CITY OF BURTON

BURTON CITY COUNCIL MEETING

JUNE 6, 2022

MINUTES

Council Chambers | **Regular Meeting** | **7:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. INVOCATION LED BY: CHRISTINA HICKSON

B. THE PLEDGE OF ALLEGIANCE IS LED BY: CHRISTINA HICKSON

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Vice President	Present	
Steven Heffner	President	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Greg Hull	Councilman	Present	
Christina Hickson	Councilwoman	Present	

D. STAFF PRESENT

Charles Abbey, DPW Director/HR
Racheal Boggs, City Clerk
Ann Abbey, Assessor
Jodi Holbrook, Controller
Kirk Wilkinson, Fire Chief
Brian Ross, Police Chief

E. APPROVAL OF AGENDA

1. Motion to Approve the Agenda as Presented.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Tom Martinbianco, Vice President
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

F. APPROVAL OF MINUTES

1. City Council - Budget Workshop - May 9, 2022 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

2. City Council - Budget Workshop - May 10, 2022 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

3. City Council - Regular Meeting - May 16, 2022 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

4. City Council - Budget Workshop - May 17, 2022 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

5. Town Hall Meeting - Special - May 18, 2022 7:00 PM

   Mr. Martinbianco stated we had a Public Hearing on May 18th for public comment on the budget. There was no public present. We will be having other public meetings to discuss the amount that is left.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

6. City Council - Budget Workshop - May 23, 2022 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

7. City Council - Budget Workshop - May 24, 2022 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

8. City Council - Budget Workshop - May 31, 2022 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

G. ADMINISTRATIVE REPORTS

Mr. Abbey stated the administration is prepared to answer questions regarding the budget. The 50th Anniversary celebration went very well and it represented the Council and administration well. We are getting great feedback and have a lot to be proud of. Everyone had a great time. The Mayor wanted to express his thanks to everyone for their hard work.

Mr. Heffner stated Mrs. Conley did a great job representing the council during the event.

Mrs. Hickson agreed that Mrs. Conley gave a beautiful presentation.

Mrs. Conley thanked the City Council members for their support.

H. COMMITTEE REPORTS

Mr. Hull stated the park clean-up for June 11th has been cancelled due to testing at the Fire Station.

Discussion ensued regarding budgeting money for advertising of public input sessions for the ARPA funding.

Mr. Heffner acknowledged State Representative Martin in attendance tonight and asked him to come to the podium and introduce himself.

State Representative Martin stated he has worked on the KWA project and attended the Memorial Day events in Burton. The reason I am here is that the redistricting has changed my district to include the City of Burton. I will try to attend the entire meeting and will be present for questions.

I. AUDIENCE PARTICIPATION

Melissa Swartz of 4264 Howe Road in Burton expressed concerns regarding her neighbors dogs. The issue has been going on since 2017.

Geraldine Rudduck of 5460 Aspen Circle of Burton thanked the council and administration for the Memorial Day celebration. My husband is one of the men you honored on Memorial Day.

Christina Lomax of 1428 Connell in Burton spoke regarding her trailer that is parked on her property and a truck that was legally parked in her driveway that was impounded a week ago.

Larry Flood of 4495 Belsay Road spoke regarding the absentee ballot drop boxes in the city. He read an article in the local news that Burton City Council's Legislative Committee wants to remove absentee ballot drop boxes. They all seem secure and there is no problem with fraud in this community. Why would anyone want to remove them?

J. COUNCIL DISCUSSION

Mr. Smith asked the Clerk to explain how the law works on the absentee drop boxes.

Ms. Boggs stated the absentee ballot drop boxes are legal and were recommended by the State of Michigan Bureau of Elections ahead of the November 2020 Election due to the large increase in folks requesting absentee ballots. The drive-up drop box in the parking lot is new and was purchased with grant funding based on the recommendation of the state. All boxes are locked and secure.

Mr. Smith asked if there is anything the city council can do regarding the ballot drop boxes? This is done by the state legislature.

Mr. Heffner stated we can't remove them.

Ms. Boggs stated that is correct. It was my decision as the Chief Election Official for the city to put the absentee drop boxes in place, following the state recommendations and the needs of our voters. At this point, about 60% of our voters vote absentee.

Mr. Hull stated I think we misunderstood the question, Mr. Flood's question was why would we want to remove them? I think that is a good question.

Mr. Smith stated I don't have a problem with them, personally. I can't speak for everyone on the council. I don't believe we have the authority. It is the state legislature.

Mrs. Hickson stated when we get requests, we find out what we can do and what we can't. You follow the people.

Mr. Martinbianco stated regarding Mrs. Swartz's issue with the dogs, can the City Attorney or DPW do anything? Something has to happen. Chief, what are we doing about Kings Lane? Do we have enhanced police protection in that neighborhood?

Chief Ross stated last year, we set up direct policing which was costly but worth it. We had 2-3 officers onsite from Friday to Sunday for traffic stops and to make our presence known. I think we will be doing that again soon. We are working with the administration at Kings Lane with our new rental program which helps them get background checks on the renters. Management receives a notice every time we get a call and that helps them to start the eviction process immediately. We have removed several buildings full of tenants due to police contact. The fence as well as cameras were put into place based on our

recommendation. They are working with us a lot more than they have in the past. We just have to stay on it.

Attorney Doyle stated Mr. Tatro was charged with dog-at-large which is not a code enforcement issue. It is a criminal violation. He was charged in May of 2016. The case went to pretrial for about six months and was dismissed. I cannot speak to it because I was on maternity leave during that time. It was reissued in 2017 and he pled no contest. There were fines. He was also charged with felony drug charges in 2017. If the dog is in her yard, she needs to call the police.

Discussion continued regarding the dog issue on Howe Road.

Mrs. Conley stated I was absent at the last budget meeting, did we decide to do anything about the statues at Veterans Park? Did we put money aside for it? We have the money and I would really like to do it. We need to discuss it.

Mr. Martinbianco asked, how much are we talking about?

Mr. Heffner stated it is around $300,000 for six statues.

Mrs. Conley stated I know they are expensive, but I think it is well worth it.

Mr. Martinbianco recommends adding it into next years budget.

Mrs. Conley stated we can use the marijuana money. It is worth it.

Discussion continued on statues.

Mrs. Conley stated there was a suggestion box and the City Council tent during Memorial Day. She read the suggestions submitted by residents into the record.

Mr. Heffner asked what our general fund is set at.

Ms. Holbrook stated $3.2 million after we receive our second half from the state. $2.3 million right now.

Discussion continued on fund balance and ARPA funding.

Mr. Fenner asked if we do not receive the second half of the APRA money, with the expenditures we have already agreed to, where will the fund balance be?

Ms. Holbrook stated $1.7 million.

Mr. Abbey stated the ARPA money will be here. I want to warn you that you can only spend money one time when it is onetime money. These are not individual pots of money in the general fund. You are going to have control of the money anyway. You can move it later, it will be there.

Mrs. Conley stated the CARES money is a onetime thing but the marijuana money will always come, every year.

Mr. Abbey stated we don't know that. It is based on the number of units we have and the state divides it up. We did very well last year.

Mr. Fenner stated I fielded the complaint from the resident regarding Connell street. They stated they could not see to turn at the stop sign at Morrison and Bristol. When they asked if the trailer could be moved, I referred them to Code Enforcement. The driveway is very short. We are trying to help you out. There is parking on the road there also.

Mr. Heffner asked when we will get the bill for the new Fire Truck and when Bristol Road bill will be due.

Mr. Abbey stated Bristol Road will take awhile, probably next spring due to engineering and design.

Mr. Heffner recommends putting more money into the 50/50 paving program.

Discussion ensued regarding the appropriate amount to allocate to the 50/50 program. Council decided to add $750,000 to the 50/50 repaving program budget.

Mrs. Conley thanked Mr. Welch for the work he did at the corner of Atherton and Center Road on Memorial Day.

Mr. Heffner asked if we are going to add money to the budget for Mr. Hull to do public outreach for spending the rest of the ARPA funds.

Mr. Hull would like a couple months notice to do outreach.

Mr. Smith expressed concerns regarding outreach exemptions for not opting into outreach calls.

Mr. Hull stated there is another category for government.

Council decided to address outreach at the next council meeting.

1. Motion to add to the agenda: Add $750,000 to local road repavement project GL# 2003-4063-818.5000 from general fund for the 2022-23 fiscal year.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

K. COUNCIL ACTION

1. Approve and authorize the payment of Attorney Billing (Doyle) 5/11/22 to 5/25/22 in the amount of $6,148.90.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

2. Adopt Resolution 2022-21 to Approve and authorize the following tax millages and fees to be levied for the 2022-2023 fiscal year: General Operating 4.0000 mills; Voted Police 0.9821, Voted Police 0.9945, Voted Police 6.4642 (8.4408 total); Voted Fire 0.9945, DDA 1.8673, a Property Tax Administration Fee of 1% on all tax statements and additional 4% late penalty charge when delinquent.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Tom Martinbianco, Vice President
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

3. Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Fortress Foundations, LLC., 3103 West Thompson Road, Suite 435, Fenton, Michigan 48430.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

4. Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Stamper and Son Excavating, 1039 County Farm Road, Howell, MI 48843.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

5. Approve and authorize an increase to the compensation of Election Workers of the City of Burton as presented by the City Clerk.

   Mr. Martinbinaco expressed his thanks to the City Clerk for bringing this to council to bring the pay scale up to entice people with competent abilities to help conduct elections. This is so important.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

6. Approve and Authorize the Mayor and City Clerk to execute a contract with ROWE Professional Services Company, 540 S. Saginaw St. Ste 200 Flint, MI 48502, for Construction Engineering of 2022 CDBG Local Street Paving for Scottwood, Parkwood, and Bergin, at an not to exceed cost of $25,750.00.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

7. Motion to add all budget amendments as a consent agenda.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Greg Hull, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

8. Approve and authorize a Consent Agenda for the following budget amendments:

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

1. Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2007-2007-920.0000 Utilities by $5,000; Decrease Police Fund Balance by $5,000.

2. Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2069-2069-920.0000 Utilities by $5,000; Decrease Senior Center Fund Balance by $5,000.

3. Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 1001-2065-920.0000 Utilities by $9,000; Decrease General Fund Balance by $9,000.

4. Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 6061-6061-920.0000 Utilities by $2,500; Decrease Motor Pool Fund Balance by $2,500.

5. Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2006-2006-920.0000 Utilities by $22,500; Decrease Fire Fund Balance by $22,500.

6. Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2003-4068-706.0000 Salaries Permanent by $7,000; Increase 2003-4068-719.0000 Fringe Benefits by $2,000; Increase 2003-4068-943.0000 Equipment Rental by $4,500; Decrease Local Streets Fund Balance by $13,500.

7. Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2049-2061-920.0000 Utilities by $500; Decrease Building Fund Balance by $500.

9. Genesee County Signature Card Approve and authorize Resolution 2022-20 for the update to the City of Burton's Authorized Signatures Card on file with the County of Genesee.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Tom Martinbianco, Vice President
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

10. Approve and authorize the proposed 2022-2023 fiscal year Downtown Development Authority Budget.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

11. Approve and authorize the addition of $750,000 to local road repavement project GL# 2003-4063-818.5000 from general fund for the 2022-23 fiscal year.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Tom Martinbianco, Vice President
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

12. Approve and authorize the City of Burton Budget Resolution for all General Appropriation Act Funds for the 2022-2023 fiscal year and that the City of Burton budget be adopted on a departmental basis.

    Mr. Martinbianco thanked the administration.

    Mr. Heffner thanked Representative Martin for his attendance tonight.

RESULT:	**CARRIED AS AMENDED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Vice President
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

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

Meeting was adjourned at 8:45 PM.

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CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 9, 2022

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	Vice President	Present	
Steven Heffner	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Greg Hull	Councilman	Excused	
Christina Hickson	Councilwoman	Late	6:37 PM

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Jodi Holbrook, Controller
Alice Bryce, Treasurer
Ryan Bertram, IT Director
Kirk Wilkinson, Fire Chief
Ann Abbey, Assessor

C. AUDIENCE PARTICIPATION

None.

D. BUDGET DISCUSSION

1. Budget Workshop Discussion

   Mr. Heffner turned the meeting over to the Finance Chair, Mr. Martinbianco.

   Mr. Martinbianco stated tonight we are going to move things around a little bit. We will discuss the Administrative Overview, 3-year forecast, IT Department and General Fund Departments. MERS, Healthcare and Supplemental will be covered at a later date, probably the first week of June.

   Administrative Overview

   Mayor Haskins stated the Controller did a good job at putting together the 3-year forecast. It is not much different than what we have done in the past except this is a 3-year, instead of a 5-year.

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Ms. Holbrook stated the one thing that did change is the property tax amount. We typically do it at a 2% increase per year. I did it at a 3% for next year and back to 2% the two years following.

3-year forecast

Mr. Smith stated our fund balance is growing. The question becomes, how do we utilize this money? What are the plans moving forward on how this money is going to be used?

Mayor Haskins stated sustainability is the biggest question and we have discussed it for several years. Sustainability, meaning the skeleton crew we are working with trying to save money, budgeting money to fix roads, managing inflation costs, and prices increasing. We would like to keep doing the projects and move the city forward but we also need to be cognizant of what is going on in today's world.

Mr. Smith stated we have enjoyed a long period of growth in the stock market that has helped us to increase our fund balance with MERS. We still have to pay the pension. Normally, the return on our equity with MERS supplements what the city puts in to meet the obligations and grow the fund balance. Right now we are in a deficit situation. MERS is going to increase the required payment. If the equity does not produce income, MERS will come after us. I am asking the administration and the council to be cognizant of this.

