CITY OF BURTON

BURTON CITY COUNCIL MEETING

JUNE 15, 2020

AGENDA

Council Chambers	Regular Meeting	7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. MEETING INFORMATION

Burton City Council Meeting
Hosted by Racheal Boggs

Monday, Jun 15, 2020 7:00 pm | 1 hour | (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 126 548 8080
Password: kiVGPFE9n28 (54847339 from phones and video systems)
https://meetingsamer4.webex.com/meetingsamer4/j.php?MTID=mf7a41823600b403b93f08cd0a00b4810

Join by video system
Dial 1265488080@meetingsamer4.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 126 548 8080

B. INVOCATION LED BY: DANNY WELLS

C. THE PLEDGE OF ALLEGIANCE IS LED BY: DANNY WELLS

D. ROLL CALL

E. STAFF PRESENT

F. APPROVAL OF MINUTES

1. City Council - Public Hearing - May 18, 2020 6:30 PM
2. City Council - Regular Meeting - May 18, 2020 7:00 PM
3. Budget Meeting - Budget Workshop - May 19, 2020 6:00 PM

G. ADMINISTRATIVE REPORTS

H. COMMITTEE REPORTS

I. 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.
Public Comment may be sent to: publiccomment@burtonmi.gov

J. COUNCIL DISCUSSION

K. COUNCIL ACTION

1. Approve and authorize the payment of Attorney Billing (Doyle) 5/26/20 to 6/9/20 in the amount of $4,166.75.

2. Approve and authorize the payment of Attorney Billing (Masud) 5/4/2020 to 5/29/2020 in the amount of $1,102.00.

3. Approve and authorize the Burton City Council to set a Public Hearing on Monday, July 20, 2020 at 6:30 p.m. on the proposed sanitary collection system improvement project for the purpose of receiving comments from interested residents.

4. Approve and authorize the following tax millages and fees to be levied for the 2020-2021 fiscal year: General Operating 4.0000 mills; Voted Police 0.9835, Voted Police 0.9959, Voted Police 6.4733 (8.4527 total); Voted Fire 0.9959; a Property Tax Administration Fee of 1% on all tax statements and additional 4% late penalty charge when delinquent.

5. Approve and authorize the following 2019-2020 budget amendment in the Local Streets Fund: Increase 2003-4074-706.0000 Salaries Permanent-Traffic Signs by $2,500; Increase 2003-4074-717.0000 Retirement-MERS Active-Traffic Signs by $100; Increase 2003-4074-718.0000 Retirement MERS-Retirees-Traffic Signs by $800; Increase 2003-4074-757.7100 Material-Signs-Traffic Signs by $3,000; and Decrease 2003-4063-719.0000 Fringe Benefits-Surface Maintenance by $6,400.

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

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 18, 2020

MINUTES

Council Chambers	Public Hearing	6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 6:30 PM.

A. MEETING INFORMATION

City Council Public Hearing for Proposed Budget Fiscal Year 2020-2021
Hosted by Racheal Boggs

Monday, May 18, 2020 6:30 pm | 1 hour | (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 628 505 240
Password: 7xnRYPUyd63 (79679789 from phones and video systems)
https://meetingsamer4.webex.com/meetingsamer4/j.php?MTID=m4cfa455b4967cd67a26d001799713e8f

Join by video system
Dial 628505240@meetingsamer4.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 628 505 240

B. CALL TO ORDER

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

C. OPEN PUBLIC HEARING

1. Public Hearing on Proposed Budget for Fiscal Year 2020-2021.

   This Public Hearing is to consider any objections and/or favorable comments relative to the 2020-2021 Proposed Fiscal Year Budget for the City of Burton.

   Public comments for this meeting may be submitted to: publiccomment@burtonmi.gov and will be read into the public record during the meeting.

Mr. Heffner asked the City Clerk if there was any public comment submitted via email.

Ms. Boggs stated there was no public comment submitted for the Public Hearing.

Mr. Heffner asked Attorney Doyle for her opinion regarding when it is appropriate to close the Public Hearing.

Attorney Doyle stated the meeting started at 6:30 PM and there was ample opportunity for the public to speak. They could have called in, joined online or emailed. If there is no public comment then the Public Hearing is closed.

D. CLOSE PUBLIC HEARING

Meeting was adjourned at 6:55 PM.

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 18, 2020

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. MEETING INFORMATION

City Council Meeting
Hosted by Racheal Boggs

Monday, May 18, 2020 6:30 pm | 1 hour | (UTC-04:00) Eastern Time (US & Canada)
Meeting number: 628 505 240
Password: 7xnRYPUyd63 (79679789 from phones and video systems)
https://meetingsamer4.webex.com/meetingsamer4/j.php?MTID=m4cfa455b4967cd67a26d001799713e8f

Join by video system
Dial 628505240@meetingsamer4.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 628 505 240

B. INVOCATION LED BY: TINA CONLEY

C. THE PLEDGE OF ALLEGIANCE IS LED BY: TINA CONLEY

D. ROLL CALL

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

E. STAFF PRESENT

Duane Haskins, Mayor
Rik Hayman, Chief of Staff
Karen Moffitt, Controller
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Amber Abbey, Deputy DPW Director

Kirk Wilkinson, Fire Chief
Steve Phillips, IT Director
Amanda Doyle, City Attorney

F. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Apr 27, 2020 4:00 PM

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

2. City Council - Regular Meeting - May 4, 2020 4:00 PM

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

G. ADMINISTRATIVE REPORTS

Mayor Haskins stated he hopes everyone is doing well. We have a couple retirements to announce tonight. Brenda Moulton is retiring at the end of May. Lieutenant Brian Warden is also retiring on June 26th. I would like to congratulate him on his new position as Police Chief of the Genesee County Parks & Rec. We will need a motion tonight to go into executive session under section 8c of the Open Meetings Act. Attorney Leadford will join us for collective bargaining strategy. Waste disposal contract bids came in and were opened on Thursday at 10 AM. I have emailed you a spreadsheet of these bids. I would like to clarify an email that Mr. Smith shared with me. It comes from a representative of Emterra, Preston Hards, Marketing Director. It stated the following: We are aware that the Mayor's nephew works for a competing company that has a much higher bid. Perhaps he should properly recuse himself because of the obvious conflict of interest. There may be alternate bids but the last time, Emterra was not allowed to offer an alternative bid so, if the city allows any now, we know there are shenanigans being played. In this time of crisis when thousands of additional Burton residents are unemployed and during an election year, if this process is not conducted in the intended and required way, I am certain that the result will create some very interesting headlines. Please let me know if there is additional information. We look forward to the opportunity to serving the residents of Burton. I would like to put this out here to clarify with everyone that I don't have a nephew and I don't know who this person is or why he is accusing me of being invloved in the bidding process or of having a nephew who works for a competitor. I need it on the record that I do not have a nephew and I do not have a nephew or family member that works for a waste disposal service. I don't know where these intended accusations came from. I wanted this on the record for clarity for myself and the council as they make decisions on our waste contract. This was unfair and bias and I don't appreciate it. Mayor Haskins also read into the record a letter of interest from Mr. Burge regarding continuance of his term as a Planning Commission Member.

1. April 2020 Investment Report

H. COMMITTEE REPORTS

Mr. Smith provided an update on the 2020 Census. We are currently at 71.1% self response rate in the city. In 2010 we were at 74.2% at the end of July. We are doing well.

Mr. Heffner stated Bendle is giving away frisbees and stickers as part of their lunch program. Now is the time to really kick it in gear and keep up the momentum.

I. AUDIENCE PARTICIPATION

Public Comments for this meeting may be sent to: publiccomment@burtonmi.gov. Comments will be read into the public record during the meeting.

Mr. Heffner asked the City Clerk if she has received any audience participation.

Ms. Boggs stated there have been no emails received and no other forms of audience participation for this meeting.

J. COUNCIL DISCUSSION

Mr. Smith stated he received a call from a resident today who stated there is a sewer gas smell on the south end as well as Belsay and Lapeer area. He would like the Mayor or Mr. Abbey to respond.

Mr. Abbey stated I have not received any complaints regarding this.

Mrs. Abbey stated they should call Consumers if they are smelling gas. This is two different areas of the city.

Mr. Abbey stated when we have a lot of rain like we have, you can experience that. We have received no calls, emails or voice messages regarding this.

Mrs. Abbey asked if there are specific addresses where this is happening.

Mr. Smith said, no. It was on Burton City Chat on Facebook and they said it was by the Family Community Credit Union on the south end.

Mr. Abbey stated that one does make sense because that's where the county pump station is; behind Rite Aid along Bristol Road. The heavy rain will cause the odor.

Mr. Smith would like to make a motion to go into executive session under 8c of the Open Meetings Act after the council action.

Mrs. Conley would like to recuse herself from item # 2 because she is related to the applicant.

Mr. Heffner asked for the Attorney's opinion.

Attorney Doyle asked if Mrs. Conley has anything to gain from this, financially.

Mrs. Conley said, no. I do not.

Attorney Doyle stated there is no reason to recuse yourself.

1. Motion to go into Executive Session after Council Action for the purpose of Collective Bargaining Strategy under Section 8c of the Open Meetings Act.

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

K. COUNCIL ACTION

1. Approve and authorize the Attorney Billing (Doyle) April 15, 2020 to May 11, 2020 in the amount $4,689.50.

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

2. Approve and authorize the request for a Residential Sanitary Sewer & Water Installer's License for Steve's Plumbing & Heating, Inc., G-1212 N. Genesee Rd, Burton, MI 48509.

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

3. Approve and authorize the request for Residential Sanitary Sewer & Water Installer's License for D & D Excavating, 2116 Pero Lake Road, Lapeer, MI 48446.

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

4. Approve and authorize that the Director of Public Works, a position currently held by Charles Abbey, is designated as the authorized representative for all activities associated with the water systems improvement plan.

   Mr. Martinbianco asked, what is Mr. Abbey's title? Deputy DPW Director or DPW Director?

   Mayor Haskins stated Mr. Abbey is the DPW Director.

   Mr. Martinbianco stated he appreciates the many hats Mr. Abbey wears. Will he be handling the DWRF?

   Mr. Abbey stated the purpose of this action item tonight is because we had one payment left and when trying to get the allocation, we discovered Mr. Slattery was still the representative so the council has to take official action so we can request our funds.

Mayor Haskins stated Attorney Leadford is on the line for closed session.

RESULT:	**CARRIED [6 TO 1]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, O'Keefe, Heffner, Smith, Fenner, Conley
NAYS:	Wells

L. SECOND READING OF ORDINANCE

1. Approve and authorize the second reading of amended Ordinance 157. An ordinance to amend Chapter 157, the Zoning Ordinance, of the Code of Ordinances of the City of Burton to regulate temporary uses including roadside stands, seasonal sales, sidewalk sales, special events, and mobile food vending.

