



CITY OF BURTON
BURTON CITY COUNCIL MEETING
JUNE 7, 2021
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: GREG FENNER

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

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Deborah K Walton	Councilwoman	Present	
Christina Conley	Councilwoman	Present	

D. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Amanda Doyle, City Attorney
Charles Abbey, DPW Director/HR
Brian Ross, Police Chief
Kirk Wilkinson, Fire Chief
Steve Phillips, IT Director

E. APPROVAL OF MINUTES

1. City Council - Regular Meeting - May 17, 2021 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Vice President
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley

2. Budget Meeting - Budget Workshop - May 18, 2021 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Vice President
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley

3. Budget Meeting - Budget Workshop - May 24, 2021 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Vice President
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley

4. Budget Meeting - Budget Workshop - Jun 1, 2021 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Gregory Fenner, Vice President
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley

F. ADMINISTRATIVE REPORTS

Mayor Haskins stated Attorney Leadford is here tonight requesting a closed session under the Open Meetings Act section 8c for negotiation strategy. The City of Burton had a great 25th Memorial Day celebration. I can't say thank you enough to everyone involved especially the Parks & Recreation department, Amy Clous and Lyndsey Burrough. Everyone worked together to make it a success. Thank you to the volunteers, sponsors and all the donations. It was a great day.

1. Motion to go into closed session under the Open Meetings Act section 8c for negotiation strategy.

Mr. Martibianco would like to go into closed session after public comment.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Vaughn Smith, Councilman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley

G. COMMITTEE REPORTS

Mr. Fenner stated prior to tonight's meeting, the Legislative Committee held a meeting regarding golf carts. We came up with a consensus to allow golf carts in the manner the state regulates them. Our City Attorney will draft the ordinance and send it to the City Clerk to be added to a future agenda for first reading.

Mr. Smith stated tomorrow night, the Planning Commission has a meeting and on the agenda will be the donation bins. The bins will have to be behind the business and there will be a permit process. The council will have to decide on what the fees are for the permit.

This could have a positive impact on our community. I am asking you to review the ordinance because this may come to you at our next council meeting.

H. AUDIENCE PARTICIPATION

Martha Ford of Brookwood Drive in Burton spoke regarding Flat Rock Manor that is located at the end of her street. There is a lot of traffic and speeding down the road. There are police, ambulances and fire trucks there all the time. It is chaotic and unsafe. They are threatening neighbors. It is mainly the employees at the manor. Surrey Lane is also having a lot of trouble.

Jean Lewis of Brookwood Drive in Burton expressed concerns about the issues at Flat Rock Manor. How do they have a business in a residential home? There is an association that prevents it. They race up and down the road. They are threatening our neighbors. Our neighborhood used to be peaceful. This has changed the dynamic of our neighborhood. I have kept notes on all the activity. We are asking for your help. No parking signs or speed bumps may help.

Mayor Haskins stated we have been going through this for a long while. It did start on Surrey Lane and the Police Chief is aware. The problem is and what ties our hands is according to the new Michigan law, this is not a business, it is a home that is being rented to people with special needs. The law states they do not have to go to Planning or ZBA for any special use if they have under six people. We are trying to look at different things we can do. We have talked to the prosecutor about it. The city and Police Chief have made several calls to Flat Rock. The state legislature created this. The Police Chief and I visited Surrey Lane and we sat and watched it for awhile. The complaints are not about the residents but about the employees. We are not going to give up. We do not want our residents being terrorized. This is a big problem.

Mr. Heffner asked if we can put up no parking signs.

Discussion continued regarding Flat Rock Manor, parking issues and enforcement.

Mr. Abbey stated we will go out and look at it tomorrow. We can put no parking signs up.

City Council went into closed session at 7:28 PM.

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

I. COUNCIL DISCUSSION

Mr. Smith thanked the administration and council for the Memorial Day race. People were ecstatic to go to a live race. We had 306 people sign up and they were really happy. This couldn't happen without the help of everyone involved.

Mrs. Conley asked if the fence at Fire Station #1 was going to be replaced in July. There was only one bid for the fence. We will be using the Parks & Recreation money from last years cancelled events and if we need more, we are going to use the general fund, correct? We also have to accept the bid.

Mayor Haskins stated that is the tentative schedule as long as the contractor can get all the supplies. Where the money comes from is council's decision but that is what I assume you are going to do. You will have to do a budget amendment if we need to use general fund money.

Discussion ensued regarding the funds for the replacement of the fence.

Mr. Wells stated I have had a couple residents ask about the meeting tomorrow regarding a food truck. Does anyone know about this?

Mr. Smith stated there is a Planning Commission Meeting tomorrow at 5:00PM where we will be discussing an application from Stanley Wright to use a vacant lot that is zoned C-2 for a special use which will allow him to use a mobile food trailer longer than 10 consecutive days. He wants up to three years to use the food truck and then use the proceeds to build a building on the lot for his business. The issue I have is explaining this to the other restaurants who pay taxes on their buildings. I would love to hear your opinions and convey it back to the Planning Commission.

Mr. Heffner stated I don't have a problem with it. He is thinking outside the box.

Mr. Fenner stated I have seen this in another area but in that case, he was there for about three years and has never moved into the building.

Mr. Heffner stated as long as they are not disrupting the other businesses and keeping the property up, I don't see a problem with this.

Mrs. Conley stated if you do this for one person, you would have to do it for anyone else.

Mr. Martinbianco stated three years is a little excessive. I think we could do it for a year and see how it works out, giving them the opportunity to renew after the year if they so choose. What is the fee going to be?

Mr. Smith stated I am not sure. That will probably be brought up by Mrs. Abbey at the meeting tomorrow.

Mr. Wells stated it is a different world nowadays. I don't have a problem if he can hold the corner down and pay his taxes. Are there environmental issues? Where will he put the waste? Can people eat there on the property at tables or in their car?

Mrs. Walton stated I think there should be a contingency that the building must be done within three years. That is a long time. There are so many things that can come into play like Mr. Wells stated.

Mr. Heffner stated anyone who wants to build a successful food business will not have waste laying around or no one will go there.

Mr. Fenner stated I am assuming there would be appropriate dumpsters and parking. I would need to hear what the requirements of him will be before I can make a decision.

Mr. Smith stated I am asking the council to watch this meeting because eventually we will have to set the fees. You can get the agenda packet online.

Discussion ensued regarding the liquor licenses that were approved this year.

J. COUNCIL ACTION

1. Approve and authorize the payment of Attorney Billing (Doyle) 5/12/21 to 5/27/21 in the amount of \$5,695.25.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley

K. FIRST READING OF ORDINANCE

1. Approve and authorize the first reading of amended Ordinance 30.03. An ordinance to amend Chapter 30.03 (F) of the City of Burton Code of Ordinances by the increase in the compensation of the Attorney of the City of Burton and to provide for the effective dates thereto.

City Council voted to increase the City Attorney rate of pay to \$140 per hour. Second reading for final approval to take place at the next regular meeting on June 21, 2021.

RESULT:	CARRIED TO SECOND READING [UNANIMOUS]	Next:
	6/21/2021 7:00 PM	
MOVER:	Christina Conley, Councilwoman	
SECONDER:	Deborah K Walton, Councilwoman	
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley	

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

Meeting was adjourned at 8:47 PM.



CITY OF BURTON
BURTON CITY COUNCIL MEETING
MAY 17, 2021
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: VAUGHN SMITH

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

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Late	7:12 PM
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Christina Conley	Councilwoman	Present	

D. STAFF PRESENT

Duane Haskins, Mayor
 Racheal Boggs, City Clerk
 Charles Abbey, DPW Director/ HR
 Brian Ross, Police Chief
 Kirk Wilkinson, Fire Chief
 Mike Vogt, Assistant Fire Chief
 Amanda Doyle, City Attorney
 Steve Phillips, IT Director

E. APPROVAL OF MINUTES

1. City Council - Public Hearing - May 3, 2021 6:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley
ABSENT:	Wells

2. City Council - Regular Meeting - May 3, 2021 7:00 PM

Minutes Acceptance: Minutes of May 17, 2021 7:00 PM (APPROVAL OF MINUTES)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley
ABSENT:	Wells

3. Budget Meeting - Budget Workshop - May 10, 2021 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Christina Conley, Councilwoman
AYES:	Martinbianco, Heffner, Smith, Fenner, Conley
ABSENT:	Wells

F. STATEMENT OF CANDIDATE QUALIFICATION

1. Statement by President Heffner regarding qualifications of City Council applicants.

Mr. Heffner asked the City Clerk if she has received a copy of all the applicant names.

Ms. Boggs said, yes, I did.

Mr. Heffner asked the City Clerk if all applicants meet the city charter qualifications.

Ms. Boggs said, no, they did not.

Mr. Heffner asked for a summary of the applicants who do not qualify.

Ms. Boggs stated applicant, Quareese Calhoun is not a registered voter nor could I confirm that he was a resident of the City of Burton. The address provided on his voter registration application was not a valid Burton address according to our qualified voter file as well as through our Assessor's Office. He did state on his application that he was a U.S. citizen. Applicant, Todd Bryce did not meet the residency requirement of one year. Mr. Bryce has been a resident since October 2020. He met all other charter qualifications. All other candidates appear to be qualified.

Mr. Heffner stated I asked so that if those applicants are here tonight, they do not sit through the entire meeting. Madam Attorney, should we still go through the application process with these individuals knowing that they do not meet the qualifications?

Attorney Doyle stated I don't believe it is necessary. At the outset, I would give them the opportunity to contest that. If it is indeed contested, perhaps go through with the application procedure.

Mr. Heffner stated if either applicant would like to contest this, please stay as we go through the process.

