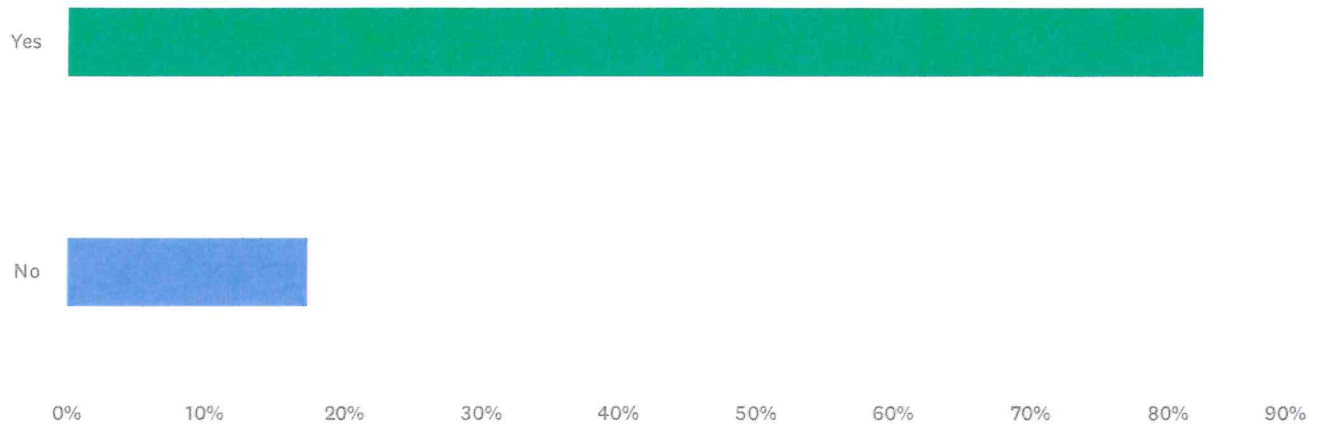
Answered: 15 Skipped: 8

#	RESPONSES	DATE
1	Maintain it as an historical building	5/8/2026 2:01 PM
2	Use more for the community	4/26/2026 7:02 AM
3	I wouldn't, it's an old small insignificant building.	4/25/2026 6:44 PM
4	Events Community centers	4/25/2026 11:11 AM
5	Additional parking needed Promote use by advertising and explaining what's in it Fine arts gatherings	4/25/2026 4:59 AM
6	Make sure accessible to all, last time I was there the handicap ramp was closed	4/24/2026 5:09 PM
7	I don't know what that is.	4/23/2026 4:15 PM
8	Lower the price for city residents to rent. Price is too high for what it is.	4/22/2026 7:17 PM
9	Put a air conditioner in and it would be rented more	4/22/2026 3:22 PM
10	How about letting people know what it is currently used for?	4/22/2026 1:02 PM
11	Pavilions and outdoor picnics.	4/22/2026 11:51 AM
12	Continue as currently used	4/22/2026 11:43 AM
13	Community workshops and volunteer events.	4/22/2026 11:39 AM
14	Community events, gathering for citizens.	4/22/2026 11:39 AM
15	Bakery, drive through coffee, small diner	4/22/2026 11:25 AM

Q10 23 responses

Would you support the city creating an endowment to support future park

operations?



Lori J. Machuk
120 W. State St.
Montrose, MI 48457

June 14, 2026

Mayor Thomas J. Banks
Members of the Downtown Development Authority
City of Montrose
139 S Saginaw St
Montrose, MI 48457

Dear Mayor Banks and Board Members of the Downtown Development Authority:

Please accept this letter as my formal resignation from the Downtown Development Authority, effective immediately.

This decision was not made lightly. Due to an increasing number of personal and professional commitments, I have come to the realization that I am unable to dedicate the time and attention that this position deserves. I believe the DDA and the community are best served by members who can fully commit to the responsibilities and initiatives of the organization.

It has been a privilege to serve on the DDA and contribute to efforts aimed at improving and promoting the DDA district. I am grateful for the opportunity to work alongside fellow board members, business owners, property owners, and community stakeholders in support of Montrose.

Thank you for the opportunity to serve. I wish the DDA continued success in its future endeavors.

Sincerely,



Lori J. Machuk

2.

**CITY OF MONTROSE
MEMORANDUM**

Date: June 11, 2026

To: Mayor Banks and Montrose City Council Members

From: City Clerk, Tina Rush

Subject: Re-Appointment of Tax Board of Review Member

City Charter Article 6. Chapter 2. Section 6-207 designates May 31st as the term date for Board of Review Members. Below are the following members whose term will expire;

TAX BOARD OF REVIEW (3 members required and the City Assessor is always the Clerk/Secretary of the Board), 2 yr. Term - Appointed in June)

1. Chairperson Robert Urmetz – (term ending May 31, 2027)
2. Judy Shanks – (term ending May 31, 2027)
3. Nancy Obershaw – (term ending May 31, 2026)

*Secretary Clerk (According to City Charter) – Assessor Bob Naumann (no term and no voting privileges).

What we need tonight is a recommendation from the City Mayor to re-appoint Nancy Obershaw to the Tax Board of Review, with the Council's vote of approval.

Respectfully,
Tina Rush, City Clerk

From: [L Machuk](#)
To: [Joe Karlichek](#)
Cc: [T Banks](#)
Subject: Nicole Rumbold Resignation
Date: Friday, June 12, 2026 5:08:06 PM

Mayor Banks and Joe,

I wanted to document that on June 11, 2026, Nicole Rumbold informed me via text message that she intended to step down from the Planning Board.

I am not aware of whether a formal resignation has been submitted, but I wanted to make you aware of the communication in case any follow-up is needed.

Thank you,

Lori Machuk

*Montrose City Council Member
& DDA Chair*

City of Montrose

139 South Saginaw Street

Montrose, MI 48457

Cell Phone: 810.350.2530