   Mrs. Conley asked for clarification regarding a business having a sale outside and costs associated with it. I don't feel some businesses should have to pay for a tent sale. I understand trying to stop the garage sale like we had last year on Saginaw Street. Long time Burton businesses that are in good standing should not have to pay a fee for this.

   Mrs. Abbey stated we haven't set the fees. As of now, the only fee here is for a roadside stand. Council sets the fees. In a situation of a sidewalk sale, we wouldn't charge a fee but there would be some regulations they would have to follow.

   Mr. Martinbianco stated due to the economic stress on small businesses right now, this is an additional stress that they don't need. We need to encourage them. I talked about this at the last meeting. I suggest we let this go and postpone it until our meeting on September 21, 2020. The administration hasn't made their case and we need to give it the summer and revisit it later.

   Mrs. Conley still has questions about the changes and would like the extra time to see this more clearly. She will support the postponement.

RESULT:	**POSTPONED [5 TO 2]**	**Next: 9/21/2020 7:00 PM**
MOVER:	Tom Martinbianco, Councilman	
SECONDER:	Christina Conley, Councilwoman	
AYES:	Martinbianco, Heffner, Wells, Smith, Conley	
NAYS:	O'Keefe, Fenner	

M. EXECUTIVE SESSION

Mr. Martinbianco stated he does not want the Clerk to attend the executive session. How will Attorney Leadford attend?

Mayor Haskins stated Attorney Leadford has dialed into the conference call. Ms. Boggs is a Charter 5 employee and is not in a union. The previous Clerk did not attend because she was in the Teamsters Union. There is no issue with her attending closed session. He asked for Attorney Doyle's opinion.

Attorney Doyle stated there is no issue with the Clerk attending closed session.

Mr. Smith stated he does not see an issue with this either.

City Council went into closed session at 8:00 PM.
City Council returned from closed session at 8:28 PM.

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

Meeting was adjourned at 8:31 PM.

CITY OF BURTON

BUDGET MEETING

MAY 19, 2020

MINUTES

Council Chambers	Budget Workshop	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. ROLL CALL

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

B. STAFF PRESENT

Duane Haskins, Mayor
Charles Abbey, DPW Director/HR
Karen Moffitt, Controller
Racheal Boggs, City Clerk
Ann Abbey, Assessor
Alice Bryce, Treasurer
Steve Phillips, IT Director
Amy Clous, Parks & Recreation Director

C. AUDIENCE PARTICIPATION

Public Comments may be sent to: publiccomment@burtonmi.gov

No audience participation.

D. BUDGET DISCUSSION

Mr. Smith provided a brief overview. He commended the Mayor and the administration for a great job on the budget. They were able to cut just short of $800,000 from last years budget. I know this was very difficult to do. These are times that haven't occurred in over 100 years. We do not know what is going to happen financially. The feds and the state are supposed to come through with funding but I am under the mindset that until we have the money, it doesn't exist. Including ACT 51 money, we have about $6.5 million, the budget encompasses 90 people. We also have 37 police officers partially funded by a grant that is funded at 70%. We are going to need to revisit this in January to see what's beginning to happen with the cash flow from the feds and the state. The Mayor has raised our General Fund Balance by $1.9 million to $2.6 million so we have some liquidity. I am asking the administration that when we start getting those payments in from the state shared revenue and property taxes, you keep us apprised on how much of a difference it is compared to what was budgeted pre-COVID19. I do believe short term through July, our residents will be covered. The extra $600 from unemployment will last until then. In the short term, there shouldn't be a drop in the amount of taxes paid by residents but I do see a shortfall with our businesses. Nationally, it was projected that one out of every seven small businesses might not make it through the pandemic. I believe there will be a drop in the amount we receive from this. We are not as far along on the financial side as we are on the medical side.

Mayor Haskins stated my staff and I have worked diligently on the budget. We tried to accomplish a few different things. The biggest was trying to save money and build the General Fund. I asked every staff member to roll up their sleeves and find savings. We did that. None of us expected the COVID-19 virus to affect us as bad as it has. No one could have predicted it and we have never dealt with this before. Thank you to everyone involved in the budget process from the administration to the employees, everyone has put forth the effort to better the city financially. The administration has done a great job of meeting the tough demands that I asked for. Hopefully, the budget works for everyone and we can get through it as pain free as possible. The outcome from the virus, only time will tell. With the resilience of the council and trying to do the best we can for the residents, I believe in my heart it will be tough but we can prevail and the administration and myself will do anything possible for that to happen. My only request tonight is that we begin with Parks & Recreation so the Director, Amy Clous who is pregnant can leave as soon as possible.

Council discussion regarding the technical difficulties we are experiencing with using the camera/sound system at City Hall with Webex.

Ms. Moffitt presented an Administrative Overview of Proposed Budget. I would like to review some of the assumptions and items we used in preparing the budget:

- The budget assumes a General Fund Tax Levy of 4 mills.
- 90 full time positions, part time positions: Collection Clerk (1), Senior Center Bus Driver (1) and Firefighters (42), 37 Police Officers, Four DPW positions have been restructured as well as the Human Resources Director position for a savings of more than $130,000. Chief of Staff position was eliminated for a savings of $108,000. All shared salaries for indirect positions that provide service to other departments have been reviewed and updated.
- We do not know the effect of COVID-19 on our revenue. At the Revenue Consensus Meeting last week and based on the revised figures for our revenue sharing, they are currently projecting $222,000 less in funds than what we have budgeted for next year. We will need to make this adjustment. ACT 51 will also be reduced. Revised figures will be coming out later.
- Salaries have been budgeted according to bargaining agreements.
- Retirement expenditures have been budgeted at the rate provided by MERS.
- OPEB expenditures have been budgeted with an increase of $300,000 that is spread to departments based on the salaries in each department.
- The budget includes the $1 million additional MERS payment that we have approved each year.
- Healthcare is budgeted at a 10% increase.
- IT allocation is reduced by a total of $100,000
- Overall, the Mayor asked each department head to reduce their budget by 5-15%.
- There may be changes due to GASB 84. This may affect our races and Senior Center activities and we can adjust those figures based on their estimates.
- General Fund 5-year forecast summary: We are budgeting General Fund Revenue of $6,572,800, expenditures of $5,778,800 and a surplus of $794,000. Adding that to our estimated beginning fund balance of $1,843,634, we are projected to end the year with a fund balance of $2,637,634. Looking at the 5-year projection, assuming a 1.5% tax revenue

increase, 1.25% increase in revenue sharing, 10% increase in health insurance costs, 2% increase in supplies, utilities and insurance, no retirement rate increase and the $1 million additional MERS payment you can see we are projecting to have a surplus of $240,000-$310,000 in the next five years.

Parks & Recreation

- Minor changes have been made to reduce the budget: a minor change to the IT allocation due to the $100,000 being spread among departments, postage, operating expenditures, contractual services, Memorial Day parade, Park & Rec Events, Trick or Treat Trail and Pizza with Santa have all been reduced.
- On the Parks & Rec tab on page 16, operating expenditures and salaries permanent were reduced. There were less teams last year so we made the adjustment. Anything unused (due to COVID-19) will stay in the fund.
- On page 17, Veteran's Memorial Park Fund, the only increase there is $100 for interest income. We have a little budgeted for donations and some maintenance and contractual costs.
- On page 18, Cancer Survivor's Park, we are not budgeting anything here. The fund balance of $1,354 will continue to carry forward.
- On page 19, Memorial Day Race Fund, we reduced the revenue and expense slightly based on last year's participation and what we are estimating for this year's participation.
- On page 20, The Veteran's Honor Run we lowered slightly based on what we anticipate. Proceeds typically cover our costs here.
- On page 21, the Burton Mile, we have eliminated so there is nothing to budget.
- On page 22, the Burton Race Series Fund, we set up a donation line item to help support other races and $2,500 was moved there.

Ms. Moffitt asked the council if there are any questions regarding the Parks & Recreation Budget.

Mr. Matinbianco asked if the Memorial Day Race will be done virtually this year.

Mr. Smith stated the Memorial Day 5K will be a virtual race. You can register online. There is about $1,800 in the Burton Mile Fund and because this race has been cancelled, we would like to move that to the Memorial Day 5K fund.

Council decided unanimously to transfer $1,800 from the Burton Mile Fund to the Memorial Day 5K Fund.

Mr. Smith stated Hurley donates $2,500 for the Burton Race Series medals.

Mr. Heffner stated Council Lady Conley would like wood chips to clean-up some of the grounds. Where will that come from?

Ms. Moffitt stated we budgeted for that this year under maintenance of grounds. The money is there.

Mrs. Conley stated she would like to plant flowers and put chips down. Also, the flags need to be replaced.

Mr. Abbey stated there are some chips left at the DPW if you need it.

Mayor Haskins stated he will help Mrs. Conley and we have a plan to have the flags replaced.

General Fund Revenues

- Tax revenue will need to be adjusted. We need to add $90,000 to that line item which will bring it up to $2,522,700. There will be similar adjustments to Police and Fire. The budget was projected based on preliminary tax figures. Now that we have had our Board of Review, we have figures that are more accurate. We do have a millage rollback and this adjustment reflects that.
- Permits and licenses increased by $3,000 to $10,000 based on prior collections.
- Lease fees increased to $44,500 also based on what we are collecting.
- Local community stabilization share appropriation is our reimbursement from the state for personal property taxes. We increased the budget based on what we have collected this year to $63,400.
- State shared revenue will need to be decreased by $221,900 for a new figure of $2,646,700. This is reflecting the May revenue sharing and it could be adjusted again in August.
- Administrative fees increased slightly up to $307,000 because it is a percentage of our tax roll.
- Interest income increased up to $26,000 due to the increased fund balance.
- Transfer from building department is $267,600. When we sold properties in previous years, the auditors stated this should have gone to the general fund. Moving the money into the general fund is less restrictive.
- Tree Lighting: we left the $2,000 in there from the DDA.
- Other revenue we decreased to $10,000 based on collections in the previous year.
- Revised revenue figure is $6,440,900.

General Fund Expenditures

- City Council: fringe benefits increased because of a new council member adding to the health insurance, IT allocation went down because of the revised allocation, we removed the $5,000 for Census, $50,000 removed for the specialized internal control review, and we reduced the insurance slightly based on the allocation method.
- Mayor’s Department: salary was increased based on cost of living, salaries permanent was adjusted based on reallocations. The Receptionist position was moved to City Hall, fringe benefits were reduced because of the retro-pay for the previous Mayor and $50,400 was removed for the vehicle.

Mr. O’Keefe asked if the cost of living is 2%. The Mayor's salary only went up $800.

Ms. Moffitt stated it is 1.8%.

Mr. Heffner stated the Mayor did a great job cutting the Mayor’s Office budget from $423,000 to $251,000.

Mr. O’Keefe agreed.

- Election Department: The Election Department is an exception. We increased several line items because we are projecting additional elections. Salaries permanent reduced due to a new staff member at a lower salary rate, overtime was decreased, line items that increased are fees per diem, contractual services, and supplies, and we removed the $24,000 for election equipment, which was for the new computers purchased last year.