G. ADMINISTRATIVE REPORTS

Mayor Haskins stated it is great to see everyone here in person tonight, not just council members but the members of the audience as well. It is a nice change compared to what we have been going through over the past year and a half. Welcome, everyone. Our water tower testing will begin early Tuesday, May 18th. Residents in the southwest portion of the city may experience lower than normal water pressure and the possibility of some water discoloration. The water tower at Fire Station #1 will be out of service during the state (EGLE) required interior and exterior inspection. System pressures should be back to normal by the end of the week. If you experience discoloration, it is recommended to run your cold water tap until it clears up. The water is still safe to drink. Questions regarding this should be directed to the DPW at 810-742-9230. Thank you to the residents for your cooperation during this time. Today, marks the official two week deadline date for the City of Burton 25th Annual Memorial Day celebration. The DPW employees have been working hard to fix and clean up the grounds to prepare for a beautiful and pleasant day. Thank you to all the employees for their handwork and dedication. Also, thank you to Mrs. Conley, Jeremy Scharrer and his family, Mr. and Mrs. Fenner, Mr. Burge who spent Saturday fixing up the Veteran's Memorial and City Hall flower beds. We appreciate everything you have done to help out. County Commissioner Ellenburg could not be here tonight but wanted me to pass the following information along to the council. Diplomat Pharmacy at 4100 S. Saginaw Street will be doing COVID vaccines for ages 12 and up on Tuesdays through Sundays from 10AM-7PM for walk-ins or by appointment. Appointments can be made at www.curative.com. Tonight, council is tasked with filling Councilman O'Keefe's vacant seat. Based on the applicants, this will be a tough decision. Having been on council in the past, I know it is a daunting task. I wish the council well with this decision. Thank you to everyone that applied and for wanting to be involved in the city and make a difference.

H. COMMITTEE REPORTS

Mrs. Conley stated The Burton Library will have their annual books sale this Saturday, April 22nd from 10:00AM to 4:00PM. A bag of books will be \$2.00. We will be cleaning and planting flowers at the library tomorrow if anyone would like to help. We appreciate it. I would like to thank Rock Bottom for the donation of dirt and wood chips for the Veterans Memorial and City Hall.

Mr. Fenner stated prior to the council meeting tonight, we held a Legislative Committee meeting to discuss the City Attorney fees. We came up with a consensus and it will be forwarded to the council for first reading at our next council meeting on June 7, 2021.

Mr. Smith stated the City of Burton Memorial Day Run has been going on for 13 years. It is a Parks & Recreation event but it is done by several running enthusiasts. It will have a virtual and in-person option this year. It will be between 200-300 participants this year as opposed to the normal 600-700. Due to COVID and the logistics of putting on the race, we did not know what we would be facing so we limited it. We would love to have everyone participate. Those interested can go to www.runburton.com. This is a fun event. The city helps with this every year making sure the route is clean and we have a police presence. Thank you to the administration and Parks & Recreation for working with us.

I. AUDIENCE PARTICIPATION

John Luark of Boatfield Avenue in Burton expressed concerns regarding residents not being allowed to drive golf carts in Burton. He was pulled over last week and my golf cart was impounded. It cost \$400. I go to court next month. Counties surrounding us allow it. How can we change that?

Tom Lillie of Sycamore Drive in Burton would like clarification on the discussion council had at the last meeting regarding the minimum and maximum fund balance. He encouraged the

council to remember a time when the fund balance was near zero and to continue to build up the fund balance. Mr. Lillie also rose questions regarding the financial dashboard on the city website, information contained in the controllers budget letter and volunteer opportunities.

Vicki Bachakes of Gillette Road in Flushing spoke on behalf of Fred Peivandi, City Council applicant for the vacant seat that will be filled tonight. Mr. Peivandi is the President of the County Road Association and is out of town for a seminar so he could not be here tonight. A letter of support was read into the record and presented to the City Clerk.

Michael Keeter of Bellingham Court in Burton would like to know what is considered a reasonable response time for a city official to return an email or phone call. He has a property tax issue that has not been resolved. He stated he has emailed the Mayor and other city officials with no response. The check was received late, he was never notified and a 15% fee was assessed.

John Stapish of Burton would like to know what the process is to get something on the Legislative Committee agenda. The sidewalks vary from six inches from the curb to about 15 feet. East on Bristol just past Center Road there is a building that put some additions on and they have a sidewalk that dead ends into a chain link fence. This should be looked into. He also stated the forms used by the DPW are obsolete.

J. COUNCIL DISCUSSION

Mrs. Conley stated I have received complaints about 6058 Davison Road and 4237 Leith Street. Can someone go out and look at these properties?

Mr. Fenner thanked the DPW for grating the dirt roads. The Saginaw Street project is coming along well. I have been told this will be finished in time for the Back to the Bricks event in August. I am looking forward to a successful and smooth event.

Mr. Heffner asked Mr. Abbey for the letter from MDOT regarding the closure of Columbine at the corner of Maple and Saginaw.

Mr. Abbey stated we have reached out to MDOT and they haven't gotten back with us yet.

Mr. Heffner stated that is no longer a one way street. The flow of the street has been changed because it is not a one way anymore. To change the flow of a street takes council action. He deferred to the City Attorney.

Attorney Doyle stated traffic control orders require council action. A traffic control order as defined are stop signs, stop lights and signage. I do not know if the flow of a street is a traffic control order. The definition does not include it specifically. I do not know if that means it specifically excludes it.

Mr. Heffner asked if any of the council knew they were going to close the street.

Mrs. Conley, Mr. Wells and Mr. Martinbianco stated they did not know.

Mr. Smith stated I knew we passed the approval for doing that. As far as the details at each corner, we have never done that before. I am not familiar with the traffic flow on the south end, so I spoke with the administration and Mr. Fenner and once they gave me their input, it made sense to me.

Mr. Fenner stated he was aware of the change because it was part of the DDA Mater Plan. I checked with the administration to see if it was going to be included in the project and it was.

Mr. Abbey stated in hindsight, we could have given you the blueprints. There were several changes that went into this road such as egresses. We have never done that before but we can do that going forward.

Mr. Heffner stated the previous administration discussed doing this and we were told that there would be a town hall meeting so that the residents who live in that area can give their input. Why would this be in the DDA master plan if it is a traffic control issue?

Mr. Fenner stated this was the DDA's vision and it was also recommended by the engineering firm that we hired to do the visioning plan. It is a safety issue, it prevents a right turn on red from Maple Road. The Saginaw Street plan was presented to us. We could have looked at it.

Further discussion ensued regarding the egresses, curbs and other changes included in the Saginaw Street project.

Mr. Abbey stated it was a one way in and you couldn't egress it. There have been 21 accidents there in five years. The pastor of the church there came out and thanked us. We have talked to a lot of people in that area as well and everyone we have talked to, including the former Mayor and his family have thanked us. They say cars fly down that road and there are young kids. It is a recipe for disaster and it was time that it was changed. We brought you the plans, the county adopted it, you adopted it. Everyone was on board with this.

Mr. Heffner stated none of us knew about it. I guess we will have to figure out who is paying for the rest of it at a different meeting. Also, I would like to talk about the Race2Grace event. I am a big supporter of the races but if you are going to close the roads, you must notify the residents. You are putting us on house arrest. This is the third time this has effected me because I live on Kelly Lake. I am all for it but if I had known, my crew would have known not to come to work until 11:00 instead of 8:30 or 9:00. Maybe we need to make this a policy.

Mayor Haskins asked Mr. Heffner if notices were sent out for previous races.

Mr. Heffner said, yes.

Mayor Haskins stated Mr. Smith, we look to you for advice on how these races work. We were notified of the race the week of the race. We weren't aware that this was even going on. Is this part of the race series? How does this normally work? I agree, if you are going to shut something down, we have to let the residents know. We assumed that it was taken care of. It wasn't us that dropped the ball, it would have to be the race series.

Mr. Smith stated there are four races that are part of the race series. The Hot Fudge Run which is done by the Burton Kiwanis, Race2Grace which is a fundraiser for Faith Tabernacle School, Memorial Day 5K and the Veterans Honor Run. The last two are official Burton Parks & Recreation events and the city is closely involved in those. The first two are not. Each race is autonomous. I talked to the Race 2 Grace Director and what I was told is normally, they go around to let residents know. Because of COVID, they did not this year. Race 2 Grace is not a closed course race. People within the area should have been able to get in and out. We can make a policy, if the council wants to move forward with it. I would like to discuss the golf carts so we can give Mr. Luark an answer.

Mayor Haskins stated this is a state law. The state gave some leniency a couple years ago as far as allowing non-motorized vehicles to be operated in roadways if the municipality agrees. I believe we decided not to do so at the time, that is why this happened. He deferred to the City Attorney.

Attorney Doyle stated it was a few years ago. The state gave municipalities the right to decide whether or not they wanted non-motorized vehicles to be operated on their roads. I think we did address it as a council at one point but I don't recall if anything formal was decided one way or another.

Mayor Haskins stated I could be wrong but I believe it came through the county first and the county left it up to each municipality.

Mr. Smith asked if the residents want this, how do they go about bringing this before the city?

Mayor Haskins stated it is up to council to draft an ordinance that states we allow it under the MCL. It is not something the administration or police do.

Mr. Smith stated I would start petitions writing down exactly what you want and get signatures.

Mr. Heffner stated we can take it to the Legislative Committee.

Mr. Fenner stated two years ago, the state loosened the guidelines and the county picked it up. The county made a recommendation, the bigger cities like us and Flint decided to follow the recommendation and not have it. Other rural areas decided to do it. If there is a need, we can take it up at the Legislative Committee but let's be fair and get the word out to everyone for and against it.

Mr. Smith stated he would like to respond to Mr. Lillie. A fund balance policy is nothing legal, it is a benchmark you use in finance that works as a trigger to control expenses when your finances get low. Back around 2012, the city was heading into a fiscal financial crisis. We were down to 79 employees. We had 29 Police Officers. We laid people off and cut everything we could cut. We still had \$900,000 in the red where we couldn't make our budget match up with our income. We had \$600,000 in our general fund. We only had months to survive before we would have to do more lay offs and have difficulty providing services to the residents. We did some research and discovered what a fund balance policy is. This is a template that is used by municipalities. You take your general fund which is the city checkbook and total the last three years of expenses and divide by three. That is your average of what you make and spend per year. You take 20% of that. That amount is what triggers you that you are getting close to the benchmark. I commend Mr. Lillie for looking at the dashboard on our website. The state requires each municipality to keep that visible for residents for transparency. If the police millage hadn't passed, we would have gone into receivership. I commend the administration and council. This is hard. It has taken 6-7 years to get us back to where we are healthy. Our legacy and debt was killing us. Historically, the city has had \$1.8-\$2.2 million in the general fund. Now, we have approximately \$4.3 million. We don't just want to take your money and not provide you services for it. We have the money to do that. The question is how do we best leverage the money to positively impact the residents lives.

