



CITY OF BURTON
BURTON CITY COUNCIL MEETING
JANUARY 6, 2020
AGENDA

Council Chambers

Regular Meeting

7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. INVOCATION LED BY: VAUGHN SMITH

B. THE PLEDGE OF ALLEGIANCE IS LED BY: VAUGHN SMITH

C. ROLL CALL

D. STAFF PRESENT

E. APPROVAL OF MINUTES

1. City Council - Special Meeting - Dec 11, 2019 6:00 PM
2. City Council - Special Meeting - Dec 11, 2019 7:00 PM
3. City Council - Regular Meeting - Dec 16, 2019 7:00 PM

F. ADMINISTRATIVE REPORTS

G. COMMITTEE REPORTS

H. AUDIENCE PARTICIPATION

Now is the time set-aside for members of the audience to address the Burton City Council. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

I. COUNCIL DISCUSSION

J. COUNCIL ACTION

1. Approve and authorize the Attorney Billing (Doyle) 12/11/2019 to 1/1/2020 in the amount \$6,194.00.
2. Approve and authorize the Attorney Billing (Masud) 11/04/2019 to 11/27/2019 in the amount \$304.00.

K. FIRST READING OF ORDINANCE

1. Approve and Authorize first reading of an ordinance for Zoning Case #326, amend chapter 157, the zoning ordinance, of the code of ordinances of the City of Burton by the amendment of the definition of a kennel.

Agendas and minutes may be found at www.burtonmi.gov



CITY OF BURTON
BURTON CITY COUNCIL MEETING
DECEMBER 11, 2019
MINUTES

Council Chambers

Special Meeting

6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 6:00 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk

C. ADMINISTRATIVE REPORT

None.

D. AUDIENCE PARTICIPATION

Ray Rutherford of Burton expressed concerns about the changes to his water bill.

Mr. Heffner explained the purpose of tonight's meeting and that this should be addressed at next Monday's meeting.

E. COUNCIL ACTION

1. Motion to go into closed session pursuant to section 8c. of the Open Meetings Act for the purpose of strategy and discussion regarding collective bargaining agreements.

City Council went into closed session at 6:07 PM.

City Council returned from closed session at 7:06 PM.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

Minutes Acceptance: Minutes of Dec 11, 2019 6:00 PM (APPROVAL OF MINUTES)

Meeting was adjourned at 7:10 PM.

Minutes Acceptance: Minutes of Dec 11, 2019 6:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON
BURTON CITY COUNCIL MEETING
DECEMBER 11, 2019
MINUTES

Council Chambers

Special Meeting

7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 7:00 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Charles Abbey, Deputy DPW Director
Karen Moffitt, Controller
Racheal Boggs, City Clerk
Jodi Hollbrook, Deputy Controller
Alice Bryce, Treasurer
Jean Johnson, Senior Center Director

C. ADMINISTRATIVE REPORT

None.

D. AUDIENCE PARTICIPATION

None.

E. COUNCIL ACTION

1. Specialized Internal Control Review Report.

Eric Conforti and Brian Murphy presented the Specialized Internal Control Review Report which included:

- Interviews performed with city employees and information received
- Implementation status of previous recommendations
- DPW- storing assets in secure locations, asset logs and review process
- Capital Assets- asset disposal process & policy
- DPW (water & sewer) Purchasing- review of PO's, reconciliation of items
- DPW (water & sewer) Receipting- surveillance cameras, transaction level activity

Minutes Acceptance: Minutes of Dec 11, 2019 7:00 PM (APPROVAL OF MINUTES)

provided to Treasury

- DPW Billing- work orders reviewed by supervisors
- DPW Salt- electronic process for salt activity
- DPW- Fuel- review of fuel activity/data analytics, cameras
- Disbursements- receipts required for all credit card transactions, Finance Director should review check registers, limit use of vendor ID #1
- Policies & Procedures- all positions have primary tasks, responsibilities and duties formally documented at DPW, monitor and enforce PO system