Mr. Martinbianco asked, what constitutes contractual service?

Ms. Moffitt stated ballot charts and test decks for election equipment testing and election programming by the county are examples of items paid for with this line item.

- Assessor Department: Salaries permanent decreased because there was once four position and we are budgeting for three positions, fringe benefits went up because the previous Assessor did not receive benefits, IT allocation, training and auto repair were all reduced.
- Clerk Department: Salaries permanent reduced due to a new staff member at a lower salary rate, fringes went up slightly because the previous Clerk did not use health insurance. IT allocation, membership dues, operating expenditures and office supplies went down.
- Controller: Controller salary, salaries permanent, retirement and fringe benefits allocation changed so those line items increased. IT allocation, training, membership dues and contractual service were reduced.
- Treasurer: Salaries, retirement and fringe benefits increased because of the allocation, postage, contractual services and IT allocation all decreased and membership & dues increased slightly.
- City Hall: Salaries permanent, retirement and fringe benefit increased due the Receptionist position being reallocated. Building insurance increased slightly due to an appraisal that was done which increased insurance rates. We left the $1,000,000 payment for MERS, City Hall expansion/lease debt has been reduced to the actual principal and interest payment of $127,400.

Mr. Martinbianco asked if the insurance rate doubled.

Ms. Moffitt said, no. There was also a change in the allocation that included building insurance, vehicle insurance, liability insurance, etc. This had not been updated in several years. More costs were allocated to City Hall. I will bring more specifics about this tomorrow.

- Public service: The only change here was the Gilkey Creek interest payment and this was adjusted based on our debt schedule.
- Planning: There have been staff consolidations so that increased the salary and benefits. IT allocation was not being charged to Planning so that was added, Contractual service is for the Retail Coach and that was updated to reflect the new contract. Legal was decreased based on previous spending and training was increased due to marijuana laws.
- Zoning: Similar to Planning, salary and benefits were adjusted due to the staff consolidation, IT allocation was added and training was increased due to marijuana laws.

Mr. O'Keefe asked when we will receive an updated report on the Retail Coach?

Mayor Haskins stated they have been steadily working and talking to interested entities. The COVID-19 pandemic stalled things.

Mr. O'Keefe asked when we signed the contract.

Mayor Haskins stated he thought it was in October.

Mr. O'Keefe stated he would have expected them to check in with us by now.

Mr. Haskins stated I provided a report in March but then the pandemic put a halt to it.

Mr. Martinbianco asked how much money we still owe them.

Ms. Moffitt stated the contract was for one year and it was $40,000.

Mr. Martinbianco asked why we put more money in that line.

Mayor Haskins stated we kept the money there for council to decide if they would like to continue with the company.

- Capital Outlay: We had $60,000 for resurfacing of the DPW parking lot and took it out for next year.

Mr. Martinbianco asked for clarification.

Mr. Abbey stated we are at a standstill because of the underground storage tanks. We do not want to pave the lot before we figure that out.

- Transfers Out: The transfer to the water fund of $672,000 was taken out because we increased the rates.

Mr. Martinbianco asked, at what point is the water fund going to be able to reimburse the general fund for the transfer?

Ms. Moffitt stated it was not a loan. It was a transfer.

Mr. Abbey stated our goal is to put the money back when we start replenishing the water fund. We have to wait and see. People are still paying their bills and if that continues, we will be in good shape.

Mr. Martinibanco asked if April's payment was interest only.

Ms. Moffitt said that is correct.

Mr. O'Keefe stated the state owes us $1,000,000 and if we ever see it, we could put it toward that.

- Total expenditures are $5,778,800. Subtracting that from the revised revenue figure I gave you, we would have an excess of revenue over expenditures of $662,100. Adding that to our estimated beginning fund balance of $1,843,634, we would end the year with $2,505,734.

Ms. Moffit stated on page 54 is our fund balance computation. It is the average of the last three years of audited expenditures multiplied by 20%. We use this as our fund balance floor. We are at $712,500 so we are exceeding that.

Council went to recess at 7:35 PM and returned at 7:40 PM.

- IT Department: This is an internal service fund meaning it is a holding fund. You hold the costs and charge them out which brings in revenue to cover the costs in that fund. Under revenue, you can see tech charges for each department. This is determined based on the number of computers located in each department. We reduced the revenue by $100,000 so that takes it out of the fund balance. We are spreading the savings back to the departments. It is a one-time reduction for this year only. Under expenditures, several line items were reduced based on the Mayor's recommendation including office supplies and contractual services.

Mr. Martinbianco asked about the dramatic drop in IT for the Fire Department.

Ms. Moffitt stated currently, the Fire Department has more computers than they need. With the next round of replenishment, they are reducing the number of computers.

- Special Assessment Districts (SAD): This is Amy Street paving. The current tax collection figure has been reduced down to what we expect to collect. People have paid their assessments off early so we are collecting less. Funds are collected here and then transferred out into the capital improvement fund. This helps pay the principal and interest on the loan.
- Self Insurance: This is also an internal service fund. We are self-insured and pay the costs from this fund. It is pretty much a wash. If costs are down, we allocate it back to the departments and vice versa. There is a 10% increase.

Mr. Martinbianco stated these are large numbers. Are these liquid assets?

Ms. Moffitt stated this fund is the very last fund on the page so the grand total of all of our funds prints on this page. This is just a paper balance of all funds.

Mr. O'Keefe would like the grand totals to appear on a different page in the future. This is confusing and needs to be on a different sheet.

