



CITY OF BURTON
BURTON CITY COUNCIL MEETING
JANUARY 5, 2015
AGENDA

Council Chambers

Regular Meeting

7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. INVOCATION LED BY STEVEN HATFIELD

B. THE PLEDGE OF ALLEGIANCE IS LED BY STEVEN HATFIELD

C. ROLL CALL

D. STAFF PRESENT

E. APPROVAL OF MINUTES

1. City Council - Committee of the Whole - Dec 15, 2014 6:00 PM
2. City Council - Regular Meeting - Dec 15, 2014 7:00 PM

F. ADMINISTRATIVE REPORT

G. COMMITTEE REPORTS

H. AUDIENCE PARTICIPATION

I. COUNCIL DISCUSSION

J. COUNCIL ACTION

1. Approve and authorize the Attorney bill (Rick Austin) from 12/10/14 to 12/22/14 in the amount of \$5,148.25.
2. Approve and authorize the Downtown Development Visioning Plan.
3. Approve and authorize the issuance of a permanent Traffic Control Order that eastbound and westbound Norton Street traffic shall stop at Euston Street.
4. Approve and authorize the issuance of a permanent Traffic Control Order that eastbound and westbound DeCamp Street traffic shall stop at Euston Street.
5. Approve and authorize the rescinding of Traffic Control order 89-00049 of December 19, 1989 that eastbound and westbound DeCamp Street traffic shall yield the right-of-way to all Euston Street traffic.

K. FIRST READING OF ORDINANCE

1. Approve and authorize First Reading of an Ordinance 2015-1-54-SO an Ordinance to amend the Code of Ordinances, for the City of Burton, Michigan, by adding a new Chapter 54 to regulate storm water control; to provide for storm water permits and for payment or reimbursement of costs incurred by the City due to storm water permits; and to provide penalties for violations.
2. Approve and authorize First Reading of an Ordinance 2015-2-54-SO an Ordinance to amend the Code of Ordinances for the City of Burton, Michigan by the adoption of additional storm water control regulations which provide standards for discharges into the storm water system or watercourses, and to provide penalties for violations.



CITY OF BURTON
BURTON CITY COUNCIL MEETING
DECEMBER 15, 2014
MINUTES

Council Chambers

Committee of the Whole

6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Tom Martinbianco at 6:05 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Absent	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

B. STAFF PRESENT

Paula, Zelenko, Mayor
 Ginger Burke-Miller, Controller
 Tom Osterholzer, Police Chief
 Chyrstal Simpson, Plante Moran

Rik Hayman, Chief of Staff
 Marvin Epperson, Fire Chief
 Teresa Karsney, Clerk

C. PRESENTATION

1. Forecast presentation by Plante Moran.

Mrs. Simpson from Plante Moran went over the four different scenarios of General Fund with regards to putting \$500,000, \$1,000,000, \$1,500,000 or \$2,000,000 into the unfunded liability for the MERS. These scenarios are only good if you keep the transfers to other funds the same. This is just a forecasting tool, this is not a budget.

Mrs. Simpson has now explained how the spreadsheet works to Mrs. Burke-Miller and she will be able to plug in different numbers if you want them.

Minutes Acceptance: Minutes of Dec 15, 2014 6:00 PM (Approval of Minutes)

General Fund

	2013	2014	2015 (est)	2016	2017	2018	2019	2020
Revenue								
Property taxes	\$ 2,303,432	\$ 2,866,654	\$ 2,510,745	2,554,683	2,598,238	2,642,651	2,681,301	2,720,516
Licenses and permits	5,997	6,532	5,200	5,304	5,410	5,518	5,629	5,741
Federal grants	32,357	-	-	-	-	-	-	-
State shared revenue and grants	2,381,159	2,441,511	2,526,000	2,576,520	2,628,050	2,680,611	2,734,224	2,788,908
Charges for service	369,706	283,254	392,100	399,942	407,941	416,100	424,422	432,910
Fines and forfeitures	127,253	100,106	100,000	102,000	104,040	106,121	108,243	110,408
Investment income	-	-	-	-	-	-	-	-
Special assessments	-	-	-	-	-	-	-	-
Sale of capital assets	40,171	9,350	20,000	-	-	-	-	-
Other revenue	420,281	653,317	438,500	447,270	456,215	465,340	474,647	484,139
Transfers in	-	46,084	-	-	-	-	-	-
Total revenue & transfers	5,680,356	6,406,808	5,992,545	6,085,719	6,199,895	6,316,341	6,428,465	6,542,623
Expenditures								
Salaries and wages	647,320	604,811	713,200	729,604	746,385	763,552	781,114	799,080
New Appraiser position for Assessing Dept	-	-	-	40,000	40,920	41,861	42,824	43,809
Health insurance	111,933	120,358	128,783	137,798	147,444	157,765	168,809	180,626
Voluntary Pension Contribution	-	-	500,000	500,000	500,000	500,000	500,000	500,000
Voluntary OPEB Contribution	-	-	-	-	-	-	-	-
All other personnel costs	337,910	251,479	409,917	418,115	426,478	435,007	443,707	452,582
All other operating costs	1,143,195	1,174,208	1,409,600	1,437,764	1,466,520	1,495,850	1,525,767	1,556,282
Blight Elimination cost	-	-	44,800	50,000	55,000	60,000	70,000	80,000
Master Plan	-	-	-	60,000	-	-	-	-
Transfers to Police Fund	2,637,650	3,391,000	350,000	357,000	364,140	371,423	378,851	386,428
Transfers to Fire Fund	662,364	565,000	642,000	654,840	667,937	681,296	694,921	708,820
Transfers to other funds	533,609	362,350	395,500	403,410	411,478	419,708	428,102	436,664
Capital outlay/ construction	3,606	1,200	247,900	965,400	502,500	505,000	500,000	500,000
Debt service	49,108	-	-	-	-	-	-	-
Total expenditures & transfers	6,126,695	6,470,406	4,841,700	5,753,932	5,328,801	5,431,461	5,534,096	5,644,291
(Shortfall) Surplus	(446,339)	(63,598)	1,150,845	331,787	871,093	884,879	894,369	898,332
Fund Balance - Beginning of year	2,680,584	2,234,245	2,170,647	3,321,492	3,653,279	4,524,372	5,409,252	6,303,620
Fund Balance - End of year	\$ 2,234,245	\$ 2,170,647	\$ 3,321,492	\$ 3,653,279	\$ 4,524,372	\$ 5,409,252	\$ 6,303,620	\$ 7,201,952

General Fund

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Voluntary Pension Contribution	-	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Voluntary OPEB Contribution	-	-	-	-	-	-	-	-
All other personnel costs	337,910	251,479	409,917	418,115	426,478	435,007	443,707	452,582
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(Shortfall) Surplus	(446,339)	(63,598)	150,845	(668,213)	(128,907)	(115,121)	(105,631)	(101,668)
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Voluntary OPEB Contribution	-	-	-	-	-	-	-	-
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Total expenditures & transfers	6,126,695	6,470,406	6,341,700	7,253,932	6,828,801	6,931,461	7,034,096	7,144,291
(Shortfall) Surplus	(446,339)	(63,598)	(349,155)	(1,168,213)	(628,907)	(615,121)	(605,631)	(601,668)
Fund Balance - Beginning of year	2,680,584	2,234,245	2,170,647	1,821,492	653,279	24,372	(590,748)	(1,196,380)
Fund Balance - End of year	\$ 2,234,245	\$ 2,170,647	\$ 1,821,492	\$ 653,279	\$ 24,372	\$ (590,748)	\$ (1,196,380)	\$ (1,798,048)

D. AUDIENCE PARTICIPATION

None

E. COUNCIL DISCUSSION

Mr. Smith asked about a contribution to the OPEB unfunded liability.

Mrs. Simpson said there is no state law requiring you to fund the OPEB unfunded liability, all you have to do is pay your current premiums. There is state law that the pension has to be funded.

Mr. Smith asked if there would be any benefits to funding OPEB even if it is only 1/2%.

Mrs. Simpson stated that any amount in to the OPEB trust would help but once the money is in the trust you can't take it out and transfer it to another account. It is only for the retiree health care benefits. You can't put money into the account just to make a higher interest rate.

Mr. Martinbianco said that this is a good start for looking at this unfunded liability on a long term basis.

Mr. Hatfield asked about coming up with a Fund Balance policy. So if we have money left over, which is over our fund balance limit, that we pay that percent to the unfunded liability of MERS or OPEB. This way we have a policy to address the long term debt.

Mr. Smith feels this is a good idea.