Mr. Martinbianco stated we will be discussing the Police and Fire budget here tomorrow night. My question is for the Clerk, can residents access the meeting through webex?

Ms. Boggs stated we no longer have webex. All meetings have returned to in-person only.

Mr. Fenner asked if residents can watch the budget meeting through our website.

Ms. Boggs said, yes.

Mr. Martinbianco stated if you would like to volunteer, you can contact Mrs. Conley.

Mr. Wells stated I apologize for being late tonight. It looks like the Mayor is speaking to the gentleman on Bellingham with the billing issue. I wanted to make sure that was taken care of. To the prosecutor, our friend on Belsay Road started a party on Friday that is still going strong right now.

Attorney Doyle stated I cannot do anything unless he is charged. The police have to charge him. I live that way, I hear it and I know it is a problem. When I prosecuted him, he pled guilty and went to jail. These are 90-day misdemeanors, the maximum he can do in jail is 90 days. The problem is, he gets out of jail and does it again.

Mr. Wells stated the problem is those retirees have worked all their lives to purchase those homes and their kids won't bring their grandchildren over because of the disturbance. That's a shame. They are afraid to call the police. Nothing happens. He has zero respect for authority. I am not going to let this go.

Attorney Doyle stated I appreciate that but I can't charge someone. The police have to bring it to me. His sentences are increasing with his charges.

Mr. Heffner asked if there is some action the council can take to give the officers another tool in their toolbox to handle this issue.

Attorney Doyle stated if no one calls the police, we can't do anything. He has to violate something and a ticket has to be written. The police have several things they can do such as criminal, disorderly and noise violations.

Mr. Heffner asked if the city has a decibel meter.

Attorney Doyle stated we do not measure our noise ordinance based on decibels. It has to be unreasonably loud or disturbing from a public place such as the street.

Mr. Heffner stated we need the police to be a little more aggressive with this. We need to put an end to this.

Discussion continued regarding the noise disturbances coming from the house on Belsay Road.

Mr. Martinbianco asked about the procedure for declaring this a public nuisance. How many times does he have to go to court or to jail?

Attorney Doyle stated he has not gone to court enough times to declare it a public nuisance yet. It's not like it is a drug house. There needs to be more evidence to do that.

Discussion regarding drug testing, probation and jail time.

K. COUNCIL ACTION

Minutes Acceptance: Minutes of May 17, 2021 7:00 PM (APPROVAL OF MINUTES)

1. Approve and authorize the payment of Attorney Billing (Doyle) 4/29/21 to 5/11/21 in the amount of \$4,031.75.

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

2. Approve and authorize the payment of Attorney Billing (Masud) 4/1/2021 to 4/30/2021 in the amount of \$2,185.00.

RESULT: CARRIED [UNANIMOUS]
MOVER: Christina Conley, Councilwoman
SECONDER: Tom Martinbianco, Councilman
AYES: Martinbianco, Heffner, Wells, Smith, Fenner, Conley

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.

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

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

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

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

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

6. Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Rigda Excavating, Inc., 5425 Canada Road, Birch Run, Michigan.

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

7. Approve and authorize the issuance of a permanent Traffic Control Order for the speed limit of forty (40) miles per hour on Saginaw Street from Hemphill Rd. to Maple Ave.

Mr. Wells stated to be clear, the speed limit on Saginaw Street is mixed. This is to make it all one speed limit of 40MPH, correct?

Mr. Heffner said, yes. Currently Maple to Judd is 45MPH, Judd to Bristol is 40MPH and Bristol to Hemphill is 35MPH.

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

L. SECOND READING OF ORDINANCE

1. Approve and authorize the second reading of amended Ordinance 30.03. An ordinance to amend Chapter 30.03 (E) of the City of Burton Code of Ordinances by the increase in the salary of the Fire Chief of the City of Burton and to provide for the effective dates thereto.

RESULT: CARRIED [UNANIMOUS]
MOVER: Gregory Fenner, Vice President
SECONDER: Christina Conley, Councilwoman
AYES: Martinbianco, Heffner, Wells, Smith, Fenner, Conley

2. Approve and authorize the second reading of amended Ordinance 30.03. An ordinance to amend Chapter 30.03 (B) of the City of Burton Code of Ordinances by the increase in the salary of the Treasurer of the City of Burton and to provide for the effective dates thereto.

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

M. INTERVIEW OF COUNCIL CANDIDATES

City Council went into recess at 8:20PM.

City Council returned from recess at 8:37PM.

Mr. Heffner stated the way this will work is that we will ask all candidates to go into the community room. You will be called in to interview one at a time. When you have finished interviewing, you may stay. After the interviews, when we vote, I will begin by stating a name. Each council member will state the name of the person they would like to appoint. If your name is not said, you are out. The first person to receive four votes, will win the vote. The person appointed tonight will be sworn-in if they are present and will need to report to the City Clerk tomorrow for further direction.

City Council conducted in-person interviews with the following applicants:

Tim Rapacz
Rick Fuhst
Lynne Freiburger
Raymond Freiburger
Deb Walton
Jonathan Shaski
Gary Kautz
Greg Hull
Don Welch
John Stapish
Trevor Rodgers

Applicants not present for interview:

Quareese Calhoun
Ronald Groulx
Todd Bryce
Fred Peivandi

City Council went into recess at 10:55PM.

City Council returned from recess at 11:05PM.

1. Interview of Candidates and Appointment to Vacant City Council Seat with Term to Expire November 2021.

Ms. Boggs called the roll for each round of voting. Results as follows:

Round 1

Mr. Heffner stated Rick Fuhst
Mrs. Conley stated Deb Walton
Mr. Martinbinco stated Tim Rapacz
Mr. Wells stated Don Welch
Mr. Smith stated Deb Walton
Mr. Fenner stated Fred Peivandi

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Round 2

Mrs. Conley stated Deb Walton
 Mr. Martinbianco stated Tim Rapacz
 Mr. Wells stated Don Welch
 Mr. Smith stated Deb Walton
 Mr. Fenner stated Fred Peivandi
 Mr. Heffner stated Rick Fuhst

Round 3

Mr. Martinbianco stated Tim Rapacz
 Mr. Wells stated Don Welch
 Mr. Smith stated Deb Walton
 Mr. Fenner stated Fred Peivandi
 Mr. Heffner stated Rick Fuhst
 Mrs. Conley stated Deb Walton

Round 4

Mr. Wells stated Don Welch
 Mr. Smith stated Deb Walton
 Mr. Fenner stated Fred Peivandi
 Mr. Heffner stated Deb Walton
 Mrs. Conley stated Deb Walton
 Mr. Martinbianco stated Tim Rapacz

Round 5

Mr. Smith stated Deb Walton
 Mr. Fenner stated Fred Peivandi
 Mr. Heffner stated Deb Walton
 Mrs. Conley stated Deb Walton
 Mr. Martinbianco stated Deb Walton
 Mr. Wells stated Fred Peivandi

Ms. Boggs stated that is four votes for Deb Walton.

Ms. Boggs read the oath of office to Mrs. Walton for the office of Burton City Council, term to expire November 2021.

Mr. Heffner thanked the applicants and congratulated Mrs. Walton.

RESULT:	CARRIED [4 TO 2]
AYES:	Martinbianco, Heffner, Smith, Conley
NAYS:	Wells, Fenner

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

Meeting was adjourned at 11:12 PM.

Minutes Acceptance: Minutes of May 17, 2021 7:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BUDGET MEETING

MAY 18, 2021

MINUTES

Council Chambers

Budget Workshop

6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

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

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Steven Heffner	Councilman	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Deborah K Walton	Councilwoman	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

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

C. ADMINISTRATIVE REPORT

Mayor Haskins stated there is nothing from the administration to report.

1. Fund Balance Computation

D. AUDIENCE PARTICIPATION

No audience participation.

E. BUDGET DISCUSSION

• Police Department

Mr. Smith stated he has been informed by the administration that according to our Charter, we have to have this wrapped up by June 21st. We will need to move the June 23rd wrap-up meeting to a sooner date and make our final vote on June 21st.

Discussion ensued regarding a new date for the wrap-up meeting.

Council decided the June 23rd wrap-up meeting is canceled and will be rescheduled for June 18th.

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Mr. Smith stated I was looking at the police fund balance computation. If we use the same methodology as we use with the general fund, we should have \$1,082,730.00 in it. The Fire Department fund balance should have \$316,310.00 in it. This is 20% of their three-year average on their expenditures. If the council wants to do, this we could do it over the course of three years, adding a little extra every year.

Mayor Haskins stated I am trying to understand where the philosophy for this fund balance comes from. They are millage funded and we still use general fund money to supplement them. We have a fund policy for the general fund.

Mr. Smith stated using the increase from \$250,000 to \$400,000 starting next year and continuing to add that as extra. It would still have to come from the general fund. It is tighter financial controls.

Mr. Martinbianco stated an important point you made was that future councils will be able to use that as a benchmark. As property values increase and taxes continue to go up, anyone on the expenditure side will be able to understand that they are going to have cost of living increases employed in that.

Mr. Smith stated I back tracked through the budget and saw what Mayor Haskins is doing. It makes perfect sense financially. You were showing a decrease in the police fund balance by \$100,000 to \$150,000 per year. He is foreseeing a shortfall in the future.

Mr. Fenner stated going along what the Mayor stated, you want a fund balance of 20% of the millage money and the general fund money that would normally go into police as the tickler file. The millage is already there.

Mr. Smith explained the administration noticed we were on a downhill trend. They have supplemented more money from the general fund to the police fund.

Mr. Fenner stated that makes perfect sense. My question is, we already include in our general fund the money projected to be needed. Are we duplicating that amount of money if we are putting some in this fund balance?

Mayor Haskins stated to simplify it, if you take extra out of the general fund to supplement any type of deficit that could eventually come up, that is non-spendable funds that have to be there for the fund balance policy. You can't touch it.

Mr. Fenner stated I am not against a fund balance and if there is a threshold, I am all for it. It does seem like redundancy. What you are saying is because the general fund money is used on other things, it may free that money up rather than be allocated to the police.

Mr. Heffner asked Mr. Smith what his recommended amount was.

Mr. Smith stated 20%, but it can be set by council at whatever you want.

Mr. Heffner asked, do you have a number you think the fund balance should be at in the police fund?

