



CITY OF BURTON

CITY COUNCIL MEETING

JANUARY 8, 2026

AGENDA

Council Chambers	Regular Meeting	7:00 PM
	4303 S. Center Road	
	Burton, MI 48519	

A. Call To Order

B. Invocation

LED BY: Councilman Kris Johns

C. Pledge of Allegiance to the Flag of the United States of America

LED BY: Councilman Kris Johns

D. Roll Call

E. Approval of Agenda

1. Approve the agenda as presented.

F. Staff Present

G. Approval of Minutes

1. City Council Audit Presentation Meeting Monday, December 15, 2025, at 6:00 PM.
2. City Council Regular Meeting Monday, December 15, 2025, at 7:00 PM.

H. Administrative Reports

I. Committee Reports

J. Audience Participation

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

K. Council Discussion

L. Council Action

1. Approve and Authorize the payment of Attorney Billing (Odette) 12/11/25 to 12/30/25 in the amount of \$3,318.00.
2. Approve and Authorize the payment of Attorney Billing (Miller Johnson) 10/1/25 to 10/31/25 in the amount of \$2,865.00.
3. Approve and authorize a budget amendment across multiple Department of Public Works departments to cover the expense of an overnight emergency electrical line repair that occurred on 11/20/2025 in the amount of \$80,896.24 as follows:

GL Number	Increase
202-482-960.000	\$ 5,536.57
203-482-960.000	\$ 3,693.72
249-371-960.000	\$ 9,021.96
590-535-960.000	\$ 13,204.44
591-536-960.000	\$ 12,948.04
661-443-960.000	\$ 35,719.28
661-443-709.000	\$ 772.24

M. Meeting Adjournment

The next regularly scheduled meeting will be held on Thursday, January 22, 2026 @ 7:00 PM.

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



CITY OF BURTON

CITY COUNCIL MEETING

DECEMBER 15, 2025

MINUTES

Council Chambers

Audit Presentation

6:00 PM

**4303 S. Center Road
Burton, MI 48519**

A. Call To Order

President Greg Fenner called the meeting to order at 6:00 PM.

B. Roll Call

Present: Council President Gregory Fenner, Council Member Candice Miller, Council Member Steven Heffner, Council Vice-President Gary Wines, Council Member Ellen Ellenburg, Council Member Tina Conley

Absent: Council Member Kris Johns (Excused)

C. Staff Present

Duane Haskins, Mayor
Racheal Boggs, City Clerk
Charles Abbey, DPW Director
Ted Valley, HR Director

Others Present: Plante Moran Consultants, Pam Hill, Steven Pochini, and Jack Forti

D. Audit Presentation

1. Plante Moran Audit Presentation for the Annual Comprehensive Financial Audit.

Pam Hill of Plante Moran thanked Mayor Haskins, Mr. Abbey, Mrs. Ruth, Mrs. Gareau, the finance team, President Fenner, and Vaughn Smith for playing a vital role in this process. We appreciate all of your cooperation and feedback. We are happy to answer any questions tonight or at any time after this meeting. There was no Federal Compliance Audit required this year because you stayed under the expenditure threshold. We issued an unmodified opinion this year, so you can rely on the numbers as they are stated in your financial statements.

Plante Moran presented the 2025 audit letter to the council and discussed the following:

Audit for year ending June 30, 2025

- Deliverables - Financial statements (ACFR)
- Internal Control matters
- Required Audit Communications
- Recommendations
- Sewer Fund net position comparison
- Water Fund net position comparison
- Legacy Costs
- Governmental Fund Revenue

- Governmental Fund Expenditures
- Components of Governmental Fund Balance
- General Fund - Fund Balance

Mr. Fenner asked for clarification about the spending threshold for the Federal Compliance Audit.

Pam Hill stated you have various drinking water revolving fund grants. You still had significant expenditures related to those. However, the state changed the way they are funded. In the past, a larger portion of those dollars were federally funded, whereas this year, they were state-funded.

Mr. Heffner asked about the internal control weaknesses indicated in the audit letter.

Pam Hill stated one item was missing from the Capital Asset Schedule. Once we brought it to the administration's attention, they agreed it should have been provided. The expenditure was properly approved, went through all the right internal controls, and was properly included in the budget; it was just excluded from the year-end schedules that your team prepares for the audit. We identified it, and the city made the adjustment. The second one was the same item from last year, which was user access related to internal controls or system access in the payroll system. An independent check is now being performed that started toward the end of the fiscal year. We expect that this will not be a finding next year.

