



CITY OF BURTON
BURTON CITY COUNCIL MEETING
JUNE 15, 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

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

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

E. STAFF PRESENT

Duane Haskins, Mayor
Ann Abbey, Assessor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Karen Moffitt, Controller
Brian Ross, Police Chief

Kirk Wilkinson, Fire Chief
Amanda Doyle, City Attorney
Mike Vogt, Assistant Fire Chief

F. APPROVAL OF MINUTES

1. City Council - Public Hearing - May 18, 2020 6:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Vice President
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

2. City Council - Regular Meeting - May 18, 2020 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Vice President
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

3. Budget Meeting - Budget Workshop - May 19, 2020 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Vice President
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, O'Keefe, Heffner, Wells, Smith, Fenner, Conley

G. ADMINISTRATIVE REPORTS

Mayor Haskins thanked Mrs. Conley and the volunteers at the Fire Station. The Senior Center opened up. They are allowing 10 people at a time and are following the regulations such as social distancing, wearing masks and sanitizing. We are set to open up City Hall on Monday, June 22, 2020. We will have restrictions such as limiting the number of people for safe distancing, requiring masks and temperature checks to keep everyone safe. With everything that has transpired in our country over the past couple of weeks, the Police Chief and I have come up with some new use of force policies. One is the duty to intervene which states that every employee is expected and required to intervene and take all appropriate action necessary if the employee is clearly convinced that another individual is using force in violation of the law or department policy. The other is the duty to report excessive force. Employees have the duty to report all instances in which they believe force is used excessively by other individuals under given circumstances on or off duty. This is anytime an employee witnesses what they reasonably believe to be an excessive or inappropriate use of force. The employee will immediately report such instances to their immediate supervisor or another supervisor or command officer with the Burton Police Department. All reported instances of the alleged excessive force will be completely and thoroughly investigated. I think this is imperative to make sure we are moving in the right direction and doing what is appropriate and in a safe fashion to keep our residents and other individuals safe. Things have opened up in the city. We brought the employees back last week and we are trying to make the transition to the new way we have to conduct business. There is one

thing that is growing out of control and that is high weeds in the city due to an excessive amount of rain. Our DPW has been working diligently on the city owned properties. They are getting to them as quickly as possible. Properties not owned by the city, we have to give a warning before we can cut grass. Once we give them notice and it still does not get mowed, we turn it over to our high weed mowing contractor who then goes and mows the property. We have an abundance of them and are not turning a blind eye to it. On agenda item number four, from my understanding, what transpired is the numbers that were calculated were from the Headlee rollback from last year instead of this years numbers. That is why it is back on the agenda. It is a miniscule amount but, to be accurate and correct, we had to adjust it and put it back in front of you. I believe the Council President will be addressing how to handle our meetings going forward. The administration is excited to have everyone back in council chambers and allow the public to come in and voice concerns in person.

Mr. Heffner stated he was asked a question regarding the number of complaints we receive on our Police Officers. I did not have an answer. I feel I should know the answer to that question so I contacted the City Attorney and asked her to write a policy stating if any complaint is made against the Police Department that it is forwarded to the City Council on a monthly basis. That way, we are aware of what is going on and we can answer questions from our residents. We are not going to interfere with police business. Mrs. Conley will be handing the policy to those of you who are in council chambers tonight.

Attorney Doyle read the policy into the record.

Mr. O'Keefe stated he doesn't have a problem with this but if we receive raw complaints, we are going to have more questions than answers. Mayor Haskins and the Police Department are going to be bombarded by us with questions. I think it should go further down the ladder and receive the complaints after the Police Chief has investigated it. It doesn't make sense to me for us to receive the raw complaints.

Mr. Heffner stated this is just for us to see if patterns arise for any particular officer.

Mr. O'Keefe stated he doesn't disagree with what you are trying to do but there needs to be some more logic to it. By getting just the complaint, you are only getting half of the information. Receiving just the complaint has no value to me.

Mr. Smith stated what Mr. O'Keefe is saying has merit. What is going on in the country is pretty sad. I do not want it to become a situation where we are caught unexpected. Around the country, we have city council's reacting with a knee jerk reaction. The more information we have the less likely we are to make a spur of the moment decision. We are not telling the Mayor or Police Chief how to run the department. We just do not want to be caught off guard. We would be better informed by having the information early on in the process. I will support this.

Mr. Wells stated that is why we have a Mayor and Police Chief. This should be done by the administration and then if they have another issue it can be brought to the City Council in an executive session. We do not need to see a list of all raw complaints. If you still want to pursue something like this, it should go to the Legislative Committee to hash it out and bring it back to council. This is nothing I will be voting on tonight. It is very vague to say the least and I am just reading it for the first time.

Mr. Fenner stated he agrees with Mr. Wells. We pay an avid administration to oversee our police officers. Ultimately, the burden falls on the Mayor and the Chief if there is an issue. They should be taking the action. I do not want to micromanage the Police Department. I want to know problems as they arise but this is too much, too early.