Payroll, cash receipts in Treasurer's office, ACH/wires

The following Data Analytics were performed related to payroll and recommendations given based on findings:

1. Employees paid not included on the EMF
2. Employee ID gap test
3. Employees paid with multiple ID numbers
4. Multiple employees paid that share direct deposit info
5. Employees with high administrative leave hours
6. Employees with high comp hours
7. Employees with high lump sum payments
8. Employees with high tenure payments
9. Employees with high vacation hours
10. Payroll taxes

The following additional recommendations were made:

DPW- maintaining supporting documentation of inventory counts

Payroll- restrict Controllers' access to eliminate the ability to adjust time entries without review, administrator overtime reviewed and approved prior to hours accruing in bank, administrative leave payouts reviewed by second individual, inquire with BS&A about audit report and use the report in review process, documented and formal process for timesheet activity and approval, export the manual adjustment report and review, provide department heads with copy of the payroll report.

Senior Center- cash collection lock box used for bus ride donations and process for handling

Treasury- reconcile work order lists from DPW system, supporting information provided by DPW for all adjustments made in Treasury, remove Treasurer's administrative access or periodically review activities that affect city funds, dual approval for banking transactions, review of adjustments to utility billing, only final bills, approved by treasurer should be provided to residents, review of the estimated bill report for reasonableness, make employees aware of review processes to reduce problematic activity, Treasurer should select sample from reports detailing tender type and amount, updated special assessment amounts provided to treasury regularly and special assessment bills processed by DPW and reviewed by Treasury, enhance reports used for reviewing write-offs to include only pertinent information, compare bank deposit slips to deposit totals prepared by collection clerk, reconciliations done by a second person, combinations regularly updated on outside

lockbox.

Fuel Pump Activity

Control weaknesses were identified regarding lack of oversight/monitoring of DPW fuel pumps. Cameras have been installed and periodic reviews are being done. Accurate odometer readings are critical.

Meeting was adjourned at 8:50 PM.

Minutes Acceptance: Minutes of Dec 11, 2019 7:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BURTON CITY COUNCIL MEETING

DECEMBER 16, 2019

MINUTES

Council Chambers
Regular Meeting
7:00 PM

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

This meeting was opened by President Steven Heffner at 7:00 PM.

A. INVOCATION LED BY: DENNIS O'KEEFE

B. THE PLEDGE OF ALLEGIANCE IS LED BY: DENNIS O'KEEFE

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Christina Conley	Councilwoman	Present	

D. STAFF PRESENT

Duane Haskins, Mayor
Charles Abbey, Deputy DPW Director
Racheal Boggs, Clerk

E. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Dec 2, 2019 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

F. ADMINISTRATIVE REPORTS

Mayor Haskins outlined agenda items. I had a meeting with Mr. Smith and President Heffner regarding the 2020 Census. We are hoping to get the committee put together and begin meetings in January. If we can hit the 30,000 mark, that will generate tons of revenue for our city. If we can all work together diligently, we can really make a difference. This is very important. I am committed to it and so is Mr. Smith and Mr. Heffner and we have lots of ideas. Hopefully we can get everyone else on board and get those numbers up because it will help our city financially. The water task force is working diligently putting in a lot of hours trying to find out what is going on and where we can reduce water rates. We are

getting close but have nothing set to report. Obviously, we want to have a good grasp of this before we come forward with anything. We want to help the residents. Merry Christmas and Happy New Year to everyone. Have a blessed and safe holiday. Let's try to remember those in need that are less fortunate.