President Fenner thanked Plante Moran for their hard work on the audit and for the presentation tonight.

E. Meeting Adjournment

Meeting adjourned at 6:26 PM.

[MIN_SIGNATURES]



CITY OF BURTON

CITY COUNCIL MEETING

DECEMBER 15, 2025

MINUTES

Council Chambers

Regular Meeting

7:00 PM

**4303 S. Center Road
Burton, MI 48519**

A. Call To Order

President Fenner called the meeting to order at 7:00 PM.

B. Invocation

LED BY: Councilwoman Candice Miller

C. Pledge of Allegiance to the Flag of the United States of America

LED BY: Councilwoman Candice Miller

D. Roll Call

Present: Council President Gregory Fenner, Council Member Candice Miller, Council Member Steven Heffner, Council Vice-President Gary Wines, Council Member Ellen Ellenburg, Council Member Kris Johns, Council Member Tina Conley

Absent: None

E. Approval of Agenda

1. Approve the agenda as presented.

Motion by Council Member Miller, second by City Council Member Conley, to Approve.

Voting Yes: Gregory Fenner, Candice Miller, Steven Heffner, Gary Wines, Ellen Ellenburg, Kris Johns, Tina Conley

Voting No: None

Motion Passed 7 - 0.

F. Staff Present

Duane Haskins, Mayor

Racheal Boggs, City Clerk

Charles Abbey, DPW Director

Ted Valley, HR Director

Brian Ross, Police Chief

Kirk Wilkinson, Fire Chief

Amanda Odette, City Attorney

G. Approval of Minutes

1. City Council Regular Meeting December 4, 2025 at 7:00 PM.

Motion by Council Vice-President Wines, second by Council Member Miller, to Approve.

Voting Yes: Gregory Fenner, Candice Miller, Steven Heffner, Gary Wines, Ellen Ellenburg, Kris Johns, Tina Conley

Voting No: None

Motion Passed 7 - 0.

H. Administrative Reports

Mayor Haskins gave the following report:

Merry Christmas and Happy New Year to everyone. Please try to remember those in need this holiday season. A reminder that city offices will be closed for the holiday from December 24th to January 5th. Our first City Council meeting of 2026 will be on Thursday, January 8th. Great job to our DPW team for your work clearing the roads during the unusual circumstances with the rain and snow recently. It was very hectic, and we are proud of the work our DPW workers did. The Police and Fire Departments will be ringing the bell at the Burton Walmart, Friday, December 19th, from 11:00 AM to 8:00 PM. We welcome everyone to visit them and donate some money. We appreciate them stepping up to help the people in need through the Salvation Army. We had a big weekend with a lot of great events. We helped the Old News Boys selling papers on the street corners, Toys for Tots at Home Depot, Pizza with Santa at Bendle High School, Streeter Brothers, a longtime Burton business, held an Old News Boys event, and we finished off the weekend with our Christmas Tree Lighting event at Fire Station #1.

Announcement of the 'Twas the Lights Before Christmas home decorating contest winners:

3rd Place (Judges Choice Award): **The Harris Family, 1035 E. Schumacher Avenue**

2nd Place (Deck the Home Award): **The Ashford Family, 5485 Statler Drive**

1st Place (2025 Clark W. Griswold Award): **The Spence Family, 2103 Morris Avenue**

Congratulations to everyone who participated and to our winners. A special thank you to our judges, our seniors who drive around in the Senior Center Van, and determine the winners. They say it is a tough decision because of how beautifully decorated the homes are each year.

I. Committee Reports

Mr. Johns stated that the Parks & Recreation Meeting was canceled this month. Echoing what the mayor said about the Pizza with Santa event, over 700 slices of pizza were served, which was nice to see. For the Tree Lighting event, we had perfect weather, and all the hot dogs were served within the first 30 minutes, marking the first time this had happened for the event. Thank you, Mayor, for doing the countdown. It was a very nice day of events.

J. Audience Participation

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

None.

K. Council Discussion

Mrs. Ellenburg stated that at 6:00 tonight, we had our audit presentation meeting. I was here on council several years ago, and during that time, things weren't as good, and our legacy costs were out of control. I am really proud to see things moving in the right direction. The Police millage has helped out a lot, and is very important for maintaining this. It is nice to see us in the 60th percentile instead of in the 30s like we were back then.