Ms. Moffitt stated I could run the report without the totals.

Mr. Martinbianco asked who does our health benefits. Do they set the amount or do the union contracts?

Mr. Abbey stated they bid our insurances and gave us different options with other carriers. We evaluated it to make sure we were getting the best price. We saved $75,000. This includes costs for retirees also.

Mr. Martinbianco stated he had trouble getting the password to work for the meeting. He asked the Clerk to continue to send the reminder link. He thanked the Clerk for a great job.

Ms. Boggs said, Thank you. I will do that.

Mr. Smith stated the Mayor has asked that we reschedule the budget meeting scheduled for Thursday, May 21, 2020 to Tuesday, May 26, 2020 at 6:00 PM.

The council agreed to reschedule the budget meeting.

Ms. Boggs stated she will resend and publish the agenda and meeting information.

Meeting was adjourned at 8:00 PM.

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

SCHEDULED

Meeting: 06/15/20 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

AGENDA ITEM (ID # 4804)

DOC ID: 4804

Approve and authorize the payment of Attorney Billing (Doyle) 5/26/20 to 6/9/20 in the amount of $4,166.75.

Approve and authorize the payment of Attorney Billing (Masud) 5/4/2020 to 5/29/2020 in the amount of $1,102.00.

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

SCHEDULED

Meeting: 06/15/20 07:00 PM
Department: Department of Public Works
Category: Public Hearing
Prepared By: Amber Abbey
Department Head: Charles Abbey

AGENDA ITEM (ID # 4802)

DOC ID: 4802

Approve and authorize the Burton City Council to set a Public Hearing on Monday, July 20, 2020 at 6:30 p.m. on the proposed sanitary collection system improvement project for the purpose of receiving comments from interested residents.

Approve and authorize the following tax millages and fees to be levied for the 2020-2021 fiscal year: General Operating 4.0000 mills; Voted Police 0.9835, Voted Police 0.9959, Voted Police 6.4733 (8.4527 total); Voted Fire 0.9959; a Property Tax Administration Fee of 1% on all tax statements and additional 4% late penalty charge when delinquent.

ATTACHMENTS:

- Resolution 2020-3 Budget FY 2020-21 General Appropriations (DOCX)

RESOLUTION 2020-3
CITY OF BURTON RESOLUTION
APPROVING ALL GENERAL APPROPRIATION FUNDS
FOR THE FISCAL YEAR 2020-2021

WHEREAS, Pursuant to the Official Charter of the City of Burton, the fiscal and budget year of the city shall begin on the first day of July of each year and end on the thirtieth day of June of the following year, and

WHEREAS, Pursuant to the Official Charter of the City of Burton, the adoption of the fiscal year budget shall be made by the City Council, by resolution, at a regular meeting, held no later than the second Monday in June, and

WHEREAS, Pursuant to the Official Charter of the City of Burton, a public hearing shall be held not less than one week before its final adoption, and

WHEREAS, Pursuant to the Official Charter of the City of Burton, said resolution shall designate the sum to be raised by taxation for the general purposes of the city and for payment of principal and interest on its indebtedness,

THEREFORE BE IT RESOLVED, this 1st day of June 2020, that in accordance with the Official Charter of the City of Burton and all applicable federal and state statutes, the Burton City Council has found the proposed budget for fiscal year 2020-2021 is in such form, arrangement and content as required and that all estimates of revenue and appropriation are reasonable, accurate and correctly stated, and

FURTHER RESOLVING, that the taxation rates for the fiscal year 2020-2021 are verified and set as follows: The General Operating rate at 4.0000 mills, the Police Operating rates totaling 8.4519 mills, the Fire Operating rate at 0.9958 of a mill, and the Downtown Development Authority Operating rate at 1.8673 mills and that in itemization, form, arrangement and content, the Fiscal Year 2020-2021 budget will permit the exercise of the Mayor and Controller functions within the municipality in accordance with the Official Charter of the City of Burton and all applicable federal and state statutes and regulations.

Moved by: **Seconded by:**

Members voting YAY:

Members voting NAY:

Absent:

CERTIFICATION

I, Racheal Boggs, Burton City Clerk, attest and certify that the above budget resolution was approved by a majority vote of the members of the Burton City Council at its regular meeting held at 7:00 PM on Monday, June 1, 2020.

Racheal Boggs, City Clerk Date

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

SCHEDULED

Meeting: 06/15/20 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Karen Moffitt
Department Head: Karen Moffitt

AGENDA ITEM (ID # 4803)

DOC ID: 4803

Approve and authorize the following 2019-2020 budget amendment in the Local Streets Fund: Increase 2003-4074-706.0000 Salaries Permanent-Traffic Signs by $2,500; Increase 2003-4074-717.0000 Retirement-MERS Active-Traffic Signs by $100; Increase 2003-4074-718.0000 Retirement MERS-Retirees-Traffic Signs by $800; Increase 2003-4074-757.7100 Material-Signs-Traffic Signs by $3,000; and Decrease 2003-4063-719.0000 Fringe Benefits-Surface Maintenance by $6,400.

ATTACHMENTS:

- BA 4803 (PDF)

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Karen Moffitt
Date: June 10, 2020

Re: Memo of Explanation for
City Council Meeting of 6/15/2020

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Local Streets Fund Budget as follows: Increase 2003-4074-706.0000 Salaries Permanent-Traffic Signs by $2,500; Increase 2003-4074-717.0000 Retirement-MERS Active-Traffic Signs by $100; Increase 2003-4074-718.0000 Retirement MERS-Retirees-Traffic Signs by $800; Increase 2003-4074-757-7100 Material-Signs-Traffic Signs by $3,000; and Decrease 2003-4063-719.0000 Fringe Benefits-Surface Maintenance by $6,400.