1. Revenue and Expenditure Report as of November 30, 2019

G. COMMITTEE REPORTS

Mr. O'Keefe spoke regarding the 911 Consortium. There was a meeting last week and Plante Moran went over the year end numbers. This was an easy task with only 50 ledger accounts. Lyndon Lattie has been the 911 Attorney since the inception of the organization will be retiring in March and Tony Chubb will be the new legal counsel for 911. He lives in Swartz Creek and is the Principal in the firm out of Troy. There were questions about that because of rules of disqualification when representing 911 and a municipality that belongs to 911. In fact, six other local law firms that were applicants were disqualified.

Mrs. Conley stated there was a great turnout for Pizza with Santa. Thank you to Bendle High School for hosting, Debbie Dunsmore who did a great job organizing the event, all the volunteers, Kevin Burge who is always there at our Parks & Rec events, and a special thank you to Santa and Mrs. Claus. Our regular Santa cancelled and we had a new one this year. Also, I would like to wish everyone a Merry Christmas.

H. AUDIENCE PARTICIPATION

Kevin Burge of Burton spoke regarding Parks & Recreation activities. They started back in October with a Trick or Treat Trail then the Tree Lighting and Pizza with Santa. I don't know how they pulled it off with this small group. If you see them, give them a pat on the back. Thanks to the Parks & Recreation Commission.

John Stapish of Burton spoke regarding the water bills and letters in the mail from Treasurer's Office. I have three statements for three different rental properties. One is an estimate and two are actual reads. It says the usage is zero but I am getting charged \$51.06 for water usage, \$39.35 for delinquent water debt service plus another \$50.61 for sewer. These houses are empty and this was from 2007. I would like to know who came up with this. There is something wrong with this situation. Also, I would like to see Fire Station #2 called Halstead Plaza.

I. COUNCIL DISCUSSION

Mr. Wells has concerns regarding the intersection at Bristol and Belsay. I have received many calls and complaints. There are a lot of accidents there and I have seen three of them myself. People are complaining that they cannot see stop signs. What can we do about that corner?

Mr. Abbey stated it is a pretty open intersection there. He doesn't see a problem. He will drive by there tonight and take a look at it. There is a lot more traffic in that area because of the growth in the city.

Mr. Wells stated this has been gaining momentum. Part of the problem could be people on their phones.

Mr. Abbey stated we will do a traffic count there.

Mr. O'Keefe stated he is very familiar with this area. When you are going north at dark, the stop sign is very hard to see.

Mr. Wells stated most of the accidents are coming from Northbound Bristol Road.

Mr. Martinbianco stated he thought we tried during budget season to put more signage at Bristol and Vassar.

Mr. Abbey stated we are doing the satellite there. We just received them. We need to make sure we have the right hook-ups for them and they will be mounted.

Mr. Wells asked if we are thinking about making Bristol and Vassar a four-way stop? We might want to get a traffic count there too. A lot more people are working now and people are leaving Burton to take their kids to different schools.

Mr. Abbey said, no.

Mrs. Conley stated there are a lot of intersections that are bad. Potter and Belsay, same thing. She thanked Mr. Smith for all of the Census information on Facebook.

Mr. Smith explained the importance of getting the word out about the 2020 Census and the amount of money it will bring into the city. This is an opportunity we only get every 10 years. We talk a lot about roads and lack of money for roads, schools and seniors. People always talk about how we need a millage. Well, that is hard to get. Getting the word out about our Census count is not hard to do. It doesn't need to be in a formal setting. Talk to your kids friends moms and dads. There will be millions of dollars available to our city. If you belong to an organization, have them put something out about the Census. Some people are concerned about how the information will be used. I would like to read the law regarding this: No law enforcement agency, Department of Homeland Security, Immigration and Customs Enforcement, FBI or any other agency can access or use your personal information at any time. It is not a conspiracy. If you don't fill out the Census, you are hurting yourself. Hopefully, you will bring it up at family gathering over the next few weeks. Educate people on how it will benefit them.

Mr. Heffner asked, aren't they getting ready to release some Census information? From what year?