Mr. Smith stated it should be \$1,082,730.00.

Mr. Heffner asked, how much are we down right now, \$250,000?

Mr. Smith said, yes. We are at \$750,000, it should go up \$300,000. I wouldn't suggest all of that in one year. Looking at the five-year forecast, they knew starting next year they had to

bump up the police spending to \$400,000.

Mayor Haskins stated that was actually supposed to start this year. We did not need it because of lack of personnel.

Mr. Smith stated that is another thing. We have to remember with the administration that they have not been operating at full capacity. If they were at full staff then we wouldn't have all this extra money. If they hired at full capacity, how do we consider where we are really at? It is another means of tracking what we are doing.

Mayor Haskins stated I do not know if the 20% is sufficient. Everyone can see what the general fund balance is. If that starts to minimize then we would know we have to do something on the other fund balances. The number is up to the council.

Mr. Heffner stated we used \$252,000 out of the general fund to supplement the police budget this year. If we didn't do that, the fund balance would be less than \$500,000 right now.

Mr. Smith stated you are right. I give the administration credit. At one time we were supplementing the Fire and Police Departments by \$900,000. The administration has done a great job of getting that back to the \$250,000. Part of that is not being able to fill all the positions.

Mr. Heffner stated the job market will eventually even itself out. We are not unique in this sense.

Mr. Fenner stated we are not talking about regular employees. Police have to be specially trained for these positions. My understanding is people seeking these positions are dwindling.

Mayor Haskins stated there are a lot more factors that come into play. What makes it harder to maintain our police officers right now is that there are jobs out there that you would have never been able to get starting at \$80,000-\$100,000 per year, because of the influx in people getting out of the career due to what is transpiring. There are many police jobs that have opened up that would have been near impossible to get into unless you knew someone.

Discussion ensued regarding police, traffic stops, businesses hiring security, changes that have taken place over the course of the previous year, and our millage covering 36 officers.

Mr. Fenner stated we have to be cautious with it as we are with our balance in the general fund. We have to be sure we are giving the services our tax payers are paying for and protecting the city from future pitfalls. I am not sure what percent it should be.

Mr. Martinbianco stated I am all for 10%.

Mr. Fenner stated 20% was one million. We are roughly at \$600,000.

Mr. Martinbianco stated future councils can tweak it on future budgets and go to 15% or 20%. For us right now, 10% makes the most sense.

Mr. Smith stated 10% is \$541,364.00. We would be fine with that.

Mr. Fenner stated at the 15%, we would be roughly right at \$750,000. That would be the benchmark to not drop below.

Mr. Smith stated the administration had noticed we were going in the negative by \$100-\$150,000 per year and realized we have to fix this. So that is what he did.

Mr. Wells asked, have you run this by Pam or anyone at Plante Moran?

Mr. Smith stated, no. I just received this and started doing the math. I was not sure how you all would want to look at it. This is something the council needs to think about.

Mr. Wells stated I don't disagree. I don't want to pay for an opinion on it but I am guessing we have to. I just want to make sure we aren't doing something that is too far out of the norm.

Mr. Smith stated this does not have to be done right away. We can ask her when they come in or have the administration ask for her thoughts when she reaches out to them. I did the math because of what is happening with the property values in our city. According to the Mayors projections, the police budget will grow by \$265,509. He's done this while keeping the expenses in line with the previous year.

Mayor Haskins stated we did a little restructuring on the last budget as well.

Ms. Holbrook stated the difference you will see on the revenue from last year to this year is what is coming in on the current taxes. The tax increases this year were \$265,468. There is a slight increase in wages from this year to last year from contract negotiations. The fringe amount is a 5% overall increase, the majority of that is going to be your health insurance costs. The additional funding that we are adding from the OPEB this year is going to be in the fringe rate. Last year, there was money in the fund balance for the IT Department. There was a \$100,000 reduction that was allocated to the departments. It appears as an increase in this line but it is just not reflecting that \$100,000 decrease in that allocation that was given out last year.

Mr. Smith asked Ms. Holbrook to elaborate on the \$455,000. It distorts the numbers a little bit.

Ms. Holbrook stated the Cares Act reimbursement was not part of the amended budget. It is not reflected in that column. It is added into the projected activity column, so are the expenses for the new updates and vehicles that were approved prior. I put them in the adjusted activity column instead so you can see the appropriate reflection of the budget without that money being put in there.

Mr. Martinbianco asked if the \$455,000 has been realized already?

Mayor Haskins stated council approved roughly \$410-\$420,000 for the speed signs, in car cameras and detective vehicles.

Mr. Martinbianco asked if we received the entire amount.

Ms. Holbrook stated we did receive the entire amount.

Mr. Martinbianco stated we are a couple hundred thousand upside down. If you include the \$455,000 into the projected activity, it is not in the upcoming budget.

Mr. Smith stated you are talking about the projected activity as the \$6,473,000. It is actually going to be closer to that \$6,017,000 and then it goes up to \$6,250,000. On the expense side it has basically already been spent. It is inflated because the money will not be

in there the following year.

Mr. Martinbianco stated we will not have the expense for the parking lot.

Mr. Smith said, correct. It is just when you look at the trends across the pages.

Ms. Holbrook stated if you look at the amended budget column, the difference between the amended budget end balance and the projected activity end balance, there is a difference of \$49,0000. The majority of that is the additional Cares Act money that was not yet spent.

Mr. Smith stated Mayor Haskins showed the \$120,000 deficit. It showed we were trending down so that is why he did what he did.

Mr. Martinbianco asked for the Police Chief to give an overview of the operations and the officers. I see there is another vehicle request under fleet.

Chief Ross stated right now we have 33 officers. We will be down to 31 officers at the end of the month. We have gone to the colleges and police academies to recruit. We sent people to Ferris State and they came back with five interested applicants. They requested our contract and then all said no. The officers leaving have cited the reasons why as the pension and pay. Our starting wage pay for new hires is \$17.95 an hour. Most departments are over the \$20 an hour range. Regarding our vehicles, we put in for an extra two, two years ago. Last year we put in for an extra four. We did not get any new vehicles so we are asking for two that will replace two of the Chargers that are at the end of their life cycle.

Mayor Haskins stated three Chargers are left. Once those are all gone, it will be all Tahoe's.

Chief Ross stated this will actually save us money in the long run. Whenever we end up switching from the Charger to the Tahoe it takes new equipment and the cages do not fit. When we upgrade the Tahoe's, we can swap the equipment over into the new one and save us \$10-\$15,000 per car.

Discussion ensued regarding the 2020-2021 budget not including police vehicles, Cares Act funding and the difference between detective vehicles and police cruisers.

Mr. Heffner stated we discussed putting some money in for body cams.

Mayor Haskins stated we were able to get a quote from Watch Guard Dog through Motorola. The cameras come out to just under \$100,000. You have to have software to replay the videos which cost \$7,215 per year. The one-time total price on this would be roughly \$102,508. This is the same company that was doing the in-car cameras.

Mr. Heffner asked about Exxon Mobil.

Chief Ross stated it was big when they first started, but Watch Guard has taken over. They are a bigger vendor. We get our cars serviced through ProCom which is a vendor of them. Their service is better if we have an issue with a camera as well.

Mr. Heffner asked if that covers enough cameras for the entire force.

Chief Ross said, yes. As well as a few extra in case one goes down. For retention, downloading and charging purposes it makes sense to have one for everyone instead of swapping out per shift.

Discussion ensued regarding the evidentiary value of having body cameras on police

officers.

Mr. Heffner asked if \$120,000 would cover it.

Chief Ross said, yes. We will have an uptick in small costs for FOIA's. They will have to go on a flash drive instead of a disc so it will end up costing a little extra operating it.

Mr. Heffner stated training will have to go along with it also.

Chief Ross said, yes.

Mr. Heffner asked, what number do you need to make this happen?

Chief Ross stated the \$120,000 mark was good.

Mr. Fenner asked if we will need a policy on this if someone requests a FOIA or if there is an incident.

Chief Ross said, yes. There are a few different things with that. The FOIA Laws will not change no matter what, we already abide by those. There are policies on the officers when they wear it and when they don't. Through the accreditation process, we will use the accreditation policy. There are key topics you have to put in your policies.

Mr. Smith asked, where is the money going to come from to cover this?

The Council decided \$120,000 will come from the general fund for body cams for the Police Department.

Ms. Holbrook suggested making the transfer from general fund to the police and put the money under equipment.

Mr. Fenner asked about the software portion of this costing \$7,200 per year. Will that come from equipment or will that be considered IT?

Mayor Haskins stated I would assume it would fall under equipment because it would be managed from an outside source and not through our IT Department. It would be contractual services.

Mr. Heffner asked Chief Ross if there is anything else his department is lacking.

Chief Ross stated the other item we were looking into was new radar detectors inside the vehicles. Those cost roughly \$1,500-\$2,000 a piece if we have to get the antennas that go with them.

Mr. Heffner asked, how many would be needed?

Chief Ross stated, thirteen. If you are going to do it, maybe add a little extra for the install.

Mr. Heffner stated I move we give the Police Department \$35,000 for this, if everyone is good with that.

Mr. Smith asked how the council feels about that.

Mr. Wells stated I am for anything that helps them do their job better. I am trying to figure out how to raise their minimum wage. Bringing officers in to train and then lose them, costs

us more money.

Mr. Heffner stated I do not have a problem with that either. What would that do with negotiations?

Mayor Haskins stated we can start our officers at the second rate of pay, it just takes an understanding with you to be able to do so. If they come in with experience, you can hire them at a higher rate of pay, which has been done in the past. We are looking into having new recruits sign a five-year contract with us or provide a signing bonus.

Mr. Smith asked, if we hire at the second rate of pay, what does that do with the budget?

Mr. Heffner stated we have to make sure that doesn't start a domino effect though. If we start them at a higher rate, the people that are already there may demand more.

Mr. Fenner stated the two main causes cited for officers leaving were rate of pay and retirement. Which one would you say is a more pressing issue?

Chief Ross stated starting off, they look at the pay to even come to us. Once they are here, and start looking further in the process, they look at the retirement. The recruits are getting smarter. They are sitting down and reading over contracts now.

Mr. Heffner asked if Chief Ross had thought about advertising in military magazines.