Mr. Abbey stated it will definitely increase. None of us know how much. We are in a good place. Together, we have tightened things up and have grown the fund balance to a safe level. Keep in mind, we have had a good run here. We have been cutting back and trying to save everywhere we can. We are seeing the fruits of that but don't get lulled into thinking that we can run this fund balance down.

Discussion continued regarding MERS, projections, inflation, interest rates, senate bill, and whether or not to continue to make an extra payment to MERS.

Mayor Haskins cautioned the council about reducing the MERS payment.

IT Department

Ms. Holbrook outlined the line items in the IT Department proposed budget and indicated changes from last year’s budget.

Council posed the following questions regarding the IT budget:

Departmental training required including cybersecurity.
Depreciation expense on purchase of new computers versus leasing.

Mr. Bertram stated the lifecycle for the laptops and desktops is five years, monitors don't usually go bad so there is no lifecycle for them, servers and networks are about seven years.

General Fund - Revenues

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Mr. Martinbianco stated I think we all understand the account structure and tax millage rates. We will begin with the revenues.

Ms. Holbrook provided an outline of the revenues in the General Fund and indicated any changes from last year's budget. Revenues are estimated using last year's Headlee rollback. It is usually late May to early June that we receive the current numbers from the county.

Council posed the following questions regarding the General Fund budget:
Tax chargebacks.

Location of ARPA funds in the budget.
Revenue appropriations increasing by $131,000.
Refunds and Rebates line item decreasing and what is included.

General Fund - City Council

Ms. Holbrook provided an outline of the City Council budget and indicated changes from last year's budget.

Council posed the following questions regarding the City Council budget:

Internal Control Review.

General Fund - Mayor

Ms. Holbrook provided an outline of the Mayor budget and indicated any changes from last year's budget.

Council posed the following questions regarding the Mayor budget:

Positions covered under Salaries Permanent.
Training line item, types of training, new employees and positions included.

General Fund - Election

Ms. Holbrook provided an outline of the Election budget and indicated changes from last year's budget.

Council posed the following questions regarding the Election budget:

Election Worker rate of pay and discussion on potential increase. Ms. Boggs stated the current rate is $140 for Election Inspector which is below the rate that other municipalities pay. Council voted to increase the fees per diem line item to $75,000.

Estimate for high speed tabulator for use in Absentee Board.

Training amount budgeted under elections.

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Discussion ensued regarding increasing gas prices and auto allowances throughout the budget. Council voted to increase the auto allowance 20% in all departments throughout the budget.

General Fund - Assessor

Ms. Holbrook provided an outline of the Assessor budget and indicated changes from last year's budget.

Council posed the following questions regarding the Assessor budget:

Details about pictometery and how the county divides the bill amongst municipalities.

Mrs. Abbey stated Genesee County raised the rates for fly-over pictometery. It is a three year contract. Each municipality who participates pays a straight fee.

General Fund - Clerk

Ms. Holbrook provided an outline of the Clerk budget and indicated changes from last year's budget.

Council posed no questions regarding the Clerk budget.

Council went to recess at 7:21PM.
Council returned from recess at 7:34PM.

General Fund - Controller

Ms. Holbrook provided an outline of the Controller budget and indicated changes from last year's budget.

Council posed no questions regarding the Controller budget.

General Fund - Treasurer

Ms. Holbrook provided an outline of the Treasurer budget and indicated changes from last year's budget. The overtime line item needs to have $200 added due to a mistake of not carrying the number over.

Council posed the following questions regarding the Treasurer budget:

Office equipment needed.
Financial institutions used by the city.
Two party signature with Elga and recommendation of removing our account with Elga Credit Union.

Mrs. Bryce stated our checking account is through Huntington and we have savings accounts at many locations.

Ms. Holbrook stated we set up alerts with Elga so two people get alerts of all banking

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transactions. The auditors were satisfied with this solution.

General Fund - City Hall

Ms. Holbrook provided an outline of the City Hall budget and indicated changes from last year's budget.

Council posed the following questions regarding the City Hall budget:

Portion of City Hall being updated and including Council Chambers.
Carpet, paint and repairs in Council Chambers.
Replacement of chairs throughout the city.
Operation and needs for the Elevator/lift.
ERC/LED program.

Mayor Haskins stated updates include the heating and cooling system including the zone operation controls, carpet and floors throughout City Hall and exterior paint. We can include Council Chambers.

Mr. Heffner would like the administration to get a quote to purchase chairs for the city.

Mr. Abbey stated we have not been able to get contractors for the City Hall roof. It needs to be addressed. We plan to go out for bid. Conservatively, it is a $50,000 job.

City Council would like to get the bids for the roof and discuss this at the budget wrap-up session.

Mr. Abbey stated the elevator is functional now.

Discussion ensued regarding the community room, old Council Chambers area and employee break room.

Mr. Fenner asked the administration to send him a copy of the ERC/LED contract.

Discussion continued regarding the details of the ERC/LED contract.

General Fund - Public Service
Ms. Holbrook provided an outline of the Public Service budget and indicated any changes from last year's budget.

Council posed the following questions regarding the Public Service budget:

Explanation of the drains at large increase.

Ms. Holbrook stated we have tried to get more information from the county to do a better cost estimate for drains at large. They were not able to provide the information and instead sent the bill from this year.

Mr. Abbey stated we went out to bid for high weed mowing and no one submitted a bid. Then, we solicited for bids and have another bid opening next week. Because,

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we didn't get bids, the number we used for the budget is just a guess.

General Fund - Parks & Recreation

Ms. Holbrook provided an outline of the Parks & Recreation budget and indicated changes from last year's budget.

Council posed the following questions regarding the Parks & Recreation budget:

Events covered under the community events line item.
Kelly Lake refurbishment, maintenance of grounds and restrooms.

Ms. Holbrook stated Burton Youth League is under this line as well as holiday contest prizes.

Council discussion on the need for the community events line item considering all events already have their own designated line in the budget. Council decreased the community events line item to $1,000.

Mr. Abbey stated we can do a cost estimate for the restrooms.

Further discussion on Kelly Lake restrooms, security, seawall, beach area and overall maintenance or turning the park over to the county. Council would like an estimate for the seawall.

Mayor Haskins stated we will need to create a line item for Kelly Lake maintenance. Council agreed to create a line item pending an estimate provided by the administration. Further discussion will take place regarding Kelly Lake at the budget wrap-up session.

General Fund - Planning & Zoning

Ms. Holbrook provided an outline of the Planning & Zoning budget and indicated changes from last year's budget.

Council posed the following questions regarding the Planning & Zoning budget:

Amount of training each board attends.

Mr. Abbey stated the boards should go to a lot more training than they do. The last two years have been out of the norm because they didn't offer in person training.

Mr. Martinbianco stated the line item established for resurfacing the DPW parking lot has expired and will be retired. Are there any other capital outlays related to the general fund that are not in the supplemental budget?

Ms. Holbrook stated none that I am aware of.

General Fund - Transfers Out

Mr. Martinbianco stated the transfer to local streets has gone back down to $30,000

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from $1.5 million.

Ms. Holbrook stated you did transfer the $1.5 million to go into the 50/50 shared assessments. There is still a balance for the one budgeted for this year that will be up for council discussion.

Discussion continued regarding the 50/50 match program for local streets.

Meeting was adjourned at 8:40 PM.

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CITY OF BURTON

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MAY 10, 2022

MINUTES

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A. ROLL CALL

Attendee Name	Title	Status	Arrived
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Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Greg Hull	Councilman	Present	
Christina Hickson	Councilwoman	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Jodi Holbrook, Controller
Brian Ross, Police Chief
Kirk Wilkinson, Fire Chief

C. AUDIENCE PARTICIPATION

No audience participation.

D. BUDGET DISCUSSION

1. Budget Workshop Discussion

   Ms. Holbrook outlined the Police Department budget line items along with changes from the previous year.

   Council posed the following questions and amendments regarding the Police Department budget:

   Budget increase transfer from general fund over the previous two years
   COVID relief money allocations
   Detective vehicles versus patrol vehicles
   The number of Police vehicles currently in the fleet, on the road at any given time, and needing to be replaced.
   Parking lot and sidewalk repair
   Police training
   Body and vehicle cameras.

Minutes Acceptance: Minutes of May 10, 2022 6:00 PM (APPROVAL OF MINUTES)

The number of staff on the Police force and their positions.
Overtime pay for Back to the Bricks
Expense of the ERC LED program
DDA Revenue transfers
Memorial Statues

Ms. Holbrook outlined the Fire Department budget line items along with changes from the previous year.

Council posed the following questions and amendments regarding the Fire Department budget:

If the Fire Department has enough safety wear in their supply.
Training
Truck replacement and miles
Staffing issues
New fire alarm location
Replacement cost of Engine 22
Fleet status
Fire Department debt and how much money could be saved by paying for vehicles upfront versus financing.
ARPA money or cash being used for buying a new fire truck

Mr. Heffner suggested paying cash for the new fire truck to save the $30,000 up front fee. The Fire Chief stated you get the prepay discount regardless of if it is financed or not.

Council decided the siren money will be taken out of the general fund.

Meeting was adjourned at 7:23 PM.

Minutes Acceptance: Minutes of May 10, 2022 6:00 PM (APPROVAL OF MINUTES)

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 16, 2022

MINUTES

Council Chambers | **Regular Meeting** | **7:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 7:14 PM.

A. INVOCATION LED BY: GREG HULL

B. THE PLEDGE OF ALLEGIANCE IS LED BY: GREG HULL

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Vice President	Excused	
Steven Heffner	President	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Greg Hull	Councilman	Present	
Christina Hickson	Councilwoman	Present	

D. APPROVAL OF AGENDA

1. Motion to Approve the Agenda as Presented.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Gregory Fenner, Councilman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

E. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Brian Ross, Police Chief
Kirk Wilkinson, Fire Chief

F. APPROVAL OF MINUTES

1. City Council - Public Hearing - May 2, 2022 6:30 PM

Minutes Acceptance: Minutes of May 16, 2022 7:00 PM (APPROVAL OF MINUTES)

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

2. City Council - Regular Meeting - May 2, 2022 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

G. ADMINISTRATIVE REPORTS

Mayor Haskins gave a report on the following:

- The Police Department Parking lot and Veterans Memorial pavers are anticipated to be complete by the weekend, weather permitting.
- Maplewood Meadows repaving project should be complete by the end of the week.
- A special thank you to the City employees for all their hardwork, keeping up with the day to day operations and then all the extra preperation for our 50th Anniversary and Memorial Day Celebration.
- Request to add Agenda item #6 High Weed Cutting Contract.
- Tonight City Council received a copy of the City of Burton's Purchasing Policy for the $5,000.00 that was allocated for Mrs. Conley to use for the 50th Anniversary Celebration.

H. COMMITTEE REPORTS

Mrs. Conley stated the Burton Library will be celebrating the 50th Anniversary on Saturday, May 28th with a ribbon-cutting ceremony at 10:00 AM, a book sale, and events for the kids.

Mr. Hull stated there will be a clean-up at Fireman's Park on Saturday, June 11, 2022, at 9:00 AM.

Mrs. Conley stated I would like to invite everyone to the Burton City Council Meet and Greet on Sunday, May 29, 2022, from 2-6 PM.

Mr. Smith stated If you are a Veteran that served from November 11, 1955, through May 15, 1975, you are considered a Vietnam Era Veteran. The Department of Defense has a pin to thank you for your service. A pin is available for your spouse if you were married during that time to thank them for their support. There will be a booth set up during the 50th Anniversary and Memorial Day Celebration where you can pick up your pin. If you are unable to attend the event and would like a pin, you can contact Steve Welch at 810-348-7738.

Mr. Fenner reported updates from the Central Communications 911 Consortium Meeting. They have implemented their protocols for those communities that are exclusively signed up to a service and they have opted to buy some new computers. For the LED Committee, I

Minutes Acceptance: Minutes of May 16, 2022 7:00 PM (APPROVAL OF MINUTES)

have not found any grants yet, but I did get an estimate for products that would cover a 1/4 mile stretch.

Mr. Smith reminded everyone about the Memorial Day 5k Race, if you would like to register you can go to burtonraceseries.com.

1. Motion to Add to the Agenda; Approve and authorize the weed cutting agreement with Liem Enterprise, Inc., 1417 Sand Piper Dr., Grand Blanc, Michigan 48439 and authorize the Mayor and the City Clerk to execute any and all documents required to effectuate this Weed Cutting Agreement.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Gregory Fenner, Councilman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

2. Motion to Add to the Agenda: Approve and authorize the beer tent on May 27th, 28th and 29th

   Mrs. Conley stated I had some concerns about the beer tent, so I called Attorney Doyle and she suggested to add it to the agenda tonight.

   Attorney Doyle stated my advice was if you wanted to make it an agreement that you are in support of, but it is not legally required to do so.

   Mr. Fenner asked Attorney Doyle if we need to be more specific with the motion.

   Attorney Doyle said, no.

   Mr. Hull asked, if it is not legally required then why are we adding it?

   Mrs. Conley stated I have an issue having a beer tent because the Burton Rotary did not come in and show City Council their paperwork. I would have liked to see more information.

   Mayor Haskins stated there has been no hidden agenda, the beer tent has been talked about since we started planning the event. Not once has anyone reached out to me and asked for documentation. I would be more than happy to provide you with any documentation you ask for.

   Mrs. Conley asked, who will receive the profits raised from the beer tents?