Mr. Smith stated from 1940. We can't let this slide. In 2010, we reported 29,999 people. One more person would have resulted in tens of millions of dollars for us over the ten years. We have a short window. City leaders, I see Kiwanis here, Fire Department. Please spread the word. Roll up your sleeves and talk to people. If they want to call anyone on council or the administration, they will be glad to help you. My phone number is 810-516-9614 and I will be glad to help you.

Mr. Fenner stated they announced the winners of the DDA Christmas Decorating Contest this morning at the DDA Meeting. Al's Trans won first place. The Mayor, Ellen Ellenburg, Tim Sneller and Tina Conley were judges. Mayor could you expand on what you saw and what made them stand out?

Mayor Haskins stated there were quite a few businesses that decorated. The authenticity of decorations Al's Trans displayed was what impressed us. They made a snowman out of tires which was pretty unique and promoted their business. They made a Christmas Tree on the side of the building with Christmas lights. They decorated their mailbox and had candy canes and other decorations on the side of the building.

Mr. Fenner stated as a former member of the DDA, I bet we had double the businesses participating this year than the previous year.

Mayor Haskins stated even McDonald's had a display. It was great.

J. COUNCIL ACTION

1. Approve and authorize the Attorney Billing (Doyle) 11/27/2019 to 12/10/2019 in the amount \$4,245.25.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

2. Motion to Amend the 2020 City Council Meeting Calendar due to the Presidential Election.

Council amended the 2020 meeting schedule as follows:

Monday, November 2, 2020 meeting is rescheduled for Thursday, November 5, 2020 due to the November 3rd General Election.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

3. Approve and authorize the 2020 City Council & Board of Review Meeting Calendar.

Mr. Heffner would like to move the November Meeting to Thursday for the Presidential Election.

Mayor Haskins stated we were trying to keep it consistent and we will be good either way but if council is good with moving the meeting, the Clerk would be happy with that as well.

Mr. O'Keefe said it is a really busy time for the Clerk. Would that help you to change it?

Ms. Boggs stated it would definitely help especially with a newer staff.

Mr. O'Keefe stated due to the Presidential Election, I would change the first meeting in November to Thursday the 5th.

Ms. Boggs thanked the City Council.

Minutes Acceptance: Minutes of Dec 16, 2019 7:00 PM (APPROVAL OF MINUTES)

RESULT:	CARRIED AS AMENDED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

4. Approve and authorize the Mayor's appointment of Lisa Williams, 1196 Carman St., Burton, MI 48529 to City of Burton Planning Commission, term serving December 2019 through December 2022.

Mr. Wells asked how many people are putting in requests for these committees?

Mayor Haskins stated for this one in particular, the two who applied are on the agenda tonight. There were only two. If the prior administration got anything before I came in, I am not aware.

Mr. Wells stated you may want to put a call out in the paper. I am upset to see that Kris Johns didn't apply for it. He and his wife do a lot for the community. Hopefully, he can reapply for something else in the future.

Mayor Haskins stated at the last Planning Commission Meeting, The Planning Chair made the announcement that there were seats available. These were the only two I got after that announcement.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

5. Approve and authorize the Mayor's appointment of Don Jones, 6057 Brookwood Burton, MI 48509 to City of Burton Planning Commission, term serving December 2019 through December 2022.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Danny Wells, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

6. Approve and authorize the sale of Vacant Lot located in the Carman-Ainsworth School District and tax reverted to the City of Burton in 2012 - Norton St., Parcel No. 59-30-577-130, to give first and final approval for the sale of this improved parcel to Rocky Brook Land Company, Inc., 483 Billings Rd., Hermon, ME 04401 for the sum of \$50.00 cash or its equivalent and authorizing the Mayor and the Clerk to execute any and all documents required to effectuate this sale.

Mr. Fenner would like to know why a company in Maine is interested in property in Burton. I see this happen a lot. What happens to these properties after these people buy them?