Chief Ross stated we have discussed putting people through the academy. When we put out our last advertisement we put the possibility of paying to put people through the police academy. We received 22 applicants from that, a lot of that will dissipate after background checks. Our younger officers are happy where they're at, they would like to see pay go up but morale is good.

Mr. Smith stated our general fund is growing by about \$700,000 per year. We are looking at roughly \$155,000 right here. The question becomes, what do you do for the police and what do you do for the other Union?

Mayor Haskins stated I think everybody up here knows what the employees have done and what they have given. I think with the progression of everything we have done as a whole, benefit us to be able to give back to the employees. I've said this many times. I think as long as it is on both sides and we are not just trying to do one unit versus anyone else, it should be fine. What we are doing here with the general fund growth, as long as it goes on both sides, I do not think there will be a problem. If it only goes to the police and nothing to the other employees, it will cause some disdain and low morale.

Mr. Smith stated I think the council is trying to rectify some of the issues we have faced over the last several years. We have always told them when we can, we will. I think our only question is, how far can we go? I believe we will have to pay more to attract people to want to be a police officer right now.

Chief Ross stated we are the third busiest police station in the county. A lot of the officers see they can do less work for more pay somewhere else.

Mr. Wells stated this is another investment into our city. When people look to move into a city, one of the first things they're interested in is how safe that city is. I think Chief Ross is the guy that can really help clean up our city and bring in some good officers. I think it is key to the success of our city and we are already moving in the right direction.

Mrs. Conley stated giving our police officers what they need is a way of giving back to our residents.

Mr. Fenner expressed agreement.

Mr. Heffner stated he would like to run this by Josh Ledford.

Mrs. Walton stated she is on board. We need to give back to our officers and make sure they are paid fairly and given what they need.

Mr. Smith asked to Mayor Haskins how we can compete in the marketplace. We need to get Josh in and then look at the other ratifications we need to do with the other unions. I do not know what size the price tag will be.

Mayor Haskins stated because we are so short staffed and have the funding for it, if we were able to find anyone and start them at the second year rate of pay, the next years budget would already reflect what we are talking about now. To go any further and do anything with the contracts, we would have to sit down with the unions and Josh.

Mr. Smith stated this doesn't change my beliefs on MERS because MERS has such a horrendous record, but MERS is not the total means of compensating employees. It can be done in their pay, 401k and stuff they can take with them as well.

Mr. Heffner stated just remember when we raise the rate here, it will make Genesee County a more competitive market and neighboring municipalities will raise their starting pay as well. It may fix the problem right now, but eventually we will end up in the same situation we are in right now.

Mr. Smith stated hopefully, that is why the fund balance policy is in place. I don't ever want us to get into a situation like we were in the past. You can only afford to pay what you can afford to pay. At that time, the city was paying rates it could not afford to pay. I want to put mechanisms in place so you do not have to be an accountant to see it.

Chief Ross gave an update on all the new programs he has started within the Police Department as well as their increase in activity.

Mr. Martinbianco stated there has been a lot of discussion in regards to mental health issues and the training that goes in regarding that. Have we had much experience with this?

Chief Ross stated you are always going to deal with people that have mental health issues. Ever since they got rid of mental hospitals, the only place they put them is in jail. The county is doing a crisis intervention team that we are a part of. It is a 40-hour training. We already have one officer trained. I am trying to get one trained for every shift and put one officer through the train the trainer.

Mr. Martinbianco asked if it is anticipated that we will be able to apply for or receive any of the tax revenue that was raised with the mental health millage.

Chief Ross stated it is my understanding that GHS is putting on the crisis intervention team. They are affording all the free training for that. They have discussed reimbursement for the wages while they are there or the overtime created because of it but we are still having meetings on that.

Mr. Smith discussed bringing Josh Ledford into the next budget meeting.

Council decided that Josh Ledford would be brought in for closed session at the next Council Meeting.

Mr. Fenner stated I see the \$5,000 transfer from the DDA. That was typically for the Back to the Bricks overtime. We did not have the Back to the Bricks, were there still officers out there?

Chief Ross stated we did still have officers out there. They did still have the rolling cruise. For the City of Burton, the rolling cruise is all we ever get. It wasn't as big as normal but we had to put more officers out there.

- **Fire Department**

Ms. Holbrook stated the fire budget has the same type of structure as the police with the same changes. They had an increase of \$125,638 for taxes.

Mr. Smith stated I thought it was \$31,000.

Ms. Holbrook said, yes. It was going to be that, then there was a headlee roll back. There are some Covid grants that are not part of this years anticipated revenue. There is a slight decrease in anticipated revenue in the Fire Department and that is from the Covid grants making up for that. We need to make a change for the Fire Chief's salary. That will need to be \$74,000. There was an increase in fringe benefits, for the health care and OPEB. There is also an IT allocation difference this year.

Mr. Heffner asked, how much does the general fund supplement this?

Ms. Holbrook answered, \$879,000.

Mr. Wells asked about the ERC LED program. The estimated revenue is \$5,200. How did we come up with that number?

Ms. Holbrook stated that is not a revenue but an expenditure.

Mr. Smith stated I know we discussed discontinuing that payment to that company because they are not responding to that city. Does this pertain to that and what happened with that?

Mayor Haskins stated we did get them to respond to us. Now we are waiting for another response to find out how we get out of the contract. We have emails stating one thing, now they are telling us it takes a years notice.

Mr. Smith asked why they wouldn't respond to us.

Mayor Haskins stated the former Controller was trying to reach out to them. The process got lost in translation through the transition to a new Controller.

Mr. Wells stated when we decided that contract and had our attorney look over it, I thought we would have to pay them back for anything they put into this.

Mayor Haskins stated less depreciation.

Mr. Wells asked, what are they saying that costs us?

Mayor Haskins stated they are not telling us. They are trying to tell us they want a year's notice now. The email correspondence that we have states that if we are not satisfied we

can get out at any time. The contract states a year. It will depend if the email holds weight.

Discussion ensued regarding getting out of the LED contract. Council would like to be kept updated on the ERC LED contract situation.

Mr. Fenner asked, is the Fire Department having the same problems with getting and keeping fire fighters?

Chief Wilkenson stated personnel is low. We have 29 active members and 3 inactive. It is hard to get applicants. We advertised for it and received six applications. Two of which were disqualified after background checks. We contacted the remaining for the physical agility test. The Fire Academy will be starting this fall for high school seniors. Assistant Chief Vogt and I will be helping with that. Hopefully we can do some extra recruiting there. The entire state seems to be in the same boat.

Mr. Heffner asked, what does a full-time fire fighter make?

Chief Wilkinson stated it depends on where you go. In the Lansing area, if you hire as a fire fighter/paramedic, you will make around \$68,000-\$70,000. In Wayne or Macomb County you will start out around \$80,000. Genesee County only has one full time Fire Department which is the City of Flint. They are starting out at \$13.00 per hour. That is why they cannot get anyone. Flint Township pays their full-time guys pretty well, roughly \$62,000-\$65,000.

Mr. Heffner stated it would take a ton for us to pay like that.

Chief Wilkinson stated there are ways to get on duty staff, similar to Grand Blanc Township. They have four full time employees, one is on duty at all times. They supplement the other positions by having on call fire fighters to pick up 8-hour shifts. Each fire fighter is limited to how many hours they can work per week and month. I have looked at the math based on our average fire fighters pay. Having four people on at that rate of pay would take up $\frac{3}{4}$ of our budget. It is not feasible with the amount of revenue we have coming in.

Mr. Heffner stated we are almost to a point where we are going to have to do something different than what we are doing now. We may have to come up with a new plan soon.

Chief Wilkinson stated I pulled statistics. We did not request mutual aid in 2020. We have done it three times this year. We gave mutual aid seven times last year and 17 times this year. It is a problem all around us.

Mr. Heffner asked if we have been in one community more than another.

Chief Wilkinson stated all the departments give more aid to the City of Flint.

Mr. Heffner asked, do they give aid back to us?

Chief Wilkinson stated if we call them, they will give aid back to us. We know their staffing situation and their run volumes. A lot of the mutual aid we have given them this year is because they have had multiple fires going at one time. We have been in the same predicament.

Mr. Smith asked if there is anything we can do equipment wise to help leverage the limited man power.

Chief Wilkinson stated I do not think there is any type of equipment that can subsidize manpower. You have to have personnel to operate the equipment. We have given our

personnel the equipment they need to be protected.

Mr. Wells asked, how many fires do we have per year?

Chief Wilkinson stated over the previous years, we have had 421 on our lowest year in 2018 and 474 on our highest year in 2016. We are 45% up on run volume this year. Station 1 has seen a 96% uptick in calls and Station 3 has seen a 25% uptick in their calls.

Mr. Wells asked if it is all house calls.

Chief Wilkinson stated they are not just house fires, it is every type of call. Seven out of ten categories we use for statistics saw an increase. There isn't one thing we can pinpoint to reduce call volume.

Mr. Wells stated Gary Kautz raised the issue of having a small on-call Fire Department. Any ideas how we would start something like that? Do we need to put a committee together to look that over?

Chief Wilkinson stated I think he was referring to going to an on-duty staff like Grand Blanc Township that I previously described. It would take our payroll through the roof. It can work in different ways but there are a lot of logistics to work out with the union.

Discussion ensued regarding Waterford Fire Department.

Mr. Wells stated what Mr. Kautz described last night, we could get away with 30 people.

Chief Wilkinson stated we have 29 right now and it is not easy. I was here last night but do not recall exactly what he said. Myself and Assistant Chief Vogt both go on a lot of runs we would not normally go on. We are trying to hire and slowly get our numbers back up.

Mr. Fenner stated we spoke before about a house on Bristol Road. I asked you why we don't just let it burn. You told me we do not have that policy but Flint does. My question is, out of the 96% increase at Station 1, was there three calls to that one location?

Chief Wilkinson stated I believe only two were in that time frame. The problem with just letting a house burn, is with a house like that, it had a high frequency of homeless people visiting it. The City of Flint and the City of Detroit both received a lot of criticism for sending their firefighters into houses like that. On many occasions they ended up pulling a homeless person out of them. By letting the house burn to the ground like that, you're taking a big risk.

Mr. Heffner asked Chief Wilkinson what his department needs from the council.

Chief Wilkinson stated we do not need a whole lot. Our next truck replacement is scheduled for 2023. We are doing well with protective gear.