   Mayor Haskins stated it is a fundraiser for the Burton Rotary. They will receive the profits.

   Mr. Hull asked, the beer tent is scheduled for just Friday, Saturday and Sunday correct?

   Mayor Haskins said yes, that is correct there will be no beer tent on Monday.

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Discussion continued regarding the beer tent and rules and regulations to obtain a liquor license.

RESULT:	**CARRIED [5 TO 1]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Vaughn Smith, Councilman
AYES:	Heffner, Smith, Fenner, Conley, Hickson
NAYS:	Hull
EXCUSED:	Martinbianco

I. AUDIENCE PARTICIPATION

None.

J. COUNCIL DISCUSSION

Mr. Fenner stated I had a resident reach out to me from Maple Creek, they are having their Homeowner's Association Meeting on Tuesday, May 24, 2022. They are interested and would like more information on the 50/50 program.

Mr. Smith stated I had a resident approach me about the 50/50 program, too. I gave her the information and told her to reach out to Amber Abbey.

Mr. Heffner stated it has been a year now since our Police Department received body cams. I want to ask the Legislative Chair to set up a legislative meeting to set a policy for the body cams.

Mr. Fenner stated I just want to clarify that our Town Hall Meeting will be on Wednesday, May 18, 2022, at 7:00 PM.

Mr. Heffner said, yes.

K. COUNCIL ACTION

1. Approve and authorize the payment of Attorney Billing (Doyle) 4/28/22 to 5/10/22 in the amount of $4,033.90.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

2. Approve and authorize the payment of Attorney Billing (Masud) 3/1/2022 to 4/19/2022 in the amount of $5,040.00.

Minutes Acceptance: Minutes of May 16, 2022 7:00 PM (APPROVAL OF MINUTES)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

3. Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Steve's Plumbing and Heating, LLC., 1212 North Genesee Road, Burton, Michigan 48509.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

4. Approve and authorize the updates and revision to the Burton Parks & Recreation Bylaws.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Gregory Fenner, Councilman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

5. Approve and authorize the Mayor and City Clerk to execute a contract with Genesee County, 1101 Beach Street, Flint, MI 48502, to receive American Rescue Plan Act (ARPA) funds towards the construction of the Atherton Road Watermain Phase 1 project in the amount of 33% of the construction, contract estimate is $164,175.00.

   Mrs. Conley stated I saw an article in the paper that the Genesee County Commissioners gave $43 million dollars to local municipalities. How was the decision made to use that for the water main instead of the sewers or a larger project?

   Mayor Haskins stated we applied for a lot of things, but for further details I will defer to our DPW Director, Mr. Abbey.

   Mr. Abbey stated there are a lot of different funds with ARPA funding. We applied for every grant and funding we were eligible for. We asked the county for a 50/50 match, but because they want help out as many communities as they can, they will only do the 33%.

   Mr. Heffner asked if the $164,175.00 was the cost for the City of Burton.

   Mr. Abbey said, no. That is the county's portion.

   Mr. Heffner asked, what would be the cost to the city?

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Mr. Abbey stated I do not have the exact cost with me tonight, but I believe it was somewhere around $490,000.00.

Mr. Heffner asked where those funds would come from.

Mr. Abbey stated wherever you choose, it could come from our ARPA funds.

Mr. Heffner stated I thought we have already used our ARPA funds. It was put into General Fund.

Mr. Abbey stated it has not been used, it was allocated to General Fund. You have to delegate where you are going to spend that money at some point.

Mr. Heffner asked if it would be a Bolt violation if we spend the funds on water.

Mr. Abbey said, no. ARPA was designed for infrastructure, water and sewer.

Mr. Heffner stated now that it is in General Fund, it isn't ARPA funds anymore.

Mr. Abbey said yes, it is. It is always ARPA funds and explained the difference between ARPA funds and General Fund.

Mr. Heffner asked Attorney Doyle for her opinion.

Attorney Doyle stated my understanding is there are different requirements for ARPA funds.

Discussion continued regarding ARPA funds and the construction of the Atherton Road Watermain Phase 1 Project.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

6. Approve and authorize the weed cutting agreement with Liem Enterprise, Inc., 1417 Sand Piper Dr., Grand Blanc, Michigan 48439 and authorize the Mayor and the City Clerk to execute any and all documents required to effectuate this Weed Cutting Agreement.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Vaughn Smith, Councilman
AYES:	Heffner, Smith, Fenner, Conley, Hull, Hickson
EXCUSED:	Martinbianco

7. Approve and authorize the beer tent on May 27th, 28th and 29th.

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RESULT:	**FAILED [3 TO 3]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Vaughn Smith, Councilman
AYES:	Heffner, Smith, Fenner
NAYS:	Conley, Hull, Hickson
EXCUSED:	Martinbianco

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

Meeting was adjourned at 8:25 PM.

Minutes Acceptance: Minutes of May 16, 2022 7:00 PM (APPROVAL OF MINUTES)

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 17, 2022

MINUTES

Council Chambers | **Budget Workshop** | **6:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 6:03 PM.

Minutes Acceptance: Minutes of May 17, 2022 6:00 PM (APPROVAL OF MINUTES)

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Vice President	Present	
Steven Heffner	President	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Greg Hull	Councilman	Late	6:13 PM
Christina Hickson	Councilwoman	Late	6:28 PM

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Jean Johnson, Senior Center Director

C. AUDIENCE PARTICIPATION

None.

D. BUDGET DISCUSSION

Senior Center & Libraries

Ms. Holbrook provided a summary of the Senior Center budget and outlined changes from the previous year.

Council posed the following questions regarding the Senior Center & Libraries budget:

Structural issues with the building.
Long range plan for the facility.

Mrs. Johnson stated I have lots of ideas but I am not an architect. I want them to give us an idea of what the best use is for that building. There is a lot of wasted space and the building is no longer meeting our needs. There is no extra space for physical activities. We need the help to make a good financial decision.

Discussion ensued regarding Senior Center building update and the need for an architect. City Council increased contractual service to $60,000.

Mr. Abbey stated we replaced some widows at the library and had money left over. We

would like to order the rest of the windows, but we will need a little more money for the labor.

Discussion on library repairs including eavestroughs, windows and columns. City Council added $5,000 for replacement of windows at Burton Memorial Library.

Rubbish

Ms. Holbrook provided a summary of the Rubbish budget and outlined changes from the previous year.

Discussion ensued on curbside recycling income, investment gains and losses from 2020-21, projected fund balance, the number of homes included in garbage collection and how delinquent taxes impacts the rubbish budget.

Capital Improvements (DDA)

Mr. Hull asked if this money has to be used in the DDA District.

Ms. Holbrook said, yes.

Mr. Fenner stated the DDA decided to create this fund and add money to it until we had enough to do a capital improvement. The original idea was to use it for sidewalks but grant funding took care of that. Now, we have a pool of money that the DDA can use for another capital improvement.

Ms. Holbrook stated the DDA does have a plan and a sketch that they are getting quotes for.

Mr. Heffner asked Mr. Abbey to get a quote for arches like in the City of Grand Blanc.

Discussion continued regarding the possibility of using this fund for Columbine or arches on Saginaw Street.

Parks & Rec and Race Events

Mr. Abbey stated the city does not currently have enough staff to maintain the bathrooms at Kelly Lake. We empty the trash on Friday and by Monday they are full again. This is something that needs to be done a couple days a week. We are going to have to take a different approach. We may need to contract a regular service, so the DPW can focus on their primary functions. We will need to budget money for it, probably at least $15,000-$20,000.

Discussion ensued regarding Kelly Lake maintenance, restrooms and contracting a company to maintain the park. City Council added $12,500 to the general fund budget under Parks & Rec for Kelly Lake maintenance.

Ms. Holbrook provided a summary of the various funds in the Parks & Rec budget and outlined changes from the previous year. Race funds are self-supporting funds.

Discussion ensued regarding the Cancer Survivor Park, donating the funds in the budget and doing something else with the property.

Mayor Haskins stated the issue with this fund is that it is money that was donated for this specific cause.

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Discussion continued about the Cancer Survivor Park, maintenance, landscaping, picnic tables, plaque and splash pad.

Ms. Holbrook stated the Burton Mile Fund will be closed out after this year.

Mr. Smith stated the Burton Race Series is a $2,500 sponsorship that Hurley does every year. We pay for volunteer shirts with it and leave a little left over.

Ms. Boggs provided the council with an election worker pay increase request and an estimate for a high speed tabulator as requested in the previous meeting.

Discussion ensued regarding high speed tabulator estimate and Election Worker pay increase.

Mr. Heffner stated he would like to see webcams used where absentee counting takes place and would like to get a cost estimate.

Council would like to do more research on the high speed tabulator and asked the Clerk to provide more details at a future meeting. Council requested that the Election Worker pay increase be placed on the agenda at the next regular Council Meeting on June 6, 2022.

Meeting was adjourned at 7:37 PM.

Minutes Acceptance: Minutes of May 17, 2022 6:00 PM (APPROVAL OF MINUTES)

CITY OF BURTON

TOWN HALL MEETING MEETING

MAY 18, 2022

MINUTES

Council Chambers | **Special** | **7:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 7:05 PM.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Steven Heffner	President	Present	
Tom Martinbianco	Vice President	Present	
Vaughn Smith	Councilman	Present	
Greg Hull	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Christina Hickson	Councilwoman	Late	7:24 PM

II. AUDIENCE PARTICIPATION

Edward Suslick of Burton shared appreciation the council for their service on the board and to our city.

III. PRESENTATION

Council discussed the use of ARPA funding for the following:

- Spend 90% on roads and 10% on blight.
- Use water & sewer funds for water & sewer and not ARPA money.
- Kelly Lake Park and maintenance to city parks in general.
- Extension of water main on Atherton Road.
- Continuing to put money aside for the 50/50 match for local roads.
- Purchase of a Firetruck.
- Repaving Bristol Road between Belsay and Vassar.

Discussion ensued regarding the ARPA funds being in the General Fund, time restrictions to spend the ARPA money and allocation of state funds from the Flint water.

Discussion regarding outreach efforts to residents to generate ideas for ARPA funding, setting up future Town Hall Meetings, meetings at schools and Senior Center for public input, budgeting for advertising and working with the Mayor's Office on outreach.

Discussion on the repaving of Bristol Road from Belsay to Vassar, upsizing and culvert at a cost of $1.6-$1.8 million.

Council decided to task Mr. Hull with outreach for public input and to have further discussion regarding this at the next Regular Council Meeting on June 6, 2022.

Meeting was adjourned at 7:58 PM.

Minutes Acceptance: Minutes of May 18, 2022 7:00 PM (APPROVAL OF MINUTES)

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 23, 2022

MINUTES

Council Chambers | **Budget Workshop** | **6:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

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

Minutes Acceptance: Minutes of May 23, 2022 6:00 PM (APPROVAL OF MINUTES)

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Vice President	Present	
Steven Heffner	President	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Greg Hull	Councilman	Late	6:17 PM
Christina Hickson	Councilwoman	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Jodi Holbrook, Controller
Amber Abbey, Deputy DPW Director

C. AUDIENCE PARTICIPATION

None.

D. BUDGET DISCUSSION

DPW Funds

Major Roads

Ms. Holbrook outlined the Major Streets budget, estimated revenues and indicated changes from last years budget.

Council presented no questions regarding the revenues in the Major Streets budget.

Construction

Ms. Holbrook outlined the Construction budget and indicated changes from last years budget.

Council presented the following questions regarding the Construction budget:

Road projects, Bristol Road and Genesee from Court to Davison
Non-motorized project plans

Surface Maintenance

Ms. Holbrook outlined the Surface Maintenance budget and indicated changes from last years budget.

Council presented the following questions regarding surface maintenance:

Overtime needs
Road preservation, 50% increase over last year, number of lane miles covered and bids
Maple Road project, traffic count
TIP projects and formula used
Road agreements with neighboring communities, Road Commission's jurisdiction
Bristol Road between Dort and Saginaw
Genesee Road from Davison to Richfield

Trees & Shrubs

Ms. Holbrook outlined the Trees & Shrubs budget and indicated changes from last years budget.

Council presented no questions regarding the Trees & Shrubs budget.

Drainage

Ms. Holbrook outlined the Drainage budget and indicated changes from last years budget.

Council presented the following questions regarding the Drainage budget:

Contractual services line item including ditching on major streets
Prioritizing projects and contractors
Funding for Bristol Road over Gilkey Creek

Traffic Signs

Ms. Holbrook outlined the Traffic Signs budget and indicated changes from last years budget.

Council presented the following questions regarding the Traffic Signs budget:

Railroad crossings, maintenance
Blinking stop sign purchases
Genesee and Lippincott sign issues
Speed limit signs

Pavement Marking

Ms. Holbrook stated there are no changes to pavement markings. Council presented no questions.

Winter Maintenance

Ms. Holbrook outlined the Winter Maintenance budget and indicated changes from last years budget.

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Council presented the following questions regarding the Winter Maintenance budget:

Current price of salt
Items covered under equipment rental.
Centralized source for fuel and total cost.
Swapping trucks over to natural gas.

Ms. Holbrook stated the increase to salt is 5%. Council increased salt to $150,000.

Council went to recess at 6:47PM.
Council returned from recess at 6:55PM.

Roadside Clean-up

Ms. Holbrook outlined the Roadside Clean-up budget and indicated changes from last years budget.

Council presented the following questions regarding the Roadside Clean-up budget:

Clean-up at Court and Belsay

Administration

Ms. Holbrook outlined the Administration budget and indicated changes from last years budget.