The Salaries Permanent-Traffic Signs account is currently over budget by $2,207.56. As such, I would recommend adding $2,500 to cover estimated expenditures for the remainder of the fiscal year.

The Retirement-MERS Active-Traffic Signs account is currently over budget by $27.17. As such, I would recommend adding $100 to cover estimated expenditures for the remainder of the fiscal year.

The Retirement-MERS Retirees-Traffic Signs account is currently over budget by $505.26. As such, I would recommend adding $800 to cover estimated expenditures for the remainder of the fiscal year.

The Material-Signs-Traffic Signs account is currently over budget by $2,814.25. As such, I would recommend adding $3,000 to cover estimated expenditures for the remainder of the fiscal year.

06/10/2020 03:46 PM
User: moffittk
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 06/30/2020
% Fiscal Year Completed: 100.00
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION		2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BD(USI
Fund 2003 - LOCAL STREETS							
Expenditures							
2003-4069-717.0000	RETIREMENT - MERS ACTIVE		300.00	330.82	19.56	(30.82)	110.2
2003-4069-718.0000	RETIREMENT - MERS RETIREES		8,400.00	10,360.33	187.52	(1,960.33)	123.3
2003-4069-719.0000	FRINGE BENEFITS		13,000.00	11,065.51	174.73	1,934.49	85.1
2003-4069-757.0000	OPERATING EXPENDITURES		8,000.00	5,155.40	0.00	2,844.60	64.4
2003-4069-818.0000	CONTRACTUAL SERVICE		45,000.00	14,440.00	0.00	30,560.00	32.0
2003-4069-943.0000	EQUIPMENT RENTAL		35,000.00	21,611.17	0.00	13,388.83	61.7
Total Dept 4069 - DRAINAGE			135,600.00	89,663.17	1,014.90	45,936.83	66.1
Dept 4074 - TRAFFIC SIGNS							
2003-4074-705.0000	SUPERVISION SALARIES		800.00	586.71	0.00	213.29	73.3
2003-4074-706.0000	SALARIES PERMANENT	+2,500	5,200.00	7,407.56	124.81	(2,207.56)	142.4
2003-4074-709.0000	OVERTIME		300.00	25.15	0.00	274.85	8.3
2003-4074-717.0000	RETIREMENT - MERS ACTIVE	+100	300.00	327.17	6.94	(27.17)	109.0
2003-4074-718.0000	RETIREMENT - MERS RETIREES	+800	2,700.00	3,205.26	59.86	(505.26)	118.7
2003-4074-719.0000	FRINGE BENEFITS		4,400.00	2,893.92	34.40	1,506.08	65.7
2003-4074-757.0000	OPERATING EXPENDITURES		500.00	0.00	0.00	500.00	0.0
2003-4074-757.7100	MATERIAL-SIGNS	+3,000	9,500.00	12,314.25	0.00	(2,814.25)	129.6
2003-4074-943.0000	EQUIPMENT RENTAL		5,000.00	2,884.24	0.00	2,115.76	57.6
Total Dept 4074 - TRAFFIC SIGNS			28,700.00	29,644.26	226.01	(944.26)	103.2
Dept 4078 - WINTER MAINTENANCE							
2003-4078-705.0000	SUPERVISION SALARIES		5,700.00	862.21	0.00	4,837.79	15.1
2003-4078-706.0000	SALARIES PERMANENT		15,400.00	19,356.32	353.32	(3,956.32)	125.6
2003-4078-709.0000	OVERTIME		7,000.00	2,759.82	0.00	4,240.18	39.4
2003-4078-717.0000	RETIREMENT - MERS ACTIVE		500.00	617.33	11.58	(117.33)	123.4
2003-4078-718.0000	RETIREMENT - MERS RETIREES		5,300.00	5,850.52	105.52	(550.52)	110.3
2003-4078-719.0000	FRINGE BENEFITS		15,500.00	10,666.47	108.66	4,833.53	68.8
2003-4078-757.0000	OPERATING EXPENDITURES - SALT		54,000.00	29,486.60	0.00	24,513.40	54.6
2003-4078-943.0000	EQUIPMENT RENTAL		80,000.00	58,107.35	0.00	21,892.65	72.6
Total Dept 4078 - WINTER MAINTENANCE			183,400.00	127,706.62	579.08	55,693.38	69.6
Dept 4081 - ROADSIDE CLEANUP							
2003-4081-705.0000	SUPERVISION SALARIES		1,200.00	154.25	0.00	1,045.75	12.8
2003-4081-706.0000	SALARIES PERMANENT		2,400.00	1,409.03	62.79	990.97	58.7
2003-4081-709.0000	OVERTIME		100.00	95.51	0.00	4.49	95.5
2003-4081-717.0000	RETIREMENT - MERS ACTIVE		100.00	34.09	2.32	65.91	34.0
2003-4081-718.0000	RETIREMENT - MERS RETIREES		1,000.00	368.38	20.83	631.62	36.8
2003-4081-719.0000	FRINGE BENEFITS		2,600.00	1,463.54	19.08	1,136.46	56.2
2003-4081-943.0000	EQUIPMENT RENTAL		3,000.00	631.75	0.00	2,368.25	21.0
Total Dept 4081 - ROADSIDE CLEANUP			10,400.00	4,156.55	105.02	6,243.45	39.9
Dept 4082 - ADMINISTRATION							
2003-4082-703.0000	ADMINISTRATION SALARIES		20,900.00	19,657.66	405.57	1,242.34	94.06
2003-4082-706.0000	SALARIES PERMANENT		6,900.00	6,270.05	235.81	629.95	90.87
2003-4082-708.0000	SHARED SALARIES		18,000.00	15,358.59	501.12	2,[illegible]	[illegible]