Mr. Smith stated I received a call from Gary Kautz today, he stated what you did with the ladder truck and all the different functions for it, was a really good move for our city.

Chief Wilkinson stated they are a good move but they are getting more expensive. All equipment takes a 3% price increase in February each year. That is the hardest part of the Fire Department is keeping up with the price increases we are constantly getting hit with on the supply side.

Mrs. Conley suggested adding new sheet rock to the building at Fire Station 1 since we have

been discussing updating our buildings.

Chief Wilkinson stated there are issues with that. There are all sorts of cosmetic things you could do to it but it is not a good use of the money. It is not going to fix the structural issues, which are the main concerns over there.

Mayor Haskins stated the Fire Chief did request a new vehicle because his Tahoe has over 100,000 miles on it. I removed that from the budget as a way to show growth and fund balances. If council would like to provide that vehicle in this year's budget instead of next year, that is your decision.

Mr. Fenner asked, how much would a new vehicle cost?

Mayor Haskins stated they are up right now because of the new models. They are roughly about \$42,000 because the equipment that is on it can be transferred over.

Mr. Wells asked if the vehicle is in bad shape.

Chief Wilkinson stated I originally put it into this budget because in July it will be at 120,000 miles. It is still in good shape, to resell and be able to offset some of the costs of the new one.

Mr. Wells stated my biggest concern is getting more people to fight fires. I would like for us to put a committee together.

Discussion ensued regarding the difficulties in finding fire fighters.

Mr. Heffner asked Ms. Holbrook what 1 mill equals.

Ms. Holbrook stated about \$660,000.

Mr. Heffner asked, how many full-time fire fighters does that cover?

Chief Wilkinson stated it is hard to tell. You have to go through the union, figure out a full-time fire fighter wage, benefits, healthcare package. Three wouldn't be enough, we would need 6-8 probably.

Mr. Heffner stated that is something we need to sit down and discuss at a future date.

Mr. Martinbianco asked if Mr. Heffner was suggesting we raise the 4 mill levy to the statutory limit.

Mr. Heffner stated I am suggesting we talk about suggesting a fire millage. We all agree the Fire Department is one of our essential services. When you are talking about human life, the dollar sign has to go to the side a little bit.

Mr. Smith stated they are only operating on 1 mill. Everything else comes out of the general fund. I agree with what you are saying. We have to figure out how to put it together because the old business model does not work in the new world.

Mr. Heffner stated right now we have an expert on this council to help us with that sort of thing, Mrs. Walton. It is something we may want to talk about to see. We should throw it out there to see what type of response we get from the residents.

Mr. Wells stated there are other parts to that too. If we do that, do our insurance rates go

down? We need to explore the possibilities.

Mr. Fenner stated before we consider this, we need to hear from the Chief on final numbers.

Mr. Smith stated we might have to check with the unions as well.

Chief Wilkinson stated I don't foresee the union having any issues with this. I can reach out to Grand Blanc Township to find out what it costs them to keep four guys on 24/7.

Mrs. Conley asked, what was decided about the car?

Mr. Martinbianco stated not this year.

Mr. Smith stated I would rather wait. The problem is they have been operating on 1 mill and getting the rest from general fund. I think the business model has worked for a long time but as the administration has alluded to, I don't ever think it has gone down to 29 before. It was in the 40's the last time I knew.

Chief Wilkinson stated this is the lowest it has ever been. When I hired on, I think it was 65, 25 years ago. When GM left, our numbers declined. As the economy declines, our numbers decline. People leave for all sorts of reasons, it becomes hard to draw them back in.

Discussion ensued regarding full and part time fire fighter and the difference between the City of Burton Fire Department and Waterford/Pontiac.

Mr. Heffner asked Chief Wilkinson to put together the costs for the number of full-time employees, and benefits. We can get a committee together for the Fire Department recruitment. We can try to fix the problem.

Mr. Smith asked if there is anything else on capital improvements?

Mr. Heffner asked about the fund balance for the Fire Department.

Mr. Smith stated that was at 20%, \$316,310.

Mr. Heffner stated they are way above that. They are at \$580,000.

Mr. Smith stated for budgets, I have always looked at the CAFR to see what the trends were. This is going down just slightly, if I remember correctly.

Ms. Holbrook stated there was one request under capital assets.

Mr. Smith stated \$25,000 for the siren. Mr. Kautz asked me about that. He wanted to know if it was for fires or the number of sirens that are supposed to be in our community. You spoke on all of that but I could not remember the particulars.

Chief Wilkinson stated sirens are not used for fires anymore. They are now used for civil defense or weather emergencies. They are set for a one-mile radius. The standard says they have to reach a certain decibel. It has to travel through a 70MPH wind for a one-mile radius. West Shore sells the sirens to the city. They did a survey for us and determined where the sirens should be located. It includes nine sirens in the city. We had three, one at each station. We were able to get five with the Federal FEMA Grant. We replaced the three, and added four other various ones throughout the city. The next siren will go up in front of the Blackberry Creek Apartments and then another one at Atherton and Belsay Roads.

Mr. Smith asked for the councils' feedback on the siren.

Council all agreed on an extra siren.

Mr. Smith stated our next meeting is Monday May 24th at 6:00PM. We will be covering DPW funds, major roads, local roads, motor pool, capital improvement.

Mr. Heffner thanked the Chief's for being here.

Meeting was adjourned at 8:47 PM.

Minutes Acceptance: Minutes of May 18, 2021 6:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BUDGET MEETING

MAY 24, 2021

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.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Steven Heffner	President	Present	
Danny Wells	Councilman	Late	6:13 PM
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Deborah K Walton	Councilwoman	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Katie Malin, Clerk's Office
Jodi Holbrook, Controller
Charles Abbey, DPW Director/HR
Amber Abbey, Deputy DPW Director
Chris Howser, Road Superintendent
Steve Phillips, IT Director

C. AUDIENCE PARTICIPATION

None.

D. BUDGET DISCUSSION

DPW Funds

- Major Roads

Ms. Holbrook highlighted changes from last year's budget to this year. There is an increase of \$266,030 in major streets to the 51 gas & weight tax. There was an increase in wages this year for DPW. In the amended budget column for 2021 fiscal year, increases are not reflected. For projected activity, I did half of that because it was for a partial year. We may need to do a budget amendment for some of these. Next year, the full wage will be shown. There is a 10% increase for health insurance cost and an increase for OPEB liability from \$300,000 to \$400,000. This is under the fringe amount. You will see it in each account because the fringes are allocated throughout major and local streets as well as the different divisions of the streets. Under surface maintenance, you see the increase in salaries permanent and fringes. Under surface maintenance for road preservation there is an increase from \$700,000

to \$1 million.

Mr. Martinbianco asked for clarification regarding the change in salaries permanent from last year of \$169,000 to this year proposed at \$233,000.

Ms. Holbrook stated this reflects the increase to the DPW workers this year.

Mr. Martinbianco asked how many does this include and what is the average increase?

Mr. Abbey stated this is for the changes we already made to the AFSCME workers that you approved. Instead of doing a budget amendment, we included it in the budget for the end of the year.

Mr. Martinbianco asked for clarification regarding road preservation.

Mr. Abbey stated if you remember, we had discussions last year and earlier this year about setting aside money. This is not part of the TIP program. We are doing the next leg of Center Road from Atherton to Maple in September. The other \$400-\$450 thousand is to do the leg of Bristol Road from Saginaw to Dort that wasn't covered under TIP.

Ms. Holbrook stated under trees & shrubs you will notice a difference in salaries and a slight differential in the MERS allocation. This was just an adjustment to spread them across all departments more evenly. Under drainage, there is an increase in supervision salaries, MERS allocation and a \$300,000 increase in contractual services for a ditching project.

Mr. Martinbianco asked what we expect to accomplish with the extra \$300,000.

Mr. Abbey stated we talked about the ditching list last year. We don't have enough personnel to touch the ditching list. We have to get aggressive and address the drainage. Our ditches are a real problem. We have driveway tubes that are overgrown, collapsed and have been there longer than their life expectancy. Along with road preservation, we need to do drainage improvements. At some point, we will need to have engineers look at this, but this is a starting point to see how far the money will go.

Mr. Wells asked when was the last time we did a major ditching program?

Mr. Abbey stated I do not recall doing a major section since I have been here. When we had a lot more people and equipment, we did do some ditching but nothing major. Some areas have not been touched in 40-50 years.

Mr. Wells stated the area from Davison to Richfield and Center Road back to the city limits, the ditches are un-level. When it rains, it goes into yards. There is a lot of collapsed tile and driveways are falling in. Some of this will need to be addressed quickly.

Mr. Abbey stated when we do this, we will need to educate residents and send out information about the do's and don'ts such as putting grass clippings in the ditch.

Mr. Wells asked how many people we have working in the DPW.

Mr. Abbey stated in the water & sewer department we have four laborers and a foreman/superintendent and in roads we have five laborers and a foreman/superintendent. Not that many years ago, we had as many as 14-15 in each department. I don't think we need to be there again but clearly we need to add some people. We have been running short for a few years. They work hard and I am proud of that but they will burn out. We tried something new this year, we hired some temporary summer help with the hopes that they have the aptitude for the work and we can retain them full time.

Mr. Smith stated in major streets, we really aren't spending a lot more money. We are just reallocating money in different places. The Act 51 money helped us with the increase in personnel expenses. You are doing a great job.

Mr. Abbey stated with the raises, we can be a little more competitive and attract some more skilled laborers. We have some key people that will be leaving in the next couple of years.

Mr. Heffner would like to add a couple more DPW employees.

Discussion ensued regarding the need and costs for hiring additional DPW employees and an appropriate time to add additional workers to the budget.

Mr. Smith stated these additional positions would need to be financed through the general fund. The money is not in the department for this.

Mr. Martinbianco stated the proposed ending fund balance in roads is almost \$4 million. Why would we need to use the general fund?

Mr. Smith stated right now, DPW is operating on its own revenues, so at the end of the day, if you bring in new people, beyond the four that are budgeted, you have to go to the general fund otherwise you will go into deficit mode in major streets.

Mr. Fenner asked if you were given two more people, would that make the department run better.