Council presented the following questions regarding the Administration budget:

Hiring another laborer, charging part to local and part to major streets
Hiring summer help, issues with hiring

Discussion ensued regarding the price of fuel and 20% increase to all budget lines.

Ms. Holbrook stated the total budgeted for fuel is $205,400 The increase of 20% will be a total of $41,080.

Local Roads

Ms. Holbrook outlined the Local Streets budget including estimated revenues and indicated changes from last years budget.

Council presented the following questions regarding the Local Roads budget:

Total amount of marijuana excise tax in general fund of approximately $450,000
Revenue over expenses of $583,000 including the marijuana money (page 13)
50/50 paving project line item
Sidewalks on Scottwood, logistic issues

Construction

Ms. Holbrook outlined the Construction budget and indicated changes from last years budget.

Council presented the following questions regarding the Construction budget:

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CDBG Grant
Sidewalks on Scottwood

Surface Maintenance

Ms. Holbrook outlined the Surface Maintenance budget and indicated changes from last years budget.

Council presented the following questions regarding surface maintenance:

50/50 match program, adding funds, having sign made to promote 50/50 match program

Trees & Shrubs

Ms. Holbrook outlined the Trees & Shrubs budget and indicated changes from last years budget.

Council presented no questions regarding the Trees & Shrubs budget.

Drainage

Ms. Holbrook outlined the Drainage budget and indicated changes from last years budget.

Council presented the following questions regarding the Drainage budget:

$250,000 for contractual service for ditching program

Traffic Signs

Ms. Holbrook outlined the Traffic Signs budget and indicated changes from last years budget.

Council presented no questions regarding the Traffic Signs budget.

Winter Maintenance

Ms. Holbrook outlined the Winter Maintenance budget and indicated changes from last years budget.

Council presented the following questions regarding the Winter Maintenance budget:

Formula for billing for salt on major and local roads.
DDA contributions for maintenance
Closure of Columbine at Maple and Saginaw

Roadside Clean-up

Ms. Holbrook outlined the Roadside Clean-up budget and indicated changes from last years budget.

Council presented no questions regarding the Roadside Clean-up budget.

Administration

Ms. Holbrook outlined the Administration budget and indicated changes from last years

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budget.

Council presented no questions regarding the Administration budget.

Motor Pool

Ms. Holbrook outlined the Motor Pool budget and indicated changes from last years budget. She stated the motor pool fund is a pass through so the revenues will equal expenditures.

Council presented the following questions regarding the Motor Pool budget:

Budgeted amount for culverts, market price
Adjustment for salt, gas and oil

Ms. Holbrook stated the amount in the salt line will be $236,700.

Capital Improvement (Roads & Motor pool)

Ms. Holbrook outlined the capital improvement requests for roads and motor pool.

Discussion ensued regarding the request for pick-up trucks, current fleet and amount of time they are on the road. Council decided to purchase three trucks, as requested.

Mr. Abbey stated he contacted Grand Blanc regarding he arches on Saginaw Street per the Council's request. Crannie Signs did the arches and we are currently waiting on pricing information.

Discussion continued on Crannie's engineering and design of the current banner poles.

Meeting was adjourned at 7:53 PM.

Minutes Acceptance: Minutes of May 23, 2022 6:00 PM (APPROVAL OF MINUTES)

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 24, 2022

MINUTES

Council Chambers | **Budget Workshop** | **6:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 6:11 PM.

Minutes Acceptance: Minutes of May 24, 2022 6:00 PM (APPROVAL OF MINUTES)

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Vice President	Present	
Steven Heffner	President	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Present	
Greg Hull	Councilman	Present	
Christina Hickson	Councilwoman	Late	7:16 PM

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director/HR
Jodi Holbrook, Controller
Amber Abbey, Deputy DPW Director

C. AUDIENCE PARTICIPATION

None.

D. BUDGET DISCUSSION

DPW Funds

Water

Ms. Holbrook outlined the revenues in the Water Department budget and indicated changes from the previous years budget.

Council posed the following questions regarding the revenues in the Water Department budget:

Reason for increase in miscellaneous line item
Fire hydrant revenues
Reimbursement from the State of Michigan, amount, and timeline
Past due water bills, state funding and payment arrangements
Increase in water customers, new homes

Ms. Holbrook outlined the expenses in the Water Department budget and indicated changes from the previous years budget.

Council posed the following questions regarding the expenses in the Water Department budget:

Fenton Road project, timeline
Training, deviations due to COVID
Staffing numbers, allocations
Impact to personnel with increase in new homes

Sewer

Ms. Holbrook outlined the revenues in the Sewer Department budget and indicated changes from the previous years budget.

Council posed the following questions regarding revenues in the Sewer Department budget:

Sewer rates, Ordinance change
Usage fees including 300 new customers
Daily sewage consumption, reflected in billing
Sewer repairs and I&I
Current repairs throughout the city

Ms. Holbrook outlined the expenses in the Sewer Department budget and indicated changes from the previous years budget.

Council posed the following questions regarding the expenses in the Sewer Department budget:

Gas & Oil, 20% increase
Phase 2 of the I&I project, Phase 3 beginning in spring of 2023

Building Department

Ms. Holbrook outlined the Building Department budget and indicated changes from the previous years budget.

Council posed the following questions regarding the Building Department budget:

Condemned housing revenue, revolving fund
Marijuana related expenditures
Number of requests for new marijuana sites, capping facilities, legal issues, variances
Marijuana revenue, buildings, personnel needed for competitive process
Liquor licenses, city does not issue, state issues licenses
Marijuana complaints in residential areas
Complaints about Lank Bank properties, ARPA funding, maintenance of properties
Blight elimination, amount budgeted, activities included, personnel
Average cost of inspections
Code enforcement tickets, education, partnering with organizations

Discussion regarding hiring the building official on a contract basis to do code enforcement and moving money in the budget to contractual services.

Council went to recess at 7:28PM
Council returned from recess at 7:36PM.

Minutes Acceptance: Minutes of May 24, 2022 6:00 PM (APPROVAL OF MINUTES)

Related Capital Improvements (Water & Sewer)

Ms. Holbrook stated under Capital Improvements in the Water & Sewer Departments, there is $334,000 for the Atherton Road water main.

Discussion ensued regarding where the funds will come from for the water main, tracking and accounting for the ARPA funds within a budget line item and guidelines set forth for use of ARPA funds.

Discussion continued about the Atherton Road water main, using ARPA funds or water fund.

Mr. Heffner stated we need to use the water fund and not ARPA funding for this project.

Mr. Abbey discouraged the council from using the water fund to pay for the Atherton Road water main. You will have to raise rates if you deplete the water fund.

Mayor Haskins stated the water system is fragile. We have done everything possible to build the fund up for anything that may occur. None of us want to raise rates. We got a gift from the Federal Government called ARPA funds. The county gave 33% to help with it. I don't want to see the water fund go backwards. We need to use ARPA funding for the project.

Mr. Matinbianco stated he supports doing this project with ARPA funds.

Mr. Fenner, Mr. Smith, and Mr. Hull also agreed to use ARPA funding and Mrs. Conley and Mrs. Hickson abstained.

Mr. Heffner stated he is in support of the project but not in support of using ARPA funds for it.

Discussion on holding future Town Hall Meetings to receive public input.

Mr. Abbey stated the camera and software need to be updated on our sewer truck. We estimate it to be around $50,000 and would like to add this to the capital asset requests.

Governmental Building Needs (roofs, parking lots, etc.)

Mr. Abbey stated it has been brought to our attention that the HVAC at City Hall needs to be updated and the estimate is $30,000. We have been told by Goyette that the price will go up 50% next year. The gates at DPW are also in bad shape, they are no longer functional. The cost estimate is $8,100. The blocks on the front of the DPW building need to be sealed and painted. We will get an estimate for this. The overhead garage door is old and falling apart. It is a safety issue. We estimate the replacement cost at $12,000. The fence is falling down in the front and east side of the parking lot of DPW. Chairs throughout the city have not been replaced in over 20 years and are in bad shape.

Mr. Smith stated the ARPA money is one time money. We will not have this next year. However it is spent, next year, it is back to reality.

Mr. Abbey stated by law, we have to stripe our roads every year. We budgeted $100,000, but prices are rising by 30%. We will need an additional $30,000 under pavement markings in major streets.

Mr. Fenner asked for an update on the amounts for the changes we have made so far and the fund balance.

Minutes Acceptance: Minutes of May 24, 2022 6:00 PM (APPROVAL OF MINUTES)

Ms. Holbrook stated with the changes we have made so far, I have the fund balance at $3 million.

Council agreed to the following additional proposed changes:

HVAC at City Hall $31,000
DPW Gates $8,100
DPW Garage Door $12,000

Mr. Martinbinaco stated we are waiting for estimates for chairs and the DPW Fence, so they will be addressed at the wrap-up meeting.

City Council scheduled the final Budget Workshop Meeting for Tuesday, May 31, 2022, at 7:00PM.

Meeting was adjourned at 9:02 PM.

Minutes Acceptance: Minutes of May 24, 2022 6:00 PM (APPROVAL OF MINUTES)

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 31, 2022

MINUTES

Council Chambers | **Budget Workshop** | **7:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 7:02 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Vice President	Present	
Steven Heffner	President	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Councilman	Present	
Christina Conley	Councilwoman	Excused	
Greg Hull	Councilman	Present	
Christina Hickson	Councilwoman	Late	7:17 PM

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Jodi Holbrook, Controller

C. AUDIENCE PARTICIPATION

None.

D. DISCUSSION

2022-23 Budget discussion wrap-up.

1. 2022-2023 Budget Changes and Proposals

   City Council discussed the following items:

   Election tabulator
   Chairs at City Hall
   Roof at City Hall
   Arches for Saginaw Street
   Public service increase
   DPW gates
   DPW garage door
   DPW building
   Judd Road and Davenport

   City council voted to add the following to the 2022-23 proposed budget:

   $35,000 for City Hall chairs

Minutes Acceptance: Minutes of May 31, 2022 7:00 PM (APPROVAL OF MINUTES)

$60,000 for City Hall roof
$31,000 for HVAC at City Hall
$9,000 increase to Public Service
$8,000 for DPW gates
$12,000 for DPW garage door
$30,000 for DPW building repairs
$250,000 for Judd Rd and Davenport project
$1.8 million for Bristol Road Bridge

Meeting was adjourned at 8:42 PM.

Minutes Acceptance: Minutes of May 31, 2022 7:00 PM (APPROVAL OF MINUTES)

Approve and authorize the payment of Attorney Billing (Doyle) 5/11/22 to 5/25/22 in the amount of $6,148.90.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

Adopt Resolution 2022-21 to Approve and authorize the following tax millages and fees to be levied for the 2022-2023 fiscal year: General Operating 4.0000 mills; Voted Police 0.9821, Voted Police 0.9945, Voted Police 6.4642 (8.4408 total); Voted Fire 0.9945, DDA 1.8673, a Property Tax Administration Fee of 1% on all tax statements and additional 4% late penalty charge when delinquent.

ATTACHMENTS:

- Proposed L-4029 for 2022 (PDF)
- 2022-21 Budget FY 2022-23 General Appropriations (DOCX)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Tom Martinbianco, Vice President
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

Attachment: Proposed L-4029 for 2022 (5433 : Tax Millages Resolution 2022-21)

Michigan Department of Treasury
614 (Rev. 02-22)

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022
GENESEE	**680,772,235**
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
CITY OF BURTON	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CHARTER	OPER	NA	5.0000	4.6820	0.9998	4.6810	1.0000	4.6810	4.0000		CHARTEI
EV	POLICE	11/05/04	1.0000	0.9823	0.9998	0.9821	1.0000	0.9821	0.9821		6/30/24
EV	POLICE	07/01/07	1.0000	0.9947	0.9998	0.9945	1.0000	0.9945	0.9945		6/30/26
EV	FIRE	08/03/10	1.0000	0.9947	0.9998	0.9945	1.0000	0.9945	0.9945		6/30/31
EV	POLICE	11/05/13	6.500	6.4655	0.9998	6.4642	1.0000	6.4642	6.4642		6/30/34

Prepared by	Telephone Number	Title of Preparer	Date
ANN M ABBEY		**ASSESSOR**	

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☐ Secretary			
☐ Chairperson ☐ President			

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Michigan Department of Treasury
614 (Rev. 02-22)

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each township or city clerk

L-4029

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022
GENESEE	**21,073,321**
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
CITY OF BURTON DDA	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CHARTER	OPER	NA	2.0000	1.8673	1.0000	1.8673	1.0000	1.8673	1.8673		CHARTEI

Prepared by	Telephone Number	Title of Preparer	Date
ANN ABBEY		**ASSESSOR**	**06/24/2022**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☐ Clerk ☐ Secretary			**06/24/2022**
☐ Chairperson ☐ President			

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

RESOLUTION 2022-21
CITY OF BURTON RESOLUTION
APPROVING ALL GENERAL APPROPRIATION FUNDS
FOR THE FISCAL YEAR 2022-2023

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 6th day of June 2022, 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 2022-2023 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 2022-2023 are verified and set as follows: The General Operating rate at 4.0000 mills, the Police Operating rates totaling 8.4408 mills, the Fire Operating rate at 0.9945 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 2022-2023 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 06, 2022.

Racheal Boggs, City Clerk Date

Attachment: 2022-21 Budget FY 2022-23 General Appropriations (5433 : Tax Millages Resolution 2022-21)

Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Fortress Foundations, LLC., 3103 West Thompson Road, Suite 435, Fenton, Michigan 48430.