Mr. O'Keefe is now comfortable with paying a million dollars to the unfunded liability now that we have this 5 year forecast. He thinks we should also consider applying money to the OPEB.

Mrs. Simpson said you should consider both in your planning.

Mr. Hatfield thinks we should get the MERS to a certain level of funding before our returns are cut from 8% to 6% because we are not funded enough. He also said that we could have our own actuarial done to see if it is different then what MERS comes up with.

Mr. Martinbianco asked if our unfunded liability effects our bond rating?

Mrs. Simpson stated it could.

Mr. Smith feels we are now being proactive and not reactive in planning for the future.

Mr. Martinbianco asked Mrs. Simpson how many months of expenses does the state recommend we have on hand.

Mrs. Simpson replied 5 months of expenses. She said she had some same fund balance policies that she would send over.

Mr. O'Keefe thinks it may be a good idea to get our own actuarial done because he has no faith in MERS.

Mrs. Burke-Miller said our OPEB actuarial cost around \$20,000.

Mr. Smith recommends we should add this decision to tonight's City Council agenda on the amount we are going to pay to MERS unfunded liability.

Mr. Martinbianco stated that we set aside \$1,000,000 in the budget, anything over that amount we would have to do a budget amendment. He recommended having a Committee of the Whole meeting on February 2, 2015 at 6:00 p.m. to discuss a fund balance policy.

Meeting was adjourned at 6:55 PM.



CITY OF BURTON

BURTON CITY COUNCIL MEETING

DECEMBER 15, 2014

MINUTES

Council Chambers
Regular Meeting
7:00 PM

**4303 S. CENTER ROAD
BURTON, MI 48519**

This meeting was opened by President Tom Martinbianco at 7:00 PM.

A. INVOCATION LED BY MR. TOM GORANG

B. THE PLEDGE OF ALLEGIANCE IS LED BY ELLEN ELLENBURG

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

D. STAFF PRESENT

Paula Zelenko, Mayor	Rik Hayman, Chief of Staff
Tom Osterholzer, Police Chief	Marvin Epperson, Fire Chief
Ginger Burke-Miller, Controller	Teresa Karsney, Clerk

E. APPROVAL OF MINUTES

- City Council - Regular Meeting - Dec 1, 2014 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

- City Council - Committee of the Whole - Dec 1, 2014 6:00 PM

Minutes Acceptance: Minutes of Dec 15, 2014 7:00 PM (Approval of Minutes)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

3. City Council - Committee of the Whole - Dec 2, 2014 5:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

F. ADMINISTRATIVE REPORT

Mayor Zelenko stated the first three items on your agenda are attorney billings. The Keller Thoma bills cover various personnel and policy matters as well as labor grievance with MAFF.

Item # 4 is the annual approval for our portion of payment on the Fenton Watermain project.

Item #5 is the approval of your City Council Meeting schedule for 2015.

Item # 6 is a request for the police department to purchase in-car video systems.

What is not on your agenda is the amount the council wishes to put toward the MERS unfunded liability. We did not place it on the agenda because we were waiting for the five year forecast update from Plante Moran tonight, which hopefully would give you added insight. If you choose to take action, you would need to add it to the agenda.

Thank you to those you attended, participated, or organized the Christmas events last Saturday. Pizza with Santa at Bendle High School and the Christmas Parade were great fun.

The Park and Recreation will be adding Movies in the Park and Mr. Heffner can elaborate more on this in his committee report.

Just a reminder the City will close for the holiday break on December 24, 2014 and return to full operations on Monday, January 5, 2015.

City Council, please join us for the employee holiday luncheon this Wednesday, December 17, 2014 in the Community room at 11:30 a.m. to 2:00 p.m.

Mr. President, tonight we have some special guests here. State Representatives Pam Farris and Representative Charles Smiley. District Court Judge Jennifer Manly wanted to be here but had other commitments. They are here to assist in honoring the service of Judge John Conover as he retires from the District Court bench. At this time, I would like to ask Judge Conover and guest to come forward.

Your Honor, words are difficult to find to express my appreciation for all the support and guidance you have given me personally, politically and professionally. But the greatest thing that sticks out is your commitment to ensure that every person who came before your

court, no matter how severe the crime or violation, was treated with respect, with courtesy and with encouragement. As Mayor, the highest honor I can bestow is the key to the City.

Representative Pam Farris and Representative Charles Smiley also gave Judge Conover resolution for his support and commitment to the 67th District Court.

G. COMMITTEE REPORTS

Mrs. Ellenburg stated that the Legislative Committee met earlier today and has recommended that the two storm water ordinances be send to City Council for approval.

Mr. Heffner stated he would like to have a Public Access Committee meeting on January 5, 2015 at 6:00 p.m., purpose of the meeting is discussion on and recommendation for the City website. He would also like to have the Mayor, Mark Udell and someone from Revise.

Mr. Heffner said Pizza with Santa was a great success. The parade was very nice also. The Movies in the Park Event, will be held at the Eagles Club. Chris Johns has raised all the money for this on this own and the first movie is going to be Frozen, after that it is going to be Monster University.

Mr. O'Keefe stated he is the representative for the Genesee County 911 Consortium. They had their annual meeting and their fund balance is in good shape.

Mrs. Ellenburg stated one of our Friends of the Library is in audience. She has made up these bookmarks with the dates of the book sales at the library which will be January 29-31, 2015, April 23-25, 2015, July 23-25, 2015 and October 29-31, 2015.

H. AUDIENCE PARTICIPATION

Sadonna Myers of Burton, she is with the Friend of the Library. Mrs. Myers is looking forward to having the parking lot done in the spring. On the book sale dates you notice that one is on October 31, 2015. If you bring a child who is in costume you will receive a free book.

I. COUNCIL DISCUSSION

Mr. Smith stated we had a 6:00 p.m. with Plante Moran on how best to leverage the one million dollars that has been set aside in the City Budget for the unfunded liability with MERS. Looking to hear what the Council has to say about the subject. Looking for feedback from the Council on how they feel, should it all go to MERS or maybe some to OPEB.

Mr. Hatfield thinks in this first contribution that it should all go to MERS to help get us more funded. Maybe in future to set up a fund balance policy. With the police mileage we stated that the unfunded liability would be addressed. He thinks the whole million should go to the MERS.

Mrs. Ellenburg would like to see Legislative and Finance Committee have a joint meeting to have discussion and review a fund balance policy.

Attorney Doyle said we would have to post it as a Committee of the Whole to have both committees there.

Mr. Heffner stated that on February 16, 2015 Park and Recreation would like to present a check to DAV from the Veterans Honor Run.

Mr. Haskins thinks the in car video systems are an excellent idea. He also asked when we will be adding the additional three officers. We did budget for it.

Mayor Zelenko said that we were waiting for the financial forecast that was done so we could better estimate where we were before we move forward with that.

1. To add as item #7 to approve and authorize the City Treasurer to pay MERS a lump sum of \$1,000,000.00 via wire transfer by 12/31/14 to be applied to the unfunded liability of the City of Burton.

RESULT: CARRIED [UNANIMOUS]
MOVER: Vaughn Smith, Councilman
SECONDER: Steven Hatfield, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

2. To add as item #8 to approve and authorize the transfer of \$3,000.00 from General Fund to the City Council.

Mayor has the actual quote and will need \$3,510.00.

Motion was withdrawn.

RESULT: WITHDRAWN [UNANIMOUS]
MOVER: Steven Hatfield, Councilman
SECONDER: Vaughn Smith, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

3. To add as item #8 to approve and authorize the transfer of \$3,600.00 from General Fund to the City Council for computers.

RESULT: CARRIED [UNANIMOUS]
MOVER: Steven Hatfield, Councilman
SECONDER: Vaughn Smith, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

J. COUNCIL ACTION

1. Approve and authorize the Attorney bill (Rick Austin) from 11/21/14 to 12/10/14 in the amount of \$4,718.50.

RESULT: CARRIED [UNANIMOUS]
MOVER: Ellen Ellenburg, Councilwoman
SECONDER: Vaughn Smith, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

2. Approve and authorize the Attorney bill (Keller Thoma) from 10/07/14 to 10/27/14 in the amount of \$208.14.

RESULT: CARRIED [UNANIMOUS]
MOVER: Ellen Ellenburg, Councilwoman
SECONDER: Vaughn Smith, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

3. Approve and authorize the Attorney bill (Keller Thoma) from 11/05/14 in the amount of \$330.00.

RESULT: CARRIED [UNANIMOUS]
MOVER: Steven Heffner, Councilman
SECONDER: Dennis O'Keefe, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

4. Approve and authorize Resolution 2014- 27 for the 2015 Calendar Year Bond Payment for the City of Burton portion of the Fenton Road Watermain Project , not to exceed \$29,990.81.