06/10/2020 03:46 PM
User: moffittk
DB: Burton

REVENUE AND EXPENDITURE REPORT FOR CITY OF BURTON
PERIOD ENDING 06/30/2020
% Fiscal Year Completed: 100.00
*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BD US
Fund 2003 - LOCAL STREETS						
Revenues						
Dept 0000						
2003-0000-450.0000	RIGHT OF WAY PERMIT FEES	500.00	1,525.00	0.00	(1,025.00)	305.0
2003-0000-574.0000	GAS & WEIGHT TAX	848,000.00	798,924.83	62,337.49	49,075.17	94.2
2003-0000-574.0659	ST OF MI ROW MAINTENANCE FEE	45,000.00	55,005.59	55,005.59	(10,005.59)	122.2
2003-0000-666.0000	INTEREST INCOME	2,000.00	14,129.67	0.00	(12,129.67)	706.4
2003-0000-675.0000	REFUNDS & REBATES	0.00	363.38	0.00	(363.38)	100.0
2003-0000-678.0000	REIMBURSEMENT INCOME	0.00	2.91	0.00	(2.91)	100.0
2003-0000-691.1001	CONTRIBUTION FROM OTHER FUNDS	30,000.00	30,000.00	0.00	0.00	100.0
2003-0000-694.0000	MISCELLANEOUS REVENUE	800.00	2,420.99	0.00	(1,620.99)	302.6
Total Dept 0000		926,300.00	902,372.37	117,343.08	23,927.63	97.4
TOTAL REVENUES		926,300.00	902,372.37	117,343.08	23,927.63	97.4
Expenditures						
Dept 4063 - SURFACE MAINTENANCE						
2003-4063-705.0000	SUPERVISION SALARIES	22,500.00	4,373.58	0.00	18,126.42	19.4
2003-4063-706.0000	SALARIES PERMANENT	81,500.00	65,605.37	2,875.47	15,894.63	80.5
2003-4063-709.0000	OVERTIME	2,500.00	368.73	0.00	2,131.27	14.7
2003-4063-717.0000	RETIREMENT - MERS ACTIVE	1,500.00	1,883.47	73.72	(383.47)	125.5
2003-4063-718.0000	RETIREMENT - MERS RETIREES	23,700.00	19,038.30	697.24	4,661.70	80.3
2003-4063-719.0000	FRINGE BENEFITS −6,400	72,100.00	49,877.72	807.27	22,222.28	69.1
2003-4063-750.0000	CHLORIDE	60,000.00	17,713.17	0.00	42,286.83	29.5
2003-4063-751.0000	PATCH	40,000.00	13,824.05	0.00	26,175.95	34.5
2003-4063-752.0000	GRAVEL	30,000.00	0.00	0.00	30,000.00	0.0
2003-4063-757.0000	OPERATING EXPENDITURES	2,500.00	69.31	0.00	2,430.69	2.7
2003-4063-818.0000	CONTRACTUAL SERVICE	1,000.00	0.00	0.00	1,000.00	0.0
2003-4063-818.2000	ROAD PRESERVATION	75,000.00	0.00	0.00	75,000.00	0.0
2003-4063-818.3000	CONTRACTUAL SERVICE - STREET SWEEPING	60,000.00	22,711.13	0.00	37,288.87	37.8
2003-4063-943.0000	EQUIPMENT RENTAL	70,000.00	50,032.34	0.00	19,967.66	71.4
Total Dept 4063 - SURFACE MAINTENANCE		542,300.00	245,497.17	4,453.70	296,802.83	45.2
Dept 4068 - TREES & SHRUBS						
2003-4068-705.0000	SUPERVISION SALARIES	1,000.00	387.05	0.00	612.95	38.7
2003-4068-706.0000	SALARIES PERMANENT	2,400.00	2,388.23	62.79	11.77	99.5
2003-4068-709.0000	OVERTIME	500.00	756.67	303.10	(256.67)	151.3
2003-4068-717.0000	RETIREMENT - MERS ACTIVE	100.00	61.23	2.32	38.77	61.2
2003-4068-718.0000	RETIREMENT - MERS RETIREES	1,000.00	609.64	20.84	390.36	60.9
2003-4068-719.0000	FRINGE BENEFITS	2,600.00	1,765.46	85.11	834.54	67.9
2003-4068-757.0000	OPERATING EXPENDITURES	500.00	0.00	0.00	500.00	0.0
2003-4068-818.0000	CONTRACTUAL SERVICE	3,000.00	0.00	0.00	3,000.00	0.0
2003-4068-943.0000	EQUIPMENT RENTAL	7,000.00	1,372.47	0.00	5,627.53	19.6
Total Dept 4068 - TREES & SHRUBS		18,100.00	7,340.75	474.16	10,759.25	40.5
Dept 4069 - DRAINAGE						
2003-4069-705.0000	SUPERVISION SALARIES	3,000.00	2,127.83	0.00	872.17	70.93
2003-4069-706.0000	SALARIES PERMANENT	21,900.00	24,500.76	633.09	(2,600.76)	111.88
2003-4069-709.0000	OVERTIME	1,000.00	71.35	0.00		