ATTACHMENTS:

- Fortress Foundations application, insurance, pymt and bond (PDF)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

City of Burton
4303 S. Center Rd.
Burton, MI 48519
www.burtonmi.gov

Application for Sewer & Water Installer License

Date: 4/26/2022 **License Expiration:** 5/31/2024

Name of Applicant: Curtis Johnson

Applicant Address: 3103 W. Thompson Rd, Ste 435 Fenton, MI 48430

Phone Number: (810) 263-0050 **Email:** Rachel@fortressfoundations.com

Name of Business: Fortress Foundations

Business Address: 3103 W. Thompson Rd. Ste. 435 Fenton, MI 48430

Phone Number: (810) 263-0050 **Plumbing License #:** 2102202621

LICENSE FEES	Amount	Proration	PAID
1. Sewer Installer Expires – March 31, ____	$100.00		☐
2. Water Installer Expires – March 31, ____	$100.00		☐

- Applicant must file a Performance Bond in the Amount of $10,000.
- Applicant must maintain insurance against liability in the amounts of $100,000 for injury to one person and $300,000 per occurrence, and against liability for property damage in the amount of $100,000.
- Each contractor shall maintain Workman's Compensation insurance covering all employees.

The undersigned hereby specifically agrees that any approval granted for license received after said approval is subject to revocation at any time by the Burton City Council, and that there shall be no liability on the part of the Burton City Council of the City of Burton, or any officers, members or employees of said units, because of any revocations and the granting of such approval of license does not create a vested right.

The undersigned hereby specifically agrees to abide by all provisions of Burton City Ordinance #112, adopted 8-4-69, effective 9-15-69, and all City Ordinances and Resolutions of the Burton City Council now in force or hereinafter adopted.

I, Curtis Johnson (applicant) being duly sworn, state that I have read the foregoing application and exhibits therein contained and attached, by me subscribe and knowingly made the foregoing answers, statements, and representations therein contained and that said statement representations are true.

THIS APPLICATION MUST BE SIGNED BEFORE A NOTARY: _____
Signature of Applicant

Subscribed and sworn before me a Notary Public in and for the County of Livingston, State of Michigan this 26th day of April, 20 22.

Rachel Caughorn
Notary Public

08/01/2026
Commission Expires

Y:\Documents\LICENSES\Applications\Sewer & Water Installer.docx

Attachment: Fortress Foundations application, insurance, pymt and bond (5417 : Residential Sanitary Water & Sewer Installer's License)

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
FEDERATED MUTUAL INSURANCE COMPANY
HOME OFFICE: P.O. BOX 328
OWATONNA, MN 55060

CONTACT NAME: CLIENT CONTACT CENTER
PHONE (A/C, No, Ext): 888-333-4949 FAX (A/C, No): 507-446-4664
E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: FEDERATED MUTUAL INSURANCE COMPANY	13935
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
195-016-1
FORTRESS FOUNDATIONS, LLC
3103 W THOMPSON RD #345
FENTON, MI 48430-9777

COVERAGES **CERTIFICATE NUMBER: 74** **REVISION NUMBER: 0**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	N	N	6137529	11/15/2021	11/15/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $100,000 $5,000 $1,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	6137529	11/15/2021	11/15/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION	N	N	6137530	11/15/2021	11/15/2022	EACH OCCURRENCE AGGREGATE	$5,000,000 $5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	N	1809146	11/15/2021	11/15/2022	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
NO PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER IS EXCLUDED FROM WORK COMP POLICY.

CERTIFICATE HOLDER

195-016-1 74 0
CITY OF BURTON
4303 S CENTER RD
BURTON, MI 48519-1449

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Michael G Kern

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Attachment: Fortress Foundations application, insurance, pymt and bond (5417 : Residential Sanitary Water & Sewer Installer's License)

CONTINUATION CERTIFICATE

In consideration of premium charged,
GRANITE RE, INC. hereby continues in force

BOND No. GRM129260B

Dated 4/20/2021,

in the amount of $10,000.00 Dollars

on behalf of FORTRESS FOUNDATIONS, LLC

, as Principal, in favor of City Of Burton,

for the period beginning April 20, 2022

and ending April 20, 2023 subject to all terms and conditions of said bond;

PROVIDED that the liability of GRANITE RE, INC.
shall not exceed in the aggregated amount above written, whether the loss shall have occurred during the term of said bond or during any continuation or continuations thereof , or partly during said term and partly during any continuation or continuations thereof.

SIGNED AND SEALED THIS March 30, 2022.

GRANITE RE, INC.

By: Connie Smith
Connie Smith, Attorney-In-fact

Attachment: Fortress Foundations application, insurance, pymt and bond (5417 : Residential Sanitary Water & Sewer Installer's License)

CITY OF BURTON
4303 S. CENTER RD.
BURTON, MI 48519
Phone : 810-743-1500
WWW.BURTONMI.GOV

Received From:
FORTRESS FOUNDATIONS

Date: 05/17/2022 Time: 2:25:46 PM
Receipt: 110747076
Cashier: 006
Workstation: Drawer: 1

ITEM REFERENCE	AMOUNT
LICENSE LICENSE FEES WATER	
1001-0000-450.0000	$100.00
LICENSE LICENSE FEES SEWER	
1001-0000-450.0000	$100.00
TOTAL	$200.00
CHECK 2854	$200.00
Total Tendered:	$200.00
Change:	$0.00

Attachment: Fortress Foundations application, insurance, pymt and bond (5417 : Residential Sanitary Water & Sewer Installer's License)

Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Stamper and Son Excavating, 1039 County Farm Road, Howell, MI 48843.

ATTACHMENTS:

- Stamper and Sons Excavating Application (PDF)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

City of Burton
4303 S. Center Rd.
Burton, MI 48519
www.burtonmi.gov

Application for Sewer & Water Installer License

Date: 5/26/2022 **License Expiration:** _____

Name of Applicant: Lucas Stamper

Applicant Address: 1039 County farm RD, Howell MI 48843

Phone Number: (248) 762 0113 **Email:** Luke@StamperandSon.com

Name of Business: Stamper and Son Excavating

Business Address: 1039 County farm RD, Howell MI 48843

Phone Number: (248) 762 0113 **Plumbing License #:** _____

LICENSE FEES	Amount	Proration	PAID
1. Sewer Installer Expires – March 31, ____	$100.00		☑
2. Water Installer Expires – March 31, ____	$100.00		☑

RECEIVED
CITY OF BURTON
2022 MAY 31 AM 10: 53
CLERK'S OFFICE

- Applicant must file a Performance Bond in the Amount of $10,000.
- Applicant must maintain insurance against liability in the amounts of $100,000 for injury to one person and $300,000 per occurrence, and against liability for property damage in the amount of $100,000.
- Each contractor shall maintain Workman's Compensation insurance covering all employees.

The undersigned hereby specifically agrees that any approval granted for license received after said approval is subject to revocation at any time by the Burton City Council, and that there shall be no liability on the part of the Burton City Council of the City of Burton, or any officers, members or employees of said units, because of any revocations and the granting of such approval of license does not create a vested right.

The undersigned hereby specifically agrees to abide by all provisions of Burton City Ordinance #112, adopted 8-4-69, effective 9-15-69, and all City Ordinances and Resolutions of the Burton City Council now in force or hereinafter adopted.

I, Lucas Stamper (applicant) being duly sworn, state that I have read the foregoing application and exhibits therein contained and attached, by me subscribe and knowingly made the foregoing answers, statements, and representations therein contained and that said statement representations are true.

THIS APPLICATION MUST BE SIGNED BEFORE A NOTARY: _____
Signature of Applicant

Subscribed and sworn before me a Notary Public in and for the County of Genesee, State of Michigan this 31 day of May, 20 22.

Lindsey Boer 01/04/2022
Notary Public Commission Expires

C:\Program Files (x86)\PDFConverter\temp\NVDC\970A9E2D-FA9E-4DC1-89F9-51FC3755497A\a5441d70-75e4-4b64-86a8-7af7cbd47da5.docx

Attachment: Stamper and Sons Excavating Application (5426 : Residential Sanitary Water & Sewer Installer's License)

BOND NO. 66270595

SEWER DIGGER'S BOND

KNOWN ALL MEN BY THESE PRESENTS: That We, Stamper & Son Excavating LLC of the City, Township or Village of Howell, State of Michigan, hereinafter called the Principal and WESTERN SURETY COMPANY, hereinafter called the Surety, a corporation organized under the laws of the State of South Dakota, with its home office in the City of Sioux Falls, in the said state are held and firmly bound unto the City of Burton, a Municipal Corporation of the State of Michigan, hereinafter called the Obligee, in the sum of Ten Thousand and no/100ths Dollars ($10,000.00), lawful money of the United States of America; for the payment whereof to the Obligee, the Principal/Principals bind (s) himself/themselves, his/their heirs, executors, administrator, successors and assigns, and the surety binds itself, its successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the above named Principal is about to engage in the business of tapping and making connections with sewers and other service pipes and excavating for that purpose within the streets, lanes and alleys of the City of Burton in accordance with the provisions of Ordinance No. 56 as amended, entitled, "An Ordinance providing for the operation of Public Sewers and Sewer Systems within the City of Burton, connections thereto and use thereof; Providing penalties for violations, and providing for other related matters." Adopted August 4, 1969, and has made application for a license therefore as provided in said ordinance during the period between ~~April 1~~ May 31st 2022, and March 31, 2023. Therefore, if the above named Principal shall well and faithfully comply with all the provisions of said ordinance and those of all other ordinances of the City of Burton relative to said business and shall save and keep harmless the said City of Burton from any and all claims or suits for damages resulting from any violation thereof by him or his employees in case such license is issued, then this obligation to be void; otherwise to remain in full force and effect.

IN WITNESS WHEREOF, We have hereunto set our hands and seals this 31st day of May A.D., 2022.

WESTERN SURETY COMPANY CORPORATE SEAL SOUTH DAKOTA

(Power of Attorney with seal thereon, must be attached)

Stamper & Son Excavating LLC
Principal

BY:

WESTERN SURETY COMPANY
Surety

BY Paul T. Bruflat
(Attorney-in-fact)
Paul T. Bruflat, Vice President

Attachment: Stamper and Sons Excavating Application (5426 : Residential Sanitary Water & Sewer Installer's License)

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One Sewer Digger City of Burton

bond with bond number 66270595

for Stamper & Son Excavating LLC
as Principal in the penalty amount not to exceed: $ 10,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 31st day of May, 2022.

ATTEST

P. Leitheiser, Assistant Secretary

WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Vice President

WESTERN SURETY COMPANY * SOUTH DAKOTA * CORPORATE SEAL

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 31st day of May, 2022, before me, a Notary Public, personally appeared Paul T. Bruflat and P. Leitheiser who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

M. BENT NOTARY PUBLIC SOUTH DAKOTA SEAL SEAL

M. Bent
Notary Public

My Commission Expires March 2, 2026

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

Form F1975-5-2021

Attachment: Stamper and Sons Excavating Application (5426 : Residential Sanitary Water & Sewer Installer's License)

STAM&SO-01

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cobb Hall Insurance 223 West Grand River Suite 1 Howell, MI 48843-2270	CONTACT NAME: Leah Hughes PHONE (A/C, No, Ext): (517) 586-6043 FAX (A/C, No): E-MAIL ADDRESS: leahh@cobbhall.com
INSURED Stamper & Son Excavating LLC 1039 County Farm Rd Howell, MI 48843	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : ACUITY, A Mutual Insurance Company — 14184 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			Z10680	12/17/2021	12/17/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG OTHER:	$ 1,000, $ 300, $ 10, $ Inclu $ 3,000, $ 3,000, $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			Z10680	12/17/2021	12/17/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) OTHER:	$ 510, $ $ $ $
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED RETENTION $			Z10680	12/17/2021	12/17/2022	EACH OCCURRENCE AGGREGATE OTHER:	$ 5,000, $ 5,000, $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		Z10680	12/17/2021	12/17/2022	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ 100, $ 100, $ 500,
A	Equipment Floater			Z10680	12/17/2021	12/17/2022	Property	50,

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: sewer work

CERTIFICATE HOLDER

City of Burton
4303 S Center Road
Burton, MI 48519

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Attachment: Stamper and Sons Excavating Application (5426 : Residential Sanitary Water & Sewer Installer's License)

CITY OF BURTON
4303 S. CENTER RD.
BURTON, MI 48519
Phone : 810-743-1500
WWW.BURTONMI.GOV

Received From:
STAMPER AND SON EXCAVATING

Date: 05/31/2022 Time: 10:55:35 AM
Receipt: 110747398
Cashier: 006
Workstation: Drawer: 1

ITEM REFERENCE	AMOUNT
LICENSE LICENSE FEES WATER	
1001-0000-450.0000	$100.00
LICENSE LICENSE FEES SEWER	
1001-0000-450.0000	$100.00
TOTAL	$200.00
CHECK 1902	$200.00
Total Tendered:	$200.00
Change:	$0.00

Attachment: Stamper and Sons Excavating Application (5426 : Residential Sanitary Water & Sewer Installer's License)

Approve and authorize an increase to the compensation of Election Workers of the City of Burton as presented by the City Clerk.

COMMENTS - Current Meeting:

Mr. Martinbinaco expressed his thanks to the City Clerk for bringing this to council to bring the pay scale up to entice people with competent abilities to help conduct elections. This is so important.