RESULT: CARRIED [UNANIMOUS]
MOVER: Duane Haskins, Vice-President
SECONDER: Steven Heffner, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

5. Approve and authorize the Burton City Council Regular Meeting schedule for 2015.

RESULT: CARRIED [UNANIMOUS]
MOVER: Duane Haskins, Vice-President
SECONDER: Ellen Ellenburg, Councilwoman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

6. Approve and authorize the Mayor and Clerk to enter into an agreement with Fleetwood Leasing L.L.C. in the amount of \$92,254.30 for the purchase of the L3 Mobile-vision in-car video system for the Police Department.

Mrs. Ellenburg asked Chief Osterholzer to explain how he would be covering the cost of the system.

Chief Osterholzer said that we will make an initial payment up front of \$18,450.86. I will be covering this payment with funds we have received through a Bureau of Justice JAG equipment grant, and it will not have to come out of our current budget nor General Fund. Over the next four years we will then make one yearly lump sum payment of \$18,450.86. This can be budgeted for in advance, but know that I anticipate receiving additional JAG grants each year (we average around \$10,000.00 each year) and my intention is to use future JAG grants each year to off-set our yearly payment.

RESULT: CARRIED [UNANIMOUS]
MOVER: Ellen Ellenburg, Councilwoman
SECONDER: Vaughn Smith, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

7. To approve and authorize the City Treasurer to pay MERS a lump sum of \$1,000,000.00 via wire transfer by 12/31/14 to be applied to the unfunded liability of the City of Burton.

RESULT: CARRIED [UNANIMOUS]
MOVER: Steven Hatfield, Councilman
SECONDER: Ellen Ellenburg, Councilwoman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

8. To approve and authorize the transfer of \$3,600.00 from General Fund to the City Council for computers.

RESULT: CARRIED [UNANIMOUS]
MOVER: Duane Haskins, Vice-President
SECONDER: Steven Heffner, Councilman
AYES: Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

Meeting was adjourned at 7:50 PM.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 01/05/15 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

J.1

SCHEDULED

AGENDA ITEM (ID # 1321)

DOC ID: 1321

**Approve and authorize the Attorney bill (Rick Austin) from
12/10/14 to 12/22/14 in the amount of \$5,148.25.**



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 01/05/15 07:00 PM
Department: Clerk's Office
Category: Discussion
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

J.2

SCHEDULED

AGENDA ITEM (ID # 1318)

DOC ID: 1318

Approve and authorize the Downtown Development Visioning Plan.



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 01/05/15 07:00 PM
Department: Department of Public Works
Category: Road
Prepared By: Greg Kray
Department Head: Greg Kray

J.3

SCHEDULED

AGENDA ITEM (ID # 1308)

DOC ID: 1308

Approve and authorize the issuance of a permanent Traffic Control Order that eastbound and westbound Norton Street traffic shall stop at Euston Street.

ATTACHMENTS:

- Traffic Control ID 1308 (PDF)

INTEROFFICE MEMORANDUM

To: Paula Zelenko, Mayor
From: Gregory Kray, DPW Director
Date: December 11, 2014

Re: Memo of Explanation for Agenda ID #1308,
Traffic Control Order, Issue, Euston at Norton

Madam Mayor:

Agenda item wording:

Approve and authorize the issuance of a permanent Traffic Control Order that eastbound and westbound Norton Street traffic shall stop at Euston Street.

Explanation:

This action will help to slow traffic in this area and make the signage in this area consistent.

VR

Attachment: Traffic Control ID 1308 (1308 : Traffic Control Order, Issue, Euston at Norton)



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 01/05/15 07:00 PM
Department: Department of Public Works
Category: Road
Prepared By: Greg Kray
Department Head: Greg Kray

J.4

SCHEDULED

AGENDA ITEM (ID # 1307)

DOC ID: 1307

Approve and authorize the issuance of a permanent Traffic Control Order that eastbound and westbound DeCamp Street traffic shall stop at Euston Street.

ATTACHMENTS:

- Traffic Control ID 1307 (PDF)

INTEROFFICE MEMORANDUM

To: Paula Zelenko, Mayor
From: Gregory Kray, DPW Director
Date: December 11, 2014

Re: Memo of Explanation for Agenda ID #1307,
Traffic Control Order, Issue, Euston at DeCamp

Madam Mayor:

Agenda item wording:

Approve and authorize the issuance of a permanent Traffic Control Order that eastbound and westbound DeCamp Street traffic shall stop at Euston Street.

Explanation:

This action will help to slow traffic in this area and make the signage in this area consistent.

VR

Attachment: Traffic Control ID 1307 (1307 : Traffic Control Order, Issue, Euston at DeCamp)



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 01/05/15 07:00 PM
Department: Department of Public Works
Category: Road
Prepared By: Greg Kray
Department Head: Greg Kray

J.5

SCHEDULED

AGENDA ITEM (ID # 1306)

DOC ID: 1306

Approve and authorize the rescinding of Traffic Control order 89-00049 of December 19, 1989 that eastbound and westbound DeCamp Street traffic shall yield the right-of-way to all Euston Street traffic.

ATTACHMENTS:

- Traffic Control ID 1306 (PDF)

INTEROFFICE MEMORANDUM

To: Paula Zelenko, Mayor
From: Gregory Kray, DPW Director
Date: December 11, 2014

Re: Memo of Explanation for Agenda ID #1306,
Traffic Control Order, Rescind, Euston at DeCamp

Madam Mayor:

Agenda item wording:

Approve and authorize the rescinding of Traffic Control order 89-00049 of December 19, 1989 that eastbound and westbound DeCamp Street traffic shall yield the right-of-way to all Euston Street traffic.

Explanation:

This item is necessary to prevent a conflict with the TCO proposed by Agenda ID #1307.

VR

Attachment: Traffic Control ID 1306 (1306 : Traffic Control Order, Rescind, Euston at DeCamp)



Burton City Council
4303 S. Center Road
Burton, MI 48519

Meeting: 01/05/15 07:00 PM
Department: Clerk's Office
Category: Ordinance
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

K.1

SCHEDULED

AGENDA ITEM (ID # 1319)

DOC ID: 1319

Approve and authorize First Reading of an Ordinance 2015-1-54-SO an Ordinance to amend the Code of Ordinances, for the City of Burton, Michigan, by adding a new Chapter 54 to regulate storm water control; to provide for storm water permits and for payment or reimbursement of costs incurred by the City due to storm water permits; and to provide penalties for violations.

ATTACHMENTS:

- Storm Water Ord 2015-1-54-SO (DOC)

CITY OF BURTON
GENESEE COUNTY, MICHIGAN

ORDINANCE NO. 2015-1-54-SO

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, FOR THE CITY OF BURTON, MICHIGAN, BY ADDING A NEW CHAPTER 54 TO REGULATE STORM WATER CONTROL; TO PROVIDE FOR STORM WATER PERMITS AND FOR PAYMENT OR REIMBURSEMENT OF COSTS INCURRED BY THE CITY DUE TO STORM WATER PERMITS; AND TO PROVIDE PENALTIES FOR VIOLATIONS.

THE CITY OF BURTON ORDAINS:

Chapter 54 of the Code of Ordinances of the City of Burton, Michigan is added to read as follows:

SECTION I

SECTION 54.01 Storm Water

(A) TITLE

This ordinance shall be known as the City of Burton Stormwater Management Ordinance" and may be so cited.

(B) FINDINGS

The City of Burton finds that:

- (1) Water bodies, roadways, structures, and other property within, and downstream of the City of Burton are at times subjected to flooding;

- (2) Flooding is a danger to the lives and property of the public and is also a danger to the natural resources of the City of Burton and the region;
- (3) Land development alters the hydrologic response of watersheds, resulting in increased storm water runoff rates and volumes, increased flooding, increased stream channel erosion, and increased sediment transport and deposition;
- (4) Storm water runoff produced by land development contributes to increased quantities of water-borne pollutants;
- (5) Increases of storm water runoff, soil erosion, and non-point source pollution have occurred as a result of land development, and cause deterioration of the water resources of the City of Burton and downstream municipalities;
- (6) Storm water runoff, soil erosion, and non-point source pollution, due to land development within the City of Burton, have resulted in a deterioration of the water resources of the City of Burton and downstream municipalities;
- (7) Increased storm water runoff rates and volumes, and the sediments and pollutants associated with storm water runoff from future development projects within the City of Burton will, absent reasonable regulation and control, adversely affect the City of Burton's water bodies and water resources, and those of downstream municipalities;
- (8) Storm water runoff, soil erosion, and non-point source pollution can be controlled and minimized

by the regulation of storm water runoff from development;

- (9) Adopting the standards, criteria and procedures contained in this ordinance and implementing the same will address many of the deleterious effects of storm water runoff;
- (10) Adopting these standards is necessary for the preservation of the public health, safety and welfare.