Mr. Heffner stated we do not have the authority to do anything with the Police Department. This is only to keep us aware of what is going on. It is up to the Mayor and Police Chief to discipline, not ours. We are in the dark as of right now. This is just so we stay updated so we can answer questions.

Discussion ensued regarding the proposed police policy.

Mr. Fenner asked the attorney if this information can be requested through the Freedom of Information Act (FOIA) by council members and residents.

Attorney Doyle said, yes.

Mr. Heffner stated as elected officials in the city, we should not have to use FOIA for this information.

Mr. Wells stated if you look at the Attorney billing, you can see if there is a problem. If you keep seeing the same name show up that should give you a good idea of what is going on. The Mayor and Chief both have a background in law enforcement. Between the two of them, they should be able to handle this. If we have to have an executive session regarding a complaint, I would expect that to be a rare exception.

H. COMMITTEE REPORTS

Mrs. Conley would like to know when the other meetings will start up again.

Mayor Haskins stated we are hoping that July will be the kick off month for all other meetings. We will have conversations with Chair people regarding social distancing and wearing masks.

Mr. O'Keefe stated he had a remote meeting with the 911 Consortium. We did not have a quorum. He thanked Ms. Boggs for being a magnificent host on our remote meetings. Ours run much smoother compared to other remote meetings I have been on.

I. AUDIENCE PARTICIPATION

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

Ms. Boggs read the following into the public record:

Neil Webster on Alberta in Burton has a ditch and culvert issue with standing water almost daily. There is an underground pipe filled with water that overflows at his foundation and causes his sump pump not to drain properly. He stated he has been requesting something be done for five years. Neighbors in the area to the south are experiencing similar issues. He would like a status on whether the issue will be addressed.

Mr. Heffner asked the Mayor if he has any information regarding this property.

Mayor Haskins stated this was the first time I have heard of the issue and we will have DPW look into it.

J. COUNCIL DISCUSSION

Mrs. Conley stated she has received a couple of phone calls with complaints. She would like the Code Enforcer to go to 1188 Carman Street.

Mr. Heffner asked Mr. Abbey about Dort Highway north of Judd Road. There is a stack of old telephone poles in the right of way. I do not know if Consumers has done this or a private company. Also, behind Walli's, it looks like a dump back there. Can we contact them?

Mr. Abbey stated Consumer's does contract with local businesses to remove poles. We will contact them tomorrow to see when they will remove those at that site. As far as Walli's, we stay on them about high weeds and trash. We will reach out to them again and give them notice to have it cleaned up.

Mr. Wells stated we have about half a dozen residents in the parking lot who were trying to sign into the Webex portion of the meeting and are not able to do it from their phones. They want to speak regarding an individual in their subdivision who is holding them hostage. The Chief and Attorney are both aware of the situation and it is an ongoing problem. The individual was put in jail for 93 days last year. When he got out, the paperwork got dropped at the court and he was put on probation. The other morning, he got up at 7:00AM and fired off a semi automatic rifle into the woods. He has no regard for law enforcement or authority. If we want to revisit something, the ordinance regarding firearms is something that needs to be revisited. I also spoke to the Chief about a local trailer park. He is going to check into that. There are electrical wires on the ground and kids playing near them. I will be emailing the information to Chief Ross and the Mayor. These are the things we need to be paying attention to. I spoke with Chief Wilkinson about a fire hydrant that was out of order. He had it fixed so I wanted to thank him for that. I got a call about a piece of property on Fairlane. I see the Assessor is here so maybe we can discuss that.

Mrs. Conley stated she has received multiple calls about the gunshots at 2434 N. Belsay Road also.

Mayor Haskins stated it is illegal to fire a rifle in the city limits. He asked Attorney Doyle to speak regarding this.

Attorney Doyle stated that is correct. Ordinance 139.02 states it is unlawful to fire any firearm in the city within 450 feet of any dwelling or building, occupied or unoccupied.

Mr. O'Keefe stated it does not say what type of weapon. If you have 50 acres on Bristol Road you can do it. That is why I have been trying for two years to get this to the Legislative Committee because I have had so many complaints. I am pro guns but this has gone on way too long.

Discussion ensued regarding the firearms ordinance. Council agreed to discuss this at a Legislative Committee at 6:00PM prior to the next City Council meeting.

Mr. Smith would like more clarification on agenda item #3.

Mr. Abbey stated this is for the RSF funding. For us to get into the pool for funding, we have to do something to take the I&I out of our system. It is \$1 million worth of proposals. The RSF loans are around 2.25% right now which is very low. This gives us the option to make sewer improvements without having to raise rates. We have to set a Public Hearing just so that option will be available. Ultimately, the council is responsible and can choose not to do this but this keeps us in the game as far as being able to get funding if needed.

Mr. Smith stated our choice is to bond, pay cash or do a combination of cash and bond to fix the sewers.

Mr. Abbey stated we have to do it. It is just a question of how you would like to fund it.

Mr. Smith provided an update on our Census numbers. We are within striking distance at 1.7% of what we reported at the last Census. Everyone please spread the word. This is \$18,000 over 10 years for every person we miss.