ATTACHMENTS:

- Election Worker Compensation (DOC)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Christina Conley, Councilwoman
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

City of Burton

ELECTION WORKER COMPENSATION

(Fees Per Diem 1001-1091-710.0000)

Position	Current Pay	Requested
Coordinator	~~$165.00~~	**$225.00**
Chair Person	~~$160.00~~	**$250.00**
Co-Chair Person	~~$150.00~~	**$250.00**
Election Inspector	~~$140.00~~	**$210.00**
Lookup Inspector	~~$140.00~~	**$200.00**
Greeter/Helpdesk	~~$140.00~~	**$200.00**
Receiving Board Member	~~$75.00~~	**$100.00**
Training Class	~~$ 15.00~~	**$25.00**

- Current Pay was approved by City Council prior to 2014.
- Requested amount more accurately reflects the responsibility and authority of the position as well as an average pay of $15.00/hour which is equivalent to the rate paid by other municipalities.

Attachment: Election Worker Compensation (5418 : Election Worker Compensation)

Approve and Authorize the Mayor and City Clerk to execute a contract with ROWE Professional Services Company, 540 S. Saginaw St. Ste 200 Flint, MI 48502, for Construction Engineering of 2022 CDBG Local Street Paving for Scottwood, Parkwood, and Bergin, at an not to exceed cost of $25,750.00.

ATTACHMENTS:

- proposal letter CS 2022 CDBG Local Street Paving 21C0224 (PDF)
- Contract for Engineering Services (PDF)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

April 6, 2022

Mr. Pete Wingblad
Supt. of Engineering & Inspection
City of Burton
4093 Manor Drive
Burton, MI 48519

RE: Construction Engineering Services for 2022 CDBG Local Street Paving Project

Dear Mr. Wingblad:

ROWE Professional Services Company is pleased to submit a proposal to provide selected construction engineering services for the above referenced project.

The City of Burton is currently soliciting bids for planned HMA, ditching, and sidewalk improvements on three gravel street segments within the city as specified below:

Bergin Avenue – Columbine to Fern
Parkwood Avenue – Approximately 400 feet west of Fern to Fern
Scottwood Avenue – Barnes to Approximately 300 feet east of Fern

The bid opening is scheduled for April 11, 2022. Construction is anticipated to occur between mid-June and the end of August 2022.

ROWE's budget for selected construction engineering services is based on the scope outline attached to this letter. ROWE will provide assistance with the pre-construction meeting, construction staking, aggregate base testing (including water content), HMA extractions (including one tested each day), HMA density testing, and limited construction engineering, as needed. We will also provide assistance with a final inspection and the creation of a contractor punch list. Our proposed scope of services and budget for providing construction services as discussed totals **$25,750,** per the attached fee breakdown. The billing will reflect the actual staff hours required during construction.

We appreciate the opportunity to work with you on this project. To authorize ROWE to begin work, please sign the attached Contract for Engineering Services, and return a copy of the document to our office. If you have any questions, please do not hesitate to contact me at phone number (810) 664-9411.

Sincerely,
ROWE Professional Services Company

Paul T. O'Meara

Digitally signed by Paul T. O'Meara
DN: C=US, E=pomeara@rowepsc.com, O=ROWE, OU=Design Services, CN=Paul T. O'Meara
Date: 2022.04.06 14:11:17-04'00'

Paul T. O'Meara, PE
Project Manager

Attachments

R:\Projects\21C0224\Docs\Proposal and Contract\Construction Services\proposal letter CS 2022 CDBG Local Street Paving 21C0224.docx

Attachment: proposal letter CS 2022 CDBG Local Street Paving 21C0224 (5425 : Agreement with Rowe Professional Services For CE For CDBG

Attachment: proposal letter CS 2022 CDBG Local Street Paving 21C0224 (5425 : Agreement with Rowe Professional Services For CE For CDBG

Construction Engineering Fee Breakdown

Construction Staking

- Provide staking services (one time) for control, road staking for alignment and grade, and staking for sidewalks (no grades), staking for culverts, six site visits total.

Construction Staking Total $15,325

Construction Testing

- Perform density testing services on aggregate base and HMA pavement, obtain asphalt extractions, two per day, testing one per day.

Construction Testing Total $7,300

Contract Administration

- Prepare and attend pre-construction and progress meetings and distribute minutes (included in current design budget, as discussed).
- Review material shop drawings for compliance with contract documents.
- Visit site and provide technical assistance, upon request.
- Prepare punch list for Contractor.

Contract Administration Total $3,125

Construction Engineering Services Total $25,750

The following work is not included in this scope:

- Construction observation
- Density testing for proposed aggregate base
- Concrete or asphalt materials testing
- Review of Contractor pay requests
- Record (as-built) drawings

Contract for Engineering Services
2022 CDBG Local Street Paving Project
Burton, MI

THIS AGREEMENT, entered into this _____day of _____, by and between City of Burton hereinafter referred to as the "OWNER", and ROWE Professional Services Company, hereinafter referred to as the "ENGINEER".

WITNESSETH, that whereas it is the intent of the Owner to complete the following, hereinafter called the "PROJECT": as described in the Engineer's Proposal, dated April 6, 2022.

NOW, THEREFORE, the OWNER and the ENGINEER, in consideration of the mutual covenants hereinafter set forth, agree as follows:

SECTION 1 – BASIC SERVICES OF THE ENGINEER

A. General:

1. The Engineer agrees to perform professional services in connection with the Project as hereinafter stated.

2. The Engineer will serve as the Owner's professional representative for the project, and will give consultation and advice to the Owner during the performance of the Engineer's services.

B. Scope of Service:

After written authorization to proceed with the project, the Engineer will execute the work plan described in the Engineer's Proposal, dated April 6, 2022.

SECTION 2 – ADDITIONAL SERVICES OF THE ENGINEER

A. General:

If authorized in writing by the Owner, the Engineer will finish or obtain from others additional services of the following types which will be paid for by the Owner as indicated in Paragraph 5.B.

1. Additional services due to significant changes in general scope of the Project or its design.

2. Additional services in connection with the Project, not otherwise provided for in this agreement, subject to prior approval of the Owner.

SECTION 3 – THE OWNER'S RESPONSIBILITIES

1. Provide full information as to its requirements for the Project.

2. Assist the Engineer by placing at the Engineer's disposal all available information pertinent to the site of the Project, including previous reports and any other data relative to design and construction of the Project.

3. Provide access for the Engineer to enter upon lands as required for the Engineer to perform work under this Agreement.

4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by the Engineer and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the Engineer.

5. Provide reasonable legal, accounting and insurance counseling service for the Project.

6. Designate a person to act as the Owner's representative with respect to the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to material, equipment elements and systems pertinent to the work covered by this Agreement.

Attachment: proposal letter CS 2022 CDBG Local Street Paving 21C0224 (5425 : Agreement with Rowe Professional Services For CE For CDBG

7. Give prompt notice to the Engineer whenever the Owner observes or otherwise becomes aware of any defect in the project.

8. Obtain approval of governmental authorities having jurisdiction over the Project.

9. Furnish, or direct the Engineer to provide, at the Owner's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.

SECTION 4 – PERIOD OF SERVICE

1. Upon written authorization from the Owner, the Engineer will proceed with the performance of the service called for in this Agreement.

2. Unless sooner terminated as provided in Paragraph 6.A, this Agreement shall remain in force for a period which may reasonably be required for completion of the construction of the proposed project; however, not greater than one year from the Engineer's substantial completion of the phases of work that have been authorized for commencement.

SECTION 5 – PAYMENTS TO THE ENGINEER

A. Payments for Basic Service of the Engineer Under Section 1:

1. The Owner will pay the Engineer for basic services $25,750.

2. The fee as defined above shall be allocated to be paid monthly, as the work progresses.

B. Payment for Additional Services of the Engineer Under Section 2:

1. The Owner will pay the Engineer for additional service at a mutually agreed upon fee.

C. General

1. If this Agreement is terminated upon completion of any phase of the Engineer's services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases shall constitute total payment for services rendered; if terminated during any phase of the work not due to any fault of the Engineer, payment shall be made for services performed during such phases on the basis of the portion of each phase completed prior to termination.

2. If, prior to termination of this Agreement, any work designed or specified by the Engineer during any phase of the work is suspended in whole or in part or abandoned not due to any fault of the Engineer, after written notice from the Owner, the Engineer shall be paid for services performed prior to receipt of such notice from the Owner as provided in Paragraph 6.A for termination during any phase of the work.

3. Where the Engineer utilizes subcontractors to perform a portion of the project, and the subcontractor(s) directly invoices the Engineer, the subconsultant's invoices will be marked up by fifteen percent to cover administration costs.

SECTION 6 – GENERAL CONDITIONS

A. Termination:

This Agreement may be terminated by either party by fourteen (14) days written notice in the event of substantial failure to perform, in accordance with terms hereof, by the other party through no fault of the terminating party. If this Agreement is so terminated, the Engineer shall be paid as provided in Paragraph 5.C.

B. Ownership:

All documents, except original drawings, but including estimates, specifications, field notes and data are and remain in the property of the Engineer as Instruments of Service. The Owner shall be provided a set of reproducible drawings and copies of other record documents. However, they are not intended or represented to be suitable for re-use by the Owner or others for extensions of the project or for any other project.

Attachment: proposal letter CS 2022 CDBG Local Street Paving 21C0224 (5425 : Agreement with Rowe Professional Services For CE For CDBG

C. Insurance – Save Harmless:

The Engineer shall secure and maintain such insurance as will protect the Engineer and the Owner from claims under the Workman's Compensation Acts and from claims for bodily injury, death or property damage which may rise due to the Engineer's negligence in the performance of services under this Agreement.

D. Successors & Assigns:

The Owner and the Engineer each binds themselves and any partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the Owner nor the Engineer shall assign, sublet or transfer their interests in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

E. Independent Contractor:

It is understood and agreed that the Engineer is an independent contractor, responsible to the Owner for the results of this undertaking by the Engineer and is not an employee or agent of the Owner.

F. Non-Discrimination:

The Engineer and/or any sub-contractors shall not discriminate against any employees or applicant for employment, or to be employed in the performance of his Contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, national origin or ancestry.

The Engineer and/or any sub-contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this Contract with respect to his hire, tenure, terms, conditions or privileges of employment, because of age or sex, except where based on a bona fide occupational qualification.

G. Mediation:

In an effort to resolve any conflicts that arise during the design and construction of the project or following the completion of the project, the Owner and the Engineer agree that all disputes between them arising out of or relating to this Agreement or the project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Owner and the Engineer further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

H. Jobsite Safety:

Neither the professional activities of the Engineer, nor the presence of the Engineer or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Engineer and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Owner agrees to require the General Contractor(s) to provide liability insurance for the project(s), indemnifying and listing as additional insureds the Owner, the Engineer and the Engineer's subconsultants.

I. Limitation of Liability:

In recognition of the relative risks and benefits of the project to both the Owner and the Engineer, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Engineer to the Owner for any and all claims, loses, costs, damages of any nature whatsoever or claims expenses from any cause or causes including attorney's fees and costs and expert-witness fees and costs, so

Attachment: proposal letter CS 2022 CDBG Local Street Paving 21C0224 (5425 : Agreement with Rowe Professional Services For CE For CDBG

that the total aggregate liability of the Engineer to the Owner shall not exceed $100,000, or the Engineer's total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

J. Standard of Care:

The Owner recognized that the engineering services require decisions which are not based upon pure science but rather upon judgmental considerations, including the economic feasibility of alternative designs. The Engineer shall perform its services in accordance with generally accepted engineering practices. Services are rendered without any other warranty, express or implied and the Engineer shall be responsible solely for its own negligence.

K. Construction Costs:

The Owner shall advise the Engineer in writing before design commencement of any budgetary limitation for the overall cost of construction. The Engineer will endeavor to work within such limitations and will, if requested and included within the scope of services, submit to the Owner an opinion of probable construction cost. Opinions of probable construction cost will represent the Engineer's best judgment as a design professional familiar with the construction industry but does not represent that bids or negotiated prices will not vary from budgets or opinions of probable cost. Owner acknowledges that neither the Engineer nor the Owner has control over the cost of labor, materials or methods by which contractors determine the prices for construction.

L. Applicable State Law:

This document shall be governed by the laws of the State of Michigan.

SECTION 7 – SPECIAL PROVISIONS

The Owner and the Engineer mutually agree that this Agreement shall be subject to the following special provisions which, together with the provisions hereof and the exhibits hereto represent the entire Agreement between the Owner and the Engineer and that; they may only be altered or repealed by a duly executed written instrument.

NONE.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

Owner:	Engineer:
City of Burton	ROWE Professional Services Company
_____	_____
Signature	Signature
_____	_____
Typed Name and Title	Typed Name and Title

Attachment: proposal letter CS 2022 CDBG Local Street Paving 21C0224 (5425 : Agreement with Rowe Professional Services For CE For CDBG

Contract for Engineering Services
2022 CDBG Local Street Paving Project
Burton, MI

THIS AGREEMENT, entered into this _____day of _____, by and between City of Burton hereinafter referred to as the "OWNER", and ROWE Professional Services Company, hereinafter referred to as the "ENGINEER".

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B. Scope of Service:

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SECTION 3 – THE OWNER'S RESPONSIBILITIES

1. Provide full information as to its requirements for the Project.

2. Assist the Engineer by placing at the Engineer's disposal all available information pertinent to the site of the Project, including previous reports and any other data relative to design and construction of the Project.

3. Provide access for the Engineer to enter upon lands as required for the Engineer to perform work under this Agreement.

4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by the Engineer and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the Engineer.

5. Provide reasonable legal, accounting and insurance counseling service for the Project.

6. Designate a person to act as the Owner's representative with respect to the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to material, equipment elements and systems pertinent to the work covered by this Agreement.