(C) PURPOSE

It is the purpose of this ordinance to establish minimum storm water management requirements and controls to accomplish, among others, the following objectives:

- (1) To reduce artificially induced flood damage;
- (2) To minimize increased storm water runoff rates and volumes from identified new land development;
- (3) To minimize the deterioration of existing watercourses, culverts and bridges, and other structures;
- (4) To encourage water recharge into the ground where geologically favorable conditions exist;
- (5) To prevent an increase in non-point source pollution;
- (6) To maintain the integrity of stream channels for their biological functions, as well as for drainage and other purposes;
- (7) To minimize the impact of development upon stream bank and streambed stability;

- (8) To reduce erosion from development or construction projects;
- (9) To preserve and protect water supply facilities and water resources by means of controlling increased flood discharges, stream erosion, and runoff pollution; and,
- (10) To reduce storm water runoff rates and volumes, soil erosion, and non-point source pollution, wherever practicable, from lands that were developed without storm water management controls meeting the purposes and standards of this ordinance.
- (11) To reduce the adverse impact of changing land use on water bodies and, to that end, this ordinance establishes minimum standards to protect water bodies from degradation resulting from changing land use where there are insufficient storm water management controls.

(D) APPLICABILITY, EXEMPTIONS AND GENERAL PROVISIONS.

- (1) To prevent an increase in non-point source pollution; this ordinance shall apply to any earth-disturbing activities greater than or equal to 1-acre (≥ 1 ac.) for new development or redevelopment projects or earth disturbing activities less than 1-acre on parcels with greater than or equal to 50% ($\geq 50\%$) impervious surface which will alter storm water drainage characteristics of the development site. Typically these developments require approval of a plat, a site development plan, building permit, and other permits to be obtained. However, this ordinance shall not apply to the following:

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(a) Development on one single-family lot, parcel, or condominium unit where the City of Burton Department of Public Works determines that due to the size of the development site or other circumstances, the quantity, quality, and or rate of stormwater flow does not materially alter storm water flow from the property in terms of rate and/or volume.

(b) The installation or removal of individual mobile homes within a mobile home park. This exemption shall not be construed to apply to the construction, expansion, or modification of a mobile home park.

(c) Ongoing farm operations such as tilling or plowing. Earth disturbances that are not directly related to farming are not exempt from this ordinance.

(d) Plats with preliminary plat approval and other developments with final land use approval prior to the effective date of this ordinance, where such approvals remain in effect.

(E) DEFINITIONS

For the purpose of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them by this Section unless the context in which they are used specifically indicates otherwise:

- (1) Best Management Practices (BMPs) - A practice, or combination of practices and design criteria that comply with the Michigan Department of Natural Resources and Environment's Guidebook of BMPs for Michigan Watersheds, the Low Impact Development Manual for Michigan, or equivalent practices and design criteria that accomplish the purposes of this ordinance (including, but not limited to minimizing storm water runoff and preventing the discharge of pollutants into storm water) as determined by the City Engineer, and, where appropriate, the standards of the Genesee County Drain Commissioner.
- (2) Building Opening - Any opening of a solid wall such as a window or door, through which floodwaters could penetrate.
- (3) Construction Site Storm Water Runoff - Storm water runoff from a development site following an earth change.
- (4) Detention - A system which is designed to capture storm water and release it over a given period of time through an outlet structure at a controlled rate.
- (5) Developed or Development - The installation or construction of impervious surfaces on a development site that require, pursuant to state law or local ordinance, the City's approval of a site plan, plat, site condominium, special land use, planned unit development, rezoning of land, land division approval, private road approval or other approvals required for the development of land or the erection of buildings or structures; provided, however, that for purposes of Article

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II only, developed or development shall not include the actual construction of, or an addition, extension or modification to, an individual single-family or a two-family detached dwelling or appurtenances to the same, if the City Manager finds that such construction, addition, extension or modification will not result in adverse storm water runoff. In making his written finding, the City Manager may consult with the Zoning Administrator, planning committee, the code enforcement official and/or the City engineer.

- (6) Developer - Any person proposing or implementing the development of land. Developer can also be interpreted to include their designated design representative (e.g. architects and engineers).
- (7) Development Site - Any land that is being or has been developed, or that a developer proposes for development.
- (8) Discharger - Any person or entity who directly or indirectly discharges storm water from any property. Discharger also means any employee, officer, director, partner, contractor, or other person who participates in, or is legally or factually responsible for, any act or omission which is or results in a violation of this ordinance.
- (9) Drain - Any drain as defined in the Drain Code of 1956, as amended, being MCL 280.1, et. seq., other than an established county or intercounty drain.

- (10) Drainage - The collection, conveyance, or discharge of ground water and/or surface water.
- (11) Drainageway - The area within which surface water or ground water is carried from one part of a lot or parcel to another part of the lot or parcel or to adjacent land.
- (12) Earth Change - Any human activity which removes ground cover, changes the slope or contours of the land, or exposes the soil surface to the actions of wind and rain. Earth change includes, but is not limited to, any excavating, surface grading, filling, landscaping, or removal of vegetative roots.
- (13) EPA - The United States Environmental Protection Agency.
- (14) Erosion - The process by which the ground surface is worn away by action of wind, water, gravity or a combination thereof.
- (15) Exempted Discharges - Discharges other than storm water as specified in Section 54.01(D) and 54.01(B) of this ordinance.
- (16) Flood or Flooding - A general and temporary condition of partial or complete inundation of normally dry land areas resulting from the overflow of water bodies or the unusual and rapid accumulation of surface water runoff from any source.
- (17) Floodplain - Any land area subject to periodic flooding (≥ 2 square miles

- (18) Flood Protection Elevation (FPE) - The Base Flood Elevation plus one (1) foot at any given location.
- (19) Grading - Any stripping, excavating, filling, and stockpiling of soil or any combination thereof and the land in its excavated or filled condition.
- (20) Hazardous or Toxic Material - OSHA defines hazardous and toxic substances as those chemicals which are capable of causing harm. In this definition, the term chemical includes dusts, mixtures, and common materials such as paints, fuels, and solvents. OSHA currently regulates exposure to approximately 400 substances and the OSHA Chemical Sampling Information file contains listings for approximately 1500 substances. Some industrial libraries maintain files of material safety data sheets (MSDS) for more than 100,000 substances.
- (21) Illicit Connection - Any method or means for conveying an illicit discharge into water bodies or the City's storm water system.
- (22) Illicit Discharge - Any discharge to water bodies that does not consist entirely of storm water, discharges pursuant to the terms of an NPDES permit, or exempted discharges as defined in this ordinance.
- (23) Impervious Surface - Surface that does not allow storm water runoff to slowly percolate into the ground.
- (24) Improvements - Means those features and actions associated with a project that are considered

necessary by the body or official granting zoning approval to protect natural resources or the health, safety, and welfare of the residents of a local unit of government and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, and drainage. Improvements do not include the entire project that is the subject of zoning approval.

- (25) MS4 - Municipal Separate Storm Water Sewer System
- (26) MDNRE - Michigan Department of Natural Resources and Environment.
- (27) Municipality - County, Municipality, Village, or Township or their designated representative.
- (28) NPDES - National Pollution Discharge Elimination System.
- (29) Person - An individual, firm, partnership, association, public or private corporation, public agency, instrumentality, or any other legal entity.
- (30) Planning board/commission - Means a county planning commission created under the Michigan Zoning Enabling Act, 2006 PA 110, MCL 125.3101 et. seq.
- (31) Pollutant - A substance discharged which includes, but is not limited to the following: any dredged spoil, solid waste, vehicle fluids, yard wastes, animal wastes, agricultural waste products, sediment, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological wastes, radioactive materials,

heat, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, municipal, commercial and agricultural waste, or any other contaminant or other substance defined as a pollutant under the Clean Water Act.