Mr. Johns acknowledged Mr. Rob Beggs in the audience tonight. We are thankful that you are feeling well enough to be up and about and here with us tonight.

L. Council Action

1. Approve and Authorize the payment of Attorney Billing (Odette) 12/1/25 to 12/10/25 in the amount of \$2,009.00.

Motion by Council Member Heffner, second by City Council Member Conley, to Approve.
Voting Yes: Gregory Fenner, Candice Miller, Steven Heffner, Gary Wines, Ellen Ellenburg, Kris Johns, Tina Conley

Voting No: None

Motion Passed 7 - 0.

2. Approve the City Council Regular Meeting Schedule for the Calendar Year 2026.

Motion by Council Member Heffner, second by Council Vice-President Wines, to Approve.

Voting Yes: Gregory Fenner, Candice Miller, Steven Heffner, Gary Wines, Ellen Ellenburg, Kris Johns, Tina Conley

Voting No: None

Motion Passed 7 - 0.

3. Approve and authorize the Mayor and City Clerk to execute the 2026 employment agreement with Theodore Valley, Director of Human Resources and Labor Relations, through December 31, 2026.

Mrs. Ellenburg stated that there are residents at home watching this meeting, and when we don't finish reading a motion fully, it can be irritating and confusing because they may not know what's going on or what we are voting on.

Mr. Heffner stated the agendas are online when you go to the website to watch the meeting.

Mrs. Ellenburg stated it's just a courtesy.

Motion by Council Vice-President Wines, second by City Council Member Conley, to Approve.

Voting Yes: Gregory Fenner, Candice Miller, Steven Heffner, Gary Wines, Ellen Ellenburg, Kris Johns, Tina Conley

Voting No: None

Motion Passed 7 - 0.

4. Approve and authorize resolution 2025-22, a resolution to secure the necessary funds to pay the principal and interest requirements on all bond obligations in 2026 for the Fenton Road Watermain Project.

Motion by Council Member Heffner, second by Council Vice-President Wines, to Approve.

Voting Yes: Gregory Fenner, Candice Miller, Steven Heffner, Gary Wines, Ellen Ellenburg, Kris Johns, Tina Conley

Voting No: None

Motion Passed 7 - 0.

M. Meeting Adjournment

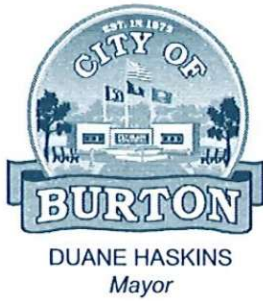
The next regularly scheduled meeting will be held on January 8, 2026, @ 7:00 PM.

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

President Fenner wished everyone a Merry Christmas and a Happy New Year. Stay safe this holiday season.

The meeting was adjourned at 7:14 PM.

[MIN_SIGNATURES]



City of Burton

4303 SOUTH CENTER ROAD • BURTON, MI 48519

PHONE (810) 743-1500 • FAX (810) 743-5060 • www.burtonmi.gov

INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins

From: Controller Brandy Ruth

Date: January 6, 2026

Re: Memo of Explanation for
City Council Meeting of 1/8/2026

Mayor Haskins:

I am requesting that Council approve a budget amendment to the Department of Public Works general ledger lines as follows:

GL Number	Percent	Amount
202-482-960.000	6.91%	\$ 5,536.57
203-482-960.000	4.61%	\$ 3,693.72
249-371-960.000	11.26%	\$ 9,021.96
590-535-960.000	16.48%	\$ 13,204.44
591-536-960.000	16.16%	\$ 12,948.04
661-443-960.000	44.58%	\$ 35,719.28
661-443-709.000		\$ 772.24

On November 20, 2025, the DPW was notified by Consumers Energy that there was a dangerous electrical service line in need of a same day emergency replacement. This required an extensive amount of work by Goyette to replace the entire service line. Due to the emergency nature of the repair, we were unable to request a budget amendment from City Council ahead of time. The amount paid to Goyette is \$80,124.00, allocated across the DPW departments as shown above. Additionally, our City maintenance man also had to be present during the repair which resulted in 17 hours (\$772.24) of OT between 11-20-25 and 11-21-25.