Attachment: Contract for Engineering Services (5425 : Agreement with Rowe Professional Services For CE For CDBG Local Street Paving)

7. Give prompt notice to the Engineer whenever the Owner observes or otherwise becomes aware of any defect in the project.

8. Obtain approval of governmental authorities having jurisdiction over the Project.

9. Furnish, or direct the Engineer to provide, at the Owner's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.

SECTION 4 – PERIOD OF SERVICE

1. Upon written authorization from the Owner, the Engineer will proceed with the performance of the service called for in this Agreement.

2. Unless sooner terminated as provided in Paragraph 6.A, this Agreement shall remain in force for a period which may reasonably be required for completion of the construction of the proposed project; however, not greater than one year from the Engineer's substantial completion of the phases of work that have been authorized for commencement.

SECTION 5 – PAYMENTS TO THE ENGINEER

A. Payments for Basic Service of the Engineer Under Section 1:

1. The Owner will pay the Engineer for basic services $25,750.

2. The fee as defined above shall be allocated to be paid monthly, as the work progresses.

B. Payment for Additional Services of the Engineer Under Section 2:

1. The Owner will pay the Engineer for additional service at a mutually agreed upon fee.

C. General

1. If this Agreement is terminated upon completion of any phase of the Engineer's services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases shall constitute total payment for services rendered; if terminated during any phase of the work not due to any fault of the Engineer, payment shall be made for services performed during such phases on the basis of the portion of each phase completed prior to termination.

2. If, prior to termination of this Agreement, any work designed or specified by the Engineer during any phase of the work is suspended in whole or in part or abandoned not due to any fault of the Engineer, after written notice from the Owner, the Engineer shall be paid for services performed prior to receipt of such notice from the Owner as provided in Paragraph 6.A for termination during any phase of the work.

3. Where the Engineer utilizes subcontractors to perform a portion of the project, and the subcontractor(s) directly invoices the Engineer, the subconsultant's invoices will be marked up by fifteen percent to cover administration costs.

SECTION 6 – GENERAL CONDITIONS

A. Termination:

This Agreement may be terminated by either party by fourteen (14) days written notice in the event of substantial failure to perform, in accordance with terms hereof, by the other party through no fault of the terminating party. If this Agreement is so terminated, the Engineer shall be paid as provided in Paragraph 5.C.

B. Ownership:

All documents, except original drawings, but including estimates, specifications, field notes and data are and remain in the property of the Engineer as Instruments of Service. The Owner shall be provided a set of reproducible drawings and copies of other record documents. However, they are not intended or represented to be suitable for re-use by the Owner or others for extensions of the project or for any other project.

Attachment: Contract for Engineering Services (5425 : Agreement with Rowe Professional Services For CE For CDBG Local Street Paving)

C. Insurance – Save Harmless:

The Engineer shall secure and maintain such insurance as will protect the Engineer and the Owner from claims under the Workman's Compensation Acts and from claims for bodily injury, death or property damage which may rise due to the Engineer's negligence in the performance of services under this Agreement.

D. Successors & Assigns:

The Owner and the Engineer each binds themselves and any partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the Owner nor the Engineer shall assign, sublet or transfer their interests in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

E. Independent Contractor:

It is understood and agreed that the Engineer is an independent contractor, responsible to the Owner for the results of this undertaking by the Engineer and is not an employee or agent of the Owner.

F. Non-Discrimination:

The Engineer and/or any sub-contractors shall not discriminate against any employees or applicant for employment, or to be employed in the performance of his Contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, national origin or ancestry.

The Engineer and/or any sub-contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this Contract with respect to his hire, tenure, terms, conditions or privileges of employment, because of age or sex, except where based on a bona fide occupational qualification.

G. Mediation:

In an effort to resolve any conflicts that arise during the design and construction of the project or following the completion of the project, the Owner and the Engineer agree that all disputes between them arising out of or relating to this Agreement or the project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Owner and the Engineer further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

H. Jobsite Safety:

Neither the professional activities of the Engineer, nor the presence of the Engineer or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Engineer and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Owner agrees to require the General Contractor(s) to provide liability insurance for the project(s), indemnifying and listing as additional insureds the Owner, the Engineer and the Engineer's subconsultants.

I. Limitation of Liability:

In recognition of the relative risks and benefits of the project to both the Owner and the Engineer, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Engineer to the Owner for any and all claims, loses, costs, damages of any nature whatsoever or claims expenses from any cause or causes including attorney's fees and costs and expert-witness fees and costs, so

Attachment: Contract for Engineering Services (5425 : Agreement with Rowe Professional Services For CE For CDBG Local Street Paving)

that the total aggregate liability of the Engineer to the Owner shall not exceed $100,000, or the Engineer's total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

J. Standard of Care:

The Owner recognized that the engineering services require decisions which are not based upon pure science but rather upon judgmental considerations, including the economic feasibility of alternative designs. The Engineer shall perform its services in accordance with generally accepted engineering practices. Services are rendered without any other warranty, express or implied and the Engineer shall be responsible solely for its own negligence.

K. Construction Costs:

The Owner shall advise the Engineer in writing before design commencement of any budgetary limitation for the overall cost of construction. The Engineer will endeavor to work within such limitations and will, if requested and included within the scope of services, submit to the Owner an opinion of probable construction cost. Opinions of probable construction cost will represent the Engineer's best judgment as a design professional familiar with the construction industry but does not represent that bids or negotiated prices will not vary from budgets or opinions of probable cost. Owner acknowledges that neither the Engineer nor the Owner has control over the cost of labor, materials or methods by which contractors determine the prices for construction.

L. Applicable State Law:

This document shall be governed by the laws of the State of Michigan.

SECTION 7 – SPECIAL PROVISIONS

The Owner and the Engineer mutually agree that this Agreement shall be subject to the following special provisions which, together with the provisions hereof and the exhibits hereto represent the entire Agreement between the Owner and the Engineer and that; they may only be altered or repealed by a duly executed written instrument.

NONE.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

Owner:	Engineer:
City of Burton	ROWE Professional Services Company
_____	_____
Signature	Signature
_____	Paul T. O'Meara, Project Manager
Typed Name and Title	Typed Name and Title

Attachment: Contract for Engineering Services (5425 : Agreement with Rowe Professional Services For CE For CDBG Local Street Paving)

Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2007-2007-920.0000 Utilities by $5,000; Decrease Police Fund Balance by $5,000.

ATTACHMENTS:

- Budget Amendment 2021-22 6-6-22 Police Utilities (DOC)

RESULT:	**CARRIED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Jodi J. Holbrook
Date: May 24, 2022

Re: Memo of Explanation for
City Council Meeting of 06/06/2022

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Police Fund as follows: Increase 2007-2007-920.0000 Utilities by $5,000; Decrease Police Fund Balance by $5,000.

This budget amendment is to cover the increased costs in utilities for the 2021-2022 fiscal year.

Attachment: Budget Amendment 2021-22 6-6-22 Police Utilities (5434 : Budget Amendment)

AGENDA ITEM (ID # 5435)

DOC ID: 5435

Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2069-2069-920.0000 Utilities by $5,000; Decrease Senior Center Fund Balance by $5,000.

ATTACHMENTS:

- Budget Amendment 2021-22 6-6-22 Senior Utilities (DOC)

RESULT:	**CARRIED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Jodi J. Holbrook
Date: May 24, 2022

Re: Memo of Explanation for
City Council Meeting of 06/06/2022

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Senior Center Fund as follows: Increase 2069-2069-920.0000 Utilities by $5,000; Decrease Senior Center Fund Balance by $5,000.

This budget amendment is to cover the increased costs in utilities for the 2021-2022 fiscal year.

Attachment: Budget Amendment 2021-22 6-6-22 Senior Utilities (5435 : Budget Amendment)

Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 1001-2065-920.0000 Utilities by $9,000; Decrease General Fund Balance by $9,000.

ATTACHMENTS:

- Budget Amendment 2021-22 6-6-22 GF Utilities (DOC)

RESULT:	**CARRIED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Jodi J. Holbrook
Date: May 24, 2022

Re: Memo of Explanation for
City Council Meeting of 06/06/2022

Mayor Haskins:

I am requesting that Council approve a budget amendment within the General Fund as follows: Increase 1001-2065-808.0000 Utilities by $9,000; Decrease General Fund Balance by $9,000.

This budget amendment is to cover the increased costs in utilities.

Attachment: Budget Amendment 2021-22 6-6-22 GF Utilities (5436 : Budget Amendment)

Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 6061-6061-920.0000 Utilities by $2,500; Decrease Motor Pool Fund Balance by $2,500.

ATTACHMENTS:

- Budget Amendment 2021-22 6-6-22 MP Utilities(DOC)

RESULT:	**CARRIED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Jodi J. Holbrook
Date: May 24, 2022

Re: Memo of Explanation for
City Council Meeting of 06/06/2022

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Motor Pool Fund as follows: Increase 6061-6061-920.0000 Utilities by $2,500; Decrease Motor Pool Fund Balance by $2,500.

This budget amendment is to cover the increased costs in utilities for the 2021-2022 fiscal year.

Attachment: Budget Amendment 2021-22 6-6-22 MP Utilities (5437 : Budget Amendment)

AGENDA ITEM (ID # 5438)

DOC ID: 5438

Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2006-2006-920.0000 Utilities by $22,500; Decrease Fire Fund Balance by $22,500.

ATTACHMENTS:

- Budget Amendment 2021-22 6-6-22 Fire Utilities (DOC)

RESULT:	**CARRIED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Jodi J. Holbrook
Date: May 24, 2022

Re: Memo of Explanation for
City Council Meeting of 06/06/2022

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Fire Fund as follows: Increase 2006-2006-920.0000 Utilities by $22,500; Decrease Fire Fund Balance by $22,500.

This budget amendment is to cover the increased costs in utilities for the 2021-2022 fiscal year.

Attachment: Budget Amendment 2021-22 6-6-22 Fire Utilities (5438 : Budget Amendment)

Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2003-4068-706.0000 Salaries Permanent by $7,000; Increase 2003-4068-719.0000 Fringe Benefits by $2,000; Increase 2003-4068-943.0000 Equipment Rental by $4,500; Decrease Local Streets Fund Balance by $13,500.

ATTACHMENTS:

- Budget Amendment 2021-22 6-6-22 LS Trees (DOC)

RESULT:	**CARRIED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Jodi J. Holbrook
Date: May 24, 2022

Re: Memo of Explanation for
City Council Meeting of 06/06/2022

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Local Streets Fund as follows: Increase 2003-4068-706.0000 Salaries Permanent by $7,000; Increase 2003-4068-719.0000 Fringe Benefits by $2,000; Increase 2003-4068-943.0000 Equipment Rental by $4,500; Decrease Local Streets Fund Balance by $13,500.

This budget amendment is to cover necessary work in the Trees and Shrubs Department, within the Local Streets Fund.

Attachment: Budget Amendment 2021-22 6-6-22 LS Trees (5440 : Budget Amendment)

Budget Amendment Approve and authorize the following 2021-2022 budget amendment: Increase 2049-2061-920.0000 Utilities by $500; Decrease Building Fund Balance by $500.

ATTACHMENTS:

- Budget Amendment 2021-22 6-6-22 BLDG Utilities (DOC)

RESULT:	**CARRIED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Christina Hickson, Councilwoman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins
From: Controller Jodi J. Holbrook
Date: May 24, 2022

Re: Memo of Explanation for
City Council Meeting of 06/06/2022

Mayor Haskins:

I am requesting that Council approve a budget amendment within the Building Fund as follows: Increase 2049-2061-920.0000 Utilities by $500; Decrease Building Fund Balance by $500.

This budget amendment is to cover the increased costs in utilities for the 2021-2022 fiscal year.

Attachment: Budget Amendment 2021-22 6-6-22 BLDG Utilities (5439 : Budget Amendment)

Genesee County Signature Card Approve and authorize Resolution 2022-20 for the update to the City of Burton's Authorized Signatures Card on file with the County of Genesee.

ATTACHMENTS:

- Resolution 2022-20 Genesee County Signature Card (PDF)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Tom Martinbianco, Vice President
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

City of Burton
Unit of Government

RESOLUTION NO. 2022-20

WHEREAS, the City of Burton participates in the Genesee County Community Development Program; and

WHEREAS, the Genesee County Community Development Program has requested that we update our authorized signature card;

NOW THEREFORE BE IT RESOLVED that the following individuals are authorized to request reimbursements from the Community Development Block Grant (CDBG) Program:

Duane Haskins	Mayor
Name	Position
Alice Bryce	Treasurer
Name	Position
Jodi Holbrook	Controller
Name	Position
Name	Position

I, _____ the duly elected Clerk of _____, Genesee County, Michigan, hereby certify that the above resolution was passed at the regular meeting on _____ by the Board/Council of _____.

Attachment: Resolution 2022-20 Genesee County Signature Card (5427 : Genesee County Signature Card)

GENESEE COUNTY METROPOLITAN PLANNING COMMISSION

AUTHORIZED SIGNATURE CARD FOR CONTRACTS AND INVOICES

NAME OF AGENCY OR BUSINESS	ADDRESS OF AGENCY OR BUSINESS
City of Burton	4303 S. Center Road Burton, MI 48519

SIGNATURES OF INDIVIDUALS AUTHORIZED TO SIGN CONTRACTS AND SUBMIT INVOICES

☐ ONLY ONE SIGNATURE REQUIRED
☐ TWO SIGNATURES REQUIRED

1) TYPED/PRINTED NAME AND SIGNATURE	2) TYPED/PRINTED NAME AND SIGNATURE
Duane Haskins	Alice Bryce
3) TYPED/PRINTED NAME AND SIGNATURE	4) TYPED/PRINTED NAME AND SIGNATURE
Jodi Holbrook	

I CERTIFY THAT THE SIGNATURES ABOVE ARE THE INDIVIDUALS AUTHORIZED TO SIGN CONTRACTS AND SUBMIT INVOICES

SIGNATURE OF AUTHORIZING OFFICIAL AND DATE

PLEASE ATTACH ANY SUPPORTING DOCUMENTATION

Attachment: Resolution 2022-20 Genesee County Signature Card (5427 : Genesee County Signature Card)

Approve and authorize the proposed 2022-2023 fiscal year Downtown Development Authority Budget.