- (32) Property Owner - Any person having legal or equitable title to property or any person having or exercising care, custody, or control over any property.
- (33) Retention - A system which is designed to capture storm water and contain it until it infiltrates the soil or evaporates.
- (34) Runoff - means the water flow that occurs when soil is infiltrated to full capacity and excess water from rain, snowmelt, or other sources flows over the land.
- (35) Sensitive Areas - Inland lakes, watercourses and wetlands (≥ 5 ac as specified by MDNRE unless a stricter local requirement is specified)
- (36) Site plan - means a plat, a site development plan, construction drawings, a building permit, and any other permits that need to be obtained before development can occur. These documents and drawings, required by the zoning ordinance, are to insure that a proposed land use or activity is in compliance with local ordinances and state and federal statutes.
- (37) Soil Erosion - The stripping of soil and weathered rock from land creating sediment for transportation by water, wind or ice, and enabling formation of new sedimentary deposits.

- (38) State of Michigan Water Quality Standards - All applicable State rules, regulations, and laws pertaining to water quality, including the provisions of Section 3106 of Part 31 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.
- (39) Storm Drain - A system of open or enclosed conduits and appurtenant structures intended to convey or manage storm water runoff, ground water and drainage.
- (40) Storm Water Permit - A permit issued pursuant to this ordinance.
- (41) Storm Water Plan - Written narratives, specifications, drawings, sketches, written standards, operating procedures, or any combination of these which contain information pursuant to this ordinance.
- (42) Storm Water Runoff Facility - The method, structure, area, system, or other equipment or measures which are designed to receive, control, store, or convey storm water as well as treat it for pollutants.
- (43) Stream - A river, stream or creek which may or may not be serving as a drain, or any other water body that has definite banks, a bed, and visible evidence of a continued flow or continued occurrence of water.
- (44) Surface waters of the state: Are defined consistent with the Part 4 Rules (Rules 323.1041 through 323.1117 of the Michigan Administrative Code) to mean all of the following, but not including drainage ways and ponds (detention and

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retention ponds or lagoons) used solely for wastewater conveyance, treatment, or control:

- The Great Lakes and their connecting waters
- All inland lakes
- Rivers
- Streams
- Impoundments
- Open drains
- Other surface bodies of water within the confines of the state
 - (45) Waterbody - A river, lake, stream, creek or other watercourse or wetlands.
 - (46) Watercourse - One that has not been altered artificially.
 - (47) Wetlands (regulated) - Land characterized by the presence of water at a frequency and duration sufficient to support wetland vegetation or aquatic life.

SECTION 54.02 STORM WATER PERMITS

(A) STORM WATER STANDARDS

Developments subject to this ordinance shall require a storm water permit and a storm water plan, and shall be designed, constructed, and maintained to prevent flooding, minimize stream channel impacts, protect water quality, and achieve the purposes of this Ordinance, as stated above. City of Burton has adopted the Genesee County Storm Water and Flood Control Design Standard Requirements to meet the objectives of managing the quantity and quality of storm water runoff from a site as its City engineering standards.

(B) STORM WATER PERMIT REVIEW PROCEDURES

The City of Burton shall grant a storm water permit, which may impose terms and conditions in accordance with Section 54.02(H), and which shall be granted only upon compliance with each of the following requirements:

- (1) The developer will engage in the following sequence of events:
 - (a) Pre-Development Information Gathering: For all applicable projects, developers will contact representatives from each of the following: the County Road Commission, Health Department, municipal officials (zoning, planner, engineer, DPW, building official), and Drain Commissioner's office (Water and Waste Services and Surface Water). The purpose will be to gather information on design standards, development guidelines, and to identify the type of information developers and their representatives must furnish to comply with this ordinance. In some instances it may be expedient to hold one conference with all the involved parties.
 - (b) Development and Review of Conceptual Site Plan: Review of the conceptual site plan for approval at the County level by the appropriate personnel in Water & Waste Services, soil erosion, surface water, the Road Commission and the Health Department. Comments are returned to the owner/client and designer. At this time

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the design engineer will submit a statement that this site has been reviewed and determined sufficient to accommodate soil erosion and soil conservation measures.

- (c) Coordinated Review and Approval: Review of the Storm Water Plan and the proposed BMPs will occur at the same time as the review of the site plan by representatives from the appropriate agencies.
 - (d) Municipal Review and Approval: Developers shall provide a storm water plan for post-construction management of storm water to the City for review and approval. Guidance will be provided to zoning administrators and local planning commission members on the ordinance and design standards and they will be provided with a checklist for reference during site plan review. At this stage all necessary permits should have been obtained from Federal, State, and County agencies. Once all of the above documents have been obtained a building permit will be issued by the City.
- (2) The developer has submitted a storm water plan complying with Section 54.02(C).
 - (3) The storm water plans contain adequate storm water BMPs to address the requirements laid out in the Genesee County Storm Water Standards & Requirements (GCSWS&R). At a minimum the

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developer will have to satisfy one of the following conditions:

- (a) A permanent on-site storm water system that includes on-site detention of storm water runoff (see Genesee County Storm Water and Flood Control Design Standard Requirements for requirements) and
 - (b) A direct connection for all storm water runoff that will be discharged from and through the development site (see GCSWS&R /BMP Requirement Manual for requirements); or
 - (c) The developer provides a permanent on-site storm water system with a restricted outlet designed to result in no net increase in storm water runoff volume or rate onto any adjacent property. (see GCSWS&R /BMP Requirement Manual for requirements)
- (4) The developer has paid or deposited the storm water permit review fee pursuant to Section 54.02(D).
 - (5) The developer has paid or posted the applicable financial guarantee pursuant to Section 54.02(E).
 - (6) The developer provides all easements necessary to implement the approved storm water plan and to otherwise comply with this Ordinance including, but not limited to, Section 54.07(B). All easements shall be acceptable to the City in form and substance and shall be recorded with the Genesee County Register of Deeds.

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- (7) The storm water plan is designed in conformity with the City's design and performance standards for drains and storm water management systems, as set forth in Article VIII.
- (8) All storm water runoff facilities shall be designed in accordance with the then-current BMPs.
- (9) The developer provides the required maintenance agreement for routine, emergency, and long-term maintenance of all storm water runoff facilities and in compliance with the approved storm water plan and this Ordinance. The maintenance agreement shall be acceptable to the City of Burton in form and substance and at minimum contain the requirements outlined in Article VII.

(C) **STORM WATER PLAN**

The Storm Water Management Plan must be designed to meet the Genesee County Storm Water Standards as set out in the companion document to the Low Impact Development Manual for Michigan. The County is authorized to establish minimum design standards for storm water discharge release rates and to require dischargers to implement on-site retention, detention or other methods necessary to control the quality, rate and volume of surface water runoff discharged into the storm water drainage system and surface waters of the state. The County water quality and quantity standards are to be achieved through the techniques and methodologies outlined in the Low Impact Development Manual for Michigan (Chapters 6,7 and 9). The storm water plan shall identify and contain all of the following:

- (1) The location of the development site and water bodies that will receive storm water runoff (National Wetland database). Information to consider and include where appropriate should be the drainage district ID, zoning, aerial imagery, soils and floodplain maps, traffic and utility information.
- (2) The existing and proposed natural feature of the development site, including the vegetation, topography, and alignment and boundary of the natural drainage courses, with contours having a maximum interval of two (2) foot (using USGS datum). The information shall be superimposed on the pertinent Genesee County soil map.
- (3) The development drainage area to each point of discharge from the development.
- (4) Calculations for the existing and final peak discharge rates (Based on Design criteria).
- (5) Calculations for any facility or structure size and configuration.
- (6) A drawing showing all proposed storm water runoff facilities with existing and final grades, as well as storm water easements.
- (7) The sizes and locations of upstream and downstream culverts serving the major drainage routes flowing into and out of the development site. Any significant off-site and on-site drainage outlet restrictions other than culverts should be noted on the drainage map.
- (8) An implementation plan for construction and inspection of all storm water runoff facilities

necessary to the overall storm water plan, including a schedule of the estimated dates of completing construction of the storm water runoff facilities shown on the plan and an identification of the proposed inspection procedures to ensure that the storm water runoff facilities are constructed in accordance with the approved storm water plan.

- (9) Drawings, profiles, and specifications for the construction of the storm water runoff facilities (BMP) reasonably necessary to ensure that storm water runoff will be drained, stored, or otherwise controlled in accordance with this ordinance.
- (10) A maintenance agreement, in form and substance acceptable to the City, for ensuring maintenance of any privately-owned storm water runoff facilities. The maintenance agreement shall include the Developer's written commitment to provide routine, emergency, and long-term maintenance of the facilities and, in the event that the facilities are not maintained in accordance with the approved storm water plan, the agreement shall authorize the City to maintain any on-site storm water runoff facility as reasonably necessary, at the Developer's expense.
- (11) The name of the engineering firm and the registered professional engineer that designed the storm water plan and that will inspect final construction of the storm water runoff facilities.