Mr. Martinbianco asked what information is available to us and the public for the SRF Public Hearing.

Mr. Abbey stated I believe we already put this in your mailboxes. We had to meet the publishing deadline and get the Public Hearing scheduled. We will have a full report and you will have plenty of time to digest this prior to the hearing.

Mr. Martinbianco asked how the City Attorney would like us to handle this issue with agenda item #4. Do we rescind the action we took previously?

Attorney Doyle stated any subsequent action you take on the item, as long as there was no action taken in furtherance of it, will over rule it.

Mr. Smith stated he would like to give accolades to our City Clerk. She is spending a lot of time and effort to inform voters and clear up confusion about voting on social media. I will ask everyone to share what she is posting. This is very important to our city and our country. Racheal, please continue sharing. I would also like to see the information on our website.

Mr. Wells stated it is so nice to be back in council chambers. We have some big decisions to make coming up. I look forward to everyone getting back together in person.

Mr. Heffner would like to speak to the Mayor soon regarding safe social distancing in council chambers.

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.

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

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

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 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.

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

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.

Mr. O'Keefe stated he thinks we are making a huge mistake by not changing the general operating mills to 4.7 especially during a year of unrest and uncertainty. I will be voting no.

Mr. Wells stated I agree with Mr. O'Keefe but we have already voted on this once and we are going to have to trust the administration to keep us in budget. I will support it this time.

Mr. Smith stated I read an article that in Genesee County, roughly 1/3 of their \$113 million budget is going toward legacy. They had to take \$10 million out of general fund leaving them with \$17 million. I do not want to see Burton end up in that spot.

RESULT:	CARRIED [6 TO 1]
MOVER:	Danny Wells, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Conley
NAYS:	O'Keefe

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.

Mr. Heffner stated everyone be safe and we will see you all in person at our next meeting.

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

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

Meeting was adjourned at 8:22 PM.



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: 7xnRYPYd63 (79679789 from phones and video systems)
<https://meetingsamer4.webex.com/meetingsamer4/j.php?MTID=m4cfa455b4967cd67a26d001799713e8f>

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 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.

Minutes Acceptance: Minutes of May 18, 2020 6:30 PM (APPROVAL OF MINUTES)

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.

Minutes Acceptance: Minutes of May 18, 2020 6:30 PM (APPROVAL OF MINUTES)



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)
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 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

Minutes Acceptance: Minutes of May 18, 2020 7:00 PM (APPROVAL OF MINUTES)

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 involved 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

Minutes Acceptance: Minutes of May 18, 2020 7:00 PM (APPROVAL OF MINUTES)

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.

Minutes Acceptance: Minutes of May 18, 2020 7:00 PM (APPROVAL OF MINUTES)

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.

Minutes Acceptance: Minutes of May 18, 2020 7:00 PM (APPROVAL OF MINUTES)



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

Minutes Acceptance: Minutes of May 19, 2020 6:00 PM (APPROVAL OF MINUTES)

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. Martinbianco 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. Moffitt 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.



ADOPTED

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.**

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



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

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

K.2

ADOPTED

AGENDA ITEM (ID # 4806)

DOC ID: 4806

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

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



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

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

K.3

ADOPTED

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.

RESULT:	CARRIED [6 TO 1]
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Gregory Fenner, Vice President
AYES:	O'Keefe, Heffner, Wells, Smith, Fenner, Conley
NAYS:	Tom Martinbianco



ADOPTED

AGENDA ITEM (ID # 4805)

DOC ID: 4805

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.

COMMENTS - Current Meeting:

Mr. O'Keefe stated he thinks we are making a huge mistake by not changing the general operating mills to 4.7 especially during a year of unrest and uncertainty. I will be voting no.

Mr. Wells stated I agree with Mr. O'Keefe but we have already voted on this once and we are going to have to trust the administration to keep us in budget. I will support it this time.

Mr. Smith stated I read an article that in Genesee County, roughly 1/3 of their \$113 million budget is going toward legacy. They had to take \$10 million out of general fund leaving them with \$17 million. I do not want to see Burton end up in that spot.

ATTACHMENTS:

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

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

**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



ADOPTED

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.

COMMENTS - Current Meeting:

Mr. Heffner stated everyone be safe and we will see you all in person at our next meeting.

ATTACHMENTS:

- BA 4803 (PDF)

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

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.

Attachment: BA 4803 (4803 : Budget Amendment (Budget #))

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)	% BDC 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	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	300.00	327.17	6.94	(27.17)	109.0%
2003-4074-718.0000	RETIREMENT - MERS RETIREES	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	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	94.0%
2003-4082-706.0000	SALARIES PERMANENT	6,900.00	6,270.05	235.81	629.95	90.8%
2003-4082-708.0000	SHARED SALARIES	18,000.00	15,358.59	501.12	2,641.41	85.3%

Attachment: BA 4803 (4803 : Budget Amendment (Budget #))

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	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		

Attachment: BA 4803 : Budget Amendment (Budget #)