ATTACHMENTS:

- DDA Proposed Budget (PDF)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Gregory Fenner, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

BUDGET REPORT FOR CITY OF BURTON
Fund: 5013 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	2021-22 PROJECTED ACTIVITY	2022- MAYOR RE BUDG
ESTIMATED REVENUES						
Dept 0000						
5013-0000-403.0000	CURRENT TAX REVENUE	38,595	36,000	36,000	36,000	37,00
5013-0000-404.0000	TAX CHARGEBACKS	(353)				
5013-0000-407.0000	DELINQUENT PERSONAL TAXES	23				
5013-0000-666.0000	INVESTMENT INTEREST	4,058	3,000	3,000	3,000	3,00
5013-0000-669.0000	INVESTMENT GAINS AND LOSSES	(816)				
Totals for dept 0000 -		41,507	39,000	39,000	39,000	40,00
TOTAL ESTIMATED REVENUES		41,507	39,000	39,000	39,000	40,00
APPROPRIATIONS						
Dept 0000						
5013-0000-757.0000	OPERATING EXPENDITURES		500	500	500	50
5013-0000-808.0000	AUDIT & OTHER PROFESSIONAL SERVICE	558	500	650	500	50
5013-0000-818.0001	SAGINAW ST CORRIDOR					20,50
5013-0000-826.0000	LEGAL		500	500	500	50
5013-0000-879.0000	PUBLIC RELATIONS		1,000	1,000	1,000	60
5013-0000-880.0000	COMMUNITY DECORATIONS	1,500	8,000	13,000	8,000	40
5013-0000-938.0000	LANDSCAPE/MAINTENANCE	6,674	3,400	17,500	3,400	8,00
5013-0000-956.0000	MISCELLANEOUS		2,000	2,000	2,000	
5013-0000-999.1001	TRANSFER TO GENERAL FUND	2,000	2,000	12,000	2,000	
5013-0000-999.2007	TRANSFER TO POLICE FUND		5,000	5,000	5,000	5,00
5013-0000-999.4001	TRANSFER TO CAPITAL IMPROV.	3,000	3,000	3,000	3,000	3,00
Totals for dept 0000 -		13,732	25,900	55,150	25,900	39,00
TOTAL APPROPRIATIONS		13,732	25,900	55,150	25,900	39,00
NET OF REVENUES/APPROPRIATIONS - FUND 5013		27,775	13,100	(16,150)	13,100	1,00
BEGINNING FUND BALANCE		237,177	264,951	264,951	264,951	278,05
ENDING FUND BALANCE		264,952	278,051	248,801	278,051	279,05

Attachment: DDA Proposed Budget (5428 : Downtown Development Authority Budget)

Approve and authorize the City of Burton Budget Resolution for all General Appropriation Act Funds for the 2022-2023 fiscal year and that the City of Burton budget be adopted on a departmental basis.

COMMENTS - Current Meeting:

Mr. Martinbianco thanked the administration.

Mr. Heffner thanked Representative Martin for his attendance tonight.

ATTACHMENTS:

- Budget Resolution (DOC)
- Budget Workshop Changes 2022-2023 (XLSX)

RESULT:	**CARRIED AS AMENDED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Vice President
SECONDER:	Christina Hickson, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley, Hull, Hickson

CITY OF BURTON
GENESEE COUNTY MICHIGAN

RESOLUTION 2022-22

RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF BURTON, A MUNICIPAL CORPORATION OF GENESEE COUNTY, DOES HEREBY:

_____ moved and _____seconded the following:

Approve and authorize the City of Burton Budget Resolution for all General Appropriation Act Funds for the 2022-2023 fiscal year and that the City of Burton Budget be adopted on a departmental basis.

CERTIFICATION:

I, Racheal Boggs, City Clerk of Burton, do certify that the above Resolution was duly adopted in conformance with Act 267 Public Acts of Michigan, 1976, at a Regular Council Meeting of the City of Burton Council held at Burton City Hall, June 06, 2022 by the following vote:

Ayes:
Nays:
Absent:

Dated: June 6, 2022

_____
Racheal Boggs, City Clerk

Prepared by:
Racheal Boggs
City of Burton
4303 S. Center Rd
Burton, MI 48519

Attachment: Budget Resolution (5441 : Budget Resolution)

Budget Workshop Recommended Changes to 2022-2023 Budget

Updated June 1, 2022

GL#	Description	Fund	Proposed Budget	Recommended Changes	Increase (Decrease)	Notes
1001-0000-574.0000	State Shared Revenues	General Fund	$ 2,698,855	$ 2,871,564	$ 172,709	Amount owed for census adjustments was credit
1001-1071-867.0000	Gas & Oil	General Fund	$ 2,000	$ 2,400	$ 400	Additional 20% for all fuel charg
1001-1091-710.0000	Fees Per Diem	General Fund	$ 50,000	$ 75,000	$ 25,000	Increased wages for Election Worke
1001-1091-861.0000	Auto Allowance	General Fund	$ 600	$ 720	$ 120	Additional 20% for all fuel charg
1001-2009-867.0000	Gas & Oil	General Fund	$ 500	$ 600	$ 100	Additional 20% for all fuel charg
1001-2015-861.0000	Auto Allowance	General Fund	$ 400	$ 480	$ 80	Additional 20% for all fuel charg
1001-2053-709.0000	Overtime	General Fund	$ -	$ 200	$ 200	Updated to reflect overtime that should have remain
1001-2065-920.0000	Utilities	General Fund	$ 45,000	$ 55,080	$ 10,080	30% increase in natural gas for current year plus 2
1001-2065-975.0000	HVAC/Boiler City Hall	General Fund	$ -	$ 31,000	$ 31,000	Repair on City Hall HV/
1001-2065-977.7089	New Equipment	General Fund	$ 14,000	$ 49,000	$ 35,000	Chairs for City Hall and DP
1001-2065-975.0001	Roof Replacement	General Fund	$ -	$ 60,000	$ 60,000	Roof Replacement for City H
1001-2071-961.0000	Weed Cutting-Tax Reverted Property	General Fund	$ 37,000	$ 46,000	$ 9,000	Increase for anticipated costs for lawn servi
1001-6090-705.0000	Recreation Director Stipend	General Fund	$ 12,500	$ 15,000	$ 2,500	Recommended by council 5/31/
1001-6090-757.2000	Kelly Lake Operating	General Fund	$ -	$ 12,500	$ 12,500	New line for bathrooms and opertating expenditur
1001-6090-973.0000	P & R Community Events	General Fund	$ 3,000	$ 1,000	$ (2,000)	Council felt there was a redundancy with this ite
1001-8005-728.0000	Information Tech Allocation	General Fund	$ 1,866	$ 5,866	$ 4,000	Increase for cost of Election Camer
1001-9099-999.2002	Transfer to Major Streets	General Fund	$ 35,000	$ 1,835,000	$ 1,800,000	Bristol Road (Vassar to Belsa
1001-9099-999.2003	Transfer to Local Streets	General Fund	$ 30,000	$ 280,000	$ 250,000	Judd and Davenport Proje
1001-9099-999.2006	Transfer to Fire Department	General Fund	$ 879,200	$ 1,754,200	$ 875,000	New Fire Truck-850,000 new siren 25,0
1001-9099-999.2007	Transfer to Police Department	General Fund	$ 652,000	$ 647,000	$ (5,000)	Reduce to compensate for DDA contributi
1001-9099-999.5091	Transfer to Water	General Fund-ARPA	$ -	$ 334,000	$ 334,000	Atherton Road Waterma
1001-9099-999.6061	Transfer to Motor Pool	General Fund	$ -	$ 230,000	$ 230,000	$180k for trucks, $20k for gate and garage door, $30k buildi
2002-0000-691.1001	Transfer from General Fund	Major Streets	$ 35,000	$ 1,835,000	$ 1,800,000	Increase for Bristol Road (Vassar to Belsa
2002-4051-802.7617	Bristol (Vassar to Belsay)	Major Streets	$ -	$ 1,800,000	$ 1,800,000	Bristol Road Project, including brid
2002-4077-818.0000	Contractual Service	Major Streets	$ 100,000	$ 130,000	$ 30,000	Cost increase for pavement marki
2002-4078-757.0000	Operating Expenditures- Salt	Major Streets	$ 140,000	$ 150,000	$ 10,000	Increased cost by 5
2003-0000-691.0651	CBDG Revenue	Local Streets	$ -	$ 443,994	$ 443,994	Scottwood and Parkwood CDBG Grant Reven
2003-0000-691.1001	Contribution from Other Fund	Local Streets	$ 30,000	$ 280,000	$ 250,000	Judd and Davenport Proje
2003-4051-802.7087	Paving Scottwood CDBG Grant	Local Streets	$ 202,449	$ 232,954	$ 30,505	Moving of sidewak expense for increased co
2003-4051-802.7088	Paving Parkwood CDBG Grant	Local Streets	$ 211,000	$ 242,954	$ 31,954	Increased cost per b
2003-4051.802.7089	Sidewalks Scottwood CDBG Grant	Local Streets	$ 30,545	$ -	$ (30,545)	Moved expense to paving due to an increase by b
2003-4051.802.7090	Judd and Davenport	Local Streets	$ -	$ 250,000	$ 250,000	Judd and Davenport Proje
2003-4078-757.0000	Operating Expenditures- Salt	Local Streets	$ 54,000	$ 56,700	$ 2,700	Increased cost by 5
2006-0000-691.1001	Transfer from General Fund	Fire Fund	$ 879,200	$ 1,754,200	$ 875,000	Reduce to compensate for DDA contributi
2006-2006-867.0000	Gas & Oil	Fire Fund	$ 15,400	$ 18,480	$ 3,080	Additional 20% for all fuel charg
2006-2006-977.7089	New Equipment	Fire Fund	$ 55,000	$ 80,000	$ 25,000	New Tornado Sir
2006-2006-920.0000	Utilities	Fire Fund	$ 36,000	$ 59,670	$ 23,670	30% increase in natural gas for current year plus 2
2006-2006-985.0000	Vehicle	Fire Fund	$ 50,000	$ 900,000	$ 850,000	Increase for new fire tru
2007-0000-691.1001	Transfer from General Fund	Police Fund	$ 652,000	$ 647,000	$ (5,000)	Additional 20% for all fuel charges
2007-2007-867.0000	Gas & Oil	Police Fund	$ 85,000	$ 102,000	$ 17,000	Additional 20% for all fuel charges
2007-2007-920.0000	Utilites	Police Fund	$ 34,000	$ 39,780	$ 5,780	30% increase in natural gas

Attachment: Budget Workshop Changes 2022-2023 (5441 : Budget Resolution)

GL#	Description	Fund	Proposed Budget	Recommended Changes	Increase (Decrease)	Notes
2049-2061-920.0000	Utilities	Building	$ 3,500	$ 4,080	$ 580	30% increase in natural gas for current year plus 2
2049-2061-959.0000	Blight Elimination	Building	$ 100,000	$ 180,000	$ 80,000	Increased per Council reque
2069-2069-818.0000	Contractual Services	Senior Center	$ 18,000	$ 60,000	$ 42,000	Carryover and increase architect cost for remod
2069-2069-920.0000	Utilities	Senior Center	$ 22,000	$ 27,540	$ 5,540	30% increase in natural gas for current year plus 2
2069-2069-931.0001	Repair and Maint for Memorial Library	Senior Center	$ -	$ 5,000	$ 5,000	Increase to replace windo
5090-5090-867.0000	Gas & Oil	Sewer	$ 1,500	$ 1,800	$ 300	Additional 20% for all fuel charg
5090-5090-968.0000	Depreciation Expense	Sewer	$ 700,375	$ 702,875	$ 2,500	Camera Truck Upgrad
5091-0000-691.1001	Transfer from General Fund-ARPA	Water	$ -	$ 334,000	$ 334,000	Atherton Road Waterma
5091-5091-727.0000	Office Supplies	Water	$ -	$ 1,200	$ 1,200	Updated to reflect office supplies that should have remain
6061-0000--691.1001	Transfer from General Fund	Motor Pool	$ -	$ 230,000	$ 230,000	$180k for trucks, $20k for gate and garage door, $30k buildi
6061-6061-748.7008	Salt	Motor Pool	$ 200,000	$ 236,700	$ 36,700	Increased cost by 5
6061-6061-867.0000	Gas & Oil	Motor Pool	$ 100,000	$ 120,000	$ 20,000	Additional 20% for all fuel charg
6061-6061-920.0000	Utilities	Motor Pool	$ 17,000	$ 19,890	$ 2,890	30% increase in natural gas for current year plus 2
6036-0000-669.0684	Tech Charges-General Fund	IT	$ 266,330	$ 270,330	$ 4,000	Increase for Election Camer
6036-6036-984.0000	Office Equipment	IT	$ 41,600	$ 45,600	$ 4,000	Increase for Election Camer

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