- (12) All design information must be compatible for conversion to standard GIS shape files.
- (13) Any other information necessary for the City to verify that the storm water plan complies with the City's design and performance standards for drains and storm water management systems.

(D) **STORM WATER PERMIT REVIEW FEES**

- (1) (a) All expenses and costs incurred by the City directly associated with processing, reviewing and approving or denying a storm water permit application shall be paid (or reimbursed) to the City from the funds in a separate escrow account established by the Developer, as provided in subsection (b). The City may draw funds from a Developer's escrow account to reimburse the City for out-of-pocket expenses incurred by the City relating to the application. Such reimbursable expenses include, but are not limited to, expenses related to the following:
 - (i) Services of the City Attorney directly related to the application.
 - (ii) Services of the Department of Public Works ("D.P.W.") directly related to the application including inspections fees.
 - (iii) Services of other independent contractors working for the City

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which are directly related to the application.

- (iv) Any additional public hearings, required mailings and legal notice requirements necessitated by the application.

- (2) At the time a Developer applies for a storm water permit, the Developer shall deposit with the City Clerk, as an escrow deposit, an initial amount as determined by resolution of the City Council for such matters and shall provide additional amounts as requested by the City in such increments as are specified in said resolution. Any excess funds remaining in the escrow account after the application has been fully processed, reviewed, and the final City denial or approval and acceptance of the development has occurred will be refunded to the Developer with no interest to be paid on those funds. At no time prior to the City's final decision on an application shall the balance in the escrow account fall below the required initial amount. If the funds in the account are reduced to less than the required initial amount, the Developer shall deposit into the account the additional amount needed to restore the account to the required amount before the application review process will be continued. Additional amounts may be required to be placed in the escrow account by the Developer, at the discretion of the City.

(E)

FINANCIAL GUARANTEE

- (1) The D.P.W. shall not approve a storm water permit until the Developer submits to the City, in a

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form and amount satisfactory to the City, a letter of credit or other financial guarantee for the timely and satisfactory construction of all storm water runoff facilities and site grading in accordance with the approved storm water plan. Upon certification by a registered professional engineer that the storm water runoff facilities have been completed in accordance with the approved storm water plan including, but not limited to, the provisions contained in Section 54.02(C)(8), the City may release the letter of credit, or other financial guarantee subject to final City acceptance and approval.

- (2) The letter of credit or other financial guarantee may be accessed when:
 - (a) violation of this ordinance has occurred as determined by the City,
 - (b) three notifications to the developer detailing the infraction have been issued,
 - (c) no corrective action has being taken by the developer within 30 days of final notification.
- (3) Except as provided in subsection (5), the amount of the financial guarantee shall be as determined by the City Council in a Resolution of Fees for City Services, unless the City determines that a greater amount is appropriate, in which case the basis for such determination shall be provided to the Developer in writing. In determining whether an amount greater than the amount established by Resolution of City Council is appropriate, the

City shall consider the size and type of the development, the size and type of the on-site storm water system, and the nature of the off-site storm water runoff facilities the development will utilize.

- (4) The letter of credit or other financial guarantee will not be permitted to expire until any necessary maintenance agreements for storm water facilities established by the developer has been signed.
- (5) A maintenance bond shall be provided to the appropriate agency. The maintenance bond shall be provided for a period of two years commencing from the date of the final approval of the storm water plan.
- (6) The D.P.W. Director may reduce or waive the amount of the financial guarantee for a development that will not increase the percentage of impervious surface of the development site by more than ten percent (10%).
- (7) This ordinance shall not be construed or interpreted as relieving a developer of its obligation to pay all costs associated with on-site private storm water runoff facilities as well as those costs arising from the need to make other storm water improvements in order to reduce a development's impact on a drain consistent with adopted design standards.

(F) CERTIFICATE OF OCCUPANCY

No certificate of occupancy shall be issued until storm water runoff facilities have been completed in accordance with the approved storm water plan;

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provided, however, the City may issue a certificate of occupancy if an acceptable letter of credit or other financial guarantee has been submitted to the City, for the timely and satisfactory construction of all storm water runoff facilities and site grading in accordance with the approved storm water plan.

(G) NO CHANGE IN APPROVED FACILITIES

- (1) Storm water runoff facilities, after construction and approval, shall be maintained in good condition, in accordance with the approved storm water plan, and shall not be subsequently altered, revised or replaced except in accordance with the approved storm water plan, or in accordance with approved amendments or revisions in the plan.
- (2) The City has the right to take corrective action if alterations to approved storm water facilities occur and to seek compensation from the responsible party for all costs associated with the corrective action.

(H) TERMS AND CONDITIONS OF PERMITS

In granting a storm water permit, the City may impose such terms and conditions as are reasonably necessary to implement the purposes of this ordinance. A Developer shall comply with such terms and conditions.

**SECTION 54.03 STORM WATER SYSTEM, FLOODPLAIN AND OTHER
STANDARDS, SOIL EROSION CONTROL**

(A) MANAGEMENT OF AND RESPONSIBILITY FOR STORM WATER SYSTEM

The City is not responsible for providing drainage facilities on private property for the management of storm water on said property. It shall be the responsibility of the property owner to provide for, and maintain, private storm water runoff facilities serving the property and to prevent or correct the accumulation of debris that interferes with the drainage function of a water body.

(B) STORM WATER SYSTEM

All storm water runoff facilities shall be constructed and maintained in accordance with all applicable federal, state and local ordinances, and rules and regulations.

(C) FLOODPLAIN AND SENSITIVE AREAS STANDARDS

- (1) All new buildings and substantial improvements to existing buildings shall be protected from flood damage up to the Flood Protection Elevation (FPE) and shall be in accordance with all applicable federal, state and local ordinances, and rules and regulations. Floodway alteration shall be permitted only upon review and approval by the City, in accordance with an approved storm water plan.
- (2) A storm water plan providing for the filling or alteration of a floodway may include provisions for maintaining stability of the banks of streams or other water bodies, by means of the establishing of buffer zones and other means of providing protection of the slopes and banks of water bodies.

- (3) Within any required buffer zone, no earth change shall take place except in accordance with the approved storm water plan. Such a plan may also include provisions for the replacement of flood plain storage volume, where such storage volume is lost or diminished as a result of approved development.
- (4) Where appropriate, permanent setbacks based on site slopes and soils will be established in accordance with the specifications outlined in the Genesee County Requirement Manual.

(D) BUILDING OPENINGS

- (1) No building openings, including basement walkouts, shall be constructed below the following elevations:
 - (a) One foot above the 100-year floodplain.
 - (b) The building opening established at the time of plat or development approval and on file in the City Engineering Department.
 - (c) Three feet above the top of any downstream culvert.
 - (d) Four feet above the bottom of any permanent and defined drain.
 - (e) One foot above an adjacent detention basin design high water.
- (2) A waiver from elevations stated in Section 54.03(C)(1) may be granted by the City Engineer following receipt of a certification from a registered professional engineer demonstrating

that the proposed elevation does not pose a risk of flooding.

- (3) Upon completion of construction of the structure's foundation and or slab on grade, a registered land surveyor shall certify any minimum building opening elevation specified by this ordinance. This certificate shall attest that the building opening elevation complies with the standards of this ordinance. The permittee for the building permit shall submit the certificate to the City Building Inspector prior to the commencement of framing and/or structural steel placement. If the surveyor should find that the minimum building opening elevation is below the required elevation, that opening must be raised using a method that meets with the approval of the City. After reconstruction, a registered land surveyor or engineer shall re-certify that the minimum building opening elevation complies with the standards of this ordinance prior to the commencement of framing and or structural steel placement.

(E) SUMP PUMP DISCHARGE

- (1) When a sump pump is employed to discharge a buildings footing drains a check valve will be installed between the pump and the storm system. A gravity discharge to an enclosed system is not permitted unless it can be shown that the discharge point is above the overflow elevation for the storm water system.
- (2) A storm water lateral shall be provided for each parcel at the time of storm sewer construction. Laterals shall have a check valve.

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(F) PUBLIC HEALTH, SAFETY OR WELFARE

Protection of the public health, safety or welfare shall be a primary consideration in the design of all storm water runoff facilities.

SECTION 54.04 Prohibitions and Exemptions**(A) ILLICIT DISCHARGES**

- (1) No person shall discharge to a water body, directly or indirectly (i.e. via an illicit connection), any substance other than storm water or an exempted discharge. Any person discharging storm water shall effectively prevent pollutants from being discharged with the storm water, except in accordance with best management practices.
- (2) The City is authorized to require dischargers to implement pollution prevention measures, utilizing BMPs, necessary to prevent or reduce the discharge of pollutants into the City's storm water drainage system or surface waters of the state. Discharges to storm drains and waters of the state other than storm water and the exempted discharges listed in Section 54.04(B) is strictly prohibited.