Mr. Abbey stated he has concerns with this one as well. Time will tell because it takes a few years to get them back. Our biggest issue is the cost for maintaining these lots. It can be real cost prohibitive to maintain them on a regular basis. We will have to monitor them and see if they are maintaining them.

Mr. Fenner asked if Code Enforcement will mow the grass if it gets too tall and send notices?

Mr. Abbey stated you don't have to worry about that. Usually, the neighbors do it for us.

Mr. Heffner asked if we sent letters to the adjacent property owners to see if they are interested in purchasing these lots?

Mr. Abbey said, yes. These have already gone to auction but the first time, yes. We also do a publication and put a sign up in the lot.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

7. Approve and authorize the sale of Vacant Lot located in the Atherton School District and tax reverted to the City of Burton in 2017 - McKeighan Ave., Parcel No. 59-28-528-189, to give first and final approval for the sale of this improved parcel to Rocky Brook Land Company, Inc., 483 Billings Rd., Hermon, ME 04401 for the sum of \$50.00 cash or its equivalent and authorizing the Mayor and the Clerk to execute any and all documents required to effectuate this sale.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

Agendas and minutes may be found at www.burtonmi.gov

Meeting was adjourned at 7:46 PM.

Minutes Acceptance: Minutes of Dec 16, 2019 7:00 PM (APPROVAL OF MINUTES)



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

Meeting: 01/06/20 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.1

SCHEDULED

AGENDA ITEM (ID # 4710)

DOC ID: 4710

**Approve and authorize the Attorney Billing (Doyle) 12/11/2019
to 1/1/2020 in the amount \$6,194.00.**



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

Meeting: 01/06/20 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.2

SCHEDULED

AGENDA ITEM (ID # 4709)

DOC ID: 4709

**Approve and authorize the Attorney Billing (Masud)
11/04/2019 to 11/27/2019 in the amount \$304.00.**



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

Meeting: 01/06/20 07:00 PM
Department: Department of Public Works
Category: Ordinance
Prepared By: Amber Abbey
Department Head: Racheal Boggs

K.1

SCHEDULED

AGENDA ITEM (ID # 4708)

DOC ID: 4708

**Approve and Authorize first reading of an ordinance for
Zoning Case #326, amend chapter 157, the zoning ordinance,
of the code of ordinances of the City of Burton by the
amendment of the definition of a kennel.**

ATTACHMENTS:

- Ordinance Change (PDF)

CITY OF BURTON
GENESEE COUNTY, MICHIGAN

ORDINANCE NO. 2019 - - 157

AN ORDINANCE AMENDING, CHAPTER 157 OF THE CODE
OF ORDINANCES OF THE CITY OF BURTON BY THE
AMENDMENT OF THE DEFINITION OF A KENNEL

THE CITY OF BURTON ORDAINS:

SECTION I

Chapter 157.006 of the Code of Ordinances of the City of Burton shall be amended by the following:

§157.006 DEFINITIONS

KENNEL. Any lot or premises on which 4 or more dogs, 4 months or older, are kept either permanently or temporarily boarded.

SECTION II

All other provisions of this Chapter shall be and are hereby ratified.

SECTION III

The violation of the terms of this Ordinance shall be a municipal civil infraction.

SECTION IV

If any section, part, or provision of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then it is expressly provided and it is the intention of the City Council in passing this Ordinance that its parts shall be severable and all other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

SECTION V

This Ordinance, or a synopsis thereof, shall be published in a newspaper of general circulation within the City of Burton, Genesee County, Michigan, and shall become effective 30 days after publication.

SECTION VI

A copy of this Ordinance may be inspected at the City Hall, 4303 S. Center Road, Burton, Michigan, during regular business hours.

CITY OF BURTON,

By: Duane Haskins, MAYOR

By: Rachael Boggs, CLERK

Ordinance introduced on:
Second Reading:
Publication date:
Effective date:

Attachment: Ordinance Change (4708 : First Reading of Ordinance)