Mr. Abbey stated it would allow us to do bigger projects. For example if we are doing ditching on a major street, it takes a minimum of five people, by law. We would be able to do more of those types of things especially with time-off and vacations. It will make a big difference. We have started cross training so road workers can work on sewer and vice versa.

Mr. Wells stated I do not have a problem with adding DPW workers because I equate water and streets to public safety. This is for our residents. They are paying for it.

Mr. Heffner stated we have a surplus and we can do both roads and hire more workers. We need to put a pot of money aside in a special line item for roads in local streets and after the budget, decide what to do with it. Dirt roads should be a 50/50 match. If they want their dirt road done, they pay 50% and we pay 50% to make it fair.

Mr. Fenner agrees that putting money aside for roads and discussing it at the end of the budget is a good idea.

Discussion ensued regarding paving dirt roads, fund balance policy and an optimal general fund balance.

Mr. Smith stated he doesn't want to get too involved in the day to day operations of the city. That's why we have an administration.

Mr. Heffner asked the administration what we are saving the money for. Shouldn't we be putting the money to work for the people whose money it really is?

Mayor Haskins stated when I was on council we went through some trying times. We made some bold moves. We were able to grow fund balances and grow the general fund. Whether it is sustainable over and over, who knows. The question is how much does City Council want to leave in there. The reason we didn't allocate the money is because City Council has ideas and things they want to see done in the city and we wanted your input on what would be best. What direction do you want to go? Whether it is roads, ditching, more employees, maintaining buildings, improving the Veterans Memorial, we wanted your input. We didn't put the money in general fund to let it sit there. We all want that security, so we don't end up like we did in 2008 but we also don't want a big bank account with the taxpayers money. This way, we can all give input on what direction we would like to go. We want to put the money to work for our residents and see improvements in our city. That is our goal.

Mr. Fenner asked for guidance from the administration on a comfortable number to keep in the general fund.

Mayor Haskins stated the floor is \$720,000. There is no ceiling. I wouldn't want to see it go below \$1.5 million. We have a ton of needs as a city. How do we want to address them and in what order?

Further discussion regarding appropriate fund balance parameters, how much money the city needs to pay the bills, dirt roads, landlords, petitions and special assessments for paving dirt roads.

Mr. Wells passed out a document to the council members regarding increasing inflation rates, interest and mortgage rates, cost of living and social security.

Mr. Martinbianco would like to know if we are going to make a motion to set aside \$1.5 million in general fund under capital improvements and work from that or is that not the interest of everybody. I would like to get back to discussion on streets.

Mr. Smith outlined the general fund balances from 2012 to present.

Discussion continued regarding allocating money from the general fund.

Mr. Abbey stated this is a budget workshop. Now that I know the council's wishes, let us go back and put some numbers together and come up with a list of the next phase and what it will take and you can add that before your final approval.

Discussion continued regarding the appropriate time to allocate money from the general fund.

Discussion ensued regarding advertising for open positions within the city.

- Local Roads

Ms. Holbrook stated a lot of this has already been discussed. The increase is \$145,505 this year for gas & weight tax. We have the increases on the salaries and fringe lines. Under surface maintenance, there is an increase to \$250,000 for road preservation. For trees & shrubs, there are not any notable changes, just the slight adjustments.

Mr. Heffner asked if the \$250,000 includes the marijuana money.

Ms. Holbrook stated it did for last year in 2020-21 and it can again for this year but it has not been added yet. Next is drainage, there is an increase to \$250,000 for ditching. There are no other notable changes.

Mr. Heffner asked about the new blinking traffic signs. Have we budgeted for more?

Mr. Abbey said, no.

Mr. Heffner asked why we are putting them at the intersections that already have red blinking lights. For example, there was a red blinking light at Genesee and Lapeer and we put a new traffic sign there. Genesee and Lippincott has nothing, so it should have gone there instead.

Mr. Abbey stated we have a lot more traffic problems at Lapeer than we do at Lippincott. We are trying to get extra money through grants for certain intersections based on certain things. We want to hear from them first before we commit to using our own money. We have needs for them all over. If we bought three or four more, that would be fine.

Mr. Heffner asked what they cost.

Mr. Abbey said \$9,000-\$10,000 per intersection with installation.

Mr. Wells stated I69 in Burton has no lights. Who can we talk to about this? Court Street is the same way.

Mr. Abbey stated we will reach out to MDOT and tell them our concerns.

Ms. Holbrook stated there is \$365,000 in local streets for special projects this year. When you see the decrease in fund balance that is why.

Discussion ensued regarding the Saginaw Street project.

City Council went to recess at 7:40 PM.

City Council returned to recess at 7:50PM.

- Motor Pool

Ms. Holbrook stated there is a \$3,000 change in revenue. The expenditures increased under salaries permanent and fringes. IT allocation appears as though it went up but there was a reduction last year and a reduction this year so it is consistent with two years ago.

Mr. Abbey stated this is one budget that we will need to think about because culverts are going up and I don't think we budgeted enough, especially if we are going to start doing ditching. We will have to address this on both the expenditure and revenue sides.

Mr. Heffner asked if another \$10,000 help.

Mr. Abbey said, yes.

Mr. Heffner stated he would like to add \$10,000 to the line item. He took a vote of the council.

Council agreed to add \$10,000 to both culvert line items (revenue and expenditures) to come out of general fund.

Mr. Fenner asked for clarification on the interest income line item. It went from \$3,000 to zero?

Ms. Holbrook stated motor pool brings in cash from equipment rental from other departments. Typically, that cash is used to purchase new vehicles or equipment. It is not as if it sits in a bank like in other funds.

- Related Capital Improvements (Roads & Motor Pool)

Discussion ensued regarding the request for a DPW building at a cost of \$400,000 and other capital improvements.

Mr. Smith stressed the importance of having a place to store equipment to keep them out of the elements and protect our investment.

Mr. Abbey stated the estimate we received is for \$370,000 and includes a steel building with a concrete floor and bay doors. It is 40 feet by 170 feet. It will store all of our equipment and keep it out of the elements.

City Council voted unanimously to approve the following DPW capital improvements: Building to store DPW equipment at a cost of \$400,000, DPW gasoline storage tank at a cost of \$50,000, DPW 10 yard dump with plow at a cost of \$240,000, DPW 5 yard dump with plow at a cost of \$150,000, DPW mini excavator at a cost of \$95,000.

Meeting was adjourned at 8:20 PM.

Minutes Acceptance: Minutes of May 24, 2021 6:00 PM (APPROVAL OF MINUTES)



CITY OF BURTON

BUDGET MEETING

JUNE 1, 2021

MINUTES

Council Chambers

Budget Workshop

6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Vice President Gregory Fenner at 6:00 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Absent	
Steven Heffner	President	Absent	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	
Gregory Fenner	Vice President	Present	
Deborah K Walton	Councilwoman	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Jodi Holbrook, Controller
Ann Abbey, Assessor
Alice Bryce, Treasurer
Steven Phillips, IT Director

C. AUDIENCE PARTICIPATION

None.

D. BUDGET DISCUSSION

General Funds Departments

Ms. Holbrook stated the assumption in this budget is a general fund tax levy of 4 mills. The overall property tax increase from last year to this year is \$125,638. At a full mill levy, it would be \$464,273 additional to the general fund. The total revenue in this budget is \$6,572,192 with expenditures totaling \$5,812,157, with a surplus of \$760,035 going into the general fund. The salaries are budgeted based on the rates in the bargaining agreements. There are some changes to Charter salaries and we will point those out as we go through each department. There is no change to MERS. There are some changes with the distribution to MERS as well as an extra \$100,000 in addition to the \$300,000 for a total of \$400,000 going in OPEB for this year. This will be in the fringe category in each of the departments.

Revenues

Ms. Holbrook stated under revenue, there is an increase in current real/property tax. We are expecting a \$224,000 increase in state shared revenue. There is a slight increase in

Minutes Acceptance: Minutes of Jun 1, 2021 6:00 PM (APPROVAL OF MINUTES)

administrative fees. There will be a difference between the amended budget and the projected budget. It is for a one time payment that was received this year and not expected for next year. You will see the same thing for the building transfer of \$267,000.

Mr. Fenner asked what the state shared revenue encompasses. Does this include the marijuana money?

Ms. Holbrook stated marijuana is a different line item in a different department. It goes to the building department.

Expenditures

Ms. Holbrook stated you will not see many changes in most of these departments. Under council, there is a change in fringe benefits. There is an increase due to one extra person receiving health insurance this year so you will see the increase in the cost and OPEB. IT allocations throughout this budget will not reflect the \$100,000 reduction from last year. There appears to be an increase but it is just not being reduced this year to use up the fund balance. Audit fees, there is an increase budgeted for \$3,000 for the overall increase that has been trending from year to year. For contractual services, we are just over \$6,000 already, so that needed to be increased. The rest of the budget stays the same.

Mr. Smith stated I received a phone call from the Council President this evening regarding the internal control review. We were supposed to have \$50,000 appropriated for this in the prior budget. We didn't do it because of COVID. I would like the administration to send the follow-up information from Plante Moran to the council, especially, Debbie and Greg who may not have had a chance to see it.

Mayor Haskins stated we will see if we can find the report. There were only a couple things that needed follow-up. They were the number of signers and checks and balances for deposits and receipts in the Treasurers Office. We have put these controls in place which was difficult due to the limited staff. They are no longer under contract for this. Council never said they wanted to continue. If that is the case, we will need to sign another contract and have money allocated for it.

Discussion ensued regarding the need to have an internal control review done each year and the cost.

Mr. Smith stated Mr. Heffner told me he would like to do this. He took a vote of council members present. Council voted unanimously not to budget for an internal control review for this year.

Mayor Haskins provided the following update on Plante Moran's opinion of doing the fund balance policy for the police and fire departments. Pam Hill stated we are taking general fund money to run the departments so if you create a fund balance on those departments and they start going down, you have to go to the other fund to make them whole so the fund balance doesn't drop. It sort of defeats the purpose of your original fund balance which is the general fund. Her take on it was that it wouldn't really benefit us.

Mr. Smith stated I am fine with that.

Mayor

Ms. Holbrook stated there is a slight increase in salary for the annual cost of living increase. This is the actual cost of living. Next year will be approximated because we will not have those figures. There is a change in the fringe benefits and the IT lines.

Mayor Haskins stated the fringes are because of other people in the Mayor's Office. I do not take any benefits or pension.