(B) EXEMPTED DISCHARGES

The following non-storm water discharges shall be permissible, provided that they do not result in a violation of State of Michigan water quality standards:

- (1) Water supply line flushing
- (2) Landscape irrigation
- (3) Diverted stream flows

- (4) Rising ground water
- (5) Uncontaminated ground water infiltration to storm drains
- (6) Uncontaminated pumped ground water
- (7) Discharges from potable water sources
- (8) Foundation drains
- (9) Air conditioning condensate
- (10) Individual residential car washing
- (11) Dechlorinated swimming pool waters from single, two, or three family residences
- (12) Residual street wash water
- (13) Discharges or flows from emergency fire fighting activities
- (14) Discharges for which a specific federal or state permit has been issued.

(C) INTERFERENCE WITH NATURAL OR ARTIFICIAL DRAINAGEWAY

It shall be unlawful for any person to stop, fill, dam, confine, pave, alter the course of, or otherwise interfere with any natural or constructed drain, or drainage way without first submitting a storm water plan to the City and all appropriate agencies City, State, Genesee County Drain Commissioner's office) and receiving approval of that plan. Any deviation from the approved plan is a violation of this ordinance. This section shall not prohibit, however, necessary emergency action so as to prevent or mitigate drainage that would be injurious to the environment, the public health, safety, or welfare.

- (D) Storage of Hazardous or Toxic Materials in Drainageway
 Except as permitted by law, it shall be unlawful for any person to store or stockpile within a drainageway any hazardous or toxic materials unless adequate protection and/or containment has been provided so as to prevent any such materials from entering a waterway.

section 54.05 Inspection, Monitoring, Reporting, and Recordkeeping

(A) INVESTIGATE, INSPECT, AND MONITOR SUSPECTED ILLICIT DISCHARGES

To investigate potential illicit discharges or connections and to assure compliance with the standards set forth in this ordinance, the City may investigate, inspect and/or obtain monitor any discharge. Upon request, the discharger shall allow the City's properly identified representative to enter upon the premises of the discharger at all hours necessary for the purposes of such inspection or sampling. The City shall provide the discharger reasonable advance notice of such inspection and/or sampling. The City or its properly identified representative may place on the discharger's property the equipment or devices used for such sampling, monitoring or inspection.

(B) STORM WATER MONITORING FACILITIES

The City may require, in writing, that a discharger of storm water runoff provide and operate equipment or devices for the monitoring of storm water runoff, so as to provide for inspection, sampling, and flow measurement of each discharge to a water body or a storm water runoff facility. The City may require a discharger to provide and operate such equipment and devices if it is necessary or appropriate for the inspection, sampling and flow measurement of discharges in order to determine whether

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adverse effects from or as a result of such discharges may occur. All such equipment and devices for the inspection, sampling and flow measurement of discharges shall be installed and maintained in accordance with applicable laws, ordinances and regulations. All monitoring results will be made available and reported to the City at an agreed upon time.

(C) ACCIDENTAL DISCHARGES

- (1) Any discharger who accidentally discharges into a MS4 or water of the state any substance other than storm water or an exempted discharge shall inform the Municipality within 24 hours of knowledge of the incident. If such information is given orally, a written report concerning the discharge shall be filed with the City within five (5) days. The written report shall specify:
 - (a) The composition of the discharge and the cause thereof.
 - (b) The exact date, time, and estimated volume of the discharge.
 - (c) All measures taken to clean up the accidental discharge, and all measures proposed to be taken to reduce and prevent any recurrence.
 - (d) The name and telephone number of the person making the report, and the name of a person who may be contacted for additional information on the matter.
- (2) A properly-reported accidental discharge shall be an affirmative defense to a civil infraction proceeding brought under this ordinance against a

discharger for such discharge. It shall not, however, be a defense to a legal action brought to obtain an injunction, to obtain recovery of costs or to obtain other relief as a result of or arising out of the discharge. A discharge shall be considered properly reported only if the discharger complies with all the requirements of Section 54.05(C) (1) (a).

(D) Record Keeping Requirement.

Any person subject to this ordinance shall retain and preserve for no less than three (3) years any and all books, drawings, plans, prints, documents, memoranda, reports, correspondence and records, including records on magnetic or electronic media and any and all summaries of such records, relating to monitoring, sampling and chemical analysis of any discharge or storm water runoff from any property.

SECTION II

SECTION 54.06 enforcement

(A) SANCTIONS FOR VIOLATION

- (1) Any person violating any provision of this ordinance shall be responsible for a municipal civil infraction and subject to a fine to cover costs, damages, expenses, and other sanctions as authorized under Chapter 87 of the Revised Judicature Act of 1961 and other applicable laws, including, without limitation, equitable relief; provided, however, that the violation stated in Section 54.06(A) (1) shall be a misdemeanor. Each

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day such violation occurs or continues shall be deemed a separate offense and shall make the violator liable for the imposition of a fine for each day. The rights and remedies provided for in this section are cumulative and in addition to any other remedies provided by law. An admission or determination of responsibility shall not exempt the offender from compliance with the requirements of this ordinance.

For purposes of this section, "subsequent offense" means a violation of the provisions of this ordinance committed by the same person within 12 months of a previous violation of the same provision of this ordinance for which said person admitted responsibility or was adjudicated to be responsible.

The Zoning Administrator, code enforcement official, -building inspector and police officers of the City are authorized to issue municipal civil infraction citations to any person alleged to be violating any provision of this ordinance.

- (2) Any person who neglects or fails to comply with a stop work order issued under Section 54.06(B) shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$500 per violation per day or imprisonment in the county jail for not more than 93 days, or both such fine and imprisonment, and such person shall also pay such costs as may be imposed in the discretion of the court.
- (3) Any person who aids or abets a person in a violation of this ordinance shall be subject to the sanctions provided in this section.

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(B) STOP WORK ORDER

Where there is work in progress that causes or constitutes in whole or in part, a violation of any provision of this ordinance, the City is authorized to issue a Stop Work Order so as to prevent further or continuing violations or adverse effects. All persons to whom the stop work order is directed, or who are involved in any way with the work or matter described in the stop work order shall fully and promptly comply therewith. The City may also undertake or cause to be undertaken, any necessary or advisable protective measures so as to prevent violations of this ordinance or to avoid or reduce the effects of noncompliance herewith. The cost of any such protective measures shall be the responsibility of the owner of the property upon which the work is being done and the responsibility of any person carrying out or participating in the work, and such cost shall be a lien upon the property.

(C) FAILURE TO COMPLY; COMPLETION

In addition to any other remedies, should any owner fail to comply with the provisions of this ordinance, the City may, after the giving of reasonable notice and opportunity for compliance, have the necessary work done, and the owner shall be obligated to promptly reimburse the City for all costs of such work.

(D) EMERGENCY MEASURES

When emergency measures are necessary to moderate a nuisance, to protect public safety, health and welfare, and/or to prevent loss of life, injury or damage to property, the City is authorized to carry out or arrange for all such emergency measures. Property owners shall be responsible for the cost of such measures made

necessary as a result of a violation of this ordinance, and shall promptly reimburse the City for all of such costs.

(E) COST RECOVERY FOR DAMAGE TO STORM DRAIN SYSTEM

A discharger shall be liable for all costs incurred by the City as the result of causing a discharge that produces a deposit or obstruction, or causes damage to, or impairs a storm drain, or violates any of the provisions of this ordinance. Costs include, but are not limited to, those penalties levied by the Environmental Protection Agency or MDNRE for violation of an National Pollutant Discharge Elimination System permit, attorney fees, and other costs and expenses.

(F) COLLECTION OF COSTS; LIEN

Costs incurred by the City pursuant to Sections 54.06(B), 54.06(C), 54.06(D), and 54.06(E) shall be a lien on the premises which shall be enforceable in accordance with Act No. 94 of the Public Acts of 1933, as amended from time to time. Any such charges which are delinquent for six (6) months or more may be certified annually to the City Treasurer who shall enter the lien on the next tax roll against the premises and the costs shall be collected and the lien shall be enforced in the same manner as provided for in the collection of taxes assessed upon the roll and the enforcement of a lien for taxes. In addition to any other lawful enforcement methods, the City shall have all remedies authorized by Act No. 94 of the Public Acts of 1933, as amended, and any other remedies available under applicable law.