Election

Ms. Holbrook stated fees per diem have decreased due to a lower number of elections this year. There is a decrease in MERS which is part of the redistribution. There is an increase in postage. There were supplies that were purchased with a grant this year and it is not anticipated for next year so that was eliminated. Also, there are no plans for equipment purchases this year, so there is a decrease of \$60,000 in the election department.

Assessor

Ms. Holbrook stated there will be a change from what was originally forecasted. There was a forecasted increase for the Assessor to \$81,500. The rest of the changes are MERS, fringes, IT allocation and a slight increase for postage and legal. The rest of this budget stays the same.

Clerk

Ms. Holbrook stated there is a change in salary due to the charter increase. That number is \$71,000. There is also an increase in postage and the other line items stay the same.

Council agreed to change the line item Clerk salary to \$71,000 and add the \$1,000 to the total Clerk budget.

Treasurer

Ms. Holbrook stated there was a change in salary for the Treasurer to \$27,360 for the charter increase. The same changes were made for the differential in fringe and IT. Other line items stay the same.

Council agreed to change the line item Treasurer salary to \$27,360 and add that amount to the total Treasurer budget.

City Hall

Ms. Holbrook stated there is a slight increase in salaries permanent and fringes due to tenure increases. The IT allocation was not reduced for City Hall because this includes things like copiers and alarm system and they weren't part of the reduction last year so it stays the same. The additional \$1 million payment for MERS is in this budget. City Hall expansion was completed this year and will not be budgeted for any longer.

Public Service

Ms. Holbrook stated the only change here is for street lighting. There is an increase of \$10,000.

Mr. Fenner asked if this is our bill for street lighting.

Ms. Holbrook said, yes. It is an increase because of the annual cost increase.

Mr. Fenner asked about the Facebook page. Where will this allocation be in the budget?

Mayor Haskins stated the only cost will be the employee in charge of running the page. For now, we have not budgeted for it. If there is a need once we get the page running, and we realize what we need, I will come to council to add this. We should have it up and running soon.

Discussion ensued regarding the Official City Facebook page including a social media policy, coordinating with other Official City Facebook pages and various options provided by Facebook for posting, filtering and commenting on the page.

Parks & Recreation

Ms. Holbrook stated the Parks & Recreation budget is scheduled for a different day. This is the general fund portion. The only change is MERS allocations which is a \$2,400 overall change for the year.

Mrs. Conley asked for clarification regarding the Parks & Recreation budget. I only see the races and youth league in the Parks & recreation budget.

Ms. Holbrook stated the budget under the Parks & Recreation tab have their own funds and are not under the general fund.

Mrs. Conley stated with prices going up, I would like to add to some of these now. We also need to add a line item for our 50th anniversary. I just don't want to forget it.

Mayor Haskins stated the 50th anniversary will be tied in with Memorial Day. We would also like to revamp the Veteran's Memorial. I was going to discuss this during the Parks & Recreation budget.

Mr. Wells asked how the youth league is going.

Mayor Haskins stated this is sort of a re-start because we did not have it last year. There are less participants and we reorganized the age groups because they are younger kids. We have been discussing some ideas. This year we have a certified umpire and we would like to bring in a softball pitching coach to do a clinic. We are in a rebuilding phase with the youth league.

Planning

Ms. Holbrook stated the only changes here are for MERS, fringe and IT.

Zoning

Ms. Holbrook stated there is a change to MERS, fringe and IT and an increase for notices by \$500.

Capital Outlay

Ms. Holbrook stated the DPW parking lot project was completed so there is nothing in this line item.

Transfers Out

Ms. Holbrook stated there will be a change to the police fund to \$407,000 for the approved radars and body cams. Total appropriations for the transfer out will be \$1,661,200.

Mr. Fenner stated when is the proper time to discuss what we should do with the ending fund balance. I would prefer to wait for all council members.

Mr. Smith stated currently we have spent \$1.2 million on DPW and police. When we finish the budget, we will have to decide how far we want to take down the general fund and what we want to do with the surplus. We also need to discuss the American Recovery Act money of approximately \$2 million.

Discussion ensued regarding the American Recovery Act funding, guidelines and limitations.

Mr. Fenner stated I was a proud Burton resident yesterday at the Memorial Day event. I cannot express how excited I was as a council member and citizen to enjoy and watch the residents enjoy the day. To everyone who worked on this event, thank you for your hard work and a great job. There were DPW workers, police, fire and many of our administrators there. It was one of the best events I have been a part of in the City of Burton.

Mr. Smith concurred. The race was also great. The roads were patched, there were more police and fire there than ever before. There were more race participants than we anticipated. It was a great job by everyone. Burton should be proud.

Mrs. Conley stated the fireworks were unbelievable. It was a great day all the way around.

Meeting was adjourned at 7:03 PM.



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

Meeting: 06/07/21 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Racheal Boggs
Department Head: Racheal Boggs

J.1

ADOPTED

AGENDA ITEM (ID # 5120)

DOC ID: 5120

**Approve and authorize the payment of Attorney Billing
(Doyle) 5/12/21 to 5/27/21 in the amount of \$5,695.25.**

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Christina Conley, Councilwoman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley



SCHEDULED

AGENDA ITEM (ID # 5107)

DOC ID: 5107 A

Approve and authorize the first reading of amended Ordinance 30.03. An ordinance to amend Chapter 30.03 (F) of the City of Burton Code of Ordinances by the increase in the compensation of the Attorney of the City of Burton and to provide for the effective dates thereto.

The compensation for the City Attorney of the City of Burton shall be an amount determined by the Council not in excess of the following amounts for the periods set forth: July 1, 2021 until modified by ordinance: \$140 per hour.

HISTORY:

05/17/21 Legislative Committee RECOMMENDED

Mr. Martinbianco asked Attorney Doyle, if she still uses Mr. Joliat on cases.

Attorney Doyle said, yes. I still use Mr. Joliat from time to time when necessary.

Mr. Martinbianco asked, if it was difficult during Covid?

Attorney Doyle said, yes. It has been better in some ways, but incredibly difficult in other ways.

Mr. Martinbianco asked, who audits what the district court rebates us back? Does that come before you or does that go to the Treasurer's office?

Attorney Doyle stated it goes to the Treasurer's office. I am sure I could have access to that information though. In municipal civil infractions, the majority of that goes directly to the city. The problem is that it takes a while, so what I have started doing in conjunction with Amber Abbey and Frank Cherveney is bypassing the court entirely. When we remedy these code violations we tell people to go to the Department of Public Works and pay them directly.

Mr. Martinbianco asked, is there any kind of incentive we could offer people to come to the Department of Public works and pay directly?

Attorney Doyle stated we do when there are plea offers and negotiations with the blight matters. I do not see them unless they are habitual or unless they are serious. In serious matters, they have to go before the judge.

Mr. Martinbianco stated in addition to the City of Burton, I see you also work with Montrose Township, Genesee Township, City of Mount Morris and Monitor township.

Attorney Doyle said, yes. I no longer work with Monitor Township.

Mr. Martianbianco stated I ask that question because I want to make sure the concerns of the city are handled. In my opinion you have done a great job taking care of that.

Attorney Doyle said, thank you. The City of Burton makes up 75-80 percent of my time.

Mrs. Conley asked, do you know when the courts plan on opening?

Attorney Doyle stated I believe the Circuit Court jury trials will resume in June. It is my understanding that the District Court will not be opening up for jury trials, but they will be

opening up for in jail preliminary exams. At this time, we are scheduling jury trials out to September just in case. If we can have them earlier, we will reschedule.

Mr. Fenner asked, when you say the City of Burton makes up about 75-80 percent of your time, our city is the largest single population of people you work with correct?

Attorney Doyle said, yes that is correct.

Mr. Fenner asked, did you receive any kind of PPE or hazard pay through Covid?

Attorney Doyle stated I did not receive hazard pay. I was not required to be anywhere in person. Everything I needed to do, I could do via Zoom or on the phone. I did receive benefits for small business.

Mr. Fenner asked, on average how many hours do you bill the City monthly?

Attorney Doyle stated on average 27-30 hours every pay period.

Mr. Fenner stated that would be around 50-60 hours a month.

Mr. Martinbianco made a motion to send to City Council an increase to the City Attorney's hourly rate to \$140.00, effective July 1, 2021.

COMMENTS - Current Meeting:

City Council voted to increase the City Attorney rate of pay to \$140 per hour. Second reading for final approval to take place at the next regular meeting on June 21, 2021.

ATTACHMENTS:

- Attorney Fees Comparison 5-17-21 (PDF)
- 30.03 (F) City Attorney Compensation (DOCX)

RESULT:	CARRIED TO SECOND READING [UNANIMOUS] Next: 6/21/2021 7:00 PM
MOVER:	Christina Conley, Councilwoman
SECONDER:	Deborah K Walton, Councilwoman
AYES:	Martinbianco, Heffner, Wells, Smith, Fenner, Walton, Conley

Table 1

	Municipal Attorney Fees by Jurisdiction and Attorney					
<u>Jurisdiction</u>	<u>Attorney</u>	<u>Hourly Rate</u>				
Argentine Township	Bill Delzer	\$125.00				
Atlas Township	Bill Delzer	\$125.00				
City of Burton	Amanda Doyle	\$125.00				
City of Flushing	Matt McKone	\$125.00				
City of Mt Morris	Amanda Doyle	\$125.00				
City of New Lothrop	Matt McKone	\$135.00				
City of Swartz Creek	Mike Gildner	\$140.00				
Davison Township Fenton Township	Bill Delzer	\$125.00				
	Jack Belzer	\$140.00				
Gaines Township	Mike Gildner	\$140.00				
Grand Blanc Township	Bill Delzer	\$125.00				
Montrose Township	Amanda Doyle	FLAT MONTHLY FEE				
Mundy Township	Jack Belzer	\$140.00				

30.03 ADMINISTRATIVE OFFICERS; COMPENSATION AND BENEFITS ADOPTED.

(A) ***UNCHANGED***

(B) ***UNCHANGED***

(C) ***UNCHANGED***

(D) ***UNCHANGED***

(E) ***UNCHANGED***

(F) The compensation for the City Attorney of the City of Burton shall be an amount determined by the Council not in excess of the following amounts for the periods set forth: July 1, 2021 until modified by ordinance: \$140 per hour.