(G) APPEALS

Any person as to whom any provision of this ordinance has been applied may appeal in writing, not later than 30

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days after the action or decision being appealed from, to the City Council the action or decision whereby any such provision was so applied. Such appeal shall identify the matter being appealed, and the basis for the appeal. The City Council shall consider the appeal and make a decision whereby it affirms, rejects or modifies the action being appealed. In considering any such appeal, the City Council may consider the recommendations of the City Engineer and the comments of other persons having knowledge of the matter. In considering any such appeal, the Council may grant a variance from the terms of this ordinance so as to provide relief, in whole or in part, from the action being appealed, but only upon finding that the following requirements are satisfied:

- (1) The application of the ordinance provisions being appealed will present or cause practical difficulties for a development or development site; provided, however, that practical difficulties shall not include the need for the developer to incur additional reasonable expenses in order to comply with the ordinance; and
- (2) The granting of the relief requested will not substantially prevent the goals and purposes sought to be accomplished by this ordinance, nor result in less effective management of storm water runoff.

section 54.07 Storm Water Easements and Maintenance Agreements

(A) APPLICABILITY OF REQUIREMENTS

The requirements of this Article concerning storm water easements and maintenance agreements shall apply to all

persons required to submit a storm water and/or storm water plan to the City for review and approval.

(B) Storm Water Management Easements

The Developer shall provide all storm water management easements necessary to implement the approved storm water plan and to otherwise comply with this ordinance in form and substance required by the City and shall record such easements as directed by the City. The easements shall assure access for proper inspection and maintenance of storm water runoff facilities and shall provide adequate emergency overland flow-ways.

(C) **MAINTENANCE AGREEMENTS**

(1) **PURPOSE OF MAINTENANCE AGREEMENT**

The purpose of the maintenance agreement is to provide the means and assurance that maintenance of stormwater BMPs shall be undertaken.

(2) **MAINTENANCE AGREEMENT REQUIRED**

(a) A maintenance agreement shall be submitted to the City of Burton, for review by the City Attorney and his/her designee and City of Burton Attorney, for all development, and shall be subject to approval in accordance with Stormwater Plan. A formal maintenance plan shall be included in the maintenance agreement.

(b) Maintenance agreements shall be approved by the Burton City Council prior to final subdivision plat or condominium approval, as applicable,

and prior to construction approval in other cases.

- (c) A maintenance agreement is not required to be submitted to the City of Burton for Chapter 18 Drains that will be maintained by the Genesee County Drain Commission.

(3) MAINTENANCE AGREEMENT PROVISIONS

- (A) The maintenance agreement shall include a plan for routine, emergency, and long-term maintenance of all stormwater BMPs, with a detailed annual estimated budget for the initial three years, and a clear statement that only future maintenance activities in accordance with the maintenance agreement plan shall be permitted without the necessity of securing new permits. Written notice of the intent to proceed with maintenance shall be provided by the party responsible for maintenance to the City of Burton at least 14 days in advance of commencing work.
- (b) The maintenance agreement shall be binding on all subsequent owners of land served by the stormwater BMPs and shall be recorded in the office of the Genesee County Register of Deeds prior to the effectiveness of the approval of the Burton City Council.
- (c) If it has been found by the Burton City Council, following notice and an

opportunity to be heard by the property owner, that there has been a material failure or refusal to undertake maintenance as required under this ordinance and/or as required in the approved maintenance agreement as required hereunder, the city of Burton shall then be authorized, but not required, to hire an entity with qualifications and experience in the subject matter to undertake the monitoring and maintenance as so required, in which event the property owner shall be obligated to advance or reimburse payment (as determined by the City of Burton for all costs and expenses associated with such monitoring and maintenance, together with a reasonable administrative fee. The maintenance agreement required under this Ordinance shall contain a provision spelling out this requirement and, if the applicant objects in any respect to such provision or the underlying rights and obligations, such objection shall be resolved prior to the commencement of construction of the proposed development on the property.

(D) ESTABLISHMENT OF COUNTY DRAINS

Prior to final approval, all storm water management facilities for platted subdivisions shall be established as county drains, as authorized in Section 433, Chapter 18 of the Michigan Drain Code (P.A. 40 of 1956, as amended) for long-term maintenance.

SECTION 54.08 Performance and Design Standards**(A) REFERENCE TO REQUIREMENT MANUAL**

The City or its designate shall use the policy, criteria, and information, including technical specifications and standards, in the Genesee County Requirement Manual as the basis for decisions about storm water permits and about the design, implementation and performance of structural and non-structural storm water BMPs.

The State LID Manual includes a list of storm water treatment practices, including the specific design criteria for each them. Storm water treatment practices that are designed and constructed in accordance with these design and sizing criteria should meet the minimum water quality and channel protection performance standards outlined in the Genesee County Storm Water and Flood Control Design Standard Requirements and the federal Phase II Storm Water Rules. Calculations to demonstrate that BMP designs will perform to meet required water quality, channel protection and flood control standards are to be submitted to the appropriate reviewing agency. Failure to construct storm water treatment practices in accordance with these standards may subject the violator to a civil penalty as described in Section 6 of this ordinance.

(B) Relationship of Genesee County Storm Water and Flood Control Design Standard Requirements (Requirements Manual) to Other Laws and Regulations.

If the specifications or guidelines of the Genesee County Storm Water and Flood Control Design Standard Requirements are more restrictive or apply a higher standard than other laws or regulations, that fact shall

not prevent application of the specifications or guidelines in the Requirement Manual.

(C) Changes to Standards and Specifications

Standards, specifications, guidelines, policies, criteria, or other information in the Requirement Manual in affect at the time of acceptance of a complete application shall control and shall be utilized in reviewing the application and in implementing this ordinance with regard to the application.

(D) Amendments to Requirement Manual

The Requirement Manual may be updated and expanded from time to time, based on advancements in technology and engineering, improved knowledge of local conditions, or local monitoring or maintenance experience. Prior to amending or updating the Requirement Manual, proposed changes shall be generally publicized and made available for review, and an opportunity for comment by interested persons shall be provided.

(E) Conflict of Laws

This ordinance is not intended to modify or repeal any other ordinance, rule, regulation or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human or environmental health, safety, and welfare, shall control.

(F) Private Agreements

This ordinance is not intended to revoke or repeal any easement, covenant, or other private agreement. However, where the regulations of this ordinance are more restrictive or impose higher standards or requirements than such easement, covenant, or other private agreement, then the requirements of this ordinance shall govern. Nothing in this ordinance shall modify or repeal any private covenant or deed restriction, but such covenant or restriction shall not legitimize any failure to comply with this ordinance. In no case shall the County or City be obligated to enforce the provisions of any easements, covenants, or agreements between private parties.

(G) Violations Continue

Any violation of the provisions of this ordinance existing as of the effective date of this ordinance shall continue to be a violation under this ordinance and be subject to penalties and enforcement unless the use, development, construction, or other activity complies with the provisions of this ordinance.

SECTION 54.09 Other Matters

(A) INTERPRETATION

Words and phrases in this ordinance shall be construed according to their common and accepted meanings, except that words and phrases defined in Section 54.01(E) shall be construed according to the respective definitions given in that section. Technical words and technical phrases that are not defined in this ordinance but which have acquired particular meanings in law or in technical usage shall be construed according to such meanings.

(B) CATCH-LINE HEADINGS

The catch-line headings of the articles and sections of this ordinance are intended for convenience only, and

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shall not be construed as affecting the meaning or interpretation of the text of the articles or sections to which they may refer.

(C) SEVERABILITY

The provisions of this ordinance are hereby declared to be severable, and if any part or provision of this ordinance should be declared invalid or unenforceable by any court of competent jurisdiction, such invalidity or unenforceability shall not affect any other part or provision of the ordinance.

(D) OTHER ORDINANCES

This ordinance shall be in addition to other ordinances of the City and shall not be deemed to repeal or replace other ordinances or parts thereof except to the extent that such repeal is specifically provided for in this Article.

SECTION III

PUBLICATION AND EFFECTIVE DATE

After adoption, a synopsis of this Ordinance shall be published in a newspaper of general circulation within the City of Burton, Genesee County, Michigan, and shall become effective on the 31st day following publication.

SECTION IV

INSPECTION

A copy of this ordinance may be inspected at the City of Burton Clerk's office at the City Hall, 4303 S. Center Rd., Burton, MI during regular business hours.

By: PAULA ZELENKO, MAYOR

By: TERESA KARNSEY, CLERK

Ordinance introduced on: January 5, 2015

Second Reading:

Publication date:

Effective date: