CITY OF BURTON

BURTON CITY COUNCIL MEETING

JANUARY 27, 2017

MINUTES

Council Chambers	Clean up old minutes	12:00 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 12:00 AM.

I. CALL TO ORDER

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

II. MINUTES APPROVAL

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Duane Haskins, Councilman
AYES:	Martinbianco, Haskins, Heffner, Hatfield, Conley, O'Keefe, Smith

1. City Council - Clean up old minutes - Jan 27, 2017 12:00 AM

2. Parks & Recreation Commission - Regular Meeting - Apr 12, 2017 5:30 AM

3. Finance Committee - Regular Meeting - Feb 15, 2017 3:00 PM

4. Budget Meeting - Budget Workshop - Jun 15, 2017 6:30 PM

5. Parks & Recreation Commission - Regular Meeting - May 10, 2017 5:30 PM

6. City Council - Special Meeting - Jun 27, 2017 5:30 PM

7. Parks & Recreation Commission - Regular Meeting - Oct 11, 2017 5:30 PM

8. Legislative Committee - Regular Meeting - Nov 9, 2017 5:30 PM

9. City Council and Administration Focus Workshop - Focus Workshop - Jan 16, 2018 5:30 PM

10. Veterans Honor Run Committee - Regular - Jan 10, 2018 6:30 PM

11. Memorial Day 5K Run & Walk Committee - Regular - Jan 10, 2018 7:00 PM

12. City Council - Policy Committee - Jul 18, 2018 5:00 PM

13. LED Committee - LED Committee - Oct 1, 2018 10:00 AM

14. Parks & Recreation Commission - Regular Meeting - Nov 14, 2018 5:30 PM

15. City Council - Workshop - Nov 19, 2018 5:30 PM

16. Finance Committee - Regular Meeting - May 19, 2014 6:00 PM

17. City Council - Special Meeting - Feb 7, 2019 6:00 PM

18. City Council - Demo Hearing - May 5, 2014 5:15 PM

19. City Council - Demo Hearing - May 5, 2014 5:30 PM

20. City Council - Budget Workshop - May 28, 2014 6:15 PM

21. City Council - Demo Hearing - May 5, 2014 5:45 PM

22. Parks & Recreation Commission - Regular Meeting - May 14, 2014 5:30 PM

23. Parks & Recreation Commission - Regular Meeting - Jul 9, 2014 5:30 PM

24. Finance Committee - Regular Meeting - Sep 2, 2014 6:00 PM

25. Planning Commission - Regular Meeting - Feb 10, 2015 5:00 PM

26. Town Hall Meeting - Special - Mar 26, 2015 6:00 PM

27. Zoning Board of Appeals - Regular Meeting - Jan 16, 2014 5:00 PM

28. Downtown Development Authority - Regular Meeting - Jan 18, 2016 8:30 AM

29. Veterans Honor Run Committee - Regular - Oct 14, 2015 6:30 PM

30. Veterans Honor Run Committee - Regular - Oct 28, 2015 5:30 PM

31. Public Access Committee - Special - Oct 3, 2016 6:00 PM

32. Parks & Recreation Commission - Easter Egg Hunt Committee - Feb 15, 2016 6:00 PM

33. Parks & Recreation Commission - Burton Memorial Parade & Activities - Feb 18, 2016 4:00 PM

34. Veterans Honor Run Committee - Regular - Feb 9, 2016 5:30 PM

35. Memorial Day 5K Run & Walk Committee - Regular - Apr 1, 2015 6:00 PM

36. Parks & Recreation Commission - Regular Meeting - Apr 13, 2016 5:30 PM

37. Downtown Development Authority - Regular Meeting - Apr 18, 2016 8:30 AM

38. LED Committee - LED Committee - Apr 20, 2016 6:00 PM

39. Town Hall Meeting - Special - Apr 21, 2015 6:00 PM

40. Election Commission - Regular - Apr 30, 2015 4:30 PM

41. Memorial Day 5K Run & Walk Committee - Regular - Apr 30, 2015 6:00 PM

42. Downtown Development Authority - Public Hearing - May 18, 2015 8:30 AM

43. Downtown Development Authority - Regular Meeting - May 18, 2015 8:45 AM

44. Memorial Day 5K Run & Walk Committee - Regular - May 21, 2015 6:00 PM

45. Legislative Committee - Regular Meeting - Jun 13, 2016 5:00 PM

46. Veterans Honor Run Committee - Regular - Jun 17, 2015 5:30 PM

47. Election Commission - Regular - Jun 22, 2016 3:00 PM

48. Downtown Development Authority - Special Meeting - Jun 3, 2015 8:45 AM

49. Construction Board of Appeals - Regular Meeting - Jun 9, 2016 2:00 PM

50. Public Access Committee - Special - Aug 15, 2016 6:15 PM

51. Legislative Committee - Regular Meeting - Aug 17, 2015 5:30 PM

52. Planning Commission - Special Meeting - Aug 23, 2016 5:00 PM

53. Finance Committee - Regular Meeting - Aug 30, 2016 3:00 PM

54. City Council - Public Hearing - Sep 21, 2015 6:30 PM

55. Veterans Honor Run Committee - Regular - Sep 30, 2015 5:30 PM

56. Legislative Committee - Regular Meeting - Jul 18, 2018 6:00 PM

57. Legislative Committee - Regular Meeting - Feb 11, 2019 6:00 PM

58. Legislative Committee - Regular Meeting - Mar 4, 2019 12:00 AM

59. Veterans Honor Run Committee - Regular - Aug 27, 2019 5:00 PM

60. Parks & Recreation Commission - Regular Meeting - Jan 8, 2020 5:30 PM

61. Public Access Committee - Special - Jan 27, 2020 10:30 AM

62. Census Committee - Census Committee - Jan 28, 2020 9:00 AM

63. Veterans Honor Run Committee - Regular - Sep 16, 2015 6:00 PM

64. City Council - Special Meeting - Sep 3, 2015 2:00 PM

Meeting was adjourned at .

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CITY OF BURTON

BURTON CITY COUNCIL MEETING

JANUARY 27, 2017

MINUTES

Council Chambers	**Clean up old minutes**	**12:00 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 12:00 AM.

I. CALL TO ORDER

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

II. MINUTES APPROVAL

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Duane Haskins, Councilman
AYES:	Martinbianco, Haskins, Heffner, Hatfield, Conley, O'Keefe, Smith

1. City Council - Clean up old minutes - Jan 27, 2017 12:00 AM

2. Parks & Recreation Commission - Regular Meeting - Apr 12, 2017 5:30 AM

3. Finance Committee - Regular Meeting - Feb 15, 2017 3:00 PM

4. Budget Meeting - Budget Workshop - Jun 15, 2017 6:30 PM

5. Parks & Recreation Commission - Regular Meeting - May 10, 2017 5:30 PM

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17. City Council - Special Meeting - Feb 7, 2019 6:00 PM

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20. City Council - Budget Workshop - May 28, 2014 6:15 PM

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26. Town Hall Meeting - Special - Mar 26, 2015 6:00 PM

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30. Veterans Honor Run Committee - Regular - Oct 28, 2015 5:30 PM

31. Public Access Committee - Special - Oct 3, 2016 6:00 PM

32. Parks & Recreation Commission - Easter Egg Hunt Committee - Feb 15, 2016 6:00 PM

33. Parks & Recreation Commission - Burton Memorial Parade & Activities - Feb 18, 2016 4:00 PM

34. Veterans Honor Run Committee - Regular - Feb 9, 2016 5:30 PM

35. Memorial Day 5K Run & Walk Committee - Regular - Apr 1, 2015 6:00 PM

36. Parks & Recreation Commission - Regular Meeting - Apr 13, 2016 5:30 PM

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38. LED Committee - LED Committee - Apr 20, 2016 6:00 PM

39. Town Hall Meeting - Special - Apr 21, 2015 6:00 PM

40. Election Commission - Regular - Apr 30, 2015 4:30 PM

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47. Election Commission - Regular - Jun 22, 2016 3:00 PM

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60. Parks & Recreation Commission - Regular Meeting - Jan 8, 2020 5:30 PM

61. Public Access Committee - Special - Jan 27, 2020 10:30 AM

62. Census Committee - Census Committee - Jan 28, 2020 9:00 AM

63. Veterans Honor Run Committee - Regular - Sep 16, 2015 6:00 PM

64. City Council - Special Meeting - Sep 3, 2015 2:00 PM

Meeting was adjourned at .

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 12, 2017

MINUTES

Council Chambers **Regular Meeting** **5:30 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 5:30 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Absent	
Robert Wilson	Commissioner	Present	
Megan Kalandyk	Commissioner	Absent	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

B. Bisby, Parks & Recreation Director
M. Kimball, Clerk's Office

C. APPROVAL OF MINUTES

Did not vote due to lack of quorum.

1. Parks & Recreation Commission - Regular Meeting - Mar 8, 2017 5:30 PM

2. Parks & Recreation Commission - Special Meeting - Mar 15, 2017 5:00 PM

3. Parks & Recreation Commission - Burton Memorial Parade & Activites - Mar 15, 2017 6:00 PM

D. PURPOSE OF THE MEETING

1. Easter Egg Hunt Follow Up

   Mrs. Bigsby stated the Easter Egg Hunt went very well. All the prizes are gone. We also went through 200 bags that we handed out. Dairy Queen gave us 250 free cone coupons to pass out and Buffalo Wild Wings donated the bags. We also put a Hurley water bottle in each bag.

   Mrs. Talbot said she would have liked to see more student volunteers helping at the events. We need to communicate directly with the person in charge of the student volunteers to get the word out.

2. Memorial Day Events

   Mr. Craig stated Mrs. Kalandyk is interested in helping out with the Memorial Day Run. I will find out about the golf carts.

   Mrs. Bigsby said she will check on the signs.

   Mr. Wilson said he will contact the Marine Corp League. The beginning of May a few ladies from DAV will be working on the Veteran's Memorial Park plants.

   Mrs. Bigsby stated Earl Davis has a suggestion for next year's entertainment. He is thinking it could be a fundraiser for Parks & Recreation.

3. Family Movie Night Events

   Mrs. Bigsby said Family Movie Night will be at Solid Rock Church, 2222 Belsay Road on April 15, 2017. We will be showing the movie "Finding Dory" at 6:00 p.m. Activities will start at 5:00 p.m. There is no admission fee.

   June 10, 2017 the movie Moana will be showing at the Burton Eagles. Activities start at 8 p.m. and the movie starts at 9 p.m. There is no admission fee.

   August 26, 2017 the movie Beauty and the Beast will be showing at the Burton Eagles with activities starting at 7 p.m. and the movie starting at 8:30 p.m. Mr. Johns will be out of town so some of us will need to be there.

4. Veterans Honor Run

   Mr. Craig said the Volunteers of America would like to help with the cost of the medals. They would like to see everyone receive a finisher medal. With putting on these quality events, sponsors are starting to come to us.

   Mr. Wilson said the way the barriers were placed worked out perfect. We directed the cars to keep them from parking in front. It was a lot safer. I have a few people in mind for the female and male Veteran of the year. If anyone else has names, bring their information to the next meeting and we can go over it.

5. Discussion on the Parks & Recreation Five Year Plan

   Mr. Craig stated our Parks & Recreation Master Plan expires the end of December in 2017. We need to work the Master Plan that would start January 1, 2018.

   Mrs. Bigsby said she will find out what we need to do to get this started.

   Mr. Wilson said I heard there was an Indian burial ground at one time on the property where VG's is. How do we investigate this to see if this is true? We could check with Genesee County Register of Deeds.

   Mrs. Bigsby said she will see if the Burton Library has any information on this.

E. ADMINISTRATIVE REPORT

I met with a firefighter who would like to do fundraising to update the park, put in a new play structure and improve the landscaping at Fire Station 1. It would be nice if we could also update the park at Fire Station 2, we could put it in our budget next year. I am going to classes to be certified for playground safety inspection. I am working toward my Certified Youth Sport Administrator certification.

I have had two inquiries regarding land for a possible park on Belsay Rd behind the VFW Post.

Mr. Wilson from the VFW said they held a meeting regarding this. The discussion was to have a possible dog park and amphitheater there. The person who presented it to us wanted the VFW to donate the land or rent the land out. The land cannot be rented out and it was decided that they are keeping the property. Any decisions would have to be approved by the Department of Michigan and the National. There is a narrow lot by Maple Road that would make a good dog park.

Mr. Craig said if property were donated for Parks & Recreation to use, we would still be taking on liability, building and maintaining the park. We already have a tight budget. We have tax reverted property that we may be able to use. I think our parks should be spread out over Burton. We don't have a park north of I-69. We also have a lot of property at Thread Creek that we could develop further on.

F. AUDIENCE PARTICIPATION

G. COMMISSION RECOMMENDATIONS AND / OR ACTION

None.

1. Approve and authorize the payment of Invoice #17013, Weiss Child Advocacy Center in the amount of $250.00 for Superhero Fun Run booth space rental sponsorship.

   Did not vote due to lack of quorum.

Meeting was adjourned at 6:35 AM.

CITY OF BURTON

FINANCE COMMITTEE MEETING

FEBRUARY 15, 2017

MINUTES

Council Chambers	Regular Meeting	3:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Vaughn Smith at 3:08 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Chairman	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Ginger Burke-Miller, Controller
Marvin Epperson, Fire Chief
Teresa Karsney, Clerk
Robert Slattery, DPW Director
Kirk Wilkinson, Assistant Chief

C. MINUTES APPROVAL

1. Finance Committee - Regular Meeting - Dec 8, 2016 3:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

D. AUDIENCE PARTICIPATION

None

E. COMMITTEE DISCUSSION & ACTION ON THE FOLLOWING ITEMS:

Mr. Hayman stated he was going to turn the meeting over to Mrs. Burke-Miller.

Mrs. Burke-Miller stated that she has two additional items that will need to be added to the Finance Committee agenda. Mr. Slattery is here to explain each of them to you.

Mr. Slattery stated the first is considered an emergency. The storm drain in front of Flint Boxmakers, 2490 E. Bristol Road has collapsed. We are requesting that Council approve a budget amendment with the Department of Public Works to transfer from Major Streets Operating Expenditure to Major Street Contractual Service so Waldorf can come out and repair that.

The second one I am requesting is the unforeseeable absence of the Building Inspector, necessitated by a medical emergency, which has caused us to have a contract out the ever increasing number of new building inspections and plan reviews that he would normally have done. This has resulted in a shortfall in this line item. We are requesting the Council approve a budget amendment within the Department of Public Works from Building Department Unappropriated Surplus to Building Department Contractual Services.

A. Budget Amendment Approve and authorize the attached 2016-2017 budget amendments

   Mrs. Burke Miller went over each budget amendment and answered questions for the Finance Committee. There were no motions for the budget amendments that were under $500.00.

B. Audit RFP

C. Motion to add Transfer from Major Street Operating Expenditures 2002-4078-757.0000 by $6,700; to Major Streets Contractual Service 2002-4069-818.0000 by $6,700.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, O'Keefe, Smith

D. Motion to add Transfer from Building Department Unappropriated Surplus by $6,000; to Building Department Contractual Services 2049-2061-818.0000 by $6,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, O'Keefe, Smith

E. Budget Amendment 1: Approve and authorize to send to full City Council on February 20, 2017: Decrease 1001-1001-818.0000 Contractual Services by $47,000; Decrease Unappropriated by $15,000; Increase 1001-1001-818.0001 Master Plan by $14,000; Increase 1001-1001-826.0000 Legal by $48,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Vaughn Smith, Chairman
AYES:	Martinbianco, O'Keefe, Smith

F. Budget Amendment 3: Approve and authorize to send to full City Council on February 20, 2017: Decrease 1001-2071-922.0000 Drains at Large by $1,000; Increase 1001-2071-959.7660 Holiday Decorations/Labor Cost by $1,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

G. Budget Amendment 5: Approve and authorize to send to full City Council on February 20, 2017: Increase 2002-4063-7015.0000 Supervision Salaries by $12,000; Increase 2002-4063-709.0000 Overtime by $12,800; Decrease 2002-4063-706.30000 Salaries Permanent by $24,800.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

H. Budget Amendment 6: Approve and authorize to send to full City Council on February 20, 2017: Increase 2002-4068-706.0000 Salaries Permanent by $2,000; Increase 2002-4068-709.0000 Overtime by $600.00; Decrease 2002-4068-705.0000 Supervision by $2,600.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

I. Budget Amendment 7: Approve and authorize to send to full City Council on February 20, 2017: Increase 2002-4069-709.0000 by $6,000; Increase 2002-4074-706.0000 by $1,000; Decrease 2002-4069-706.0000 by $7,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

J. Budget Amendment 8: Approve and authorize to send to full City Council on February 20, 2017: Increase 2002-4081-943.0000 by $3,000; Decrease 2002-4078-943.0000 Equipment Rental by $3,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

K. Budget Amendment 9: Approve and authorize to send to full City Council on February 20, 2017: Increase 2003-4063-709.0000 Overtime by $2,200; Increase 2003-4068-706.0000 Salaries Permanent by $2,000; Increase 2003-4068-709.0000 Overtime by $300; Decrease 2003-4063-706.0000 by $4,500.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

L. Budget Amendment 10: Approve and authorize to send to full City Council on February 20, 2017: Increase 2003-4063-943.0000 Equipment Rental by $10,000; Decrease 2003-4063-757.0000 Operating Expenditures by $5,000; Decrease 2003-4063-818.0000 by $5,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

M. Budget Amendment 11: Approve and authorize to send to full City Council on February 20, 2017: Increase 2003-4069-717.0000 Retirement MERS Active by $1,500; Increase 2003-4069-718.0000 Retirement MERS Retirees by $3,000; Decrease 2003-4068-718.0000 Retirement-MERS Retires by $1,500; Decrease 2003-4068-719.0000 Fringe Benefits by $3,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

N. Budget Amendment 12: Approve and authorize to send to full City Council on February 20, 2017: Increase 2003-4074-706.0000 Salaries Permanent by $3,000; Decrease 2003-4069-706.0000 Salaries Permanent by $3,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

O. Budget Amendment 13: Approve and authorize to send to full City Council on February 20, 2017: Increase 2003-4069-705.0000 Supervision Salaries by $3,000; Decrease 2003-4068-705.0000 Supervision Salaries by $3,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

P. Budget Amendment 14: Approve and authorize to send to full City Council on February 20, 2017: Increase 2003-4078-706.0000 Salaries Permanent by $5,000; Decrease 2003-4063-706.0000 Salaries Permanent by $5,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

Q. Budget Amendment 15: Approve and authorize to send to full City Council on February 20, 2017: Increase 2003-4074-943.0000 Equipment Rental by $1,500; Decrease 2003-4069-943.0000 Equipment Rental by $1,500.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

R. Budget Amendment 16: Approve and authorize to send to full City Council on February 20, 2017: Increase 1001-9009-999-2006 Transfer to Fire Department by $41,075; Increase 2006-0000-501-7084 Hazard Mitigation Grant $80,625; Increase 2006-0000-691.1001 Contribution from General Fund by $41,075; Increase 2006-2006-977-7089 New Equipment by $121,700; Decrease General Fund Unappropriated Surplus by $41,075.

Mr. Wilkinson stated that in 2014 we put in for a Federal Hazard Mitigation Grant with other municipalities in the County. We requested funding for five (5) new civil defense sirens, three (3) to replace our existing sirens and two (2) new sirens, one (1) being the library at Center/Atherton and one (1) at the interesection of Bristol/Belsay.

The grant was approved and is in the final stages of the planning process and installation is expected to begin in the spring. The grant is a 75% federal share with a 26% municipality match. The municipality has to pay 100% up front and when the work is complete the 75% federal portion will be reimbursed. The grant only covers the cost of the sirens and installation.

I would suggest we increase this amount by $14,200.00 so we can have a controll station installed at fire headquarters that would monitor all our sirens 24 hours a day 7 days a week to make sure they are operating properly. This unit would give us the ability to set the sirens off in the event of a failure at Genesee County 911. The control station is not part of the grant but would give us a good peace of mind in making sure we know our system will work when needed.

This would bring the total transfer requested amount to $121,700.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

S. Budget Amendment 17: Approve and authorize to send to full City Council on February 20, 2017: Increase 2006-2006-707.0000 Part time Fireman by $42,000; Decrease 2006-2006-826.0000 Legal by $7,000; Decrease 2006-2006-863.0000 Auto Repair by $15,000; Decrease 2006-2006-962.0000 Training & Materials by $20,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

T. Budget Amendment 18: Approve and authorize to send to full City Council on February 20, 2017: Increase 2007-0000-629-7808 PT-10-20 OHSP Safe Communities Grant by $1,000; Increase 2007-2007-811-7808 PT-10-20 OHSP Safe Communities Grant by $1,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

U. Budget Amendment 20: Approve and authorize to send to full City Council on February 20, 2017: Increase 2007-2007-985.0000 Police Vehicles by $9,000; Decrease 2007-2007-706.0000 Salaries Permanent by $9,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

V. Budget Amendment 22: Approve and authorize to send to full City Council on February 20, 2017: Increase 2069-2069-943.0000 Equipment Rental by $6,000; Decrease Senior Citizen Fund Unappropriated Surplus by $6,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, O'Keefe, Smith

W. Budget Amendment 23: Approve and authorize to send to full City Council on February 20, 2017: Increase 5090-5090-818.0000 Contractual Service by $80,000; Decrease 5090-5090-934.0000 Repairs & Maintenance by $80,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

X. Budget Amendment 24: Approve and authorize to send to full City Council on February 20, 2017: Increase 5091-5091-818.0000 Contractual Service by $20,000; Decrease 5091-5091-776.0000 Repairs and Maintenance Supplies by $20,000.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

Y. Budget Amendment 25: Approve and authorize to send to full City Council on February 20, 2017: Increase 6036-6036-818.6036 Information Technology Lease by $4,000; Decrease Information Technology Fund Unappropriated Surplus by $4,000.

Returning equipment and budgeting $1,200 for freight for returns. We also have a new lease with (2) quarterly payments of $770 each.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

Z. Budget Amendment 26: Approve and authorize to send to full City Council on February 20, 2017: Increase 2049-2061-818.0000 Building Department - Contractual Service by $6,000; Decrease Building Department Unappropriated Surplus by $6,000.

Due to the unforeseeable absence of Building Inspector, necessitated by a medical emergency, has caused us to have to contract out the ever-increasing number of new building inspections and plan reviews that he would normally have done. This has resulted in a shortfall in this line item.

While it is not possible to predict with accuracy the number of inspections and reviews that might be requested in the future, and it is uncertian exactly when the Building Inspector will return to work, this is our best approximation.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

AA. Budget Amendment 27: Approve and authorize to send to full City Council on February 20, 2017: Increase 2002-4069-818.0000 Major Street Contractual Services by $6,700; Decrease 2002-4078-757-0000 Major Street Operating Expenditures by $6,700.

This transfer request should be considered an emergency. The storm drain structure in front of Flint Boxmakers, 2490 E. Bristrol Road has collapsed. We face the possiblity of a semi or even a car falling into this hole.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

Meeting was adjourned at 5:34 PM.

CITY OF BURTON

BUDGET MEETING

JUNE 15, 2017

MINUTES

Council Chambers	Budget Workshop	6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Councilman Steven Heffner at 6:40 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Duane Haskins	Councilman	Late	6:51 PM
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Absent	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Rik Hayman, Chief of Staff
Marvin Epperson, Fire Chief
John Owens, Police Officer
Teresa Karsney, Clerk
Sue Warren, Human Resources
Kirk Wilkinson, Assistant Fire Chief
Ginger Burke-Miller, Controller

C. AUDIENCE PARTICIPATION

None

D. BUDGET DISCUSSION

1. Proposed Budget for Fiscal Year 2017-2018.

   President Heffner turned the meeting over to the Mr. Smith, Finance Chair.

   Mr. Smith went over the agenda.

- Staffing
- Fund Balance Motor Pool
- Fund Balance Sewer Fund
- 7.7 Charter - Special Account for roads.
- Line item budget for labor, department for the rest of the budget.
- Vote for budget
- Vote for labor as line item
- Executive summary
- He also added Council Newsletter for $5,000.

Minutes Acceptance: Minutes of Jun 15, 2017 6:30 PM (Minutes Approval)

Mr. Heffner stated you have on the agenda vote for budget and vote for labor, but we can't make decisions at a workshop. We would have to do that on Monday. He stated that we have no way to communicate with the residents. This council newsletter will be annual or bi-annual so we can let the residents know what we are doing in the city. It is a way for us to be a little more transparent. There will be no political views in this newsletter.

Mr. Smith stated that the administration (Mayor Zelenko, Rik Hayman, Ginger Burke-Miller, and himself) had a conference call with Pam Hill from Plante Moran over the 1.8 million dollars in fund balance in motor pool. The end result was that it is a combination of assets, as well as funds to pay for debt we have already purchased. It is a cash flow account. A majority of the Council was not aware of that. If you look in the budget it doesn't show it but some of the information is in the CAFR. Since we don't know how much is left we are bringing Pam Hill in on Monday, June 19th at 6:00 p.m. to go over it with us.

Mr. O'Keefe stated he wants to know why at the last minute this is coming up because it was talked about at several meetings and no one from the administration said a word about this.

Mayor Zelenko apologized that she wasn't at all the budget meetings where it was discussed. Our audit workshops used to be more detailed than what we do now.

Mr. O'Keefe stated this is revenue and expense budget and you have non-cash assets in there.

Mrs. Burke-Miller stated this a cash flow statement for Motor Pool. Pam Hill suggested that Mrs. Burke-Miller put this together for you. Cash at the beginning of the year as of 6/30/16 does tie to your CAFR on page 101 of last year's audit. I then broke out the cash receipts that have come in from customers, other internal funds and cash that has come in for reimbursements from refunds and rebates. Then I listed the cash paid for inventory purchases, general operating and administration expenses, wages and fringe expenses, interest and accounts payable for prior year (which was cash used in July 2016). Then under investing activities, we show the cash for sale of property and equipment which is $1,184,018. This is detailed in Financing Activities: Purchase of Property and equipment:

- 5 Pickup trucks $213,552
- 2 Dump Trucks (2015-2016 Budget) $408,964
- 2 Dump Trucks (2016-2017 Budget) $433,052
- New Holland Tractor $62,815
- Used equipment trailer $5,015
- Tool Box $11,790
- 2-way Radios, repeater, license $14,995
- Tiger Cat Mower $10,023
- Vorteq Trailer $18,240
- Remove/Replace concrete steps and sidewalk $5,572

Mrs. Burke-Miller stated this totals out to $1,184,018. Then if you go back up you will see cash receipts from loans for property and equipment which is $612,904. Then you will see the cash paid for repayment of loans which is the principal only.

Because this is an internal service fund and it is treated like an enterprise fund, we pay the principle portion and it is on the books as a liability. So it is coming out of cash and decreasing the liability. For the revenue and expenditure side we only budget for the interest expense. I am going to forward all this information to Pam Hill so she can thoroughly review this before Monday, June 19th meeting at 6:00 p.m.

Mr. Heffner asked on Page 44 of our proposed budget where it says beginning fund balance and ending fund balance that really doesn't mean anything?

Mrs. Burke-Miller stated that is your retained earnings.

Mr. Heffner stated he feels we should have a forensic audit to explain to us what is going on.

Mr. Smith said that is why I suggested Pam Hill come in Monday night to explain this to us.

Mr. Haskins asked where that information is in last years budget book and this years budget book.

Mrs. Burke-Miller stated it is the under the supplemental tab in your proposed budget book. I am talking previous budget books where you approved purchases of equipment.

Mr. Haskins asked where in the budget book does it show the payments coming out.

Mrs. Burke-Miller stated that it is not a revenue and expenditure item.

Mr. Haskins asked how it is not an expenditure item.

Mrs. Burke-Miller stated because you are purchasing an asset. You are moving cash, you are creating another asset. You are taking cash out of one line and investing in a piece of equipment. You are spending out of cash not on the revenue and expenditure side. You show the depreciation over the lifetime of the assets. On page 54 of your budget book under Debt summary, if we financed an item, it will be listed there. On that page, it shows when the final payment is due on all the equipment we have financed and what the principal and interest is for the current year. The interest expense is budgeted for on the revenue and expenditure report. The principal portion is on your books as a liability. We owe that money, it is not booked on there because we would be double booking an expense and because we are taking the depreciation as well. We have to show the depreciation on our books. We don't want to double book an expense. The expense is being shown over the lifetime of the assets. It is straight line depreciation for example, if it is depreciated for 5 years, then you would take what you paid for the equipment and divide it by 5 and book 1/5 of the depreciation each year of those 5 years).

Mr. Haskins suggested going back to this budget and find more cuts then.

Mr. Smith stated the Mayor has provided another budget at the 4.0000 mills.

Mr. Heffner stated he is not interested in another budget. We have a lot of work in the current budget that was proposed to us.

Mayor Zelenko stated all we did was put your recommendations from Mr. Smith notes on reductions and our additional recommendations of reductions on another column so you can see it, which I handed to you today. We have taken the Finance Chairman's sheet and gone through it with your recommendations of reductions. A majority of them we were able to incorporate. Some of them we were not able to because of our conversation with Pam Hill this morning. For instance, the money you wanted to take from motor pool because there is not enough left to move. Also, we can't move Rubbish Collection to the road fund. If you start with page 1, line item 1001-1001-728.0000 Information Tech where you suggested taking $5,000. We were told we couldn't do that so we had to put the $5,000 back in there. We took an additional deduction out of Contractual services, reducing that from $5,000 to $3,000. We took further reductions in Council's budget in Membership and dues from $12,000 to $10,000. In Training, we reduced that from $12,000 to $7,000. I took further reductions in the Mayors budget in office supplies, postage, membership and dues, training and auto washes.

Mr. Heffner asked, Are you asking us to start this budget process over again?

Mayor Zelenko stated no I am not. I took your recommendations and put them in and added more because some of your recommendations weren't able to be incorporated. I had to find $231,000 more cuts in general fund. So that is what we have done, I put it in an additional column for you to see. The last column is based on a 4.000 general operating fund.

Mr. Haskins stated a second ago Mayor there were some appropriations you could not cut. Why don't we go over them first and you explain to me why. I believe one of them was information tech, what is the reason why we can't do this?

Mrs. Burke-Miller stated going through the original budget City Council stated they wanted to take $100,000 out of general fund from the Information Tech line. So we reduced $5,000 from City Council and $95,000 from City Hall, however during our discussion today with Pam Hill, she stated we couldn't just take it out of general fund. She said the city should stay consistent with their methodology for allocation. She says at times you may want to review your allocation and if that mythology has been working we should stick with it. The Mayor's new column shows us putting the $100,000 back into general fund.

Mrs. Conley stated last night she had a Park and Recreation meeting. We were given a budget at the meeting. Mrs. Bigsby made it sound like the Council had made all the budget cuts, which was not true. It was told to the Park and Recreation Board that council had voted 7-0 to cut the money for pizza with Santa. I feel like I had to defend myself last night. She stated that Mr. O'Keefe is right, we thought we almost had this budget done and now we are given something different at the last minute. We are always getting information at the last minute from the administration.

Mayor Zelenko stated what Mrs. Bigsby handed out at Parks and Recreation was Mrs. Bigsby's worksheet.

Mr. O'Keefe asked the Mayor if most of Mr. Smith's budget adjustments are in her new budget?

Mayor Zelenko stated yes, a majority of them are.

Mr. O'Keefe asked Mayor Zelenko to explain quickly which ones are not and why? We can't go through 37 pages again.

Mr. Haskins stated maybe we should just continue with the budget we already have and with the cuts we already instituted. If the million dollars is not there when we talk with the auditors on Monday, then we may have to look for more cuts.

Mayor Zelenko stated we put Mr. Smith's cuts into the new budget and made some additional cuts.

Mr. Heffner stated this budget should have been handed to us on April 1, 2017 not June 15th. If we even consider adopting the budget that was handed to us tonight, then shame on us. We need to go back to the original budget that we have been working on. We put a lot of hard hours into this.

Mayor Zelenko stated so did the administration.

Mr. Heffner stated no you didn't because you have not been here. Where have you been? You missed 3 or 4 of our budget meetings.

Mayor Zelenko stated that is right, I did.

Mr. Heffner said now you want to change it.

Mayor Zelenko said no. I don't want to change it. What I am doing was incorporating your recommendations into it and adding some more cuts to it.

Mr. Haskins stated you took our recommendation and changed them.

Mayor Zelenko stated no, I didn't change them all. There were three we didn't put in the new budget.

Mr. Heffner stated you can't change any of our recommendations.

Mayor Zelenko said "the hell I can't".

Mr. Heffner stated well good luck then.

Mr. Haskins asked, are you saying you can?

Mayor Zelenko said, yes.

Mr. Haskins stated this is why we always have problems.

Mr. O'Keefe asked, which three have you changed?

Mr. Haskins asked Mr. Smith if Plante Moran is going to be here on Monday and explained why we can't take the million dollars in cuts.

Mr. Smith stated yes she will be here at 6:00 p.m. on June 19th.

Mr. Haskins asked why we can't just work on the budget with the million dollars of cuts. If we need to make the adjustments later on down the road we will make the adjustments if necessary. I don't want to start all over again.

Mr. Smith stated I don't think the million dollars is there.

Mr. O'Keefe stated we need to go back to our sheet of cuts.

Mr. Heffner said, yes, a new proposed budget tonight.

Mr. Haskins said, I am not starting over.

Mr. O'Keefe agreed.

Mr. Heffner stated I don't think it is legal. If we have another proposed budget? Thann we need to have another public hearing.

Mayor Zelenko stated this is no different than what we did last year. It is what I had initially proposed, added another column to show that you changed the levy. Then with your suggested recommended cuts, we incorporated them. We just put them into a spreadsheet so you could see it.

Mr. Heffner stated when Mrs. Burke-Miller handed it to us, she said this is the Mayor's new proposed budget.

Mr. Haskins stated it is a new budget because your original budget was at 4.070 mills and this one is at 4.000.

Mayor Zelenko stated you already had your public hearing on the budget.

Mr. Haskins stated not on a 4.0 budget, that was your words Mayor, not ours.

Mayor Zelenko said this is incorporating your cuts, your recommended reductions. I added another column so you see the difference. It is no different than what we did last year.

Mr. Smith stated we already did all those cuts.

Mr. O'Keefe stated the million dollars in motor pool is not listed. The money is not there and is a non-issue. We have to get back to what we spent the last 6 weeks on. If there is some technical scenario that we can't incorporate some of the cuts, now is the time to tell us.

Mr. Smith stated the Mayor has made these cuts, but she has also made an additional $250,000. I don't know where those are at.

Mayor Zelenko stated that is true.

Mr. O'Keefe wanted to know why all the cuts weren't made.

Mr. Smith stated because of the flow of some of the funds. If we stay with our current budget without the additional $250,000 in cuts, the Mayor said there will be a lot of budget amendments. I'm just trying to give you all a heads up on that.

Mr. O'Keefe stated to do an income and expense budget, we have to go back to the CAFR to see if we have funds and know where we are at. We talked enough about this and nobody said you can't do that. Even when I talked to Pam Hill she didn't say a word about it. This is an income and expense budget and has non-cash items on there. I have never seen anything like it.

Mr. Haskins stated I agree with Mr. Heffner, we need a forensic audit done.

Mr. O'Keefe stated we have until Monday night to approve a budget. We can talk about a forensic audit next week, we need to get this budget done.

Mr. Smith stated I thought she would make our recommended cuts and show us where we stand.

Mr. O'Keefe stated but she didn't make all of them.

Mr. Smith stated she has an additional $250,000 we don't know anything about. That is where we are talking about staffing on the agenda because that is where a lot of our funds go.

Mr. Heffner asked, do we need to cut another $250,000?

Mr. Smith and Mayor Zelenko both stated were already did.

Mr. Smith stated we don't know where it is at, at this point and time.

Mayor Zelenko stated the $250,000 was to go along with your cuts.

Mr. Haskins asked how that happened. How come that couldn't have been done in the first place?

Mrs. Burke-Miller stated once we incorporated your changes, we were not above your fund balance floor. This Council put together a fund balance policy which you approved. The Mayor proposed which was above that fund balance floor, then you went through and incorporated all your changes. I put them in the system and printed it out for the Mayor. The Mayor noticed you were falling short of your fund balance policy. She if trying to keep it so the Standard and Poor's rating agencies don't look at us. That a City Council has a fund balance policy and then passes a budget that is not following the policy.

Mr. Haskins stated there was a $250,000 from the get go, which the Mayor could have cut originally. Why wasn't that done in the first place?

Mayor Zelenko stated there was not an extra $250,000. I made very severe cuts.

Mrs. Conley is going to find out tonight there is even more cuts to Park and Recreation, that I am going to have to propose.

Mrs. Conley stated as long as you're blaming the Council for it.

Mayor Zelenko stated I am not blaming the Council for it.

Mr. Heffner wanted to see the budget showing we were dipping below our fund balance policy.

Mrs. Burke-Miller stated it is back in my office.

Mr. Haskins stated let's put the meeting on hold until we get it than.

Mr. Heffner stated we are going to take a 10 minute recess.

Mr. Heffner called this this meeting back to order.

Mr. Smith wanted to know why the Mayor cut the race expenses.

Mayor Zelenko stated I am just cutting expenditures.

Mr. Smith stated there are no expenditures. Everything is paid by sponsors or race participates.

Mr. Heffner stated there is no public money used.

Mayor stated it is all public money.

Mr. Smith stated only public money would be for the liability insurance.

Mayor Zelenko stated I cut a $1,000 out of one and $2,000 out of another.

Mr. O'Keefe stated we made cuts of $489,900. You brought up a good point on a couple of these. I will dispute why the IT cut was not made. We need another $90,000 to make this balance.

Mr. Heffner stated I agree. I found $20,000. Look on Page 53, where we were going to ok $40,000 for the air compressor. The bid they got for it was $18,950; let's make that $19.000.

Mr. Hayman stated that is not general fund money.

Mayor Zelenko stated that was our of roads money.

Mr. Haskins would recommend going to the Clerk's Office and cutting the second position there; just leaving the Deputy Clerk and the Clerk in that office. That should put you close to the $100,000 with wages and fringes. I would recommend reducing the Park and Recreation Director salary again.

Mr. Smith stated I don't think we can cut the position, just the money for it.

Mr. Heffner stated you need to be more specific on the Park and Recreation Director salary.

Mr. Haskins stated I proposed cutting all of it, but if Council wants to keep I am recommending $5,000 to $10,000.

Mr. O'Keefe asked if the Clerk could take that cut in the Clerk's office.

Mrs. Karsney stated that at the Presidential election, I need to have additional help from my election workers to get through the election.

Mr. O'Keefe asked, can your department take care of daily business without that position?

Mrs. Karsney answered no.

Mr. O'Keefe asked didn't we have a motor pool open position, not the Master mechanic position? Do we have a DPW position that is paid for by general fund?

Mr. Hayman stated no, not by general fund. We had a conversation at the last meeting that there are positions that we don't intend to hire for, butut not out of general fund.

Mr. Heffner said we can save another $36,000 if we eliminate another police vehicle.

Mr. Haskins stated tough calls, tough times. It has to be positions, if we eliminate the funding and she has to decide what she wants to do with the positions.

Mr. Heffner stated that I will agree on the one in the Clerk's office.

Mr. Smith stated we cannot tell you what specific position to cut.

Mayor Zelenko stated that is correct.

Mr. Smith said all we can do is approximate the dollars to get us in line. We only need to get to $411,000 in cuts from the 4.070 to 4.000 mills.

Mayor Zelenko stated if you look at the last column of the report I gave you tonight, we are there.

Mr. Haskins stated I am not interested in that. I am sticking to the game plan. We had a hiring freeze on for the receptionist and you hired one anyway. It was stated to keep with the temporary receptionist until we get through the budget process. She says we can't get rid of the receptionist position because it is vital to the city. We reduce the funding and she will decide who she will eliminate. I would take the Park and Recreation Director down to $10,000.

A straw poll was taken and it was unanimous to cut the funding in the Clerk's Office for the second position and to reduce the Park and Recreation Director Salary to $10,000.

Mr. Heffner stated we should reduce another police car.

Mr. Haskins stated that is a safety issue.

Mr. O'Keefe agreed. We made our $90,000, let's leave it be. Maybe we could discuss what type of budget we want to have. We were given a couple of different options by Plante Moran.

Mr. Smith stated I like Pam Hill's idea of a line item budget for labor only and the rest is departmental.

Mr. Haskins stated the line item for the Park & Recreation Director salary is 1001-6090-705.0000 reduce that from $15,000 to $10,000.

Mr. Smith stated we have $235,000 left over from Stantec to start the road fund. We have three years to spend that. Iwould like to use Pam Hill's suggestion on labor and fringes being on a line item basis and using the executive summary.

Mr. O'Keefe stated salary, fringes and benefits are about 80% of our expenses and it is manageable to do it this way. The executive summary is a short one to two page list and BS&A should be able to produce it. It's a variance report and it would be helpful as long as it doesn't create a lot of extra work for the Controller's Office.

Mr. Smith stated we need to take into account the $5,000 for printing and postage for the council newsletter.

Mr. O'Keefe stated the newsletter could be sent out with the tax bills.

Mr. Smith thinks the Burton View might be cheaper than paying postage to send it out.

Mr. Haskins asked for clarification on the Salaries Permanent line item in the Clerk's Office.

Mr. Burke-Miller stated they are split 75% in the Elections line and 25% into the Clerk's line.

Mr. Haskins stated he would like to cut Salaries Permanent in the Clerk's Office (1001-2015-706.0000) by $11,700 and cut Salaries Permanent in the Election line (1001-1091-706.000) by $34,450. We will then have to figure out benefits and fringes.

Mayor Zelenko stated the only budget you can pass is the Mayor's proposed budget.

Mr. Heffner and Mr. Haskins stated thats is what we have been working on.

Mayor Zelenko stated only if I agree with it.

Mr. Heffner said, you did. You had not one, but two public hearings.

Mayor Zelenko stated that was to cover your mistakes.

Mr. Heffner stated the alleged mistakes. I think we should also cut the following:
(1001-6090-973.2006) Burton Soccer League Start up by $3,000.
(1001-6090-973.1100) Concerts by $2,000.

Mrs. Burke-Miller stated the fringes depends on what position is cut.

Mr. Smith stated if you have any questions, Pam Hill will be here Monday night.

Mr. Heffner stated this would have been so much easier if the budget would have been proposed to us at 4.000 instead of playing games with us.

Meeting was adjourned at 8:37 PM.

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 10, 2017

MINUTES

Council Chambers	**Regular Meeting**	**5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 5:30 PM.

A. PLEDGE OF ALLEGIANCE

B. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Commissioner	Present	
Angela Jackson	Commissioner	Excused	
Megan Kalandyk	Commissioner	Excused	
Christina Conley	Councilwoman	Present	

C. STAFF PRESENT

B. Bigsby, Parks & Recreation Director
M. Kimball, Clerk's Office

D. PURPOSE OF THE MEETING

1. Burton Park & Recreation Community Rummage Sale May 27, 2017
2. Memorial Day Events May 29, 2017
3. Memorial Day Parade Float
4. Family Movie Night Events: "Moana" June 3, 2017 and "Beauty and the Beast" August 26, 2017
5. Veterans Honor Run
6. Discussion on the Parks & Recreation Five Year Master Plan

E. ADMINISTRATIVE REPORT

Minutes Acceptance: Minutes of May 10, 2017 5:30 PM (Minutes Approval)

Mrs. Bigsby stated we will be having a Junk In The Trunk Event on May 27, 2017 at Burton City Hall. The cost is only $10.00 to come out and set up your area with the things you would like to sell. The forms and flyers are available on the community table at Burton City Hall.

F. COMMISSION DISCUSSION

Discussion on upcoming Park & Recreation events.

G. AUDIENCE PARTICIPATION

Mike Gwinn, Burton Youth League director, invited the Parks & Recreation to come out and support the teams. He stated this year we have 350 that make up 25 teams, ages from 4-14 years old. All teams have a sponsor. We could still use more teams of 14 & under Softball players. We only have 3 teams currently. The games are Tuesday and Thursday at Atherton. They play until the second week of July.

Mrs. Bigsby suggested having 2018 signup forms available at the fields. If they pay now, the price will remain the same. If they wait untill next year the price may go up.

H. COMMISSION RECOMMENDATIONS AND/OR ACTION

I. MINUTES APPROVAL

Did not vote due to lack of quorum.

1. Parks & Recreation Commission - Regular Meeting - Mar 8, 2017 5:30 PM

2. Parks & Recreation Commission - Special Meeting - Mar 15, 2017 5:00 PM

3. Parks & Recreation Commission - Burton Memorial Parade & Activites - Mar 15, 2017 6:00 PM

J. COMMISSION RECOMMENDATIONS AND / OR ACTION

None.

1. Approve and authorize the payment of Invoice #17013, Weiss Child Advocacy Center in the amount of $250.00 for Superhero Fun Run booth space rental sponsorship.

   Did not vote due to lack of quorum.

2. Approve and authorize the payment of Maxwell Medals & Awards Invoice #3133176-IN dated 4/25/17 in the amount of $3,048.99 for the Memorial Day 5K Run & Walk.

   Did not vote due to lack of quorum.

3. Approve and authorize the payment of $250.00 to Mark Neal for the measurement and USATF certification of the city of Burton Memorial Day 5K Run & Walk course.

   Did not vote due to lack of quorum.

4. Approve and Authorize the donation of $150.00 to the Shriner's Motorcycle group for the City of Burton Memorial Day Parade.

Did not vote due to lack of quorum.

Meeting was adjourned at 6:32 PM.

CITY OF BURTON

BURTON CITY COUNCIL MEETING

JUNE 27, 2017

MINUTES

Council Chambers	Special Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Councilman Dennis O'Keefe at 5:40 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Absent	
Duane Haskins	Councilman	Absent	
Steven Heffner	President	Excused	
Steven Hatfield	Councilman	Excused	
Christina Conley	Councilwoman	Excused	
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Councilman	Absent	

B. STAFF PRESENT

Paula Zelenko, Mayor
Teresa Karsney, Clerk
Sue Warren, Human Resources
Rik Hayman, Chief of Staff
Ginger Burke-Miller, Controller
Sergeant Jones

C. AUDIENCE PARTICIPATION

None

D. ADMINISTRATIVE REPORT

Mayor Zelenko stated we do not have a quorum tonight and therefore no action can be taken. We are at liberty to have discussion. Before you is a letter I would like to read into the record the following:

City of Burton
4303 SOUTH CENTER ROAD • BURTON, MI 48519
PHONE (810) 743-1500 • FAX (810) 743-5060 • www.burtonmi.gov

PAULA K. ZELENKO
Mayor

June 27, 2017

Dear President Heffner and Members of the City Council:

Like you, Mr. President, I take no pleasure in the fact that we are here tonight still working on a budget on which we all can agree.

Last night, at the June 26th Special Council Meeting, you questioned why we're at this point.

If the council will indulge me for a few minutes, I'd like to offer my perspective so that we might be able to move forward tonight. While I will speak frankly, I intend no disrespect to any council member, employee, or member of the public.

The Official Charter of the City of Burton requires the Mayor to propose a balanced budget to City Council on the first regular council meeting in April. That was done. The budget was proposed with the general operating revenues at a rate of 4.707 mills. That millage rate was used because historically it has been the revenue rate used in planning the future services and projects for the city. Moreover, it reflected council's intentions stated on June 20, 2016 that the 4.0 rate would be evaluated next year (2017) for the need to raise it back to 4.707 in the FY 2017-2018 budget. At no time did council indicate at any of their meetings between June 20, 2016 and April 3, 2017 an intention to stay at the reduced levy of 4.000 mills.

On April 17, 2017, the City Council voted to set the general operating millage rate at 4.000 mills. This reduced revenues by approximately $378,000.00 for FY 17-18 and brought the two-year shortfall to approximately $743,000.00.

While I believe lowering the general operating levy at this point is damaging to the city and greatly restricts the city's ability to provide the services that our citizens expect and deserve, I understand and acknowledge the Council's authority to do so. I feel compelled, however, to add that statements made by one or more of you that the levy should be lowered because your re-election meant that, and I quote, "the people spoke loud and clear", end quote, that they wanted a tax cut is an assumption not supported by fact. The people also spoke "loud and clear" that they want our roads fixed, yet council did not see fit to include sufficient money to address that mandate. I believe it is reckless to lower revenues to score political points. I don't like it and I would not be doing my job if I did not voice my objection. However, I respect and accept the City Council's authority to set the rate of the levy.

Equal Opportunity Employer Michigan Municipal League Member

Now let's talk about the budget and the budget process. On June 15, 2017, just like we have done the past couple of years, the controller and I presented an updated version of the proposed budget. The update incorporated the majority of the City Council's recommendations. There were, however, a few recommendations that we could not include based on conversations with the city's auditor. The administration also made some painful additional reductions in other areas to meet the threshold of our fund balance policy. Among those were limiting the number of vacancies we could fill, which was designed to avoid laying off any current employees. At the meeting, it was my hope to discuss the update with the city council. Inexplicably, I was abruptly silenced and not afforded any opportunity to advise city council or work collaboratively to establish a budget that would meet the operations we are committed to provide. That is the difference, Mr. President, with previous years when the budget process was collaborative. In the past, council has recommended changes and the mayor has consented and vice versa. Budgets are negotiated, and in most cases, with neither side getting everything they want. That is how a collaborative process works and a compromise is reached. The city attorney opined that council adopted a budget in the same manner as they have in the past. I respectfully disagree.

Historically, the city's administrations have allowed for collaborative work sessions; the administration to explain the needs of the appropriations in the mayor's proposed budget and the city council to voice any concerns and make recommendations. This year, this council chose to propose and approve a budget utilizing parts of the initial proposed budget along with deliberate retaliatory reductions and punitive conditions without collaboration and agreement from the administration. THAT is the difference and I believe that the law supports that in a strong mayor form of government, city council does not have the authority to unilaterally make changes to the mayor's proposed budget and then approve that budget without the acceptance from the mayor. Much like the U.S. and State of Michigan Constitutions, when the City Charter does not expressly give a legislative body a particular authority that body does not have that authority.

As Mayor and CEO, I cannot, in good conscience, accept the budget that Council believes they approved on June 19, 2017. Last night, this council threatened legal action to force me to accept this budget. I was accused of playing games. For the record, I am not now nor have I ever been playing games. I take my job seriously because the quality of the lives of our citizens depend on the services this city provides. I do recognize the delicate financial situation the city is in and I believe we were trending in the right direction. We ARE making headway with our pension and OPEB unfunded liabilities through the collective bargaining process and through the additional lump sum payments. It is slow and it will take several years to accomplish, but we were on track until the lowering of the general operating levy that compromises progress and affects the direction of the trend.

If legal action comes, so be it. Court rooms exist to resolve disputes. Like you, I find it sad and wasteful to have to litigate a matter that might be resolved by putting aside egos and politics.

So, if the Controller and I can have the courtesy of your full attention, patience, and respect for about thirty minutes, we can pick up where we left off on June 15, 2017. The attached budget report is the same report that you refused to acknowledge on June 15th. The report gives you comparisons - FY 2015-16 audited activity, FY 2016-17 original, amended, and projected activity, as well as the original proposed FY 2017-18 budget at 4.707 mills general operating rate and the last column reflects the FY 2017-18 budget at 4.000 mills general operating rate incorporating the majority of council recommendations and additional reductions proposed by the administration.

In addition to the general operating 4.000 mills, this budget includes the voted police 8.4876 mills; voted fire 1.000 mill; a $127.20 per unit rubbish removal fee on all residential improved parcels and those other parcels that utilize the service; a property tax administration fee of 1% on all tax statements and additional 4% late penalty charge when delinquent. Once again, in building this budget, we worked to maintain a balance between keeping a healthy financial posture and addressing critical needs including public safety, infrastructure improvements, and continuing to pay down unfunded liabilities.

The city council, through workshops, had discussions for possible reduction of expenditures. The majority, but not all, of those recommendations have been incorporated in this second FY 17-18 budget proposal. The recommendations we did not include are explained below:

- The $57,000.00 reduction from the City Hall Building Improvements line was not in the initial proposed budget so it is not there to cut. The same is true with the $111,000.00 from general fund 2016-17.
- The $26,000.00 from the Senior Center Equipment Rental line, as written in the finance chairman's summary, may be a simple typographical error because it would eliminate the entire amount of the line item. Without appropriating equipment rental in the Senior Center Department, we will not be able to provide snow removal and lawn mowing to the Senior Center. Even though the line item has been reduced to $20,000.00, a budget amendment may be needed.
- As confirmed by the city controller and city auditor, generally speaking, non-governmental funds (such as Motor Pool, Rubbish, IT, Water, Sewer) can only be used for those specific purposes. Therefore, the available cash in the motor pool, rubbish, IT, water, sewer, and Act 51 road funds cannot be used to fund a special road account so these recommendations are not included in this budget update.

In order to meet the fund balance policy for the general operating fund, we have had to make $231,300.00 in additional reductions. The additional reductions have come from the following areas: MAYOR, COUNCIL, ASSESSOR, CLERK, ELECTION, CONTROLLER, CITY HALL, PUBLIC SERVICE, PARK AND RECREATION, and TRANSFER TO POLICE FUND.

Let me close by reminding everyone that I work for the citizens of this city, not the City Council. I have a duty to advise the City Council and provide you with the information you need to make legislative decisions to the best of my ability. I have always done that and will continue to do so as long as I hold this office. I am entitled to my opinion, I have the right to express it freely, and I have the duty to voice it publicly.

We also have a duty to uphold not just the Charter, but the State and Federal Constitutions. That includes the separation of powers of executive and legislative branches of government. I have a duty to protect the powers of this strong mayor executive office and you the legislative processes of the city council. By allowing the over-stepping of authority by the majority members of this City Council without taking a stand, I would be doing a grave disservice to future mayors. As I look around this room, I believe I am the only person present who has held office in the legislative branch and the executive branch. These are two very different positions with very different responsibilities and the powers must remain separate in order for democracy to work. When the lines become blurred, as I believe they have, reckless decisions take the place of effective communications and that ultimately tears down the community.

Please feel free to contact me should you need any further information.

Respectfully submitted,

Mayor Paula Zelenko

Mayor Paula Zelenko

E. COUNCIL ACTION

1. Discussion and possible action on the Mayor's Proposed Budget for Fiscal Year 2017-2018.

Mr. Hayman stated from Attorney General Bill Schuette Open Meetings Act Handbook; "If a public body properly notices the meeting under the Open Meetings Act, but lacks a quorum when it actually convenes, the board members in attendance may receive reports and comments from the public or staff, ask quetions, and comment on matters of interest."

Meeting was adjourned at 5:52 PM.

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

OCTOBER 11, 2017

MINUTES

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 5:30 PM.

A. PLEDGE OF ALLEGIANCE WAS LED BY TOBY BAULDRY

B. CALL TO ORDER

No Quorum.

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Present	
Sandra Talbot	Co-Chairman	Excused	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Excused	
Robert Wilson	Commissioner	Present	
Megan Kalandyk	Commissioner	Absent	
Christina Conley	Councilwoman	Present	
Genevieve Field	Board Member	Absent	

C. STAFF PRESENT

S. Warren, Parks and Recreation Director
M. Kimball, Records Tech

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Sep 13, 2017 5:30 PM

   No Quorum.

RESULT:	**TABLED [UNANIMOUS]**
AYES:	Bauldry, Craig, Wilson, Conley
ABSENT:	Kalandyk, Field
EXCUSED:	Talbot, Dunsmore

2. Veterans Honor Run Committee - Regular - Sep 13, 2017 6:30 PM

   No Quorum.

RESULT:	**TABLED [UNANIMOUS]**
AYES:	Bauldry, Craig, Wilson, Conley
ABSENT:	Kalandyk, Field
EXCUSED:	Talbot, Dunsmore

3. Parks & Recreation Commission - Trick or Treat Trail - Sep 20, 2017 5:00 PM

   No Quorum.

RESULT:	**TABLED [UNANIMOUS]**
AYES:	Bauldry, Craig, Wilson, Conley
ABSENT:	Kalandyk, Field
EXCUSED:	Talbot, Dunsmore

E. ADMINISTRATIVE REPORT

Ms. Warren stated we have been collecting donations and sponsorships and so far we have around $400.00. I have bought some candy and purchase orders have been issued. I am pricing out cookies. I haven't heard back from the balloon twister yet. I have the flyers to hand out. the newspaper ad will come out in the November 19th and 26th paper. The next step on the 5 Year Plan Update will be to hold the public meeting. Our deadline is March 1, 2018. We still need volunteers for all of the events. I would like to try to get a tally of the people that attend each event for audit purposes.

F. PURPOSE OF THE MEETING

1. Trick or Treat Trail update

   Ms. Bauldry said I talked to Meijer about the donuts and we still need to order the cider from somewhere.

   Still needed are 20 bales of hay, steps for the trailer and pumpkins.

   Ms. Warren said I will pick up the cups and napkins. So far we have about a dozen people that will be handing out candy.

   Ms. Conley said I will take care of the face painting details.

2. Veterans Honor Run Update

   Mr. Craig stated as of today, we have 95 people signed up. Should be able to get another water station going from the Bentley Robotics. The deadline for shirt sponsors is October 20, 2017. Set up will start at 7 AM and volunteers need to be there at 9 AM. We will need someone to manage traffic at Roberta and Belsay Road. Volunteers and students that need community service hours are needed.

3. Christmas w/Santa

   Ms. Dunsmore will be taking care of most of the details for this event.

4. Christmas Parade

Mr. Craig said our Parks & Recreation float will be easy to do. We do need to get the word out, we need more participants. We could put an article in the paper.

5. Five Year Plan update

   Mr. Craig said city council approved the budget amendment for $10,000 for the Five Year Plan Update.

G. AUDIENCE PARTICIPATION

None.

H. COMMITTEE DISCUSSION AND OR ACTION

Ms. Conley suggested sending out a thank you note to all of the sponsors.

Mr. Craig stated we need to find out if Megan Kalandyk is coming back and if not, we need to fill her position.

Meeting was adjourned at 6:30 PM.

CITY OF BURTON

BURTON LEGISLATIVE COMMITTEE MEETING

NOVEMBER 9, 2017

MINUTES

Council Chambers	**Regular Meeting**	**5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Councilman Dennis O'Keefe at 5:30 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Late	5:40 PM
Duane Haskins	Chairman	Present	
Dennis O'Keefe	Councilman	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Marcy Kimball, Clerk's Office

C. APPROVAL OF MINUTES

1. Legislative Committee - Regular Meeting - May 1, 2017 6:00 PM

RESULT:	**ACCEPTED [2 TO 0]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Duane Haskins, Chairman
AYES:	Haskins, O'Keefe
AWAY:	Martinbianco

D. AUDIENCE PARTICIPATION

Genevieve Field of Burton spoke regarding the ordinance on the agenda and encourages the board to move it forward to Council.

John Stapish of Burton spoke regarding the way the flags are flown and handled.

E. COUNCIL DISCUSSION AND POSSIBLE RECOMMENDATIONS ON THE FOLLOWING ITEMS:

1. Approve and authorize the second reading of an ordinance to repeal Chapter 153, the City of Burton Sign Ordinance, and to replace it with a new Chapter 153, which shall regulate signs within the City of Burton and which provides for the penalty for the violation thereof.

   Attorney Doyle stated this was previously before you and it was decided to move it to council for discussion and approval rather than make a recommendation. June 22nd I wrote a letter to the legislative committee members indicating that I had addressed some of your concerns. Section 153.06A was added to the list of penalties. As far as allowing signage for events, you will need to decide how many days you will allow the sign to stay up and how many times this would be allowed per year. The responsible party would be considered as the owner of the land in which the sign is placed. Those in violation would be subject to removal and confiscation by the City. In the case of election signs, if the property owner indicates that the sign is there without their permission, the sign owner would be held liable. You will need to make recommendations to Council, the duration that a sign can stay up and the type of signs allowed.

Mr. Haskins said I am concerned about who will enforce this ordinance and how it will be resolved.

Mrs. Abbey spoke regarding temporary commercial signs not being allowed. We have a lot of issues with commercial signs right now that our ordinance does not address in the way that it should. If a sign is in violation a notice would be sent and they would have 10 days to remove it.

Mr. O'Keefe said many residents do not like signs, such as election signs, in their community or in their yard. If they do allow a sign, they want to see it gone soon after the event. My suggestion would be to put a time frame of no more than 60 days per year.

Mrs. Abbey stated normally we notify the candidate if their sign is in violation and needs to be picked up unless it is in the right-of-way. I think it would be reasonable to give them 3 days after the event to have their signs picked up.

Mr. Haskins said before this board moves this forward to Council, I would like to change the language of the motion to include the word "event". If Attorney Doyle would make this change, we could put it on the December 4, 2017 Council Meeting agenda.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, Haskins, O'Keefe

2. Motion to recommend the Wireless Communication Ordinance to Council.

Attorney Doyle stated different companies are asking communities to allow them to put up wireless communication facilities. If you don't respond appropriately you will have a gigantic metal pole in your right-of-way. We need to know how to appropriately respond, how to monitor them and be able to set limits and guidelines. Something this large next to a road is dangerous and we don't want them everywhere. Our main concern is for public health, safety and welfare.

Mrs. Abbey said basically it is for data transfer, they are called small cell wireless. Companies are hired to put these poles in for cell phone carriers. They like to put them up in right-of-ways because it is cheaper for them. Our ordinance limits the towers to 40 feet tall, encourages using existing wood poles as opposed to metal poles if possible, limit where they are located, how close their equipment is to sidewalks and the edge of the road and they would have to apply for a permit. If we do allow them in our right of way, we would receive compensation because we own the right-of-way. We would have to have licensing done along with an ordinance.

Mr. O'Keefe asked if all the bases are covered on this.

Mrs. Abbey stated yes to the best of our knowledge, however this is new to all communities. If something changes, we may need to make an adjustment to the ordinance down the road. We recommend permits fees as follows: Tier 1 with low traffic areas, $25 per month per pole; Tier 2 with medium traffic residential areas, $75 per month; $150 per month per pole for Tier 3, commercial/industrial areas or any type of downtown corridor, and a Tier 4 for other. The ordinance would allow us to make the decision as to whether or not the area they want to place them in would be appropriate. We need to put something in place now, before we get a swarm of companies asking for this. We can always make a change if we need to.

Mr. Martinbianco recommends eliminate the Tier 1 area and allow them to put these up in commercial areas with proper permit, also raise the fees.

Motion to recommend the Wireless Communication Ordinance to Council with the elimination of Tier 1 area and allow them to put these up in commercial areas with proper permit and also raise the fees.

RESULT:	**CARRIED AS AMENDED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, Haskins, O'Keefe

3. Discussion and Recommendations regarding Civil Rights Ordinance.

Mr. Haskins stated I have spoken to State Representative Tim Sneller and he told me that they are working on this.

Attorney Doyle said we should institute some kind of civil rights commission. If this goes through, we will have a good nondiscriminatory ordinance on our books. One suggestion would be to set up a committee or commission that the complaints would go to. They would review and determine whether or not to send these to the City Attorney for review. The City Attorney would then decide whether or not to process them as a civil infraction. I have prepared a resolution on this ordinance.

Mr. Haskins stated there is a lot more to it than just drafting an ordinance and putting it in place. Our City is not ready to facilitate everything that would be needed for this, as far as setting up commissions and enforcement. We need to bring in someone that is well-versed in this. We can't pass an ordinance without knowing how this will be enforced.

Attorney Doyle said I have prepared a resolution for a city wide nondiscrimination policy.

Mr. Hayman suggested bring in facilitators from the Department of Justice and the Michigan Civil Rights Commission to make some suggestions to Council and

Administration on how to move forward. I have been in touch with the Department of Justice and they are willing to speak with administration and come before the Legislative Committee to discuss this.

Mr. O'Keefe said he would like this to come before a full Council in a workshop meeting.

Mr. Martinbianco said he would like to table the item until the next Legislative meeting. I am concerned how this may or may not affect union contracts and whether or not the unions would have to sign on to this as well.

RESULT:	**TABLED [UNANIMOUS]**
MOVER:	Tom Martinbianco, Councilman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, Haskins, O'Keefe

4. Approve and Authorize the second reading of an ordinance amending the City of Burton Code of Ordinances by the addition of Chapter 33 - City Property, generally, and by adding section 33.01 regarding the display of flags on city-owned property and providing the penalties for violation thereof.

   Discussion regarding removal of signs, penalties and types of flags allowed.

   Mr. O'Keefe motioned to send this to Council for their approval with the removal of Subsection A (2) of Section 1 in their recommendation of the ordinance to the full Council.

RESULT:	**CARRIED AS AMENDED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, Haskins, O'Keefe

Meeting was adjourned at 7:03 PM.

CITY OF BURTON

CITY COUNCIL AND ADMINISTRATION FOCUS WORKSHOP MEETING

JANUARY 16, 2018

MINUTES

Council Chambers	Focus Workshop	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 5:37 PM.

A. ROLL CALL

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

B. STAFF PRESENT

Paula Zelenko, Mayor
Sue Warren, Human Resources
Bob Slattery, DPW Director
Karen Moffitt, Treasurer
Marvin Epperson, Fire Chief
Bill Fowler, Assessor
Tom Osterholzer, Chief of Police
Marcy Kimball, Clerk's Office
Rik Hayman, Chief of Staff
Ginger Burke-Miller, Controller
Charles Abbey, Deputy DPW Director
Jean Johnson, Senior Citizens Direct
Kirk Wilkinson, Assistant Fire Chief
Steven Phillips, I.T. Director
Mike Odette, Lieutenant

C. PURPOSE

1. The purpose of this first Focus Workshop is for the City Council, Mayor and members of the administration to have an open round-table discussion regarding the city services that are provided to the residents and to gain a better understanding of the sustainability of these city service.

D. DISCUSSION

- City of Burton 5-year Forecast
- 4.0 vs 4.707 Millage rate
- Consolidating jobs and creating new positions
- Number of employees and police officers
- Number of unfilled positions
- Controlled spending
- Controlled costs
- Revenue, income and expenditure
- Cuts to save money
- Increasing or decreasing level of city services

Minutes Acceptance: Minutes of Jan 16, 2018 5:30 PM (Minutes Approval)

- Subdivisions back on tax roll and development
- City income tax pro's and con's
- Lost revenue in police millage
- General fund money to police department
- Phone system

Meeting was adjourned at 8:15 PM.

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

JANUARY 10, 2018

MINUTES

Community Room	Regular	6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 6:30 PM.

A. PRESENT

Sue Warren, P&R Director, Jim Craig, Lori Downing, Bob Wilson, Jeremy Scharrer, Tony Newton, Debbie Newton, Amber Newton, Vaughn Smith

B. ADMINISTRATIVE REPORT

None.

C. PURPOSE OF THE MEETING

1. Event Recap

- Moving finishing line back
- Traffic control
- Other issues with the race course
- Communication
- More outreach to disabled veterans and admission fee
- Donations
- Parking areas
- Food

2. Proceed Distribution

D. AUDIENCE PARTICIPATION

None.

Meeting was adjourned at 7:06 PM.

BURTON, MICHIGAN

MEMORIAL DAY 5K RUN & WALK COMMITTEE MEETING

JANUARY 10, 2018

MINUTES

Community Room	Regular	7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 7:02 PM.

A. PRESENT

Sue Warren, P&R Director, Jim Craig, Vaughn Smith, Lori Downing, Bob WIlson, Tony Newton, Debbie Newton, Amber Newton, Jeremy Scharrer.

B. ADMINISTRATIVE REPORT

None.

C. PURPOSE OF THE MEETING

1. Charity Delegation

- Shirts
- Walk & Run, all age groups
- Medals
- Food
- T-shirt sponsors

2. Discussion on Burton Memorial Mile Sprint Race prior to parade.

- Race start just before parade
- Funds to replace the Patriot Run
- Awards
- Entry fee and shirts
- Placing time clock on top of golf carts
- Placing race on website

D. AUDIENCE PARTICIPATION

None.

Meeting was adjourned at 8:44 PM.

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BURTON, MICHIGAN

BURTON CITY COUNCIL MEETING

JULY 18, 2018

MINUTES

Council Chambers | **Policy Committee** | **5:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 5:00 PM.

I. CALL TO ORDER

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

II. AUDIENCE PARTICIPATION

NONE

III. DISCUSSION ITEMS

1. Discussion on Organization and goals of committee

   Mr. Heffner stated they would not be taking up the trash ordinance tonight.

   Mr. Heffner would like to make meetings a little bit later.

   Mr. O'Keefe stated he was going to resign from the Policy Committee. He feels he has ideological differences and does not feel policy is the Council 's job.

   Policy meetings have been changed to the third Wednesday at 6:30 PM

2. Discussion on possible policy recommendations on regulating amount of time before and after pick up trash cans are sitting beside the road.

   Not taken up for discussion.

Meeting was adjourned at .

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Minutes Acceptance: Minutes of Jul 18, 2018 5:00 PM (Minutes Approval)

BURTON, MICHIGAN

LED COMMITTEE MEETING

OCTOBER 1, 2018

MINUTES

Council Chambers	LED Committee	10:00 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Person Danny Wells at 10:00 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Councilman	Absent	
Larry Stapleton	Commissioner	Absent	
Marvin Epperson	Fire Chief	Absent	
Danny Wells	Chair Person	Present	

B. STAFF PRESENT

Bob Slattery, DPW Director
Racheal Boggs, Deputy Clerk

C. AUDIENCE PARTICIPATION

Greg Fenner, representing the City of Burton Downtown Development Authority (DDA) stated the DDA has been talking about switching the lights in Downtown Burton to LED. We have run into problems regarding the cost and dealing with Consumer's Energy. We are fortunate enough to have a local lighting supplier on our board. We know the cost of the fixtures and we know what the labor would be if he hired a licensed electrician to put them up. This amount is significantly less than what Consumers wants to charge us. There is no future savings for the DDA. The city will benefit from a cost savings and Consumers will benefit from a lower cost in maintenance. If the DDA could get a break down of the actual cost per fixture and work with the city, Consumers and the LED Committee, maybe we could move this forward. It would make a big difference during our events in Downtown Burton.

Bob Florka, Energy Reduction Coalition (ERC) Director of Strategic Development of Ann Arbor stated they have dealt with Consumers and other utility companies quite a bit. They like to keep control of the street lighting infrastructure because it is a big money maker for them. In this situation, it doesn't make any sense for the DDA to put money into this. It is much better lighting; modern and clean and great to have. What ERC does is foot the bill for a project. Consumers tells us the cost to upgrade to LED and we pay for it to get it done. This should result in a lower tariff and that savings is what is shared between the city and ERC. This is a case by case basis so we have to see what Consumers will charge. If there will be a savings, it is worth doing.

Steve Welch, of Grand Blanc and Chamber of Commerce Board Member stated he agrees with Mr. Fenner. I recommend we work this out with ERC so we can start saving money.

Jim Lamerato of Oxford, with ERC stated with utility owned poles they require you to use their lights and their electricians. We are locked into that and they will not budge.

Mr. Wells stated he would like to change the format of the meeting to an open discussion.

D. COMMITTEE DISCUSSION ON THE FOLLOWING ITEMS:

1. Discussion on a Program for Upgrades to Municipal Lights and Street Lights to LED.

Mr. Slattery stated there are 57 lights in the downtown area from Maple Road to Hemphill Road on Saginaw Street. Of these lights, 50 are 400 watts and 7 of them are 250 watts; all high pressure sodium.

Mr. Florka said these types of lights fit nicely into our program. We have done a lot of these lights with Consumer's Energy and there should be a savings.

Mr. Fenner stated the DDA has a problem for paying for someone else to make a profit. I feel Consumer's should be held accountable.

Mr. Florka stated with ERC, buying us out is always an option at the depreciated value of the system from day one. We put this program together as a cooperative for municipalities all over the state. In a sense, you can get it all done, check it out and then decide. We depreciate it after that.

Mr. Fenner asked if the city decides to go along with the program and the DDA would like to participate, could you break down the payment monthly.

Mr. Lamerato said yes. He stated the payment is based on the benefit that the lights are providing. In the agreement, it may say, for example, you get the first 10% of reduction over what you are currently paying and anything over that would be paid to the ERC. Overtime, that percentage would grow while the ERC payment would get smaller and smaller.

Mr. Florka stated we break out the numbers building by building and segment by segment.

Mr. Lamerato said they will break out the billing however the city wants it done.

Mr. Wells stated maybe we will start with City Hall, DPW, Police, Fire, the parking lots and offsite fire stations. We could bring in the school systems and eventually bring in the DDA and outside entities.

Mr. O'Keefe stated he agrees that dealing with Consumer's was a complete nightmare. We have been given misinformation and no information; t was going to cost millions of dollars with Consumer's to do this. I would like to know the end cost. There is still a cost to this, it isn't upfront but amortized in some way.

Mr. Florka stated by signing the contract, you are giving us permission to take down a lot of data. We will analyze it to come up with your current cost. We will figure out your ideal conversion and post conversion costs. Nothing happens until you review this information and are satisfied with it. When you sign off on this that is when we are committed to spending the money. During a conversion, unexpected things happen and this is the third step. A final plan is done with these changes or any changes you ask for. Until you approve the final plan, there is no payment due.

Mr. Slattery stated Mr. Florka gave us a couple of municipal examples at the last meeting and he would like ERC to share these examples with Mr. O'Keefe or others who haven't seen them. We need to be sure the long term cost of doing this with ERC will be the best way for the city. We have received two drastically different estimates for Saginaw Street from Consumer's in the past few months. We also need to identify who owns what on Saginaw Street. Consumer's owns some and we own some. No one seems to know which ones we own including Consumer's.

Mr. Fenner stated why not do a pilot program on Saginaw Street with the DDA and see how it goes from there. If there is enough savings, we can partner with them for future programs.

Mr. Wells said all we are talking about now is the municipal lighting.

Mr. Slattery stated we should consider this a project with two components. The first being all of the municipal lighting which can be done quickly and the second being the street lights in the city including Saginaw Street and the DDA.

Mr. Lamerato stated that makes a lot of sense considering Consumer's has closed off any future street light conversions this year. Any project involving street lights would begin in the spring of next year. The buildings go year long and can be started as soon as we get the go-ahead.

Mr. Wells asked how many cities who have Consumer's Energy as their supplier have converted street lights.

Mr. Lamerato stated they have done a couple in Mackinaw City and they are currently working in Elk Rapids with Consumer's owned lights the rest have been either city owned or DTE.

Mr. Wells stated the more people that get on board with this can put pressure on the utility commission so we can all share in the savings. My concern is to get the city energy efficient first then take it to the schools, Meijer, the new GM plant, etc.

Mr. Lamerato stated they have done a number of commercial facilities but our focus is on non-profits.

Mr. Wells said now would be a good time to talk to the people at the new GM plant because they are literally putting up the walls right now. It could change the face of your company.

Mr. O'Keefe would like to know if ERC is under the same parameters with Consumer's Energy that we are as a city.

Mr. Lamerato said yes. Consumer's requires we use their product and their electrician. Part of the reason for this is they are buying thousands of these lights and the poles and arms belong to them so they want to make sure there is no damage to their assets. We have done this and do it successfully. It takes the headache away from the city and the DDA.

Mr. Wells asked why Consumer’s Energy wouldn’t change everything over to LED themselves instead of waiting for ERC to do it.

Mr. Florka said they produce an excess amount of power at night. They don't shut the generators off. In fact, they are grounding power that they can't send anywhere so they have no real incentive to do it; they just don't care. The main problem is they don't reduce their need for generating capacity by reducing the use of electricity at night but you reduce the amount of money you spend and get better light so, you do care.

Mr. Wells asked how long it will take to get the first set of numbers together.

Mr. Florka stated as soon as you sign the contract, we will schedule assessors to come out and collect data. It doesn't require a lot on your part other than an escort to open a building if it's closed. This will take a week or so. Processing all the data will take another week or so. Then, it's just a matter of scheduling a time to go over all the data with you. We try to start quickly so the saving will start right away.

Mr. O'Keefe said so, the first agreement is just a fact finding scenario. There is no liability for the city to continue.

Mr. Lamerato stated, it is telling us that you are committed to doing this. We are a non-profit organization. We don't have the staff to go around and do assessments that aren't going to lead to a project. The agreement will state what the savings will be (lighting cost reduction rate). We will list fixture by fixture and the percentage of savings per fixture.

Mr. Slattery stated in your folder is a copy of the conversion program agreement.

Mr. Lamerato stated he understands the concern. I think you are truly interested so, we can come in and do an assessment of one of your buildings and show you what we are talking about before you have to sign the agreement. We gather information about the particulars of the use of a building or room such as how often a room is used, if motion sensors would be useful, need for occupancy sensors, emergency versus 24/7 lighting, etc. We don't inflate anything. Savings is based on actual usage. You get 100% of the number before ERC receives anything. We try to take out the risk and uncertainty. We guarantee a cost reduction. We only get paid if we exceed that amount.

Mr. Wells asked if the technology changes, will ERC update our technology.

Mr. Lamerato said, yes.

Mr. Slattery stated the change in technology and the uncertainty of the future is one of the benefits of going with a program like this.

Mr. Lamerato stated the city is protected because we give you the lower of the depreciated value at buyout should you choose to buyout. As long as you're in the program there is a 100% warranty for product and labor regardless of what the manufacturer warranty is.

Mr. Wells said this costs nothing upfront. If we use it for a few years and decide to go another direction, we can buyout. We have 2 board members here tonight from the DDA and the Burton Chamber who have members of their respective boards that sell these lights, would you consider buying locally?

Mr. Lamerato stated they will definitely take recommendations from the city of local companies as long as they meet ERC standards; this includes electricians. We don't manufacture the product or have electricians on staff.

Mr. Wells will be calling our Senator this afternoon to discuss this program.

Group discussion on percentage of savings including current cost, types of bulbs, wattage, usage per year and calculations for new cost per fixture.

Mr. Slattery stated another benefit of conversion is we will have options and choices of the color and warmth of the bulbs.

Mr. O'Keefe suggested a presentation with dollars and cents to the full City Council.

Mr. Lamerato stated choose a building and we can begin an assessment this week so we will have good numbers for City Council. We will also need a copy of the electric bill and someone to escort us with access to all the rooms in the building.

Group discussion on which building is appropriate for the first assessment. The board and administration decided to have an assessment of the City Hall building.

Mr. Slattery will get the electric bill and take care of the escort.

Mr. Fenner asked in terms of the street lights on Saginaw Street, how difficult will the assessment be?

Mr. Lamerato stated it isn't difficult, Most of the information will come from your electric bill. Also, during the assessment, if we find any issues with the bill, we take care of that.

Mr. Wells will be reporting this information at the Council Meeting tonight.

Meeting was adjourned at 11:15 AM.

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CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

NOVEMBER 14, 2018

MINUTES

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair James Craig at 5:30 PM.

THIS MEETING WAS OPENED BY JIM CRAIG.

PLEDGE OF ALLEGIANCE WAS LED BY DEBRA DUNSMORE.

A. CALL TO ORDER

Due to no quorum, it was decided to still hold a workshop.

Attendee Name	Title	Status	Arrived
Toby Bauldry	Board Member	Absent	
Sandra Talbot	Commissioner	Present	
James Craig	Chair	Present	
Debra Dunsmore	Commissioner	Present	
Robert Wilson	Co-Chair	Absent	
Christina Conley	Councilwoman	Excused	
Jeremy Scharrer	Commissioner	Absent	
Joseph Fallis	Commissioner	Absent	

B. STAFF PRESENT

Sue Warren, Parks & Recreation Director
Marcy Kimball, Clerk's Office

C. ADMINISTRATIVE REPORT

Ms. Warren stated the Trick or Treat Trail event went very well.

D. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Oct 10, 2018 5:30 PM

2. Parks & Recreation Commission - Trick or Treat Trail - Oct 10, 2018 6:30 PM

3. Veterans Honor Run Committee - Regular - Oct 10, 2018 6:30 PM

E. PURPOSE OF THE MEETING

1. P&R 5-Year Plan

Lisa Easterwood from Fleis & Vandenbrink stated in September we did an assessment of all the Burton parks. The things we were looking for were safe use, barrier free access, us of amenities and general appearance. Starting at page 14 of the Parks & Recreation Plan, we added the needed improvements and potential amenities section to each park and facility. The needed improvements are based on our assessment of each park and facility and the potential amenities are based on the survey, workshop results and what the current park plan shows. We also updated the amenities information. The current park plans start on page 37. The Kelly Lake P&R plan has been updated with the boardwalk included. The trail route was changed to route #1, Iron Belle Trail. A list of current P&R programs and events were added on page 21 with a comment section.

Mr. Craig said the Brookwood Boogie can come off that list, they are not doing this anymore. Race to Grace is put on by Faithway Christian School and Hot Fudge Run is put on by the Burton Kawanis. These are not our events but they are partners with us in the Race Series.

Ms. Easterwood will put a note next to that. On page 34 are the goals and objectives. This has been updated based on September meeting discussion.

2. P&R trails update.

3. Trick or Treat Trail brief recap

4. Veterans Honor Run brief recap

5. Pizza with Santa event

Mrs. Dunsmore stated when each child comes in they will receive play money and as they complete the workshops they will earn more. We will have a Santa's Workshop area where they will be able to spend their play money on Christmas gifts and they will be able to wrap them. We decided not to have a movie. We can meet at the school at 10:00 AM to set up. I will bring some desserts.

Ms. Warren said we will have gifts to purchase for children and adults. Mayor Zelenko has volunteered to help with gift wrapping.

Mr. Craig said he will bring 10-15 cases of water.

F. AUDIENCE PARTICIPATION

G. COMMITTEE DISCUSSION AND OR ACTION

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, DECEMBER 12, 2018 AT 5:30 PM.

Meeting was adjourned at 6:55 PM.

CITY OF BURTON

BURTON CITY COUNCIL MEETING

NOVEMBER 19, 2018

MINUTES

Council Chambers	**Workshop**	**5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Steven Heffner at 5:30 PM.

A. CALL TO ORDER

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

B. STAFF PRESENT

Rik Hayman, Chief Of Staff
Sue Warren, HR Director
Bette Bigsby, Acting City Clerk
Mike Odette, Police Chief
Marvin Epperson, Fire Chief
Collette Estes, Executive Assistant
Louise Karatza, Payroll
Brenda Moulton, Purchasing Director
Karen Moffitt, Controller
Robert Slattery, DPW Director
Jean Johnson, Senior Center Director
Charles Abbey, Deputy DPW Director
William Fowler, Assessor
Alice Bryce, Treasurer

C. ADMINISTRATIVE REPORT

D. PRESENTATION

1. Presentation of the 2017-2018 Audit

   Mr. Smith introduced Pam Hill from Plante Moran to do presentation of the 2017-2018 audit.

E. COUNCIL DISCUSSION

F. INFORMATION ITEMS

Meeting was adjourned at 6:43 PM.

CITY OF BURTON

FINANCE COMMITTEE MEETING

MAY 19, 2014

MINUTES

Council Chambers	Special Meeting	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 6:00 PM.

A. MEETING WAS CALLED TO ORDER AT 6:09 P.M.

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Dennis O'Keefe	Councilman	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Chairman	Present	

C. STAFF PRESENT

Paula Zelenko, Mayor
Rik Hayman, Executive Assistant
Sue Warren, Human Resources
Ginger Burker-Miller, Controller
Teresa Karsney, Clerk
Steve Heffner, Councilman
Ellen Ellenburg, Councilwoman
Pam Hill, Plante Moran

D. PRESENTATION

A. Discussion and possible recommendations regarding the City of Burton's Municipal Employee Retirement System (MERS) plan.

E. AUDIENCE PARTICIPATION

None

F. COMMITTEE DISCUSSION

Mr. Smith said he called the meeting to discuss the recommendations on what to contribute to the MERS pension's unfunded liability. He is looking to come up with a visionary plan for the City on how to handle this unfunded liability. We asked Pam Hill from Plante & Moran to help us with this.

Ms. Hill said she hasn't had a lot of time to look at this matter; she had just gotten a call from Ginger this morning. She talked about looking at the long term picture and not just an answer for the short term. She feels we need to put something in the budget for this year. Just because it is in the budget doesn't mean you are fully obligated to contribute that amount. This way you at least have an amount in the 2014-2015 Budget. Ms. Hill cautions the City not to make this decision without all the right tools. There has been lots of discussion on what types of services the City wants to provide to the residents regarding

Police and Fire Departments. The City needs to set a list of priorities, is one of the key issues. The City needs to know how the contributions to MERS will affect the unfunded liability in the pension plan. As long as we are adding employees to the plan we are also increasing our unfunded liability. The City needs to look at the impact of the contribution on a longer term than just what next year's budget is. If the City wants to control their cost on the unfunded liability then we need to close our current plan and go to a Hybrid or a defined contribution plan for new hires. The faster we get to close the plan the sooner we can get control of the unfunded liability. She feels this is key to long viability and better to control our cost. With this passage of the millage it does not include the new police officers we hired. They will be paying into the plan but they also cause more unfunded liability to the City. She thinks there is a lot of cost associated with employees that we don't always factor into the budget. We always factor in their pay and fringes. Fringes are your other post-employment benefit obligations, which the City isn't really being funded and this pension obligation as well. So she feels it is important that the City keeps that in mind when they think of hiring new employees. By doing a forecast and really getting into what the obligations the City has out there. When you add new employees, what is the effect to the City pension liability and OPEB liability on the future of the City on General Fund and the Police Fund and what does that mean?

Mr. Smith asked Pam to clarify that we have added 7 officers; we are actually building up more unfunded liability than we are contributing. How do we try to stop that fall?

Mrs. Burke-Miller stated that MERS is shorting the amortization from 30 years down to 20 years.

Ms. Hill stated that to a point, Mr. Smith, you are correct as long as the plan is open the City will get further behind because the plan is not closed. You can continue to contribute whatever they tell you to, but you will still be falling behind until the plan is closed. You will not see a ton of progress unless you make additional payments; close the plan or a combination of both.

Mr. Smith asked how concerned should the City be about these legacy costs.

Ms. Hill stated that you need to be concerned about the legacy cost because otherwise you are just pushing it off for future generations. Addressing it now and to get the plan funded so you can close it and negotiate as part of your union contracts for new hires a defined contribution. This is the only way to see the biggest impact to reduce those legacy costs. This will only grow larger when someone retires or you add someone new to the plan.

Mr. Smith asked how concerned we should be about this number, like roads vs. this number.

Ms. Hill stated that 50% she feels is pretty low as far as funding goes. The City is only at 39%. Most communities are around 70-80% right now. Being in the 40-50% range is really low.

Mr. Smith said that if we can get to 50% then we have the option to go to a Hybrid plan or a Defined Contribution. He asked Ms. Hill what her thoughts are on that. Should the City strive for that?

Ms. Hill thought someone from MERS will be better to answer that question.
That way they could discuss the pros and cons of both programs with you.
She did say the City has to stop the bleeding and the only way to do that is change your plan, but to change the plan you need to be 50% funded. She does think that it is something the City need to look at in the future. The sooner, the better, because then you

put a cap on this so when there are retirements and new people hired. The other thing I didn't touch on is that it helps you in your budgeting. If you had a Defined Contribution plan that percentage is set, it is not going to keep going up. It makes budgeting a heck of a lot easier and it puts the City in a better position because you know how much each year what to expect and you're not trying to guess what the market is going to be or what the percentage is going to be for next year. Your numbers, as for contribution percentage are really high and with the current cost of employees, put your people cost a really high amount. The residents have entrusted the City with this millage and at the end of the 20 years, where does the City want to be? Are we budgeting now that in 20 years we have no money left in the Police Fund? This is another kind of goal setting strategy discussion that the City needs to have. You need to know where you want to be in 15-20 years and in the position that the General Fund is supporting the police again. You want the Police Department to be self sufficient and not relying on General Fund.

Mr. O'Keefe's concerns are that we have this unfunded liability since the 90's when the plan was opened, that everyone was vested and didn't have to bring any money over. He feels that MERS has a different story every time they come and we can't get a straight answer from them. When MERS comes in he leaves with more questions than he came in with. He feels that the employee contribution is too high and will cause us to lose employees because they can't afford it. He was under the impression that when you add more employees your unfunded liability would go down because the new people were so far away from retirement.

Ms. Hill stated that if you are looking at a short term basis, then yes, it would help but it you are looking on a long term basis then no. The new employees will be increasing your liability. What you really need to be focusing on is the long term effects these employees will be having on the City. Now that you have the millage you need to have a plan. Do you want to reduce the legacy cost or not?

Mr. O'Keefe wants to know what value we are really getting out of the addition payments to MERS for this unfunded liability. Right now we haven't thought more than one year at a time. He has a hard time thinking about voting on a payment to MERS not knowing what the true outcome is going to be. Why doesn't the State look at a plan to help all the communities out, not just Detroit?

Ms. Hill stated that is why a forecast is so important. It would give you the answers you are looking for. She said it needs to be at least budgeted for, so it is in the budget, so when you do a higher level of comfort then the money is at least there if you decide to make extra payments. It is important to remember that these legacy cost with companies like GM and Chrysler, these employers have put off funding them and look what happened to them, they had to file bankruptcy. Look at the City of Detroit and City of Flint, they have these legacy costs and no one is doing anything about them. Government accounting standards are changing and the City of Burton is going to have to record this liability in two years. That is going to be a huge number. Your rating agencies is well aware of these liabilities Its going to be even more front and center in 2015 when it is front and center on your balance sheet.

Mr. O'Keefe stated he is not concerned with it being on the balance sheet, we know we owe the money. Now this is in our laps and we have to deal with it. He feels he does not have enough information to make a decision right now.

Ms. Hill said it is key to remember that Council can pass budget amendments throughout the year and if there is something you are uncomfortable with then wait to make the decision after you got the necessary information needed. There is nothing wrong with putting it in the budget you can always do a budget amendment to take it out if you don't use it.

Mr. Wells stated that he doesn't want to short change the residents by putting a million or a million five down on this unfunded liability that they are not going to see any use out of it. The only people who are going to get any use out of this is going to be the City of Burton employees. In the short term we need to figure out what we are going to do with this money. We are talking about a fixed amount of payments; maybe we should look at a percentage instead. Maybe every year before budget time see where we are at and decide on a percentage each year. We would be making some headway but maybe not the headway we wanted.

Mr. Smith is going to ask the Mayor to come up with an agreement with Plante & Moran and the Council sit down as a Council of the Whole to discuss how to allocate this money. The recommendation of the Finance Committee is that the Mayor enters into an agreement with Plante & Moran for quarterly meetings to discuss, with the Council of Whole, the unfunded liability for MERS and OPEB Health Care liability. Plante & Moran to bea moderator to give us informed options on how to spend this money.

Mayor Zelenko stated, yes, she could do that. She put it in the budget to make sure it is brought to the Council's attention that we need to do something with this unfunded liability. We need to have a plan in place on how to pay this down before 2015.

Mr. O'Keefe requested a new report from Sue on what the effects would be with the additional employees and how that affects the unfunded liability.

Ms. Warren said that it was just different scenarios and a bunch of what if.

Ms. Hill thinks it would be a good idea to talk in depth with the whole Council, so they understand some of the concepts that we talked about today. She feels we need to get the projection started at least, figure in your union negotiations, present employees and salaries, projections for your health care benefits, where your millage is going to be and highlight big picture items. You must have these items to have a meaningful discussion.

Mr. Wells said those numbers are going to change over the next few year, but we don't know what else will be coming down the road. His other question was do you feel this is your expertise and that you can guide us on this issue?

Ms. Hill said she feels she can lead discussions surrounding pension and unfunded liability. You will need to work with an actuarial company to get the other answers you are looking for. They would be able to get you what affects your payments would make on a big picture basis. We also have people that work with the OPEB liability that could help moderate that conversation on a as needed basis. We may need to get MERS involved and run some projections for you.

Mr. O'Keefe asked if there is a company out there that we can hire besides MERS and what would the cost be?

Ms. Hill said it could be a lot more costly to get those numbers from someone else. It could cost anywhere from $20,000 to $50,000 but it would be better to use MERS because they know your history, they have all your employee data, that should not be a big deal for MERS to run that for you and it would be more cost effective.

Mr. O'Keefe stated he has no confidence in MERS.

Mr. Wells stated this has been going on for 20 years and we need to stop kicking the can down the road. We need to make a decision to get this taken care of without short changing our residents.

G. BOARD RECOMMENDATIONS

Recommendation of the Finance Committee is to have the Mayor enter into an agreement with Plante & Moran for quarterly meetings to discuss with the Council of the Whole the unfunded liability for MERS and OPEB Health Care liability. Plante & Moran to be moderator/lead between the City and MERS. The first meeting will occur in June and then one a quarter. This way we can make progress before the next budget year comes around.

H. MEETING ADJOURNED AT 7:20 P.M.

Meeting was adjourned at .

CITY OF BURTON

BURTON CITY COUNCIL MEETING

FEBRUARY 7, 2019

MINUTES

Council Chambers	Special Meeting	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	
Duane Haskins	Vice President	Excused	
Dennis O'Keefe	Councilman	Excused	
Steven Heffner	President	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Excused	
Christina Conley	Councilwoman	Excused	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bette Bigsby, Acting Clerk

C. ADMINISTRATIVE REPORT

Mr. Hayman spoke about having the report that Council asked for on personnel charged to the Water/sewer Fund.

Mr. Hayman went over some crime statistics for Kings Lane. Police were called to Kings Lane 1037 times in the last year. There was 128 reports taken. Mr. Wells has a copy and Mr. Hayman stated he could get a copy for the rest of Council.

D. AUDIENCE PARTICIPATION

NONE

E. PRESENTATION

Attorney Joliat stated that there is no quorum at the meeting so the council cannot take any formal action on anything tonight. People came up and traveled a long way in inclement weather rather than turn them away it is the Council discretion to hear the presentation and ask questions seek information so it can be preserved as a committee or investigative study to be discussed or put on an agenda later.

Shahid Shaikh and Lisa Toth did a presentation on complexes they have rehabbed in other states.

Ms. Toth spoke of the way to address the crime aspect at Kings lane utilize a three prong approach. Crime free multi housing program introduced by the Arizona police department 48 states

1. The purpose of the meeting is for presentation, discussion, and possible action regarding the City of Burton's first right of refusal in accordance to the regulations of the US Housing and Urban Development property, Kings Lane Apartments.

Meeting was adjourned at 7:05 PM.

FINAL

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 5, 2014

MINUTES

Council Chambers | **Demo Hearing** | **5:15 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

A. MEETING CALLED TO ORDER AT 5:15 P.M.

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Late	5:20 PM
Duane Haskins	Vice-President	Present	
Dennis O'Keefe	Councilman	Present	
Steve Heffner	Councilman	Excused	
Ellen Ellenburg	Councilwoman	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	

C. STAFF PRESENT

Stuart Worthing, Building/Code Enforcement Inspector
Melanie Snow, Clerk Typist

D. VICE PRESIDENT HASKINS OPENED THE PUBLIC HEARING AT 5:16 P.M.

E. PRESENTATION

A. This is the time fixed for hearing and considering any comments to the Demolition under consideration of 1349 S. Belsay Road, Parcel #59-13-551-030

F. AUDIENCE PARTICIPATION

None

G. COUNCIL DISCUSSION

None

H. VICE PRESIDENT HASKINS DECLARES THE PUBLIC HEARING CLOSED AT 5:20 P.M.

I. COUNCIL ACTION

1. Approve and Authorize for Step V of the Burton City Demolition Procedure, determining said premises at 1349 S. Belsay Rd, Parcel #59-13-551-030 to be a public nuisance or hazard and to further require the owner(s) or occupant(s) to:

2. Immediate Demolition, with DPW given authorization to request sealed bids and the Structure to be razed within the thirty (30) days of Burton City Council's acceptance of the low bid and the City Attorney's approval of the contract documents for execution of a contract with the Mayor and Clerk.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Tom Martinbianco, President
SECONDER:	Dennis O'Keefe, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Ellenburg, Wells, Smith
ABSENT:	Heffner

J. MEETING ADJOURNED AT 5:22 P.M.

DRAFT

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 5, 2014

MINUTES

Council Chambers	Demo Hearing	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. MEETING CALLED TO ORDER AT 5:35 P.M.

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Absent	
Duane Haskins	Vice-President	Present	
Dennis O'Keefe	Councilman	Present	
Steve Heffner	Councilman	Excused	
Ellen Ellenburg	Councilwoman	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	

C. STAFF PRESENT

Stuart Worthing, Building/Code Enforcement Inspector
Melanie Snow, Clerk Typist

D. VICE PRESIDENT HASKINS OPENED THE PUBLIC HEARING AT 5:35 P.M.

E. PRESENTATION

A. This is the time fixed for hearing and considering any comments to the Demolition under consideration of 1414 Norton Street, Parcel #59-30-576-203

Mr. Worthing said there have been complaints on this property and a partial clean-up was done. The owner never cleaned the property and it has been tagged for over a year. It could be repaired but if that is the case, he would like a date when that might happen.

F. AUDIENCE PARTICIPATION

Clyde McIntyre Jr., 8140 Bristol, owns this property but he has been disabled and could not keep it up. He asked the Board for 6 months to bring it back to code and will sell it. He said the neighbors vandalized the home and areas of it have rotted.

Clyde McIntyre Sr., 1484 Norton, said the people who rented the house are probably the ones who complained because they wanted to buy it. The house is sound and had a new roof and doors before the doors were kicked in.

G. COUNCIL DISCUSSION

Mrs. Ellenburg said the house seems fixable. She would prefer 90 days instead of 6 months.

Mr. Wells asked Mr. McIintyre Sr. how close he lives to this property and if he could monitor it.

Mr. McIntyre Sr. said he is 2 blocks away. There needs to be doors put on to help keep vandals out. The house does have insurance on it.

Mr. Smith agreed with giving Mr. McIntyre 90 days to bring it up to code.

H. VICE PRESIDENT HASKINS DECLARES THE PUBLIC HEARING CLOSED AT 5:42 P.M.

I. COUNCIL ACTION

1. APPROVE AND AUTHORIZE the Standard Resolution for Step V of the Burton City Demolition Procedure, determining said premises at 1414 Norton Street, Parcel #59-30-576-203 to be a public nuisance or hazard and to further require the owner(s) or occupant(s) to:

   Alter by repair the structure to Burton City Code with a Building Permit within 90 days and that the Council receives a report on the progress of this property.

   ***The Department of Public Works is hereby given the authority to demolish the structure(s) upon failure to comply with the Building Permit or Demolition Permit. ***

RESULT:	**CARRIED [4 TO 1]**
AYES:	Haskins, Ellenburg, Wells, Smith
NAYS:	O'Keefe
ABSENT:	Martinbianco, Heffner

J. MEETING ADJOURNED AT 5:44 P.M.

DRAFT

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 28, 2014

MINUTES

Council Chambers	Budget Workshop	6:15 PM

4303 S. CENTER ROAD
BURTON, MI 48519

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Absent	
Dennis O'Keefe	Councilman	Present	
Steve Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Danny Wells	Councilman	Late	6:46 PM
Vaughn Smith	Councilman	Present	

B. STAFF PRESENT

Mayor Paula Zelenko
Ginger Burke-Miller, Controller
Mark Udell, I.T. Department
Jean Johnson, Director Senior Center
Teresa Karsney, City Clerk
Chief Tom Osterholzer
Rik Hayman, Executive Assistant
Bette Bigsby, Benefits
Sue Warren, Human Resources
Doug Bingaman, Treasurer

C. AUDIENCE PARTICIPATION

D. PRESENTATION & DISCUSSION

A. Proposed 2014-2015 Fiscal Year Budget

Mr. Smith referred to an article in the Detroit Free Press reporting the State Legislators have been called to step up and address issues. There is a department in the State Legislature geared towards municipalities beyond the Emergency Manager. He requested the City get in contact with that department to try and receive funding for the City. The goal is to balance the budget shortfall of $228,100. We will be hearing Mr. O'Keefe's suggestions to leverage money.

Mayor Zelenko said we have made contact with them already.

Mr. O'Keefe said Detroit is going to give $200,000,000 for their pension bailout. What is the difference between people in Burton compared to Detroit? We have to file bankruptcy in order to get help from the State? It seems like nobody at the State level even wants to look at this but they will throw money at it. He feels Plante & Moran need to research and get feedback. He feels uncomfortable with the information he receives from them.

Mr. Smith said we have $500,000 in the budget for an additional payment to MERS. But

Minutes Acceptance: Minutes of May 28, 2014 6:15 PM (Minutes Approval)

until we know what we are getting into maybe we would be throwing good money after bad. He expressed to Pam Hill of Plante & Moran what we are looking for. We are looking for how best to leverage this money for the next 20 years. We will be looking at millions of dollars if this is not done right. He is also in favor of a 5-year forecast.

Mr. Heffner agreed with Mr. O'Keefe that it would be nice if we could get a little money like Detroit is getting. He feels the thinking on that must be if you save Detroit then Michigan as a whole will lean the way Detroit goes, therefore if you save Detroit, you save Michigan. He said like it or not we are going to have to put money towards MERS. He feels that we should put the $500,000 per year in the money we use for the roads, when we get paid back for the roads, we take every penny of that and invest into MERS.

Mr. Smith said we can make a more informed decision after June when we have met with Plante & Moran.

Mr. O'Keefe said you must have a 5-year Financial Plan.

Mr. Heffner said we need to hire a specialist.

Mrs. Burke-Miller said in 2006 when MERS reported that we were on track. They were correct but in 2008 that's when the bottom dropped out and we had the problem. So MERS decided to take those losses and spread them out. They also shortened the amortization schedule. She has talked with the State and they are looking at our unfunded liability. They say this is very significant and their concern is the 7.8% funding on the OPEB. Keep in mind that MERS and your pension cost is what legally we have to keep up on. In her opinion, in order to make some changes with MERS, it makes more sense to start paying down the MERS first.

Mr. Bingaman said back in 2007-2008 the City of Flint was about 90% funded at that time. Then 2008 rolled around and it dropped to 60% funded. The only way to fix this is to fund it. He suggested putting a large chunk of money in the budget. Set it aside so if you decide to fund it next year, the money is there.

Mrs. Burke-Miller said it takes us to be 50% funded to get us to a Defined Contribution Plan for new employees. To get out entirely we need 120% funded level. We basically have to throw money at it.

Mr. O'Keefe thinks Attorney Austin should review this and see why MERS doesn't have a responsibility in this. The number of employees went from 104 down to 80 and then you don't get that contribution. He always thought the IRS had to approve new retirement plans.

Mr. Martinbianco assumed with the EVIP this falls under the dashboard components we were required to do by the State.

Mrs. Burke-Miller said this is the 3rd part of EVIP. The State wants to know our plan for our OPEB and unfunded liability in order for us to get the 3rd part of EVIP money. The governor said as long as Michigan municipalities say that they are going to pay their annual required contributions to both OPEB and their pensions he will be happy to take that EVIP portion away.

Mr. Heffner asked what roll the Controller had at the time for recommending MERS and how did they get to allow his daughter to get to continue to draw on his pension plan and how long does she get to draw it.

Mayor Zelenko said that is a beneficiary option under MERS. She gets to draw it the rest of her life from what she understands.

Mrs. Burke-Miller said MERS has become aware of these types of situations. They have tried to tighten things up and they have changed that aspect.

Mayor Zelenko suggested at the next Council Meeting, make a motion to give a directive to the City Attorney to investigate this.

Mr. O'Keefe said he agrees with the Master Plan and Blight Elimination Program but they are a little premature. He would like to see a 5-year Plan in place first. The generator for the City, we have 30,000 residents and this building needs to run seconds after the power goes out. The State is going up to 56 troopers and many are earmarked for Flint. How much time could the State keep 56 troopers in the City of Flint? It doesn't make sense to him.

Mrs. Ellenburg said we need to put something aside for the blight. The Master Plan would help our City grow. Maybe put $50,000 in each of these line items.

Mayor Zelenko said Fleis & Vandenbrink told City a Master plan runs $75,000 on up. Probably $100,000 is a good estimate for getting a Master Plan done. She said the biggest complaints they get are roads, flooding and vacant house and neighbors not cleaning up their yards. We need to document the wages we spend for our guys to do Blight clean up. Most of the cleanup is done on overtime over the weekends.

Mr. Heffner doesn't believe the residents voted for the millage to be used for this. It was sold to the residents for police protection. This seems like a shopping spree. These ideas are good but we don't have the money to do it.

Mrs. Ellenburg said the millage was to get us to the police level we needed and to free up some of the money in our General Fund that went to fund the Police Department.

Mr. Martinbianco asked if there might be ramifications from the Sewer Fund.

Mrs. Burke-Miller didn't see any issues with borrowing the money from the Sewer Fund. She has conversed with Bobby Bendzinski whether or not that would put us in jeopardy for the SRF loan and he did not feel that it would.

Mr. Bingaman said our average interest rate is just under 1% on investments.

Mr. O'Keefe asked Mrs. Burke-Miller when she talked to Mr. Bendzinski what would our probability of having a road bond fly.

Mrs. Burke-Miller said it wouldn't hurt for him to come before the Finance Meeting to talk about plans.

Mr. Smith said it sounds like we are going to take the money that has been in our budget for Center Rd., to take it out of the General Fund, put it back in.

Mrs. Burke-Miller said we will have to budget for it to come out of sewer directly as an expense and set up the corresponding liability.

Mr. Heffner thinks the generator is a good idea and investment.

Mr. Martinbianco asked what protection equipment we have on our computers and phones.

Mr. Udell replied there is ups and surge protection on the phones and computers.

Mrs. Burke-Miller said the total cost would be $215,000, which would run everything.

Mr. Wells asked about an appraisal for the Senior Center.

Mayor Zelenko said we have not done that yet, but we can.

Mr. Smith said the consensus of the Council is that we make the Police, City Hall and the DPW self-sufficient off the grid if needed.

Mr. Wells said there is extreme voter apathy out there right now. People are not happy and it will take a lot of evidence to start bringing them back.

Mr. Hayman explained how blight court works and its benefits. It would create some changes in our ordinances to move forward.

Mayor Zelenko said the purpose of the millage was to make the Police Station self-sufficient with their millage and allow us to draw back money that has been going to their department for several years. General operating dollars are just that, to do with what you need to for the City.

Mrs. Ellenburg would like to put $50,000 towards blight and $50,000 towards a Master Plan.

Mr. O'Keefe suggested putting $20,000 towards blight and $20,000 towards the Master Plan.

Mr. Martinbianco would be fine with $20,000 for blight and the Master Plan.

Mr. Wells said the best Master Plan we can have is making sound financial decisions right here.

Mrs. Ellenburg asked if blight can be controlled by our D.M. Burr employees.

Mayor Zelenko said we are looking into that but there are contractual issues with AFSCME.

The Council agreed upon $40,000 going towards blight elimination.

Mr. Smith said the Council has $500,000 of unfunded liability.

Mayor Zelenko said any payment we make to the unfunded liability there needs to be a written agreement with MERS, to make sre that the money is going to the unfunded liability.

Mr. Martinbianco would like to leave the $500,000 that is currently in there. He said we were approached by residents living close to the Gipson Drain.

Mayor Zelenko spoke with Jeff Wright and evidently when the Rizzo Industrial Park was put in it was proposed to be a platted industrial park and that required the Drain Commissioner to approve it. But the City felt since the law changed we could do this as a Site Condo Plat that didn't need the Commissioners approval so we moved forward. The pipe under those retention ponds is either undersized and/or at the wrong elevation so it needs to be dug up. We will know Tuesday how much this will end up costing us.

Mr. Martinbianco suggested taking the $7,000 out of Disaster Aid and $3,000 out of Decorations and dedicating $10,000 towards the industrial park.

Mrs. Ellenburg asked if there was any way the decorations could be taken out of DDA?

Mayor Zelenko said the decorations are not just in the DDA district, but they will kick in on their portion.

Mr. Smith said there is a bunch of little stuff that needs to be looked at still, so he suggested they set up another meeting.

Mr. Martinbianco said it won't be approved until the 16th.

Mr. Wells said he believes they need another meeting.

Mr. Smith asked if they wanted to set it up a week from tonight.

Mayor Zelenko said she won't be there.

Mrs. Burke-Miller said she won't be there either.

Mr. Smith suggested doing it before the Council meeting.

Mrs. Ellenburg suggested doing it on May 10th.

Mr. Smith said he is not ready to ask some of the questions. He suggested the 9th.

Mayor Zelenko said the 2nd and 4th Monday's she has other obligations.

Mrs. Ellenburg asked if they could get it done Monday the 2nd.

Mrs. Burke-Miller said she could make it that day.

Mayor Zelenko said you could do it after the Council meeting.

Mr. Martinbianco said we are going to have to figure out how the contract that we agreed to will affect the changes in Police Fund expenses.

Mayor said $76,000 is what we needed to add to fringe benefits and we were taking it from Police vehicles and making it $60,000 and putting the difference of $136,000 into fringe benefits so that $1,900,000 is now $2,260,000.

Mr. Martinbianco asked how many officers that included.

Mayor Zelenko replied 38.

Mr. Martinbianco said we are good with where we are at with 38 officers. It concerns him talking about going upside down $600,000 this year taking that fund balance from $776,000 to $176,000 for next year. Next year you will go upside down. He is comfortable where we are at. The Chief has done a remarkable job. This is a pretty good place to work.

Mrs. Ellenburg said we are good with 38 officers and could maybe go to 40 officers next year. The residents see we are moving forward.

Mr. Wells asked what is the national average?

Chief Osterholzer replied 2.1 Officer per 1,000 residents which would put us at 72 officers.

Mr. Martinbianco asked who did that study.

Mr. Hayman said it was an F.B.I. study.

Mayor Zelenko said we should be able to get to 42 in the next few year.

Mr. O'Keefe said in November the people spoke for a Police millage. The public really thought they would see significant happenings in the Police Department. We wouldn't have a dime if the millage didn't pass.

What are the logistical challenges to get us to 42.

Chief said the millage did promised 36 but it was also discussed what would be done with the General Fund dollars. We also needed to work on other things which we are doing. If we get more Officers will I find a way to make it work? Absolutely.

Mr. Smith asked as a resident, what will I see different at 42 than at 38.

Chief Osterholzer said we would be able to address specific neighborhood issues as they arrive, Kings Lane issues, and curfew issues. Our response time will be better.

Mr. Smith said he hears about Kings Lane and the blight all the time. He is in support of 42 officers.

Mr. Wells said we are investing in public safety. If Bentley doesn't get that millage they are going to be in a bad spot. Let's put some thought into this.

Mrs. Burke-Miller said next year we are probably going to go down in our taxable value. This is why you need your financial plan.

Mr. Martinbianco said he thought the plan was to get a financial plan together to do some forecasting.

Mr. Wells said we need to get up to the 42 number.

Mrs. Burke-Miller said we can't lose sight of what we need and what we can afford.

Mrs. Ellenburg said we did what we said we would do with the millage. There are other problems throughout the City that needs to be addressed. The Police are getting their millage and now dipping into General Fund that was supposed to be for all the things that have been left behind.

Mr. Smith said the next Budget Workshop Meeting will be on June 2, immediately following the Council Meeting.

DRAFT

CITY OF BURTON

BURTON CITY COUNCIL MEETING

MAY 5, 2014

MINUTES

Council Chambers | **Demo Hearing** | **5:45 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Absent	
Duane Haskins	Vice-President	Present	
Dennis O'Keefe	Councilman	Present	
Steve Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Danny Wells	Councilman	Present	
Vaughn Smith	Councilman	Present	

B. STAFF PRESENT

Stuart Worthing, Building/Code Enforcement Inspector
Melanie Snow, Clerk Typist

C. VICE PRESIDENT HASKINS OPENED THE PUBLIC HEARING AT 5:50 P.M.

D. PRESENTATION

A. This is the time fixed for hearing and considering any comments to the Demolition under consideration 2116 N. Center Road, Parcel #59-30-300-007

Mr. Worthing said this home caught fire and the City waited 1 year to receive insurance money. It is a total loss and all buildings on site should be demolished. He said there is $4,600 in escrow and it will probably cost around $3,500 to demolish it.

E. AUDIENCE PARTICIPATION

None

F. COUNCIL DISCUSSION

None

G. VICE PRESIDENT HASKINS DECLAREED THE PUBLIC HEARING CLOSED AT 5:51 P.M.

H. COUNCIL ACTION

1. Approve and authorize the Standard Resolution for Step V of the Burton City Demolition Procedure, determining said premises at 2116 N. Center, Parcel #59-30-300-007 to be a public nuisance or hazard and to further require the owner(s) or occupant(s) to:

   Immediate Demolition, with DPW given authorization to request sealed bids and the Structure to be razed within the thirty (30) days of Burton City Council's acceptance of the low bid and the City Attorney's approval of the contract documents for execution of a contract with the Mayor and Clerk.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Danny Wells, Councilman
SECONDER:	Steve Heffner, Councilman
AYES:	Haskins, O'Keefe, Heffner, Ellenburg, Wells, Smith
ABSENT:	Martinbianco

BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

MAY 14, 2014

MINUTES

Council Chambers | **Regular Meeting** | **5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

A. MEETING CALLED TO ORDER BY COUNCILMAN STEVE HEFFNER AT 5:32 P.M.

ROLL CALL

Attendee Name	Title	Status	Arrived
Steve Heffner	Council Representative	Present	
Toby Bauldry	Commissioner	Present	
Sandra Talbot	Commissioner	Present	
Rob Spose	Commissioner	Present	
Mona Miron	Commissioner	Present	
James Craig	Commissioner	Present	
Kelly Luxton	Commissioner	Present	
Debra Dunsmore	Commissioner	Present	

B. STAFF PRESENT

B. Bigsby, Parks & Recreation Director
M. Kimball, Clerk Typist.

PURPOSE OF THE MEETING

1. Memorial Parade Update
2. 3 on 3 Tournament Update
3. Veteran's Honor Run Update

AUDIENCE PARTICIPATION

None

ADMINISTRATIVE REPORT

Mrs. Bigsby stated the registration for the Burton Youth League is now closed. We are still short about 50 kids in the T-Ball program; we are under 400 kid's total. If anyone knows of any kids that would like to be in T-Ball, please send them in this week. Uniforms are in the process of being ordered. The first game will be June 3, 2014. We had a little mishap with the Burton Youth League equipment. Our storage barn, that we use to keep the Burton Youth League equipment, was infested with mice. Quite a lot of equipment had to be thrown away. Eradico Pest Control set traps and cats are being delivered to the pole barn. Last Saturday we spent five hours sorting through the equipment and we didn't see any mice at that time. We cleaned everything and threw away what wasn't being used so the pole barn looks nice again.

Mrs. Bigsby spoke regarding the Memorial Day festivities. She said it is only a couple weeks away and if you know of anyone that would like to be in the parade or volunteer let me know. We will be taking entry forms through Monday, possibly later. So far we have 30 parade entry forms. I have ordered the bounce houses. A karate group will be in the parade and will also be doing a demonstration on the lawn in the kid's area. The Shriner's will be handing out toothbrushes and driving their motorcycles and little car's in the parade. We will need everyone on Parks & Recreation Commission, plus volunteers, at the Bristol and Center Rd. intersection, to keep the crowds back. We also need people in the line-up area. Last year I was told people were swarming the line-up area and were taking things.

COMMISSION DISCUSSION

Mr. Heffner asked who would be driving the truck that will pull the Parks & Recreation float. He said that it needs to be someone who is licensed and with the City of Burton.

Mr. Spose offered to drive the truck.

Mr. Craig said in previous years we have had a couple of people walk about 10 feet in front of the truck to stop any kids from running out in front of it.

Mrs. Bigsby said I will speak to Lt. Warden regarding monitoring these areas. We will be wearing the safety vests and will have bull horns.

Mr. Heffner said he would still like to hand out candy.

Mrs. Bigsby reported the ad for the Memorial Day festivities will be in the newspaper. We were able to get a full page ad for half page price. They will put the itinerary in next week. It will be an outside half column ad. The next parade meeting will be Tuesday, May 20 at 5:30 p.m. at Burton City Hall, to finalize this event.

Mrs. Miron stated I can request a grant for items needed for this year's events. However I would need a grand total amount on what we need for the whole year because you can only request one grant per calendar year.

Mrs. Bigsby spoke regarding the 3 on 3 Basketball Tournament Event. The photographer from Hot Shots will be taking the pictures for the Burton Youth League. She also does her own monogramming. I have asked her to give us some examples of basketball trophies. I am hoping she will have samples to show us at the next meeting and we will know more about her prices and what she has to offer. All her work is done locally, which is very nice. Our next meeting will be Thursday, May 22 at 5:30 for this event.

Mr. Heffner asked Mrs. Bigsby if she could send a reminder e-mail to the commission about the next meeting. He wondered if the agenda could also be e-mailed out.

Mrs. Miron said that she had a request from the people running the hot dog stand to move farther down the road so that they could be more visual. Bob Wilson, who was in the audience, stated they will have signs this year to make them more visual.

Mrs. Bigsby will check into getting new shirts for the Parks & Recreation Commission before the Memorial Day Parade.

Minutes Acceptance: Minutes of May 14, 2014 5:30 PM (Minutes Approval)

Mr. Craig spoke regarding the Veteran's Honor Run event. He stated we had a meeting at Bubba O'Malley's. The menu will be the same as last year. They will have the early packet pick up on Friday from 2 to 7 p.m. on November 7, 2014 at Bubba's. The Veteran's Honor Run is Saturday, November 8 at 11:11 a.m. Vaughn Smith and I have found a way to adjust the 5K start line out to the cul-de-sac so the starts lines for the 5K and the 11K will be staggered. The 5K will be going through Kelly Lake as well. This will streamline the course a bit and we will have two volunteers in each spot instead of one this year. Online registration is open as of today. Early registration is $30.00 with an additional $10.00 if you want the t-shirt. In order the keep the cost down, we will be using the same medals as last year. The dog tags, challenge coins and t-shirt will be a different design. I spoke to the D.A.V. on a design to incorporate all the branches.

Mrs. Miron said I would like to keep all of the different Chamber of Commerce's in the area informed on what we have going on. I attended a Flint Genesee Chamber of Commerce luncheon today. There was no one there to represent Burton so I informed them of our Memorial Day function and invited them all to come. I would like to keep all of Genesee County informed as to what Burton has going on.

Mr. Heffner thanked Mrs. Miron for representing the Burton Parks & Recreation Commission.

Ms. Dunsmore said Mrs. Bigsby and all of our members do an awesome job for Parks and Recreation.

Mrs. Bigsby stated I want you all to know that I am very proud of each and every one of you. We put on some great events for everyone.

Mr. Spose said he would like to see us branch out to other financial institutions, churches, etc. for sponsorship and partnership.

COMMISSION RECOMMENDATIONS AND/OR ACTION

None

C. MEETING ADJOURNED AT 6:15 PM.

DRAFT

BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

JULY 9, 2014

MINUTES

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

ROLL CALL

Attendee Name	Title	Status	Arrived
Steve Heffner	Council Representative	Present	
Toby Bauldry	Commissioner	Absent	
Sandra Talbot	Commissioner	Present	
Rob Spose	Commissioner	Present	
Mona Miron	Commissioner	Present	
James Craig	Commissioner	Present	
Kelly Luxton	Commissioner	Present	
Debra Dunsmore	Commissioner	Present	

A. STAFF PRESENT

B. Bigsby, Parks & Recreation Director
M. Kimball, Clerk Typist

B. APPROVAL OF MEETING MINUTES

Parks & Recreation Commission - Regular Meeting - Jun 11, 2014 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Mona Miron, Commissioner
SECONDER:	Debra Dunsmore, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

PURPOSE OF THE MEETING

1. Veteran Honor Run update

Mrs. Bigsby stated it has come to my attention within the last 24 hours that Bubba's hasn't done what they were supposed to do so we may need to move the Veteran's Honor Run to a different location.

Mr. Heffner suggested the Veteran's Honor Run could be moved to Blessed Sacrament if needed. We would have to hire someone to cater the food.

Mr. Craig stated we have mentioned backup plans in previous meetings. As of today we have 32 people signed up for the Veteran's Honor Run. Apparently now we are concerned about Bubba's not meeting some of their obligations that they were supposed to. If you know of anyone who would like to sponsor please let me know.

Minutes Acceptance: Minutes of Jul 9, 2014 5:30 PM (Minutes Approval)

Mr. Heffner said if Bubba's backs out on their medal sponsorship, I will sponsor the whole thing.

2. 3 ON 3 Basketball Tournament

Mrs. Bigsby spoke regarding the 3 on 3 Basketball Tournament on August 1-3 at Courtland Center Mall. We have all of the forms pretty much finalized. We have seven sponsors so far. I have e-mailed all of you registration and sponsor forms. We will need to have those in by next week. We have the 3 ON 3 posters here for everyone to view. I have put out a blast to about 25 different companies.

Mr. Heffner asked if the commercial was changed yet.

Mrs. Bigsby stated we did not change the commercial yet because we are having an issue with no one from the Food Bank showing up for our meetings and they are supposed to be our charity. We may have to change the charity for this event to the Firefighter Food Drive. I have called and emailed Tracy from the Food Bank and am still waiting for approval.

Roger Winfield said we cannot say on the commercials that the Food Bank will be our charity when we still do not have the authorization or representation from them. I contacted Channel 12 personally and asked about this. We can always make an amendment to the commercial once we get the authorization.

Mr. Heffner stated I didn't think we needed approval to give money to a charity.

Mr. Craig said it's a subtle difference but there is a difference between giving the money to charity and partnering with a charity and that charity's brand. I think we should get authorization before we use any name or brand for an event.

Ms. Bigsby said in the last email I received from Tracy, she said she would give it to the proper person and if it was approved we would be getting an answer on the incentive. I have not received this yet.

Mrs. Miron offered to go to the Food Bank tomorrow to try to get an answer.

Mr. Winfield said we will have to have all sponsors information in no later than the 15th. The shirts need to be ordered by this date. It would be nice if someone could set up a table in the Courtland Center Mall for registrations. Have you secured the dream court yet? If not do we have a contingency plan? We will have to find a secure rim for the dunking contest. The rims that we have will not support dunking. It will have to be a secure support system with a break away rim. We need more help securing sponsors and food vendors. The food vendors need to be set up by 7:30 a.m. My concern is the communication factor. We are making commitments from individuals and then your dropping the ball. We are reaching deadlines and we are scurrying trying to pick up pieces that we assumed were already covered. At this point and time, when we are at a deadline, we can't assume that something is done and then it is not handled. Not having a website for this event is hurting us. The commercials started today. There will be 7 to 8 commercials a day for the next three weeks. I have been having people do a facebook blast from their own personal accounts. I will be putting up posters tomorrow.

Mr. Heffner stated we do not have a dream court yet. We may need to make this ourselves and borrow a dunking rim like we did for the Gus Macker.

Mr. Spose and Mr. Craig volunteered to help.

Troy Hannon from Courtland Center said I have a striping machine and if we use the right paint it could be made quickly. We could use traffic paint or latex paint with sand in it. I may have a contact person for the dunking rim. We need to find out if the food vendors will need electricity. I can set up transformers on the light poles and have quite a few recepticles available. We will set up vendors east of Planet Fitness. We would like each vendor to sell something different.

3. Approval for checks for Memorial Day Race

Mrs. Bigsby stated the Burton Memorial Race got moved under Parks & Recreation. I have given each of you two e-mails from Vaughn Smith requesting donation checks to the Flint VFW Post 822 for $150.00 and the American Heritage Girls for $200.00. This race used to be its own separate entity but the auditors said that it had to come in-house and they have to operate like our committee meetings. Until they get regrouped, I didn't feel comfortable with just going with an e-mail to issue checks when I don't have committee meeting minutes to back it up. The VFW donation check has already been issued and we should be getting a letter back from them stating that they received it so that we have the proper documention that we need for the auditors. We will also need a letter from the American Heritage Girls when they receive theirs. I am asking you to approve these two checks tonight.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	James Craig, Commissioner
SECONDER:	Rob Spose, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

4. Trick or Treat Trail Update

Mrs. Bigsby spoke regarding the Trick or Treat Trail event. She said we need to set up our committee and chair person. Ms. Talbot would like to be our chair person with Ms. Luxton and Mr. Spose on the committee. We should have a meeting for this event sometime in August after the 3 on 3 Basketball event. We could have the meeting directly after the next Park & Recreation meeting on August 13, 2014.

Mr. Heffner stated he would like to have it during the next Park & Recreation meeting.

Ms. Luxton said some of the decorations from last year need to be repaired. Ms. Talbot stated her husband may be able to repair them.

Mrs. Bigsby stated sometime before the next meeting we should go to the pole barn and see what decorations we have and what needs to be fixed.

Mrs. Miron asked if we could start having the restrooms at Kelly Lake professionally cleaned. Department of Public Works does not have the right equipment to properly clean the restrooms and they are always very nasty. Is there a way we could put this in our budget? Do we need to go to City Council for approval?

Mrs. Bigsby said she has priced this out and it would cost $90.00 each time we have someone come out. The restrooms need to be cleaned three times a week. We don't have that kind of money in our budget. It cost $310.00 today to get the toilets pumped out. We spend a lot of money just taking care of that park on the mowing, cleaning, vandalism, etc.

Mr. Spose asked if there was any way we could have a bathroom built at Kelly Lake.

Mrs. Bigsby stated there is no water or sewer there and the well is broke.

Mr. Heffner said it would cost a half million dollars to run sewer out there. I think we should hire a professional service to clean the toilets even if it's once a week.

Ms. Dunsmore suggested having the restrooms professionally cleaned just before an event or once a month. DPW could clean it three times a week.

5. 1125 : Election of Officers, motion to nominate Mr. Heffner for Parks & Recreation Chair Person.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Mona Miron, Commissioner
SECONDER:	Kelly Luxton, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

6. Motion to nominate Ms. Talbot for Park & Recreation Vice Chair Person.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Kelly Luxton, Commissioner
SECONDER:	Rob Spose, Commissioner
AYES:	Heffner, Talbot, Spose, Miron, Craig, Luxton, Dunsmore
ABSENT:	Bauldry

AUDIENCE PARTICIPATION

Rick Fuhst stated several businesses in Burton have asked if it would be possible to incorporate a bike trail that would extend out into the Davison area bike trails and the other bike trails in the Genesee County area. It is very dangerous riding down Lapeer Road. I wondered if we could somehow tie into the other trails.

Mr. Heffner replied I think there is a map somewhere that was done a couple of years ago of the proposed trails connecting to the different cities.

Mrs. Bigsby said it is in our five year plan.

Mr. Craig stated we have some trails that need attended to along Belsay Rd, Lapeer Road and Center Road.

ADMINISTRATIVE REPORT

Mrs. Bigsby stated in your packet you will see something from Crystal Field House which is the old Ice Palace. They have reached out to Burton Parks & Recreation and have asked if we would like to partner with them. I spoke to Karen Lemieux and told her that I would mention this today so that we could have a discussion about it. I told them we may be interested in participating in their Learn to Skate Program in the Fall of this year. Ms. Lemieux has been working very hard to keep the Ice Palace busy all the time and is very passionate about getting the Ice Palace back open and getting new programs started up.

It has come to my attention that maybe some of our committee's are operating kind of loosely and we do have to participate with the Open Meetings Act, FOIA, etc. This committee is already operating this way but now our committee's and sub-committee meetings will need to do this also. All meetings will have to have an agenda and minutes. If you are a Chair person for a meeting, you will need to get with me to make sure we have the agenda before the meeting, take minutes and make sure the Clerk's office has them in case anyone FOIA's them.

Mr. Spose asked Mrs. Bigsby to email the committee a copy of Roberts Rules. This will explain the procedures that we as a municipality have to follow regarding the meetings, just to refresh our memory.

Mrs. Bigsby reported there will be two new signs going up at Kelly Lake. One will say, "Do not feed the wildlife" and the other will have information on the water quality.

BURTON, MICHIGAN

FINANCE COMMITTEE MEETING

SEPTEMBER 2, 2014

MINUTES

Council Chambers	Special Meeting	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Vaughn Smith at 6:00 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Chairman	Present	
Tom Martinbianco	Councilman	Absent	

B. STAFF PRESENT

Paula Zelenko, Mayor
Greg Kray, DPW Director
Rik Hayman, Chief of Staff
Teresa Karsney, City Clerk

C. APPROVAL OF MINUTES

1. Finance Committee - Special Meeting - Jul 22, 2014 10:00 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Vaughn Smith, Chairman
AYES:	O'Keefe, Smith

D. AUDIENCE PARTICIPATION

John Stapish of Burton thought the article in the paper was not accurate. The paper stated it was a $7.85 increase and when he got his bill it was $23.55.

Mr. Smith explained to Mr. Stapish that it was only a $7.85 per month increase but the bill you received was a 3 month bill so the increase should have been $23.55.

Rick Fuhst of Burton doesn't understand how his house of 900 square feet can use the same amount of water as house that is 3000 square feet.

E. COMMITTEE DISCUSSION ON THE FOLLOWING ITEMS:

A. Discussion on water/sewer rates and the possible benefit of metered wells.

Mayor Zelenko handed out an Estimated Water/Sewer quarterly report showing households that have 2 people, 4 people and 6 people with City water and Sewer what their bill would be. Also on the report were people who are on well water and city sewer. Then again with well water that is metered and with City sewer. This report was based on usage of 90 gallons per day per person. For a resident to purchase a meter from the City it is $250.00 plus you have to pay someone to install it.

Mr. Kray stated that there could be a savings of $23.29 per quarter by having a meter. The only problem is if you develop a leak you have to pay for the water that runs through the meter and if you didn't catch it right away it could cost you in the long run. You may be better off just paying the flat rate.

Mayor Zelenko stated she has talked with the Drain Commission and they are putting a chart together showing this is a pass through from the Detroit Water Department.

Mr. Smith stated he heard from 2 residents about the water increase and once he explained that it was a pass through from the Detroit Water Department the residence all understood. He would like to see us put the information on our website and run an ad in the newspaper so residents understand.

Mr. O'Keefe thought running an ad was a great idea. He felt the meters may be a good idea for a single person or if you were a snow bird.

Mr. Smith figured out that it would take you 2 ½ years to get your money back from purchasing a meter.

CITY OF BURTON
PLANNING COMMISSION
MINUTES
FEBRUARY 10, 2015

Council Chambers	Regular Meeting	5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Robert Walls at 5:00 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Greg Kray	Alternate Commissioner	Excused	
Ellen Ellenburg	Councilwoman	Present	
Robert Walls	Chairman	Present	
Kevin Burge	Commissioner	Present	
Robert Centilli	Commissioner	Present	
Mary Ann White	Commissioner	Present	
Robert Johnson	Commissioner	Present	
Tom Gorang	Commissioner	Present	
Deb Walton	Commissioner	Present	

C. STAFF PRESENT

Amber Abbey, Deputy Planning Official
Rachel Frost, Substitute Deputy Planning Official
Teresa Karsney, Clerk

D. APPROVAL OF MINUTES

1. Planning Commission - Regular Meeting - Dec 9, 2014 5:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Johnson, Commissioner
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Ellenburg, Walls, Burge, Centilli, White, Johnson, Gorang, Walton
EXCUSED:	Kray

E. SPECIAL USE

1. SPR #15-02
   By: KMI Road Maintenance
   4153 Jimbo Dr.
   Burton, MI 48529

   Re: 4153 Jimbo Dr.
   59-33-501-026, M-2 General Industrial

For: Special Use for outside storage of materials

Mr. Kelly Russell from KMI Road Maintenance was here for the commission to ask questions of.

No Audience participation

Mrs. Abbey stated the administration is recommending approval of this Special Use for SPR #15-02.

Motion to approve Special Use SPR #15-02 for outside storage of materials.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Gorang, Commissioner
SECONDER:	Robert Johnson, Commissioner
AYES:	Ellenburg, Walls, Burge, Centilli, White, Johnson, Gorang, Walton
EXCUSED:	Kray

F. SITE PLAN REVIEW

1. SPR #15-03
   By: KMI Road Maintenance
   4153 Jimbo Dr.
   Burton, MI 48529

   Re: 4153 Jimbo Dr.

   For: Outside storage of materials

   Mr. Kelly Russell from KMI Road Maintenance was here to answer questions.

   Audience Participation - None

   Mrs. Abbey stated the administration is recommending approval. She said KMI is aware that their piles can not be over 25' feet high per our ordinance.

   Mrs. Ellenburg asked if these piles would be blowing dust around.

   Mr. Russell stated no.

   Motion to approve SPR #15-03 outside storage of materials.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Ellen Ellenburg, Councilwoman
SECONDER:	Kevin Burge, Commissioner
AYES:	Ellenburg, Walls, Burge, Centilli, White, Johnson, Gorang, Walton
EXCUSED:	Kray

2. SPR #15-05
   By: Earl Boyea, Bishop of the Catholic Diocese of Lansing
   228 North Walnut Street
   Lansing, MI 48933-1122

Re: 1504 S. Vassar Rd.
59-13-400-003

For: New construction of an attached six unit senior priest housing project.

Mr. Mike Pifer from Kraft Engineering was here to represent the Catholic Diocese of Lansing. He stated that this is going to be a 1 story building with the square footage being 10,348 feet. It will be six units that will have 2 units on each end and 2 in the middle with attached garage. The housing will be for retired priest. The driveway will enter off Vassar Road and be two lanes. The driveway will be asphalt up to the main driveway into the garage which will be concrete. The existing site zoning is R-1C single family residential with public sewer. A variance was granted by the City of Burton, Zoning Board of Appeals on July 17, 2014 to allow an RM-1 facility in an R-1C zoning are for this property. There will be (3) 12' light poles long the driveway and garage and porch lighting around the home. Will be brick half way up and vinyl siding to the roof. The roof will be a asphalt shingled roof with a 6-12 pitch, wood constructions. Will have a 4" fire suppression line.

Audience participations - None

Mrs. Abbey stated administration is recommending approval.

Mr. Gorang asked what will be the completion time?

Mr. Pifer stated construction would start in March or April and be done by November.

Mr. Burge asked how long the driveway would be? Should we consider a speed bump?

Mr. Pifer stated that is 425 feet long and didn't feel a speed bump would be necessary.

Mr. Burge asked how high are the light poles on the driveway?

Mr. Pifer said they are 12 feet high and 175 watts.

Mr. Burge asked why they didn't come thru the drive at Blessed Sacrament?

Mr. Pifer stated they considered that but the cost was higher.

Mr. Walls asked if this was just going to be a 4" asphalt driveway.

Mr. Pifer said no it was going to be a made to the specs of a standard road construction so it will last.

Motion to approve SPR #15-05 new construction of an attached six unit senior priest housing project.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Gorang, Commissioner
SECONDER:	Robert Centilli, Commissioner
AYES:	Ellenburg, Walls, Burge, Centilli, White, Johnson, Gorang, Walton
EXCUSED:	Kray

3. SPR #15-06

By: Anthony Goff
1952 Howland Blvd.
White Lake, MI 48386

Re: 4086 S. Dort Hwy.
59-32-530-043, M-1 Light Industrial

For: New construction of a medical marijuana dispensary.

Mr. Goff was here to answer questions.

Audience Participation - None

Mrs. Abbey stated Mr. Goff is purchasing this property. The property has been an eye sore for years and this will be a great improvement to the property. They did have to split the property to make it far enough away from the school. Mr. Goff already has approval from a dispensary in another local and will be moving the business to this location. She also stated that she also check will the City Attorney and received approval on this.

Mrs. Ellenburg asked if this is a actual dispensary?

Mr. Goff stated no actual dispensary are not allowed in the State of Michigan. This is for care givers.

Mr. Johnson asked the administration about using the word dispensary.

Mrs. Abbey stated that is how it is worded in the Ordinance and there is no reason to change it at this time.

Mrs. Ellenburg asked if this is going to be Modular office building.

Mr. Goff stated yes it is.

Mr. Walls asked if they could get the numeric numbers on the outside of the building.

Mrs. Abbey stated that they could put that in the motion.

Motion to approve SPR #15-06 new construction of medical marijuana dispensary with the condition they had to put the 6" black numeric numbers on the building.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Kevin Burge, Commissioner
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Ellenburg, Walls, Burge, Centilli, White, Johnson, Gorang, Walton
EXCUSED:	Kray

4. SPR #15-07

By: Good's Roofing Inc. / Kelly Good
4477 S. Center Rd.
Burton, MI 48519

Re: 4477 S. Center Rd.
59-34-300-023

For: Construction of a 60' x 80' office/warehouse building

Mr. Kelly Good from Good's Roofing was here to answer any questions.

Audience Participation - None

Mrs. Abbey stated the administration is recommending approval.

Mrs. White asked why on Page S-2 does it say Bay County.

Mrs Abbey said we would have to ask the architect.

Mr. Swihart from Creekwood Architecture, Inc. Stated that was just a mistake.

Mr. Walls stated he stopped by and looked where is the building is going to go. Mr. Good has taken the neighbors in to consideration and has put a row of trees along the property line.

Motion to approve SPR #15-07 the construction of 60' x 80' office/warehouse building with the condition the 6" black numeric numbers be put on the building.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Kevin Burge, Commissioner
SECONDER:	Mary Ann White, Commissioner
AYES:	Ellenburg, Walls, Burge, Centilli, White, Johnson, Gorang, Walton
EXCUSED:	Kray

G. ADMINISTRATIVE SITE PLAN REVIEW

1. SPR #15-01

By: Jerome Strawser
2000 Jonathan Circle #207
Utica, MI 48317

Re: 5006 Lapeer Rd., Burton, MI 48509

For: E. Normas Subs

There were no questions about the administrative site plan review for SPR #15-01.

2. SPR #15-04
   By: Khalil Isaac
   1244 E. Reid Rd.
   Grand Blanc, MI 48439

   Re: 1384 E. Bristol Rd.

   For: Boost Mobile

   There were no questions about the administrative site plan review for SPR #15-04.

H. AUDIENCE PARTICIPATION

None

I. BOARD DISCUSSION

Mr. Burge asked is the Planning Commission could get I.D. Badges because one of the neighbors from the church asked to see his I.D. to make sure he was from the City.

Mrs. Abbey said she would check into it.

The next regularly scheduled meeting will be held on Tuesday,March 10, 2015 at 5:00 p.m.

CITY OF BURTON

TOWN HALL MEETING MEETING

MARCH 26, 2015

MINUTES

Council Chambers	Special	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 6:00 PM.

I. PRESENTATION

Presentation was put on by Mr. Lou Fluery from Rowe Engineering.

1. Informational presentation on Center Road Improvement Project.

II. AUDIENCE PARTICIPATION

Residents were asking question about the project.

Meeting was adjourned at 6:45 PM.

CITY OF BURTON
ZONING BOARD OF APPEALS

JANUARY 16, 2014

Council Chambers	Regular Meeting	5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Steve Welch at 5:00 PM.

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Attendee Name	Title	Status	Arrived
Duane Haskins	Council Representative	Present	
Robert Walls	Planning Chairman	Present	
Terry Parker	Commissioner	Present	
Tracy Parker	Commissioner	Absent	
Scott Hynes	Commissioner	Present	
Bobbie Weatherford	Commissioner	Present	
Steve Welch	Commissioner	Present	
Tim Rapacz	Alternate Commissioner	Present	
Robert Olsen	Alternate Commissioner	Excused	

C. STAFF PRESENT

Amber Abbey, Deputy Planning Official and Melanie Snow, Clerk's Office.

D. APPROVAL OF MINUTES

1. Approve the Regular ZBA Meeting Minutes from December 19, 2013 at 5:00 pm.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Scott Hynes, Commissioner
SECONDER:	Bobbie Weatherford, Commissioner
AYES:	Haskins, Walls, Parker, Hynes, Weatherford, Welch, Rapacz
ABSENT:	Parker
EXCUSED:	Olsen

E. VARIANCE

1. 1449 : ZBA #14-01 To Postpone until the February 20, 2015 meeting.
   By: Saher Helal, 3382 Lippincott Blvd, Burton, MI 48519

   Re: 3382 Lippincott Blvd. Parcel #59-21-526-041,R-1C Zoned

   For: To conduct an R-O Restricted Office use in an R-1C Single Family Residential zone for tax services.

Deanna Thompson, Lippincott Rd., who runs a business at Lippincott and Center Rd., came to find out what goes on with this process.

RESULT:	**POSTPONED [UNANIMOUS]**	**Next: 2/20/2014 5:00 PM**
MOVER:	Robert Walls, Planning Chairman	
SECONDER:	Terry Parker, Commissioner	
AYES:	Haskins, Walls, Parker, Hynes, Weatherford, Welch, Rapacz	
ABSENT:	Parker	
EXCUSED:	Olsen	

F. AUDIENCE PARTICIPATION

None.

G. BOARD DISCUSSION

Parker moved and Rapacz seconded to nominate Steve Welch as the Zoning Chairman. Motion carried 7-0.

Hynes moved and Haskins seconded to nominate Terry Parker as the Zoning Vice Chairman. Motion carried 7-0.

The next regularly scheduled meeting of the Zoning Board of Appeals will be held on **Thursday, February 20, 2014 at 5:00 p.m**

The next regularly scheduled meeting will be held on Tuesday, June 10th, 2014, at 5:00 p.m.

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CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JANUARY 18, 2016

MINUTES

Council Chambers	Regular Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:40 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
Gregory Fenner	Commissioner	Excused	
Larry Stapleton	Commissioner	Excused	
Neil Martz	Commissioner	Excused	

B. STAFF PRESENT

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Nov 16, 2015 8:30 AM

D. ADMINISTRATIVE REPORT

1. DDA October 2015 Revenue and Expenditure Report

2. DDA November 2015 Revenue and Expenditure Report

E. AUDIENCE PARTICIPATION

F. BOARD RECOMMENDATION AND/OR ACTION

Meeting was postponed due to lack of quorum.

1. Discussion and Possible Action Regarding Sidewalk Shoveling within the DDA District.

2. Discussion and Possible Action on General Topics Germane to the DDA District.

Meeting was adjourned at 8:45 AM.

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

OCTOBER 14, 2015

MINUTES

Community Room	Regular	6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 6:30 PM.

I. STAFF PRESENT

II. APPROVAL OF MINUTES

Bob Wilson motioned and Vaughn Smith seconded the approval of the September 30, 2015 minutes with Bob Wilson, Debbie Newton, Tom Salvador and Steve Welch also voting yes.

1. Veterans Honor Run Committee - Regular - Sep 30, 2015 5:30 PM

III. PURPOSE OF MEETING

1. Race Participation Update

   We have 112 race participants so far. This time last year we had 113 race participants.

2. Sponsors

   We have received a sponsor check from Burton Kiwanis. Tom Salvador is still getting sponsors. Also sponsoring is Genesee County Veteran Court and YMCA.

3. Shirts

   No discussion.

4. Volunteers

   Jim Craig stated we will have 30 to 40 students volunteering from Power High School. They will be out on the route directing. The Bentley Key Clubber's may also volunteer.

5. Site Plan - Blessed Sacrament

   We will be changing a few things this year to help clear up congestion.

6. Course

   Some concern was raised that Casto Boulevard would not be complete by race day.

7. Food - Confirm

We planned on ordering the pizza from Patriotic Pizza in Burton however due to the fire at the plaza; they will more than likely not be able to participate.

8. Medals

Jim Spose passed around the race medals and challenge coins for everyone to see.

IV. PUBLIC PARTICIPATION

None.

V. ADMINISTRATIVE REPORT

None.

VI. COMMITTEE DISCUSSION AND ACTION

None.

Meeting was adjourned at 7:30 AM.

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

OCTOBER 28, 2015

MINUTES

Community Room	**Regular**	**5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

I. STAFF PRESENT

B. Bigsby, Parks & Recreation Director.

II. APPROVAL OF MINUTES

1. Veterans Honor Run Committee - Regular - Oct 14, 2015 6:30 PM

   Debbie Newton motioned and Robert Spose seconded the approval of the October 14, 2015 minutes with Steve Welch, Alli Grotts, Vaughn Smith, Rene McMann, Tony Newton, Debbie Newton, Robert Spose, Jim Craig and Debbie Newton voting yes.

III. PURPOSE OF MEETING

1. Race Participation Update

   We have 188 race participants so far.

2. Sponsors

   No discussion.

3. Shirts

   No discussion.

4. Volunteers

   No discussion.

5. Site Plan - Blessed Sacrament

   We will need to check on carpet for Fire Hall.

6. Course

   Check on Casto Blvd.

7. Food - Confirm

   No discussion.

Minutes Acceptance: Minutes of Oct 28, 2015 5:30 PM (Minutes Approval)

8. Medals

No discussion.

IV. PUBLIC PARTICIPATION

None.

V. ADMINISTRATIVE REPORT

None.

VI. COMMITTEE DISCUSSION AND ACTION

None.

Meeting was adjourned at 7:45 PM.

CITY OF BURTON

PUBLIC ACCESS COMMITTEE MEETING

OCTOBER 3, 2016

MINUTES

Council Chambers	Special	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Steven Hatfield at 6:10 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Ellen Ellenburg	Councilwoman	Present	6:14 PM
Vaughn Smith	Councilman	Present	
Steven Hatfield	Chairman	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Teresa Karsney, Clerk
Robert Slattery, DPW Director

C. APPROVAL OF MINUTES

Will be on the next agenda.

D. AUDIENCE PARTICIPATION

None.

E. COUNCIL DISCUSSION AND RECOMENDATION

1. Adding building permits on the website.

   Mr. Hatfield asked what the status of the new website is. I would like to see the contracts, labor agreements, and an area to report blight and active permits on the website.

   Mayor Zelenko stated I will be meeting with Mr. Phillips tomorrow and can give you a better idea then. I think it is really close to being done.

   Mr. Smith said it would be nice to have the demo list and dates and progress on the website. I get a lot of calls on those.

   Mr. Slattery said once the permits are paid for it would be uploaded to the website. This information would be available on the website. The website updates every 24 hours. We are getting a lot of input under the citizens request center regarding code violations. These are forwarded to the appropriate department to log. I then send an email back to that resident to let them know that their issue was forwarded. If I receive a complaint by phone then I return the phone call.

   Mayor Zelenko stated if we have a link to report complaints on the website, and the person gives their name, phone number, address etc. this information can be requested by a FOIA. If they call and report it anonymously then there is no information to give.

Discussion ensued on the problems with phone system, being able to place more voice mails at an extension and making it more user friendly.

Mrs. Ellenburg asked if someone could post on Facebook when the website is available for the residents.

Mr. Hatfield stated he can post it on the Council page.

Meeting was adjourned at 6:50 PM.

BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

FEBRUARY 15, 2016

MINUTES

Mayor Conference Room	Easter Egg Hunt Committee	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Co-Chairman Sandra Talbot at 6:00 PM.

A. MEMBERS PRESENT

Sandra Talbot, Bob Wilson and Jim Craig.

B. STAFF PRESENT

Bette Bigsby, Parks & Recreation Director.

C. APPROVAL OF MINUTES

None.

D. AUDIENCE PARTICIPATION

None.

E. ADMINISTRATIVE REPORT

Mrs. Bigsby showed the committee the 6000 eggs for the Egg Hunt. She went over the games that were played at past Egg hunts to see if the committee wanted to do the same ones.

She went over the prizes that were given out at past hunts and discussion took place on setting up the system that we used last year. Which was assigning each prize a value.

F. COMMITTEE DISCUSSION AND ACTION:

1. Planning

The committee decided to stay with the breakdown of groups that we have always used.

0-3, 4-6, 7-9, 10-12

It was decided that the 0-3 group would start their hunt at 1:30 and then the other groups would start 20 minutes apart. Prizes will be assigned a ticket value.
Example: If a child had 4 tickets to redeem they could choose an item worth 4 tickets or they could choose an item with a lesser value and pick from more groups.
Bette is looking into getting the bounce houses. She has emailed the balloon twister.
We still need to find face painters, order tents, tables, and chairs.

Meeting was adjourned at 6:35 PM.

BURTON, MICHIGAN

BURTON PARK AND RECREATION COMMISSION MEETING

FEBRUARY 18, 2016

MINUTES

Community Room	Burton Memorial Parade & Activites	4:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner Robert Wilson at 4:10 PM.

A. MEMBER PRESENT

B. STAFF PRESENT

Mr. Wilson, Mrs. Talbot, Mrs. Jackson, Mr. Craig and Mr. Hatfield.

C. APPROVAL OF MINUTES

None.

D. AUDIENCE PARTICIPATION

E. ADMINISTRATIVE REPORT

Bette reported that she had a “possible” from Amir Hekmati about possibly being the Grand Marshal for the parade. Bette handed out the time lines from the last couple of years so the committee could decide the start time of the parade and other events.

F. COMMITTEE DISCUSSION AND ACTION:

1. Planning

   The committee decided to continue with the One O’clock line and two O’clock take off for the parade.

   They would like to have the children’s area for the time between the parade and the Memorial Service later that evening. They would like to have Bounce houses, balloon twister, petting zoo, face painting and other activities. Possibly a pie eating contest

   There is a possibility of having a flag burning ceremony about 7:00pm by the VFW. Details to come.

   The committee would like to order the Frisbees with the Park & Recreation events listed on it again this year.

   The next meeting will be at 4:00 p.m. on March 9, 2016

Meeting was adjourned at 5:15 PM.

Minutes Acceptance: Minutes of Feb 18, 2016 4:00 PM (Minutes Approval)

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

FEBRUARY 9, 2016

MINUTES

Council Chambers	Regular	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

I. ROLL CALL

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Steve Welch	Commissioner	Present	
Robert Spose	Commissioner	Excused	
James Craig	Commissioner	Present	
Debbie Newton	Committee Member	Present	
Tom Salvadore		Excused	
Ali Grotts	Board Member	Excused	
Rene McMann		Excused	
Sherry Jones		Excused	
Tony Newton		Excused	

II. STAFF PRESENT

B. Bigsby, Parks & Recreation Director

III. PURPOSE OF THE MEETING

1. Disabled American Veteran's check from Veteran's Honor Run proceeds.

   Mr. Craig went over the revenue and expenditures of the Veteran's Honor Run and let the committee know that the proceeds of the VHR was $5,643.77. The Burton Park & Recreation Commission had decided when this Run was established that 80% of the proceeds of the race would be donated to the Disabled America Veteran Post in Burton.

   It was recommended that the VHR donate $4,600.00 to the DAV this year.

2. Approve 2016 Veteran's Honor Run logo.

   Mr. Craig passed out two papers with a variety of logos for the VHR for the committee to choose from. The majority felt the star on sheet A should be the one.

IV. AUDIENCE PARTICIPATION

None.

V. ADMINISTRATIVE REPORT

None.

VI. COMMISSION DISCUSSION

VII. COMMISSION RECOMMENDATIONS AND/OR ACTION

Meeting was adjourned at 7:24 PM.

BURTON, MICHIGAN

MEMORIAL DAY 5K RUN & WALK COMMITTEE MEETING

APRIL 1, 2015

MINUTES

McDonalds	Regular	6:00 PM

5375 E. COURT ST. N
BURTON, MI 48509

This meeting was opened by Chairman Vaughn Smith at 6:00 PM.

1. STAFF PRESENT

B. Bigsby, Parks & Recreational Director, Councilman Vaughn Smith, Park & Recreation Commission member Jim Craig, Debbie Newton, Tony Newton, Lester Brady, Erin Jenkinson, Paula Jenkinson, Steve Welch, Sachin Desai and Dean Perigo.

2. APPROVAL OF MINUTES

No previous minutes to approve.

3. ADMINISTRATIVE REPORT

Next Memorial Day 5K Run & Walk Committee meeting is scheduled for April 29th at 6:00 PM at McDonalds, 5375 E. Court St., Burton, MI. 48509.

4. COMMITTEE DISCUSSION AND ACTION

The following items were discussed: Race participation update, Sponsors, Shirts, Hav A Bar, Sweet Adeline Chorus, Volunteers, Atherton School Contact, Race Snacks, Police, Race Route, Water Stations, Genesys and Swartz Ambulance.

I. Motion by Debbie Newton, seconded by Lester Brady to approve invoice in the amount of $868.60 from Maxwell Medals and Awards, 1296 Business Park Drive, Traverse City, MI. 49686.

All members present voting in the affirmative.

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

APRIL 13, 2016

MINUTES

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman James Craig at 5:30 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Sandra Talbot	Co-Chairman	Present	
Robert Spose	Commissioner	Present	
James Craig	Chairman	Present	
Debra Dunsmore	Commissioner	Excused	
Steven Hatfield	Councilman	Present	
Robert Wilson	Commissioner	Present	
Sherry Adams	Commissioner	Excused	
Angela Jackson	Commissioner	Present	

B. STAFF PRESENT

M. Kimball, Clerk's Office

C. APPROVAL OF MINUTES

1. Parks & Recreation Commission - Regular Meeting - Mar 9, 2016 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Sandra Talbot, Co-Chairman
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

2. Memorial Day 5K Run & Walk Committee - Regular - Apr 6, 2016 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Sandra Talbot, Co-Chairman
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

3. Parks & Recreation Commission - By-Law Committee - Mar 30, 2016 5:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Sandra Talbot, Co-Chairman
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

D. PURPOSE OF THE MEETING

1. April Movie Update

   See Audience Participation.

2. Memorial Day Update

   Mr. Wilson stated the Memorial Day Parade will line up at 1:00 PM with a 2:00 PM start time. There will also be a candlelight ceremony, flag ceremony, fireworks and other activities after the parade.

3. Burton Race Series Update

   See Audience Participation.

4. Movies On The Lawn Update

   See Audience Participation.

5. By-Laws Review and Recommendation to Council

   Mr. Craig stated all Parks & Recreation donations or gifts should go through Mrs. Bigsby, Parks & Recreation Director. We would like to change the By-Laws to read, "any commission member who attends either a meeting or an event in each month will receive $40.00 commission."

E. AUDIENCE PARTICIPATION

Councilman Vaughn Smith stated we have Hurley as a sponsor for the Burton Race Series. I am the director of the Superhero Run that will take place at the Flint Farmer's Market on Saturday, April 23rd, 2016. The 5K Run will start at 9:00 AM and the 1K Fun Run will start at 10:00 AM. This race has not been done since 2014. As of today we have 755 race participants. We will be putting registration forms for the upcoming races into the packets of each race participant. These races help us to market Burton and are subsidized by the race participants and the money goes back into the local community. Mr. Smith said from the race proceeds, we give a $500.00 scholarship to the Atherton Robotics Team, $2000.00 scholarship to Pack the Truck, $300.00 scholarships to American Heritage Girls and the Center for Autism on Dort Hwy, Disabled American Veteran's received $7,000, the Superhero Run will benefit the Weiss Child Advocacy Center.

Gage Estes, Burton resident and honor student from Bendle High School spoke regarding the Movie Events. Gage stated I would like to go to college for digital media arts, which is movies and radio. I am helping Kris Johns with the advertising for the Parks & Recreation movie events, fundraising and sponsorships. We will be having a pizza fundraiser at Sharkey's Sport Bar, April 29, 2016 at 6 p.m.

Kris Johns from Burton stated Gage has put together a video with the information on all of the upcoming movies. We will post this on Facebook. The sponsor for the Minions movie will be Molina Health Plan, Avenger's sponsor is Frank Manley Law Firm and Cinderella's sponsor is Genesee Health Plan.

Erica Leverette-Traore, District Executive of the Boy Scouts of America, thanked Mr. Craig for his hard work and volunteering for the Boy Scouts of America. She stated I am with the Flint office and we serve Genesee, Shiawassee and Lapeer County. We have a program called Exploring which is a co-ed program of scouting. It is career and leadership based. This is located right here in Burton and is called the Flint Power Squadron. I have had a difficult time recruiting young people to that and was wondering if you could help us in any way to increase participation and recruitment in scouting.

F. ADMINISTRATIVE REPORT

Sorry I cannot be with you this evening. The Park & Recreation department has been busy the last month. I applied for a Passport Grant for the Douglas E. Halstead Police/Fire Memorial Park to be located on the east side of the Police Department. We won't hear anything on that until at least fall.

April Movie Update:

We have taken bookmarks and posters to Atherton, Bendle and Bentley. Facebook advertising is ongoing. There seems to be quite a bit of interest in this event. We will need Hot dogs, buns, roasters, chips and cookies. I think bagging the chips like we did last time will work. Let me know if you have any donations.

Memorial Day Update:

The Contract with SauceCats has been signed. Porta Potties have been ordered. Petting zoo is ordered. Bounce houses have been ordered. Balloon twister has been notified. Frisbees are here. I have started a conversation with DPW about getting the decorations up around city hall, potholes on Center Road and manor Drive, street sweeping, snow fence around city hall, and a bunch of other items that they generally take care of before the event. We have 13 registrations for the parade. I will be getting more registration forms out in the next couple of weeks.

Youth League Update:

Registrations have been coming in pretty quickly this week. We are at about 160 kids signed up right now. We anticipate close to 250 more in the next two weeks. Coaches meeting was held this past Sunday. We had 13 coaches show up to go over the rules and make any change they wanted to see from years previous. Team pick day will be on May 1st. Prior to the coaches meeting on Sunday we went to the barn and inventoried the equipment to see what we need to order for the upcoming season.

Movies on the lawn:

You will see a flyer in your packet about the pizza fundraiser that Gage is doing to help raise money for the Movies on the Lawn this summer. My intern has made bookmarks that will be distributed to schools before the end of the year.

G. COMMISSION DISCUSSION

Mr. Craig asked the school board members if they could take the race flyers to the schools.

H. COMMISSION RECOMMENDATIONS AND/OR ACTION

1. Approve Parks & Recreation Commission By-Laws with 2016 amendments.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Robert Spose, Commissioner
SECONDER:	Sandra Talbot, Co-Chairman
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

2. Motion to bring the 2016 Parks & Recreation Commission By-Law amendments to the Burton City Council for approval.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Robert Spose, Commissioner
SECONDER:	Sandra Talbot, Co-Chairman
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

3. Approve Invoice #3122769-IN dated 4/12/16 from Maxwell Medals & Awards in the amount of $865.60.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Robert Wilson, Commissioner
SECONDER:	Robert Spose, Commissioner
AYES:	Talbot, Spose, Craig, Hatfield, Wilson, Jackson
EXCUSED:	Dunsmore, Adams

Meeting was adjourned at 6:22 PM.

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

APRIL 18, 2016

MINUTES

Council Chambers	Regular Meeting	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:40 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Present	
Steve Coates	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Absent	
Neil Martz	Commissioner	Excused	

B. STAFF PRESENT

Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Feb 15, 2016 8:30 AM

RESULT:	MEETING CANCELLED

D. ADMINISTRATIVE REPORT

E. AUDIENCE PARTICIPATION

F. BOARD RECOMMENDATION AND/OR ACTION

Due to lack of quorum, meeting has been postponed. We will have a Special Meeting of the Downtown Development Authority on April 25, 2016 at 8:30 AM.

1. Update and board discussion on tree trimming on Saginaw Street.

RESULT:	MEETING CANCELLED	Next: 4/25/2016 8:30 AM

2. Discussion on appointment of DDA Board Member.

RESULT:	MEETING CANCELLED	Next: 4/25/2016 8:30 AM

3. Budget Template DDA for 2016-2017 fiscal year

Minutes Acceptance: Minutes of Apr 18, 2016 8:30 AM (Minutes Approval)

4. DDA December 2015 Rev and Exp Report

Meeting was adjourned at 8:45 AM.

BURTON, MICHIGAN

LED COMMITTEE MEETING

APRIL 20, 2016

MINUTES

Council Chambers	LED Committee	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Dennis O'Keefe at 6:15 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Dennis O'Keefe	Chairman	Present	
Vaughn Smith	Councilman	Excused	
Larry Stapleton	Commissioner	Absent	
Marvin Epperson	Fire Chief	Excused	
Steven Hatfield	Councilman	Present	

B. STAFF PRESENT

M. Kimball, Clerk's Office

C. MINUTES APPROVAL

1. LED Committee - LED Committee - Feb 16, 2016 5:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Steven Hatfield, Councilman
SECONDER:	Dennis O'Keefe, Chairman
AYES:	O'Keefe, Hatfield
ABSENT:	Stapleton
EXCUSED:	Smith, Epperson

D. AUDIENCE PARTICIPATION

None.

E. COMMITTEE DISCUSSION ON THE FOLLOWING ITEMS:

1. Discussion on LED Lights on North part of City. Consumers with an estimate of cost to convert the streetlights on those few streets in north part of town to LED. Here it is: On East Court Street South, from Genesee east to the dead end, there are 12 lights. Cost to convert: $2,062.22, installed. On Reisdorph, Leith, and that subdivision loop (Centerwood, Glade, Rhea, Woodstead and Coral) there are 26 lights. Cost to convert: $6,439.96, installed. No specific timeframe available, but can certainly be done this summer if approval is obtained relatively soon. All are cobrahead lights on poles with brackets. Lights on Covert St. are center-suspended which will require further analysis and conversion to pole-mounted. Might require additional lights or brighter lights.

Minutes Acceptance: Minutes of Apr 20, 2016 6:00 PM (Minutes Approval)

2. Motion to recommend to the City Council the approval of $10,000.00 for the completion of LED lights on the North end of the City of Burton.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steven Hatfield, Councilman
SECONDER:	Dennis O'Keefe, Chairman
AYES:	O'Keefe, Hatfield
ABSENT:	Stapleton
EXCUSED:	Smith, Epperson

Meeting was adjourned at 6:20 PM.

CITY OF BURTON

TOWN HALL MEETING MEETING

APRIL 21, 2015

MINUTES

Council Chambers	**Special**	**6:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 6:00 PM.

I. PRESENTATION

1. Pros and Cons of State Proposal 1 for the May 5, 2015 Election.
   Mr. Martinbianco, President of Burton City Council will be moderating this event. Tonight's Town Hall meeting is for informational purposes only.

   The City of Burton, it's Administration and the City Council make no endorsement support or in opposition of the State Ballot Proposal One.

   Mr. Scott Hagerstrom from The Coalition Against Higher Taxes and Special Interest Deals will be present from the opposition of Ballot Proposal One.

   Mr. John La Macchia from Michigan Municipal League will present in support of Ballot Proposal One.

II. AUDIENCE PARTICIPATION

The audience were able to asks questions.

Meeting was adjourned at 7:30 PM.

CITY OF BURTON

BURTON ELECTION COMMISSION MEETING

APRIL 30, 2015

MINUTES

Community Room	Election Commission	4:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Teresa M. Karsney at 4:30 PM.

A. ROLL CALL

Carl Guise Bonnie Hoffmeyer
Terry Parker Teresa Karsney, Clerk

Attendee Name	Title	Status	Arrived
Teresa M. Karsney	Chairman	Present	
Terry Parker	Commissioner	Present	
Carl Gusie	Commissioner	Present	
Bonnie Hoffmeyer	Commissioner	Present	
Holly Johnson	Commissioner	Absent	

B. APPROVAL OF MINUTES

1. Election Commission - Election Commission - Oct 22, 2014 4:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Terry Parker, Commissioner
SECONDER:	Carl Gusie, Commissioner
AYES:	Karsney, Parker, Gusie, Hoffmeyer
ABSENT:	Johnson

C. AUDIENCE PARTICIPATION

None

D. NEW BUSINESS

1. Approve and authorize the wages for the election workers as presented by the Clerk.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Carl Gusie, Commissioner
SECONDER:	Bonnie Hoffmeyer, Commissioner
AYES:	Karsney, Parker, Gusie, Hoffmeyer
ABSENT:	Johnson

2. Approve and authorize the Election Workers for May 5, 2015 Election as presented by the Clerk.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Terry Parker, Commissioner
SECONDER:	Carl Gusie, Commissioner
AYES:	Karsney, Parker, Gusie, Hoffmeyer
ABSENT:	Johnson

3. Approve and authorize the City Clerk to appoint any alternate Election Inspectors for May 5, 2015 election if necessary.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Bonnie Hoffmeyer, Commissioner
SECONDER:	Terry Parker, Commissioner
AYES:	Karsney, Parker, Gusie, Hoffmeyer
ABSENT:	Johnson

Meeting was adjourned at 4:40 PM.

BURTON, MICHIGAN

MEMORIAL DAY 5K RUN & WALK COMMITTEE MEETING

APRIL 30, 2015

MINUTES

McDonalds	Regular	6:00 PM

5375 E. COURT ST. N
BURTON, MI 48509

This meeting was opened by Chairman Vaughn Smith at 6:00 PM.

I. ROLL CALL

Vaughn Smith	Dean Perigo
Debbie Newton	Steve Welch
Paula Jenkinson	Erin Jenkinson

II. STAFF PRESENT

III. APPROVAL OF MINUTES

IV. PURPOSE OF THE MEETING

1. Race Participation Update

   Race participation update 79 people as of 04/30/15

2. Sponsors

3. Shirts

   88% of participants are ordering the shirts for the race.

4. Volunteers

   There were 67 last year and we are hoping to have at least that many this year.

5. Race Snacks

   Possibly bananas, apples, granola bars and apple juice.

6. Police

   Working with Brian at the police department.

7. Race Route

   Dean moved the start line 100 feed and the turn around 30 feet.

8. Water Stations

V. PUBLIC PARTICIPATION

None

VI. ADMINISTRATIVE REPORT

None

VII. COMMITTEE DISCUSSION AND ACTION

None

Meeting was adjourned at 6:50 PM.

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 18, 2015

MINUTES

Council Chambers	Public Hearing	8:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 8:30 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Absent	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Absent	
Laurie Moncrieff	Commissioner	Absent	
Neil Martz	Commissioner	Absent	

B. STAFF PRESENT

Ginger Burke-Miller, Controller   Racheal Boggs, Election Clerk

1. Meeting was cancelled because of lack of quorum. Rescheduled for June 3, 2015 at 8:30 a.m.

C. AUDIENCE PARTICIPATION

D. PUBLIC HEARING

1. Public Hearing on Proposed DDA Budget for budget hearing for Fiscal Year 2015-2016.

Meeting was adjourned at .

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

MAY 18, 2015

MINUTES

Council Chambers | **Regular Meeting** | **8:45 AM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by at 8:45 AM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joey Richvalsky	Chairman	Absent	
Steve Coates	Commissioner	Present	
James Paulus	Commissioner	Present	
Gregory Fenner	Commissioner	Present	
Larry Stapleton	Commissioner	Absent	
Laurie Moncrieff	Commissioner	Absent	
Neil Martz	Commissioner	Absent	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Racheal Boggs, Election Clerk

1. Meeting was cancelled because of lack of quorum. Rescheduled for June 3, 2015 at 8:45 a.m.

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Apr 20, 2015 8:30 AM

D. ADMINISTRATIVE REPORT

1. 2015 April Revenue and Expenditure Report

E. AUDIENCE PARTICIPATION

F. BOARD RECOMMENDATION AND/OR ACTION

1. Discussion on Expansion of the DDA District south side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road.

2. Discussion and Update on Blighted Property at 3336 S. Saginaw Street.

3. Placement of Banner Poles.

Meeting was adjourned at .

BURTON, MICHIGAN

MEMORIAL DAY 5K RUN & WALK COMMITTEE MEETING

MAY 21, 2015

MINUTES

McDonalds	Regular	6:00 PM

5375 E. COURT ST. N
BURTON, MI 48509

This meeting was opened by Chairman Vaughn Smith at 6:00 PM.

I. STAFF PRESENT

V. Smith, D. Newton, T. Newton, B. Bigsby, S. Desai, D. Perigo and L. Brady.

II. APPROVAL OF MINUTES

A. Memorial Day 5K Run & Walk Committee - Regular - Apr 30, 2015 6:00 PM

Approved Unanimous.

III. AUDIENCE PARTICIPATION

None.

IV. ADMINISTRATIVE REPORT

Mrs. Bigsby detailed items that had been purchased and school availability.

V. COMMITTEE DISCUSSION AND ACTION

A. Race Participation Update

280 Participants signed up as of today.

B. Sponsors

Newton Timing is a logo sponsor.

C. Shirts

ELGA is a sponsor for $2,400.00.

D. Volunteers

Many volunteers will be on hand the day of event.

E. Race Snacks

Need to pick up more granola bars. Will have fudge, taffy and ice cream.

F. Police

Mrs. Bigsby has spoken with Lt. Warden and there are no issues.

G. Race Route

Mr. Vaughn Smith was going to verify.

H. Water Stations

The Key Club was going to take care of the water stations.

I. Motion to pay Advanced Tex Screen Printing invoices for the race shirts. Mr. Smith made the motion and D. Newton Seconded it. Motion carried.

RESULT:	**CARRIED [UNANIMOUS]**
AYES:	Smith

Meeting was adjourned at 6:58 PM.

CITY OF BURTON

BURTON LEGISLATIVE COMMITTEE MEETING

JUNE 13, 2016

MINUTES

Council Chambers | **Regularl Meeting** | **5:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Duane Haskins at 5:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Absent	
Duane Haskins	Chairman	Present	
Dennis O'Keefe	Councilman	Present	

B. STAFF PRESENT

Teresa Karsney, Clerk
Sue Warren, Human Recourses
Bette Bigsby, Benefits
Rik Hayman, Chief of Staff
Doug Bingman, Treasurer

C. APPROVAL OF MINUTES

1. Legislative Committee - Regularl Meeting - Aug 17, 2015 5:30 PM

   Mr. O' Keefe moves to accept these at the next council meeting due to membership change.

D. AUDIENCE PARTICIPATION

None.

E. DISCUSSION AND ACTION OF FOLLOWING ITEMS

1. Discussion and possible action on Ordinance 30.03.

   Mr. Haskins stated his purpose in discussion of 30.03 is regarding the MERS pension system.

   Mr. O'Keefe asked where we are with the MERS contribution.

   Mr. Haskins stated Teamsters Union is exempt by MERS because of the way Ordinance 30.03 reads. Also, 30.03 talks about a defined contribution plan which we don't have. Teamsters doesn't pay anything into the pension. These are things that need to be addressed. The best remedy is to discuss it and find a reasonable solution for the city as well as the employees. He doesn't agree with using union language in our City Charter. He referred to Amanda Doyle.

   Attorney Doyle stated she had a conversation with Josh Leadford with Masud Labor Group. As a whole we believe the pension retirement portions of 30.03 need to be cleaned up. Mr. Leadford suggested a general clause stating eligible employees will participate in MERS or in a pension program as set forth in their governing contract or employment agreement. This way the ordinance doesn't have to get specific or be amended on an annual or semi-annual basis. The problem becomes specifically with sections 6a & 6b. First, 6a is outdated. It should be struck completely because it doesn't make sense for the city at this point. Regarding section 6b, it states there are 4 people hired after 2006 additionally, we don't have a defined contribution and we don't know if MERS can even mandate that. It may make more sense to discuss it and come up with what we would like to see and get the information from MERS.

Ms. Warren stated we have 5 divisions. It is our understanding we can't take from one without taking from the other. For example, Charter Five and the Administrative group are in the same division.

Attorney Doyle said according to Mr. Leadford and Mr. Masud that may not be the case. Also, another provision (G)(2)(g) regarding family coverage; you may want to look at that.

Ms. Warren stated full family retiree coverage was eliminated in all Collective Bargaining Units. Also, we eliminated the city's obligation once they are Medicare eligible.

Mr. Haskins asked about disability insurance.

Ms. Warren said they can take their leave time up to 30 days to get paid 100% on the 31st day the insurance kicks in and they get paid 2/3.

Mr. Haskins asked what is the purpose of section 6b?

Ms. Warren said without knowing it because it was before her time, she would interpret it to be an attempt to have the Charter Five making a contribution.

Mr. Haskins stated we will have another meeting after we get answers from MERS. He would like the answer it writing. He would like Masud to get a response from MERS as well.

Attorney Doyle would like to stay in contact with Masud regarding 30.03.

Mr. O'Keefe personally looks at the Charter Five as the Senior Management group of the city and he feels they all work more than 40 hours a week. He handed out proposed salary ranges for the Charter Five.
Ms. Warren stated the information she pulled on the pay comparisons was from MML as well as responses from other municipalities.

Mr. Haskins said Mr. O'Keefe's proposal doesn't sound like a bad idea. He has a concern with the forecast we have had. The General Fund is down to $53,000 per year. He has concerns with raises because of the long term effect. Moving money around like we have had to do is disheartening. There needs to be tighter reins on spending. Until we can take care of the massive pension problem, it is hard for me to make decisions on this. The Charter Five are diligent, loyal employees to the city and they should have something.

Mr. O'Keefe stated we don't squander money, we run a prudent city. He agrees about MERS. We can never get a straight answer from them. We have to pay people the right compensation or they will go somewhere else. We need to protect our assets by paying an appropriate wage. It's amazing how low the wage is for the Charter Five. He doesn't have a problem voting for the budget with increases; our General Fund will still be in good shape. We have to look at running this city like a business. MERS is not the only thing we have to be concerned about.

Mr. Haskins agrees. He feels the MERS pension should be a focus. If it wasn't for the residents voting for the police millage the city would already be under. One of the millage promises was to try to get the MERS pension system in control. We need to get a grip on it. We should have taken care of our current employees and balanced the budget instead of hiring new employees, changing positions and giving raises. This is being done in reverse order. The Charter Five should have been our first priority. I don't agree with adjusting hours. If there were percentages, I may go that route. I don't know if the range thing is a good idea.

Mr. O'Keefe said in business there are salary ranges and the council would be the one who controls it.

Mr. Hayman stated he wanted to make the administration's position clear on this. We are looking for a salary range. The numbers in the range are your job.

Mr. O'Keefe stated we have paid $1,000,000 for the last two years and we are slated for this year too. I can't believe after making that type of contribution that it will not affect us in a positive manner. I can't believe we can't change an ordinance because of MERS.

Mr. Haskins asked Attorney Doyle for an update on MERS as soon as possible.

Meeting was adjourned at 6:01 PM.

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

JUNE 17, 2015

MINUTES

Community Room	Regular	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

I. STAFF PRESENT

Bette Bigsby, Parks and Recreation Director and Tony Newton

II. APPROVAL OF MINUTES

1. Veterans Honor Run Committee - Regular - Mar 11, 2015 6:30 PM

RESULT:	**ACCEPTED [3 TO 0]**
AYES:	Smith, Welch, Newton
EXCUSED:	Salvadore
RECUSED:	Craig

III. PURPOSE OF MEETING

1. Race Participation Update

   Twenty nine people have registered so far as of June 17, 2015.

2. Sponsors

   We need shirt sponsors. ELGA Credit Union is not the sole shirt sponsor this year.

3. Shirts

   A decision has not been made as of yet.

4. Volunteers

   Many groups have offered to volunteer and we should have plenty of volunteers on race day.

5. Race Snacks

   We will need to check with Walmart about donating bananas and granola bars and Gordons Food Service about donating chocolate milk.

6. Police

   Mrs. Bigsby said she will communicate with the Police Department.

Minutes Acceptance: Minutes of Jun 17, 2015 5:30 PM (Minutes Approval)

7. Race Route

   Vaughn Smith will finalize route.

8. Water Stations

   Water Stations will be the same as last year.

IV. PUBLIC PARTICIPATION

None.

A. Administrative Report

None.

V. COMMITTEE DISCUSSION AND ACTION

None.

Meeting was adjourned at 7:14 PM.

CITY OF BURTON

BURTON ELECTION COMMISSION MEETING

JUNE 22, 2016

MINUTES

Community Room	Election Commission	3:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Teresa M. Karsney at 3:01 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Teresa M. Karsney	Chairman	Present	
Terry Parker	Commissioner	Present	
Carl Gusie	Commissioner	Present	
Bonnie Hoffmeyer	Commissioner	Present	
Holly Johnson	Commissioner	Absent	

B. APPROVAL OF MINUTES

1. Election Commission - Election Commission - Oct 30, 2015 3:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Terry Parker, Commissioner
SECONDER:	Bonnie Hoffmeyer, Commissioner
AYES:	Karsney, Parker, Gusie, Hoffmeyer
ABSENT:	Johnson

C. AUDIENCE PARTICIPATION

None

D. NEW BUSINESS

1. Approve and authorize the Election Workers for August 2, 2016 Election as presented by the Clerk.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Terry Parker, Commissioner
SECONDER:	Carl Gusie, Commissioner
AYES:	Karsney, Parker, Gusie, Hoffmeyer
ABSENT:	Johnson

2. Approve and authorize the City Clerk to appoint any alternate Election Inspectors for November 3, 2015 election if necessary.

To amend the motion to read August 2, 2016 election.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Bonnie Hoffmeyer, Commissioner
SECONDER:	Terry Parker, Commissioner
AYES:	Karsney, Parker, Gusie, Hoffmeyer
ABSENT:	Johnson

Meeting was adjourned at 3:03 PM.

CITY OF BURTON

BURTON DOWNTOWN DEVELOPMENT AUTHORITY MEETING

JUNE 3, 2015

MINUTES

Council Chambers	Special Meeting	8:45 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Joey Richvalsky at 8:45 AM.

A. CALL TO ORDER

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Ginger Burke-Miller, Controller
Racheal Boggs, Clerk's Office

C. APPROVAL OF MINUTES

1. Downtown Development Authority - Regular Meeting - Apr 20, 2015 8:30 AM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Steve Coates, Commissioner
SECONDER:	Neil Martz, Commissioner
AYES:	Richvalsky, Coates, Paulus, Fenner, Stapleton, Martz
ABSENT:	Moncrieff

D. ADMINISTRATIVE REPORT

E. AUDIENCE PARTICIPATION

None

F. BOARD RECOMMENDATION AND/OR ACTION

Mr. Coates asked if L&M will be sweeping CVS and Insta-Lube.

Mr. Richvalsky stated he will mention it to L&M.

Mr. Paulus asked if we can have them do fire hydrants as well.

Mr. Richvalsky said yes.

Mr. Fenner stated the old 7-11 at Judd Road is starting to look bad again.

Mr. Richvalsky stated we have documentation that they are mowing it. Let's get it back by putting it on their taxes.

Mr. Fenner said we can't arbitrarily mow vacant property. To get it on their taxes, wouldn't you have to send them a notice that it needs to be mowed to give them the opportunity to do it? Can we put it on the mowing list? He also stated he will mow it.

Mr. Hayman said regarding vacant property, if it reaches 10 inches or higher we put it on the mow list. With City owned property, we have the responsibility. He stated it is probably on the mowing list and he will check. He said we can maneuver the list based on priority. If you give me a list of addresses, I will talk to Doug.

Mr. Fenner asked if the DDA has the authority to change the 10 inch rule to a lesser amount. Could it be 5" for example? Also, the area of grass along that property on the South side of Judd Road was never taken care of.

Mr. Hayman said yes. We still have a mechanism for having them do the work. He stated he will take care of it.

Mr. Fenner asked about the broken payphone on the same property. It is leaning and the cement base is tipped up. Who owns it? It isn't functional. How do we get it repaired or removed?

Mr. Hayman said he will put it on the list.

Mr. Fenner stated he has been soliciting bids for asphalt removal and seeding in front of Burton Auto Parts. We haven't received a bid yet. He asked if anyone knows of any contractors to do the work.

Mr. Martz said we should review plans with the DPW first. Can we have the plans available at our next meeting?

Mr. Hayman said, yes.

Mr. Richvalsky said it will be on the agenda for the next meeting.

Mr. Martz asked the status of the clock project.

Mr. Coates stated T-Rods turned the project down because it was too big of a project.

Mr. Paulus asked if there was a low income development on Vassar Road near Bristol.

Mr. Hayman stated he was unaware of any such development.

1. 2015 April Revenue and Expenditure Report

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steve Coates, Commissioner
SECONDER:	Gregory Fenner, Commissioner
AYES:	Richvalsky, Coates, Paulus, Fenner, Stapleton, Martz
ABSENT:	Moncrieff

2. Discussion on Expansion of the DDA District south side of Hemphill Road between South Saginaw - Camden; 475 - Camden on Bristol Road.

   Mr. Coates asked for an update for the water lines on Saginaw Street similar to the newsletter we sent out for the Center Road Project.

   Mr. Hayman said yes, we can. He will talk to Mr. Slattery about it.

3. Discussion and Update on Blighted Property at 3336 South Saginaw Street.

   Mr. Richvalsky asked for a report from Mrs. Burke-Miller regarding a letter in support by the DDA for the City to acquire funds for blighted property.

   Mrs. Burke-Miller stated we applied for a Blight Elimination Grant through MML in the amount of $250,000.00. We should hear something in 30 days.

   Mr. Hayman stated there are multi-millions of dollars available with the grant. He commended Mrs. Burke-Miller for her hard work with the grant. He stated the Mayor's intent is to concentrate on two areas. Commercial properties will be first priority, then residential.

   Mr. Martz asked if Burton Auto Parts was on the list for the grant.

   Mr. Hayman said, yes.

4. Placement of Banner Poles

   Mr. Martz provided an update on the Christmas lights. He stated the DPW can fix the issue.

   Mr. Stapleton added that DPW workers have already began picking up parts to begin the work.

   Mr. Richvalsky provided an update regarding Banner Poles. He stated the DPW, not Consumer's Energy, will be responsible for doing the work and obtaining permits.

   Mr. Fenner stated Holly uses telephone poles to string banners across the road. He asked, Are permits necessary?

   Mr. Richvalsky stated Holly Road is a County road. This may be the difference. He talked to the sign company about 6 weeks ago. He will try to contact them sometime today.

   Mr. Richvalsky stated today's meeting will be the only meeting for June. The next DDA meeting will be in July.

Meeting was adjourned at 9:15 AM.

CITY OF BURTON

CONSTRUCTION BOARD OF APPEALS MEETING

JUNE 9, 2016

MINUTES

Council Chambers	Regular Meeting	2:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Board Member John Gazall at 2:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Donald Standel	Board Member	Present	
John Gazall	Board Member	Present	
Randy Stewart	Board Member	Present	

B. STAFF PRESENT

Stuart Worthing, Building Official
Racheal Boggs, Clerk's Office

C. MINUTES APPROVAL

1. Construction Board of Appeals - Regular Meeting - May 25, 2016 12:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Donald Standel, Board Member
SECONDER:	Randy Stewart, Board Member
AYES:	Standel, Gazall, Stewart

D. AUDIENCE PARTICIPATION

None.

E. BOARD DISCUSSIN & ACTION

1. Appeal from Pamela Muir about property address of 4090 Homestead, Burton, MI 48529.

   Mr. Gazall stated the purpose of the meeting today is to discuss and make a decision regarding an appeal application received by Pamela Muir regarding 4090 Homestead Dr., Burton, MI 48529. According to Section 111 of the International Property Maintenance Code any person directly affected by a decision of the Building Official or a notice or order issued under this code has the right to appeal to the Board of Appeals. Mrs. Muir filed a written application for appeal within the required 20 days. The board shall modify or reverse the decision of the Building Official only by a majority vote of the total number of appointed board members.

   Mr. Worthing stated he deemed the entire building unoccupiable on April 15. 2016 when he was called to the property by Consumer's Energy. Based on the exterior and partial interior of the structure, he notified Mrs. Muir that the current tenants needed to move. He also requested a structural engineer's report for the building from roof to foundation be submitted to his office. In the meantime, the apartments were not to be occupied. The reports received by Mrs. Muir were incomplete.

Attorney Denise Fish of Flint will be representing Mrs. Muir. She stated Mrs. Muir did receive reports from two companies; Lopez Engineering and Smith's Construction. However, due to cost restrictions, Mrs. Muir was unable to get the structural engineer's report requested by Mr. Worthing. Currently, Mrs. Muir has tenants residing on the property and others that are wanting to move in. She would like to keep the property and fix it up but she needs the rental income and time to do the repairs.

Pamela Muir of Grand Blanc stated Sal with Consumer's Energy is coming out on Monday to put new gas lines into the building.

Craig Muir of Grand Blanc stated he respects Mr. Worthing and agrees with him that the property needs a lot of work. The dangerous parts are roped off and no one rents them. They have the safety of everyone in mind. He feels pulling the rug out from under them is unfair. They would like six months to make the repairs.

Mr. Stewart stated he agrees the foundation is in fair shape however, the rest of the structure is his concern. If this board allows you to make necessary repairs they would have to be according to the International Property Maintenance Code in terms of workmanship. This code sets the minimum standard for structures including drywall, painting, trim, doors, windows, lighting, for example.

Mr. Stewart referred to the following sections as violations of the International Property Maintenance Code:

- 302.5 Rodents
- 302.6 Exhaust Vents
- 304.2 Protective Treatment
- 304.3 Premises Identification
- 304.4 Structural Members
- 304.7 Roofs and Drainage
- 304.8 Decorative Features
- 304.9 Overhang Extensions
- 304.10 Stairways, Decks, Porches and Balconies
- 304.11 Chimneys and towers
- 304.12 Handrails and Guards
- 304.13 Window, Skylight and Door Frames
- 304.15 Doors
- 304.16 Basement Hatchways
- 304.18 Building Security
- 305.2 Structural Members
- 305.3 Interior Surfaces
- 305.4 Stairs and Walking Surfaces
- 307.1 Accumulation of Rubbish/Garbage
- 308 Extermination

- Chapter 4 Light and Ventilation
- Chapter 5 Plumbing Facilities
- 505 Water System
- Chapter 6 Mechanical and Electrical
- Chapter 7 Fire Safety
- 702 Means of Egress

Mr. Stewart stated the building violates more than 60% of the requirements and it is in extremely hazardous conditions. The cost of repairs will exceed $100,000.00 which is more than the property is worth.

Mr. Gazall stated he agrees with the foundation report but the other issues have not been addressed. He is unsure of the qualifications of Smith's Construction. Having tenants in the building while doing repairs is unsafe. He is also very concerned about the code violations described by Mr. Stewart.

Mr. Standel said you cannot allow people to live in this building because it is a life safety issue.

Denise Fish stated the field correction notice they were given mentions mainly the structural part of the building. Her client needs the rental income to save the building.

Mr. Gazall stated the board is knowledgeable about the amount of that is required and the associated costs. In terms of the structure, the wood is very rotted especially the entire west side of the building. Also, there are exposed wires throughout the entire complex.

Denise Fish asked if the tenants signed waivers if they could stay in the apartments.

Mr. Gazall said the building code doesn't allow that. If the list of violations only consisted of a few items instead of 25 or more, we could work with you.

Board discussion with Mrs. Muir about the structural issues of the building such as the rotted wood under the carpet as opposed to cosmetic issues like soiled carpet.

Mr. Worthing said we had a similar situation with another apartment complex on Hemphill Road. For safety reasons, we did not allow anyone to live there during the complete remodel.

Mr. Gazall stated we have two options: 1.) Allow the applicant to fix the structure within the specified time frame (6 months). 2.) Follow the recommendation of the Building Official and begin the demolition process. This boards decision is not the final say. The next step would be to appeal to the State of Michigan.

Mr. Stewart clarified that this appeal is for the structural report. He would like to overturn Mr. Worthing's decision and send this property to City Council for immediate demolition based on the following reasons: the property violations exceed 50% of the estimated net value of the building, the property violates more than 60% of the International Property Maintenance Code, repairs would need to be done by a licensed contractor and will cost more than the value of the property.

Mrs. Muir stated she would like to try to sell the building to someone who can afford to make the improvements.

Mr. Worthing said the tenants need to move from the building immediately.

2. Motion to Overturn Mr. Worthings Decision and Refer the Property at 4090 Homestead Drive to City Council for Immediate Demolition.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Randy Stewart, Board Member
SECONDER:	Donald Standel, Board Member
AYES:	Standel, Gazall, Stewart

Meeting was adjourned at 3:04 PM.

CITY OF BURTON

PUBLIC ACCESS COMMITTEE MEETING

AUGUST 15, 2016

MINUTES

Council Chambers	Special	6:15 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Steven Hatfield at 6:15 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Chairman	Present	

B. STAFF PRESENT

Mayor Paula Zelenko
Steven Phillips, I.T. Director
Teresa Karsney, Clerk

C. APPROVAL OF MINUTES

1. Public Access Committee - Special - Apr 27, 2016 2:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Ellenburg, Smith, Hatfield

D. AUDIENCE PARTICIPATION

None.

E. COUNCIL DISCUSSION AND ACTION

1. Discussion on new website.

   Mayor Zelenko introduced Steve Phillips, I.T. Director. She stated we have been working on the website and there are some new documents and forms that we would like to add.

   Mr. Hatfield said we have had complaints that our website is hard to read with the color scheme that is there and some information was hard to find. We talked about making it easier for the citizens to contact the officials through the website. Our previous I.T. Director was concerned about putting the emails on the website. He thought we would get a lot of spam from this.

Mr. Smith said that some of the council members did not like the fireworks display on the website.

Mr. Phillips stated it is a concern. We can find a way for the citizens to leave comments or questions without putting emails on the website.

Mayor Zelenko said we get quite a few responses through the Citizens Tracker. This was set up through Revise and is another way to cut down on spam. I am not opposed to an email directory for each department head and maybe the assistant. However, there are some department heads that do not want their photo on the web page. The amount of spam that comes in on our server is pretty large. Also our own employees have been using our website to get to the ordinances.

2. Discussion on documents to be added to website.

   Mr. Hatfield stated my goal is to cut down on the FOIA requests by having as much information on the website as possible and it would be nice to have the option to receive notifications from the website or texts to their phone. I would like to have the expenditure and revenue report added to the website. We would also like the content updated to include the labor contracts when they come in, and certain forms.

   Mayor Zelenko said she would have that added.

   Mrs. Ellenburg stated I would like to see more information on businesses and Chamber of Commerce contacts. This would help future residents and future business coming in to Burton.

3. Discussion on electronic communications.

   Mayor Zelenko stated she would contact Revise to see if it is an option to be able to send out email or text notifications. I have been involved with the survey group with AARP and the Flint Water Crisis. We have found that the majority of our senior citizen population in Genesee County are not using technology. How do we stay in contact with the seniors possibly a quarterly newsletter mailed out to those who sign up for it. We can start by mailing it out to the people that are on the permanent absentee list and I will talk to the Senior Citizens Director about putting something in her newsletter.

   Mrs. Ellenburg asked if a letter could be added into the water and sewer bill envelopes before being mailed out. I feel with today's phone technology we need to utilize the phone more. I am very proud that our city has moved forward with our technology. Having this committee and the things that the city has done will make it very transparent for the residents. It would be nice if our website could send out a message or notify residents if there was a problem such as an area that DPW was working on and the water was going to be shut off for a certain amount of time.

   Mr. Hatfield said in an emergency situation like a water shut down we do have the capability to use reverse 911 and focus only on Burton to get the word out.

Meeting was adjourned at 7:02 PM.

CITY OF BURTON

BURTON LEGISLATIVE COMMITTEE MEETING

AUGUST 17, 2015

MINUTES

Council Chambers	**Special Meeting**	**5:30 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairwoman Ellen Ellenburg at 5:30 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Chairwoman	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Rik Hayman, Chief of Staff
Teresa Karsney, Clerk

C. MINUTES APPROVAL

1. Legislative Committee - Special Meeting - Feb 16, 2015 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Ellen Ellenburg, Chairwoman
SECONDER:	Dennis O'Keefe, Councilman
AYES:	O'Keefe, Heffner, Ellenburg

D. AUDIENCE PARTICIPATION

None

E. COUNCIL DISCUSSION ON THE FOLLOWING ITEMS.

1. Discussion and recommendation regarding the approval of the resolution to accept the Third Amendment to the Genesee County Phase II Storm Water Management System Contract.

   Mayor Zelenko explained that this is a Resolution for the third amendment to the Genesee County Phase II Regulations Storm Water Management System Contract for the permit cycle of 2015 through 2020. The Genesee County Drain Commission (GCDC) is the designated agency for all participating Genesee County governmental entities for the activities related to the storm water watershed management. As the designated agency, GCDC assists the local entities, such as the City of Burton, to ensure compliance with the Phase II Storm Water Regulations published by the United States Environmental Protection Agency (EPA), all the controls, requirements, public education, as well as the National Pollutant Discharge Elimination System

(NPDES) permit coverage for 2015 through 2020 and as we are required to pass a resolution to that we agree that GCDC is representing us.

2. Recommendation to send to City Council on August 17, 2015 for approval.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Steven Heffner, Councilman
AYES:	O'Keefe, Heffner, Ellenburg

3. Recommendation to have a Legislative meeting on October 5, 2015 at 6:00 p.m. to discuss having business open later for Back to the Bricks.

Meeting was adjourned at 5:37 PM.

CITY OF BURTON

BURTON PLANNING COMMISSION MEETING

AUGUST 23, 2016

MINUTES

Community Room | **Special Meeting** | **5:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Deb Walton at 5:00 PM.

A. PLEDGE OF ALLEGIANCE

B. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Ellen Ellenburg	Councilwoman	Present	
Kevin Burge	Vice Chairman	Absent	
Mary Ann White	Commissioner	Present	
Robert Johnson	Commissioner	Absent	
Tom Gorang	Commissioner	Absent	
Deb Walton	Chairman	Present	
John Benthall	Commissioner	Present	
Kris Johns	Commissioner	Present	

C. STAFF PRESENT

Paula Zelenko, Mayor
Teresa Karsney, Clerk
Amber Abbey, Planning/Zoning

D. PRESENTATION

1. Presentation by Sharon Woods of Land Use, USA on Target Market Analysis & Economic Gap Model Study for the City of Burton Master Plan.

Sharon Woods discussed the residential and retail Target Market Analysis for the City of Burton. Retail Target Market Analysis includes: Saginaw Street Corridor (Downtown Development Authority District), Center Road Corridor (Retail District), Summary of Preliminary Gap Analysis, Recruitment Strategies, Market Potential, Business Clusters and Retail Gaps, Consumer Expenditures, Highway and Local Road Networks and Market Share information. Residential Target Market Analysis includes: Summary of Market Potential, Existing Households by Predominant Lifestyle Cluster and Conservative and Aggressive Scenarios.

E. AUDIENCE PARTICIPATION

None.

F. BOARD DISCUSSION

Mr. Piggot discussed upcoming events for the Master Plan. He provided two potential dates for a Community Visioning Meeting at the Burton Senior Center. Potential dates are September 22, 2016 or September 29, 2016. He asked the Planning Commission if they had a preference with the date.

The Planning Board and the administration agreed to schedule the Community Visioning Meeting on Thursday, September 29, 2016 at the Burton Senior Center at 7:00 PM.

Caitlyn McGoldrick said a flier regarding public input for the City of Burton Master Plan will be sent with the city's water bills and they will also be distributing them at the Senior Citizen Center.

Mrs. Karsney said with the amount of people coming into vote, it may be beneficial to place some on the counter in the Clerk's Office.

Ms. McGoldrick said Mrs. Abbey has the PDF of the flier and she can distribute them.

The board discussed the use of Facebook for advertising of the city's Master Plan.

Meeting was adjourned at 7:23 PM.

CITY OF BURTON

FINANCE COMMITTEE MEETING

AUGUST 30, 2016

MINUTES

Council Chambers	Regular Meeting	3:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Vaughn Smith at 3:04 PM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Councilman	Present	
Dennis O'Keefe	Councilman	Present	
Vaughn Smith	Chairman	Present	

B. STAFF PRESENT

Ginger Burke-Miller, Controller
Kirk Wilkinson, Assistant Fire Chief
Teresa Karsney, Clerk

C. MINUTES APPROVAL

1. Finance Committee - Regular Meeting - Jun 15, 2016 3:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Dennis O'Keefe, Councilman
SECONDER:	Tom Martinbianco, Councilman
AYES:	Martinbianco, O'Keefe, Smith

D. AUDIENCE PARTICIPATION

E. COMMITTEE DISCUSSION & ACTION ON THE FOLLOWING ITEMS:

A. Budget Amendment (Budget #1701-1702) Approve and authorize the following 2016-2017 budget amendment: Increase 2003-4090-957.0020 Special Assessments City Owned - Brabbs and Savoy by $1,300; Increase Contingency 2003-0000-699.0000 by $1,300.

RESULT:	**RECOMMENDED [UNANIMOUS]**	**Next: 9/6/2016 7:00 PM**
MOVER:	Tom Martinbianco, Councilman	
SECONDER:	Dennis O'Keefe, Councilman	
AYES:	Martinbianco, O'Keefe, Smith	

B. Budget Amendment (Budget #1703-1704) Approve and authorize the following 2016-2017 budget amendment: Increase 1001-0000-699.0000 Contingency by $365,400; Decrease 1001-0000-403.0000 Current/Real Property Taxes by $365,400.

RESULT:	**RECOMMENDED [UNANIMOUS]**	**Next: 9/6/2016 7:00 PM**
MOVER:	Dennis O'Keefe, Councilman	
SECONDER:	Tom Martinbianco, Councilman	
AYES:	Martinbianco, O'Keefe, Smith	

C. Budget Amendment (Budget #1705-1706) Approve and authorize the following 2016-2017 budget amendment: Increase 5090-5090-928.0000 Treatment Expense by $300,000; Increase 5090-0000-699.0000 Contingency by $300,000.

RESULT:	**POSTPONED [UNANIMOUS]**	**Next: 9/19/2016 7:00 PM**
MOVER:	Dennis O'Keefe, Councilman	
SECONDER:	Tom Martinbianco, Councilman	
AYES:	Martinbianco, O'Keefe, Smith	

D. Budget Amendment (Budget #1707-1710) Approve and authorize the following 2016-2017 budget amendment: Increase 2006-0000-501.7081 AFG Grant Revenue by $428,918; Increase 2006-0000-699.0000 Contingency by $42,891; Increase 2006-2006-977.7089 New Equipment by $445,809 and Increase 2006-2006-962.0000 Training and Materials by $26,000.

RESULT:	**RECOMMENDED [UNANIMOUS]**	**Next: 9/6/2016 7:00 PM**
MOVER:	Dennis O'Keefe, Councilman	
SECONDER:	Tom Martinbianco, Councilman	
AYES:	Martinbianco, O'Keefe, Smith	

E. Budget Amendment (Budget #1711-1716) Approve and authorize the following 2016-2017 budget amendment: Decrease 2003-0000-574.0000 Gas and Weight Tax by $36,250; Increase 2003-0000-699.0000 Contingency by $36,250; Decrease 2002-0000-574.0000 51 Gas and Weight Tax by $133,750; Increase 2002-0000-691.0000 Transfers in from other funds of $133,750; Increase 1001-9099-999.2002 Transfers to Major Streets $133,750 and Increase 1001-0000-699.0000 Contingency by $133,750.

RESULT:	**RECOMMENDED [UNANIMOUS]**	**Next: 9/6/2016 7:00 PM**
MOVER:	Tom Martinbianco, Councilman	
SECONDER:	Dennis O'Keefe, Councilman	
AYES:	Martinbianco, O'Keefe, Smith	

Meeting was adjourned at 3:54 PM.

CITY OF BURTON

BURTON CITY COUNCIL MEETING

SEPTEMBER 21, 2015

MINUTES

Council Chambers	Public Hearing	6:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Councilman Vaughn Smith at 6:47 PM.

I. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Absent	
Duane Haskins	Vice-President	Absent	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

II. STAFF PRESENT

Paula Zelenko, Mayor
Ginger Burke-Miller, Controller
Rik Hayman, Chief of Staff
Teresa Karsney, Clerk

III. AUDIENCE PARTICIPATION

Dr. Rommel Aquino stated he wanted to put a parking lot on the lot where the house was demolished at property 6161 Lapeer Road.

IV. COUNCIL DISCUSSION

1. ZC # 315 - Rommel Aquino, 8251 Pine Hollow Trail, Grand Blanc, MI 48439 requests a zoning change from R-1B, Single Family Residential to C-1 Local Business on the following described parcel: being located at 6161 Lapeer Road as follows: 59-13-502-004 described as: LOT 10 & W 1/2 OF LOT 11 & ALL THAT PART OF E 1/2 OF VACATED DUPONT ST ADJOINING LOT 10 ON THE WEST GARDEN ACRES SUB

   Mr. O'Keefe welcomed Dr. Aquino to Burton. He will be voting yes on this.

   Mrs. Ellenburg asked if this was taken to the Zoning board.

   Mrs. Abbey stated that it was approved at the Planning Meeting on September 8, 2015.

   Mr. Hatfield thanked Dr. Aquino for choosing Burton for his business and is in full support of this.

   Mr. Heffner agreed.

Mr. Smith also agreed.

Mrs. Abbey stated that the Administration is also in support of this.

Meeting was adjourned at 6:53 PM.

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

SEPTEMBER 30, 2015

MINUTES

Community Room	Regular	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:30 PM.

I. STAFF PRESENT

B. Bigsby, Parks & Recreation Director.

II. APPROVAL OF MINUTES

1. Veterans Honor Run Committee - Regular - Sep 16, 2015 6:00 PM

   Jim Craig motioned and Vaughn Smith seconded the approval of the September 16, 2015 minutes with Rene McMann also voting yes.

III. PURPOSE OF MEETING

1. Race Participation Update

   We have 85 race participants so far. This time last year we had 92 race participants.

2. Sponsors

3. Shirts

4. Volunteers

   Still working on getting the group from Powers involved.

5. Site Plan - Blessed Sacrament

   Blessed Sacrament.

6. Course

   Vaughn Smith and Jim Craig will be be verifying the course after October 10th, 2015.

7. Food - Confirm

   Steve Welch will get a confirmation on the food.

8. Medals

   The medals have arrived.

IV. PUBLIC PARTICIPATION

None.

V. ADMINISTRATIVE REPORT

None.

VI. COMMITTEE DISCUSSION AND OR ACTION

Meeting was adjourned at 7:20 PM.

CITY OF BURTON

BURTON LEGISLATIVE COMMITTEE MEETING

JULY 18, 2018

MINUTES

Council Chambers	Regular Meeting	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Tom Martinbianco at 6:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Chairman	Present	
Danny Wells	Councilman	Present	
Dennis O'Keefe	Councilman	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Bette Bigsby, Acting City Clerk
Charles Abbey, Deputy DPW Director
Alice Bryce, Treasurer

C. AUDIENCE PARTICIPATION

Genevieve Fields spoke about the Civil Rights Ordinance. Wanted to express that this is very important for the City of Burton. One of the goals is to grow the community and make it more prosperous. This has helped cities grow. I as a trans gender woman can be evicted from my apartment for being trans. Gay couples can be fired from their job the day after they get married. The state of Michigan has some protections but they are limited. This ordinance would allow local control. They can set the fines and the Commission. Previous discussion has revolved around how it would be enforced. In back up material is an Ordinance I introduced over a year ago. It talks about setting up a Human Rights Commission. It does not specify the numbers. Lays out procedures and timeline's and things like that. What was given to you was created by the Michigan. Civil Rights Commission. She has spoken with Attorney Doyle on this and she has no problem with it. Would appreciate if it would be passed on to the full Council for a vote.

D. COUNCIL DISCUSSION ON THE FOLLOWING ITEMS.

E. AGENDA ITEMS

1. Discussion and possible recommendations on Chapter 30.03 of the Burton City Charter.

   Mr. O'Keefe passed out a handout on proposed salary ranges that he introduced two years ago. Salary ranges works much, much better than one set salary. Serves a lot of purposes. The person sitting in that position can get a raise without having to change the Ordinance each time. If one of the Charter 5 are replaced you have a salary range to deal with. You may have someone who has less experience you can start out at a lower range but if you have a very qualified person with more experience you can pay more. Change ordinance to dollar amount and then adding the ranges. It is a two-step process. I would suggest we go with a salary range.

Mr. Wells stated he did not agree with Mr. O'Keefe. He was glad they were starting early with this conversation with the understanding that it would not go into effect until July 1, 2019 after we do next year's budget. After the City Council has voted to take out ¾ of a mill we are going backwards as far as making money. We just gave raises to contract police, SEIU, right down the line. We are putting the cart before the horse. It should have been talked about in March, April, and May of this year. It gives us some time to really look this situation over. I would like to see the situation these other cities are in because we know the situation the City of Burton is in. Financially we are going to be hurting next year. We have given raises until we can get our heads together and figure out where the money is coming from. I think we are on the right line.

Mr. O'Keefe the budget process is like a living organism changes made through the entire year. That would prompt us to look at where possibly the money could come from. . The Charter 5 is the senior management of this city they have not had a raise since 2009. It never gets traction. We are going to run into problem if vacancy occurs. I don't think we are in the ball park. Look at pier groups. We did have discussion about this in executive Session that we would look at this after the budget was done. That was kind of the agreement. Now is the time to look at it. We have five people that are the backbone of our city.

Mr. Hayman asked if Mr. Abbey could shed some historical perspective on this subject.

Mr. Abbey stated that Mr. Wells' statement was well received. There is a process in timing things. It used to be 68-C from a historical prospective the Charter 5 had always gone last. This isn't anything new. Usually the administration factored something knowing they were in contract negotiations into the budget knowing that it would be addressed eventually. I do think there is a serious problem with the process because administrators, it may not be your intent get treated sometimes very poorly in the process. Just because we look at them and they get a stigma because of the person they work for. You have to look at the job and take the faces and names out of it. You can't penalize a whole group of people. You have to stick to the jobs. When I came back and seen how some of these are set up. I have always been troubled by the fact you have a set number. I am going to give you $68,000.00 not things all being equal. For many years we were lucky to have had a person and they worked their way up. In today's market to find quality people you have to be competitive or you are not going to draw people. That gets lost sometimes. You have to train them from within or take someone who is not ideally qualified. Several people in department are making more than the department head. That should not happen. It doesn't happen in the real world, it doesn't happen in business and it shouldn't happen here. You make all the decisions, you have all the liability and yet you got subordinates that make more than you make. I do think Dennis is right about salary ranges. Should be in all areas. Have to have some latitude. The numbers for the most part fairly accurate and in line.

Mr. Hayman stated the first things that needs to be addressed is the salary ranges. We are hamstrung in the City because historically or in recent years we have focused on step increases. Automatic increases really hamstring the administration. Salary ranges should have been addressed in negotiations for a variety of reason it was not. I see this with the Charter 5 as an opportunity to serve as a pilot program on salary ranges if we can set salary ranges here when we go into the bargaining agreement in another year and a half we would have a good road map of what we are able to do in some of those units. It is a very limited opportunity to test to see how salary ranges work as a management tool and see how they work.

Mr. Martinbianco asked if the committee had a place to start. Mr. O'Keefe brought a proposal to the Committee. Is it a fixed amount or a sliding scale. Total compensation was not included in the wage comparisons.

Mr. Hayman stated the comparison was for the Committee to get an idea of the comparables that are out there. Could really use a professional independent wage study.

Mr. Martinbianco asked if the committee wanted to do a salary range. Does the Committee feel comfortable setting a salary for 2018-2019 then for 2019 on making step wages or a different proposal.

Mr. O'Keefe spoke about salary ranges. He has talked about salary ranges for five years. Charter Five are just sitting here. These are the folks running the City and it is like we forgot about them. First approve a salary range. Then administration can look at it and evaluate what employee should get paid. The last time the Ordinance changed for the Charter Five was 2009. Thinks we need to do something now.

Mr. Wells feels the Charter Five are a unique group. He thinks we need to look at healthcare coverage, retirement. If you are out the door in four years what happens then? He agrees with the salary ranges that Mr. O'Keefe introduced. Thinks they are right in starting to talk about this. Should take time and get it right. Can't say we don't have any money and then on the other side start raising everyone's wages.

Mr. Martinbianco asked how to continue? Look at salary ranges or Mr. Wells step increases? Mr. O'Keefe suggested sending back to administration and see if things need to be changed.

Mr. O'Keefe made motion for administration take the template back and look at and make suggestions. Mr. Wells supported.

2. Discussion and Recommendations regarding Civil Rights Ordinance.

Mr. Martinbianco asked Ms. Fields if she had a copy of what other city's were using for Civil Rights Ordinance.

Mr. Wells asked if the state has come up with any state or federal law. Mr. Martinbianco stated the Elliot-Larsen Act but that isn't all inclusive.

Mr. Hayman stated he was charged with talking to the Civil Rights Commission, and the Feds about this issue. In general talking about equity not just as it refers to LGBTQ community. This is one step in a multi pronged initiative by this City to be perceived and more welcoming and inclusive and diverse community. The administration is in favor of the Civil Rights Ordinance which many cities in this state have already done including Bay City who has set up a civil rights commission. This is also a economic development tool for us. I am not just talking about the civil rights ordinance I am talking across the board on the issue of equity. I am on a National League of cities cohort with six mayors and six Chiefs of staff and they are looking at this issue and I have had conversations and commitments from several employers that have an interest in this as an economic tool.

Meeting was adjourned at .

CITY OF BURTON

BURTON LEGISLATIVE COMMITTEE MEETING

FEBRUARY 11, 2019

MINUTES

Council Chambers	Regular Meeting	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson Tom Martinbianco at 6:05 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Chairperson	Present	
Dennis O'Keefe	Councilman	Present	
Danny Wells	Councilman	Present	

B. STAFF PRESENT

Rick Hayman, Chief of Staff
Charles Abbey, DPW Director
Dave Marshke, W/S Superintendent
Alice Bryce, Treasurer

C. AUDIENCE PARTICIPATION

None.

D. COUNCIL DISCUSSION ON THE FOLLOWING ITEMS.

1. Discussion on potential changes and recommendations to the Water/Sewer Ordinance.

   Presentation by Colleen Coogan and Michael Lesich from The WoodHill Group.

   Ms. Coogan reviewed the following suggested changes and explanations to the City of Burton Water Ordinance.

   § 51.001 Paragraph #3:
   Ms. Coogan said we are recommending adding, "TAP and METER" before INSPECTION AND APPROVAL FEE because the section talked about all of those fees. We are also recommending to strike "by the district" and add "by the county and or city" after the amount charged to each applicant.

   § 51.001 Paragraph #8:
   Ms. Coogan said our recommendation is to add "The county loop and city" before WATER SUPPLY DISTRICT or DISTRICT. This will define what the district is as a whole.

   § 51.003 Paragraph #2: METERING; RATES.

Ms. Coogan said our recommendation is to strike "to create a bond and interest redemption fund therefore" because this refers to an accounting setup. The striked out area is not needed as it is an accounting setup and controlled by the official statement in the bond issuances.

§ 51.005 NO FREE SERVICE; UNLAWFUL USE.
Ms. Coogan said it is suggested to add the penalty for any person who is unlawfully using water. We are requesting that you run this by your legal counsel to find out if the penalties that are noted in other sections of the ordinance would hold here or if that's something you want to apply.

§ 51.023 UNAUTHORIZED CONNECTION PROHIBITED.
Ms. Coogan said we recommend adding "or authorized by the department" after where it says, No person or firm other than authorized city employees because of the operations of your DPW. Sometimes they do the connections and the taps and sometimes they do not. The way this is worded is that no one other than city employees can tap. What we really want is the city employees to inspect the tap. We don't care if the city employees tap, they would get their authorization through a permit process.

§ 51.029 ENDANGERED SUPPLY; EMERGENCY USE RESTRICTIONS; NOTICE.
Ms. Coogan said we recommend striking "from the Detroit Water and Sewerage Department". Based on your preference, we could insert Genesee County Water and Sewer or just strike it. The Mayor or highest-ranking official will be notified from Genesee County, I am not sure that we have to call out who your supplier is, however we could. Your Sewer Ordinance does have Genesee Water & Sewer in there. Mr. Hayman said the administration prefers that we just strike it.

- **(B)** Ms. Coogan said we are striking "from the Detroit Water and Sewerage Department".
- **(C)** Ms. Coogan said we are striking "and the Detroit Water and Sewerage Department shall".
- **(C)**, **(2)** Ms. Coogan said after upon notification it is our recommendation that we say "in conjunction with the State" and strike "Detroit Water and Sewerage Department".

§ 51.041 INSTALLATION AND MATERIALS; SPECIFICATIONS.

- **(B)** Ms. Coogan said we recommend changing the wording so that it references the standards as adopted by City Council or Genesee County Standards. I think you have already adopted the Genesee County standards.

§ 51.042 MAINTENANCE RESPONSIBILITY.
Ms. Coogan asked if the state changed this to the city being responsible from the main line up to the building. DPW's response to this was, "not at this time". We recommend that you keep this language based on DPW's response. Right now, the city maintains that their liability is from the main line to the curb stop. If the state says that you are responsible right up to the building, you will need to revise this portion.

§ 51.045 APPLICATION FOR CONNECTION OUTSIDE CITY.
Ms. Coogan said we recommend striking "furnish" and add "purchase" a water meter

from the Department. Strike "of a type and design approved by the Department". Right now this states, the rate for all water used outside the city shall be 150% of the in-city rates. There is a move to eliminate that political boundary surcharge.

Mr. Abbey stated some of the Dort Hwy. businesses are still connected to the Flint system. Same thing with other businesses on boundary roads. We have an agreement that spells out how that functions with each governmental unit.

Ms. Coogan said if you already have an interlocal agreement, which will call out the billing structure. You may not need it in your ordinance.

§ 51.067 METERS PROPERTY OF DEPARTMENT.

- **(B)** Ms. Coogan said we recommend just saying, "The Department shall determine the water meter size for the service." and striking "For ordinary domestic consumption of water, a 5/8 inch water meter will be furnished. For ordinary commercial establishments, a 1 inch meter will be provided."

§ 51.085 WATER METERS ON PRIVATE SUPPLY.

- **(B), (3)** Ms. Coogan said we recommend that you strike "All funds received as a result of the miscellaneous charges will be credited to the Water Miscellaneous Revenue Fund." All charges are going into your water and sewer fund.

§ 51.115 FIRE HYDRANTS; SPECIFICATIONS.

Ms. Coogan said it is our recommendation that we do not have the detailed specifications here; instead reference Genesee County Drain Commission Water and Waste Services.

§ 51.118 FIRE HYDRANT FEE; DISPOSITION.

Mr. Martinbianco asked if we no longer have this fee.

Mr. Marshke said he thinks we still do have this. It is still in our ordinance. Genesee Township just sent us an invoice for 66 parcels on Egleston, Stockbridge and Alcott. This is Genesee Township's water system.

Mr. Abbey stated there needs to be additional discussion on this. Right now, the city does maintain all of the fire hydrants, public and private.

Mr. Marshke said we do not maintain private property hydrants such as Courtland Center, Meijer and others.

Ms. Coogan stated this will need to be taken back to the administration for discussion.

§ 51.119 HYDRANT RENTAL.

Ms. Coogan stated this will need to be taken back to the administration for discussion.

§ 51.120 FIRE HYDRANT AVAILABILITY; ASSESSMENT FEE.

Ms. Coogan stated this will need to be taken back to the administration for discussion.

§ 51.135 CONNECTION CHARGES.

- **(A) Initial Fees required:**
  Ms. Coogan said this is where we are getting into the equivalent user table. Based on feedback from your DPW and especially because the actual implementation of a revised rate methodology may take some time, we want to make sure your ordinance will reflect what you are doing now and what you may be doing in the future. We are suggesting that you maintain both tables. In the packet that I handed out, The WoodHill Group is recommending you use the table in Appendix A: AWWA, because this is a better table for billing. We are recommending you keep in the second table as Appendix B: and change the title from Usage Table to Use Table. You are using this table currently in some of your charges. Under (A) after "a tap-in fee and connection fee will be computed on the basis of unit factors," we would add, "as established on the Equivalent User Table-Appendix A or Appendix B as established by resolution of Council and amended from time to time. When you pass your resolution adopting your rates you will reference which table you want to use. Discussion ensued regarding the formula's used for businesses based on seating versus the size of the line used and making sure that we are billing at least what the county is billing us.
- **(B) Tap-in fees** under (1) Indirect connection
  Ms. Coogan said we are suggesting you strike the last sentence that states "Every connection shall be charged at least 1 unit charge based on Appendix A: Equivalent User Table." because you have referenced it in the above paragraph and strike "Table of Unit Factors at the end of this title".
- **(C) Expansion**
  Ms. Coogan said we are just referencing Appendix A or Appendix B as set by resolution, and strike "Table of Unit Factors at the end of this title".

§ 51.137 UNIT CLASSIFICATION OF PREMISES.
Ms. Coogan said again we are referencing Appendix A or Appendix B, and strike "Table of Unit Factors at the end of this title".

§ 51.141 EMERGENCY REPAIRS; EXPENSE.
Ms. Coogan said we recommend you strike "15%" and just say that it is an administrative fee as established by resolution of the Council.

§ 51.144 LEIN OF DELINQUENT ACCOUNTS; RENTAL PROPERTY RESPONSIBILITY.
Ms. Coogan said per the Treasurer's recommendation, strike "60 days" and change to 6 months. This is for Landlords who get to file a Landlord Affidavit. State law says that water charges are a lien on the property. Landlords can file an affidavit with the city that basically says this cannot be a lien on the property; you have to collect from the tenant. Therefore, the city has an ordinance that requires a deposit. The one thing we thought was missing in this ordinance is that it calls out that the property owner shall remain liable for all tap-in charges, but it didn't call out that it shall remain liable when there is not a tenant. We want to say that the property owner shall remain liable for all water and sewer fees during the times the property is not occupied by a tenant or when an affidavit is not on file. If the tenant has left with an amount owing, the deposit would be used. We do not need your ordinance to cover every single area if the state law has covered it. You can send a letter stating that they are in violation and that their landlord affidavit is revoked if you want.

- **(E)** The first sentence should read: "In the event the City is notified a change of occupancy occurred on a premises..."

<u>§ 51.145</u> SERVICE RATES.

- **(A)** Ms. Coogan said we recommend the first sentence changed to read "Water rates to customers for citywide monthly usage will be invoiced on a regular basis at time periods established and amended by resolution of the Council. This way you can change the billing if needed.

Meeting was adjourned at 7:14 PM.

CITY OF BURTON

BURTON LEGISLATIVE COMMITTEE MEETING

MARCH 4, 2019

MINUTES

Council Chambers	Regular Meeting	12:00 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairman Tom Martinbianco at 6:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	Chairman	Present	
Dennis O'Keefe	Councilman	Excused	
Danny Wells	Councilman	Present	

B. STAFF PRESENT

Rik Hayman, Chief of Staff
Charles Abbey, Deputy DPW Director
Racheal Boggs, Deputy Clerk
Alice Bryce, Treasurer

C. AUDIENCE PARTICIPATION

None.

D. COUNCIL DISCUSSION ON THE FOLLOWING ITEMS.

1. Review proposed changes to Water Ordinance

Colleen Coogan from the Woodhill Group would like to make the following recommendations to the water ordinance based on Legislative Committee discussion from the last meeting:

Section 51.115 Fire Hydrants; Specifications-
We want the ordinance to reference the specifications. We are striking out the detail regarding engineering requirements.

Section 51.116 Unauthorized Use- We recommend adding the following statement: including hydrants located on private property or located outside the city and serviced by city water.

Section 51.117 Repair or Replacement Expense-
Remove the term foregoing rates and add the statement: as set by council and amended by resolution.

Section 51.118 Fire Hydrant Fee-
Currently there is no fire hydrant fee. We do not recommend you begin charging a fee. We recommend adding the word "if" to this section to allow you the option.

Section 51.119 Hydrant Rental-
Based on conversations with DPW, this section is confusing so we recommend striking the entire section.

Mr. Wells would like to know about the people wanting to fill pools in the summer.

Mr. Abbey stated we haven't done that in quite a long time due to liability. We direct them to private company's to fill pools.

Mr. Wells stated he is worried about the liability.

Mr. Abbey stated there would have to be a "hold-harmless" agreement.

Section 51.120 Fire Hydrant Availability; Assessment Fees-
This section allows for council to set up an assessment district. There is no reason to take this section out. We recommend changing the language about the way the rates are determined.

Mr. Martinbianco is concerned about this language and thinks we need a legal opinion.

Ms. Coogan asked it the Commission would like the attorney opinion regarding this section.

Mr. Abbey stated this may not be applicable anyway because we are a water customer with the county.

Ms. Coogan stated the last thing the Commission wanted us to take a look at with regards to water was the 150% charge for non-city residents. Both the Woodhill group and the DPW group are strongly encouraging you to eliminate the 50% surcharge to people living outside of the political boundary. The more users we have, the better.

Mr. Martinbianco is concerned that taxation without representation may come into play.

Ms. Coogan stated that is a good point. I will tell you that it is a common practice.

2. Review proposed changes to Sewer Ordinance

Colleen Coogan would like to set up a water and sewer workshop prior to bringing this to the council as a whole.

Mr. Abbey will contact Mr. Smith and come up with a date for the workshop.

Ms. Coogan proposed the following changes to the sewer ordinance:

On page 127, Tap, Meter, Inspection and Approval Fee- We just expanded the title of this section. This is the same expansion we did with the water ordinance.

Page 133, Section 52.065: we would like the attorney to craft the language to reference the engineering specifications. We would eliminate all of the specs in this section and use the section to state that the standards must meet the engineering standards or Genesee County Standards as noted in XYZ.

Mr. Martinbianco stated he is not sure he agrees with this. He would like to keep the specs on page 134 as is.

Mr. Abbey stated our standards are what we build it to and that's what we have adopted. When it comes to border lines where joint jurisdictions are involved, other specs come into play.

Ms. Coogan stated if you would like to keep this section in the ordinance, we would just have to make sure they match your current standard elsewhere. I will follow up on that.

Mr. Abbey stated we need to make sure that our standards aren't in conflict with Genesee County Water and Waste.

Page 136, Section 52.095: This is the same thing we did in the water ordinance. We are referencing appendix A or B as set by council. Under Indirect connection, we struck "every connection shall be charged at least 1 unit charge". This is confusing

Page 137(3), where it talks about the equivalent user table, we are adding Appendix A or B as set by council.

Mr. Martinbianco stated this may be a good time to have you interpret and recommend either Appendix A or B.

Ms. Coogan stated when we present the rates, we are going to recommend that you utilize Appendix A. This is the American Water Works Association Equivalent User Table. It is more consistent and doesn't change when the use of the building changes. Your current rates reference Appendix B. Nothing in the Genesee County contract dictates how you have to assess your cost. We are keeping both in here for now.

Page 139, Section 52.098 under treatment charges, we recommend remove the word monthly. It will be whatever the council sets it at.

Page 140, Again, we are just referencing either Appendix a or B as set by council. 2(C), we will strike the specifics of the Genesee County Board of Water Commissioners so if they change this information, we do not have to change our ordinance.

Page 141(C), we will strike the 5,400 cubic feet. This average was not accurate. Under rental property, this is similar to what we did with the water. We want to make sure the owner is liable for all water and sewer fees during the time when the property is not occupied by a tenant.

Page 142, Section 52.102, Disposition of Revenue- We are striking a lot of this section because this is old language. It has no relevance to your current accounting system. Where it discusses how funds will be collected, we are adding the statement "for the sewer system operation and maintenance, bond and interest and replacement, construction, expansion, extension, capital, and improvement of the sewer system".

Mr. Martinbianco asked if the bond holders for some of these projects, have demands they are going to make as covenants to build into the ordinance.

Ms. Coogan stated there is some old language in the bond documents and as this occurs, we can have them remove the language. This does not preclude if a bond covenant directs that you have to have a separate account set up for one year of payments. This directs that whatever funds are needed is where the money is going.

Section 52.135 System Records and Budget: we struck "not later than April 1st". The timing of reports to council are dictated in the finance and budget section of the City Charter, code of ordinances and state law. We don't need the sewer section to be involved in that.

Mr. Wells stated we are a city of approximately 30,000 people, do you change your plans for larger cities?

Ms. Coogan stated some of our best practice and ideas, we apply to cities of all sizes. Accounting is accounting; budgeting is budgeting and transparency is transparency. The number one objective for us is to make sure the way the numbers are reported can tell the story to non-finance and non-accounting people. We realize we are reporting to people whose skill-sets exist otherwise. This is consistent no matter what the population of a community is. The things that do change aren't necessarily by population but by the services you offer people and certain demographics of your population.

Mr. Abbey stated we will get this to our attorney immediately so she can review the language and we will report back to the council.

E. MINUTES APPROVAL

1. Legislative Committee - Regular Meeting - Feb 11, 2019 6:00 PM

   Not discussed.

Meeting was adjourned at 6:55 PM.

CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

AUGUST 27, 2019

MINUTES

Community Room	Regular	5:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 5:00 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Vaughn Smith	Councilman	Present	
Steve Welch	Commissioner	Present	
James Craig	Commissioner	Present	
Debbie Newton	Committee Member	Excused	
Tom Salvadore		Excused	
Ali Grotts	Board Member	Excused	
Rene McMann		Excused	
Sherry Jones		Excused	
Tony Newton		Present	
William Owens	Commissioner	Excused	

B. STAFF PRESENT

Bette Bigsby, Acting City Clerk

C. ADMINISTRATIVE REPORT

None

D. PURPOSE OF MEETING

1. Veteran's Honor Run Course Concerns

   Chief Odette spoke about his concerns with the race route for the 11K Run. The decision was made to stay with the route from last year.

2. Races

- 11K
- 5K Run
- 5K Walk
- 5K GORUCK!

Discussion centered around increasing the amount of participants. Various ways to bring in groups with monetary incentives. RWB had asked for a discount.

3. Facilities (Blessed Sacrament)

- 2019
- 2020

Bette sent the check for the hall this year and made the reservation for next year's event.

4. Food

   Mr. Welch stated he had contacted Sullivan's and they are all set.

5. Medals

   Medals are in the process of being ordered.

6. Shirts

   Shirts will be ordered about mid-September.

7. Sponsors

   Bette needs to send an invoice to VetBizCentral. Mr. Heffner is sponsoring the Challenge Coins. Sachin is also sponsoring the place medals.

8. Volunteers

   Jim is working with several groups that have volunteered in the past.

9. Marketing

   Flyers have been printed and are being taken to several events including the Crim.

10. Committee Discussion / Input

E. AUDIENCE PARTICIPATION

NONE

F. COMMITTEE DISCUSSION

Meeting was adjourned at 6:30 PM.

CITY OF BURTON

BURTON PARK AND RECREATION COMMISSION MEETING

JANUARY 8, 2020

MINUTES

Council Chambers	Regular Meeting	5:30 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chairperson James Craig at 5:30 PM.

THIS MEETING WAS OPENED BY JAMES CRAIG

PLEDGE OF ALLEGIANCE BOB WILSON

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Toby Bauldry	Commissioner	Absent	
Sandra Talbot	Commissioner	Present	
James Craig	Chairperson	Present	
Debra Dunsmore	Commissioner	Absent	
Robert Wilson	Vice Chairperson	Present	
Christina Conley	Councilwoman	Absent	
Jeremy Scharrer	Commissioner	Present	
Joseph Fallis	Commissioner	Absent	
William Owens	Commissioner	Absent	

B. STAFF PRESENT

Amy Clous, Parks and Recreation Director
Lindsey Bice, Records Tech

C. NOMINATIONS

Nominations will be held until next month.

1. Approval and Authorize ____________________________for Parks & Recreation Chairperson from January 2020 through December 2020 term.

2. Approval and Authorize ____________________________for Parks & Recreation Vice Chairperson from January 2020 through December 2020 term.

D. ADMINISTRATIVE REPORT

E. APPROVAL OF MINUTES

Cannot approve.

1. Parks & Recreation Commission - Regular Meeting - Dec 11, 2019 5:30 PM

F. PURPOSE OF THE MEETING

1. Motion to Approve $2,000.00 Donation to the DAV from the Veterans Honor Run Fund

   Cannot approve.

2. Trail Project

3. 2020 Overview of Events

G. AUDIENCE PARTICIPATION

None.

H. COMMITTEE DISCUSSION AND OR ACTION

THE NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON WEDNESDAY, FEBRUARY 12TH, 2020, AT 5:30 PM.

Meeting was adjourned at .

CITY OF BURTON

PUBLIC ACCESS COMMITTEE MEETING

JANUARY 27, 2020

MINUTES

Council Chambers	Special	10:30 AM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Chair Vaughn Smith at 10:30 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Danny Wells	Councilman	Excused	
Vaughn Smith	Chair	Present	
Christina Conley	Councilwoman	Present	

B. STAFF PRESENT

Racheal Boggs, City Clerk
Steve Phillips, IT Director

C. APPROVAL OF MINUTES

1. Public Access Committee - Special - Apr 18, 2018 5:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Vaughn Smith, Chair
SECONDER:	Christina Conley, Councilwoman
AYES:	Smith, Conley
EXCUSED:	Wells

D. AUDIENCE PARTICIPATION

Steve Welch of Burton stated he had one of these signs at his business and this is a great return on investment as far as advertising. There is good traffic count on Center Road and we have many city events we can advertise. This is a good idea. Also, I have used Voorheis Signs and they are reasonable and do a good job.

E. COUNCIL DISCUSSION AND ACTION

1. Presentation on LED Sign by Voorheis Signs.

   Jim Voorheis of Voorheis Signs provided handouts and discussed the details of the proposed LED sign. The sign we are discussing is the same one as the Faith Tabernacle sign. It is all aluminum construction and LED lighting. It runs for 100,000 hours and draws almost no electricity. The sign is guaranteed by the manufacturer for five years. I guarantee service on them for one year but truthfully, I have never had to really service them. I own one of these signs so you can call me or I will come out and show you how to operate it. I can help you with special content and colors.

You can put a jpeg photo on it. It comes with 250 videos and pictures. The sign is easy to run. There are a lot of features that others don't have and it is an innovative construction and software compared to others. The Representative from the manufacturer lives in Michigan and I am in constant contact with him. I am a beta group for this sign. The City of Burton has always been good to me and my business and I am prepared to give you a great bid price because of that.

Mr. Smith asked if our IT Department will have to do anything.

Mr. Voorheis stated the sign is very easy to operate. I will teach them how to use it. It uses Wifi and has innovative software compared to competitors.

Mr. Phillips asked what kind of interface we will use to operate the sign. Is it through a website? How does it work?

Mr. Voorheis stated it is done from your computer. You would go to the thinksign website and download the software.

Mr. Phillips asked if there is a sign nearby in the community that we can take a look at?

Mr. Voorheis stated there is one at Clio Mini Storage, next to Auto City Speedway and Faith Tabernacle right down the road. I really feel that the sign should go at the corner of Center and Atherton because that's where the traffic is. You will get the most bang for your buck there.

Mr. Smith stated we need to go through the city’s process. Once a decision is made, it goes out to bid. How long does it take to get the sign installed?

Mr. Voorheis stated about 6 weeks.

Discussion ensued on the best location for sign placement, sign options, pricing and who will be responsible for operating the sign.

Mr. Phillips asked how the antenna is connected and if it is easy to move around?

Mr. Voorheis stated it connects through a radio signal. It has an IP address. One antenna is on the sign and a second on the building. It is a category five line that runs to the computer. You can put it on a network and access it through there. If you have a phone modem, you can control it from anywhere.

Mr. Smith asked how difficult it is to put the antennas in.

Mr. Voorheis stated it is no big deal. It takes one day.

Mr. Smith asked about the risk of malware or viruses.

Mr. Voorheis said, no. It is a closed line.

Mr. Smith asked how difficult it is from an IT perspective to put the sign on the city network.

Mr. Phillips stated from what he has heard thus far, we probably will want to put it on the network because multiple people may need access to it. The Mayor will decide who will have access to operate the sign.

Mr. Voorheis stated he would not recommend giving multiple people access to the sign. A central person in charge would be a better idea. It is safer this way.

Ms. Boggs stated in terms of scheduling what goes on the sign and when, it would be better to have one person in charge of the sign.

Mr. Smith stated there are so many things the city can use it for. The Clerk would definitely use it as well as Parks & Recreation events, trash collection information, City Hall hours and closing dates.

Mrs. Conley stated this is a great idea. We have budget coming up. We have money left over from last year. This will need to go to Council. I think the residents will really like it. We get a lot of phone calls when the city is closed. We can use it for our races and a lot of other things.

Mr. Smith stated every school has these signs to reach out to the parents.

Meeting was adjourned at 11:10 AM.

BURTON, MICHIGAN

CENSUS COMMITTEE MEETING

JANUARY 28, 2020

MINUTES

US Family Restaurant	Census Committee	9:00 AM

G3512 S. DORT HWY
BURTON, MI 48529

This meeting was opened by Councilman Vaughn Smith at 9:00 AM.

I. CALL TO ORDER

A. ROLL CALL

Meeting Facilitator: Vaughn Smith, City Council

Present:

Duane Haskins, Mayor
Steve Heffner, City Council
Dennis O'Keefe, City Council
Greg Fenner, City Council
Tina Conley, City Council
John Krolewski, Bendle Superintendent
Kristy Spann, Bentley Superintendent
John Ploof, Atherton Superintendent
Brian Ross, Police Chief
Kirk Wilkinson, Fire Chief
Mike Vogt, Assistant Fire Chief
Racheal Boggs, City Clerk
Ellen Ellenburg, County Commissioner
Jean Johnson, Senior Center
Tom Ellenburg
Steve Welch
Kevin Burge

II. PUBLIC PORTION

A. Disscussion on ideas to make sure every Burton resident is counted in the 2020 Census.

Mayor Haskins made introductions and thanked everyone for being here. Thank you to the school Superintendents for being here: John Krolewski from Bendle, Kristy Spann from Bentley and John Ploof from Atherton. This is a community-driven event. We need to spread the word and network this to people. It is about the trust factor. We have some pretty integral people here: Jean Johnson will play an important role with our seniors at the Senior Center and has a Holy Redeemer connection. Mr. Fenner has been a Barber on the south end for many years and will be helpful in that area. There are many other city leaders here today that I know will be working hard to get our census numbers up so we can get some of our money back. We will schedule our next committee meeting very soon. The Mayor’s Office is always open to help you.

County Commissioner Ellenburg stated she attended a meeting last Friday with the City of Flint and it was discussed that the amount of money at stake is $1,800 per resident per year. This is a huge amount. The county has formed a committee as well. We can get more done in groups. We need people that are familiar to residents in key areas to go out and promote this. There is grant money for non-profit organizations and a Burton church has already received $5,000. We have had trouble tracking this down. I will send information as I receive it through Ms. Boggs.

Mr. Burge asked, if it is done by tracking number, who can get it?

Mr. Fenner stated he would like more information about the process, specifically the online form, will they need an ID card to log in?

Commissioner Ellenburg stated she believes it is for tracking purposes but she will look more into this and report back.

Mr. Krolewski stated Dedra Ladd, Census Partnership Specialist came to our board meeting recently with information that may be useful. I will pass her contact information along to the city.

Mayor Haskins asked the schools if they will direct the census individuals to the city when they come to speak at their board meetings.

Ms. Spann asked, who is the person they should put them in contact with at the city?

Mayor Haskins said Taylor is my Executive Assistant. You can contact her and she will get that information to Vaughn or Racheal as needed.

Mr. Smith stated it is very important that the schools be involved. The schools can get into the homes through children and grandchildren. In Gary, Indiana, a school did a coloring contest for K-12 that I would like to try if it isn't too late. We are running out of time. This first card will be sent out by the Census on March 12th. We have to find a way to reach people before that card comes out. This will benefit schools, roads, and seniors.

Mr. Welch stated people are already being contacted by the Census.

Mr. Smith stated the calls do not come first. This could be misinformation.

Mayor Haskins stated we need to be careful. This seems unorganized and we are getting varied dates. We really need actual dates so we are all on the same page. Has anyone heard of a final response date?

Ms. Boggs stated after our conversation the other day about a deadline to respond, I contacted the census. Deadlines to respond will vary per individual that's why they have not given a final response date. Once someone receives the invitation to participate they will have 2 weeks to respond online or via phone. If that is not completed, a paper questionnaire will be set out. Households will have 30 days to fill it out and return it. Because the dates they receive it varies, so does each person's deadline.

Mr. Smith discussed the importance of using social media to help spread proper information. We will be setting up sub-committees today for marketing, community events/outreach and hard-to-count education. A hand-out was provided detailing each sub-committee group. I would like the schools to do the coloring contest if there is time. It was very successful in Gary, Indiana.

Group discussion regarding the need for Census Takers (Canvassers): Mrs. Johnson stated some of the seniors may have interest. Mayor Haskins stated he believes this is being done at Michigan Works. Mr. Smith stated this is done door-to door electronically. To be a census employee requires training and a background check. Commissioner Ellenburg will try to get more information regarding this.

Mr. Smith stated anyone saying they are being contacted by the census prior to March 12th, this is probably not legitimate. It could be a scam.

Commissioner Ellenburg has a copy of the sample Census questionnaire. She will send it to Ms. Boggs to send out to the group.

Discussion ensued regarding specific questions on the sample questionnaire.

Mr. Burge would like to know if we will find out who didn't respond.

Mr. Smith stated Potter and Davison has a good response rate: 15% didn't respond. The southwest portion of the city (Saginaw and Bristol) has a low response rate (non-response of up to 29%).

Commissioner Ellenburg stated the response rate at the last Census was 80.3% which was about $118 million that Genesee County lost.

Mrs. Johnson asked if the questionnaire asks for social security numbers. She would like to explain to the seniors what the census is not going to ask.

Mayor Haskins stated I didn't think they ask for any personal information and that this information cannot be used by the police, etc.

Mr. Smith stated if it comes to this, have them fill it out without their social security number.

Mr. Fenner stated he went to Atherton to discuss the Census. He explained how much money we lost 10 years ago and what these funds mean to the future of our city. It was very well received.

Mr. Smith opened Public Comment. There was no public present to speak regarding the Census.

Mr. Smith stated I would like for us to decide who will be a part of which sub-committees at this time. I am looking for people to volunteer.

The following individuals will be in charge of sub-committees:

Community Events/Outreach: Ellen Ellenburg
Hard to Reach: Greg Fenner
Marketing: Vaughn Smith

The following was also decided:

- Police Chief and Fire Chief's will be in charge of education at Lochwood.
- Jean Johnson will take care of Burton Place (Monthly breakfast).
- Mayor Haskins will be doing mailings to City of Burton clergy this week.

- Schools will put Census information on their respective message boards/signs.
- The next Census Committee Meeting will be held on Tuesday, February 25, 2020 at 9:00AM at US Family Restaurant G3512 S. Dort Hwy Burton, MI 48529.

Conversation ensued regarding school millage and no tax increase.

Mr. Burge would like to see something census related hanging in the council chambers behind the Council President or the Mayor so it can be seen on the council meeting videos. Also, at the tax window near the slot where residents pay their bills.

Mayor Haskins stated we could have a message scrolling across the screen while the city council video is playing.

Discussion regarding other ideas: bumper stickers, frisbees, buttons/pins (Census Ambassador), script for answering the phone at City Hall and other city buildings.

Commissioner Ellenburg will check with the county to see if there are pins/buttons.

The next Census Committee Meeting is open to the public and will be held on Tuesday, February 25, 2020 at 9:00AM at US Family Restaurant G3512 S. Dort Hwy Burton, MI 48529.

Meeting was adjourned at 10:12 AM.

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CITY OF BURTON

VETERANS HONOR RUN COMMITTEE MEETING

SEPTEMBER 16, 2015

MINUTES

Council Chambers	Regular	6:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by Commissioner James Craig at 6:00 PM.

I. STAFF PRESENT

B. Bigsby, Parks & Recreation Director

II. APPROVAL OF MINUTES

1. Veterans Honor Run Committee - Regular - Jul 8, 2015 6:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Robert Spose, Commissioner
SECONDER:	Steve Welch, Commissioner
AYES:	Smith, Welch, Spose, Craig, Newton, McMann
EXCUSED:	Salvadore, Grotts, Jones, Newton

2. Veterans Honor Run Committee - Regular - Aug 19, 2015 5:30 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	James Craig, Commissioner
SECONDER:	Robert Spose, Commissioner
AYES:	Smith, Welch, Spose, Craig, Newton, McMann
EXCUSED:	Salvadore, Grotts, Jones, Newton

III. PURPOSE OF MEETING

1. Race Participation Update

   Sixty two participants as of September 16, 2015.

2. Sponsors

   Elga Credit Union will be having a drawing for a $50.00 gift card for anyone that has ran 2 of the 4 races and a $100.00 gift card for anyone that has run 3 or 4 of the races in the Burton Race Series.

3. Shirts

   The shirts will be purchased at the same price as last year.

4. Volunteers

   Volunteers are needed. Need to make contact with Powers High School to see if they are interested in volunteering again this year. Also need to reach out to other schools and churches for volunteers.

5. Site Plan - Blessed Sacrament

   Hurley will need 6 tables and 8 to 9 chairs. They will be doing wellness screenings.

6. Course

   Cones will be needed for the starting area and safety vests for workers along the course. Jim Craig would like to put American Flags along the starting route.

7. Food - Confirm

   Steve Welch will confirm with Sullivan's regarding the food. Also checking prices on Kettle Corn.

8. Medals

   Medals are ready for pick up in Traverse City.

IV. PUBLIC PARTICIPATION

None.

V. ADMINISTRATIVE REPORT

None.

VI. COMMITTEE DISCUSSION AND ACTION

None.

Meeting was adjourned at 7:20 PM.

CITY OF BURTON

BURTON CITY COUNCIL MEETING

SEPTEMBER 3, 2015

MINUTES

Council Chambers	Special Meeting	2:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Tom Martinbianco at 2:14 AM.

A. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Absent	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Excused	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Excused	

B. STAFF PRESENT

Teresa Karsney, Clerk
Ginger Burke-Miller, Controller
Mike Odette, Police Lieutenant
Rik Hayman, Chief of Staff
Thomas Osterholzer, Police Chief

C. ADMINISTRATIVE REPORT

Mr. Martinbianco stated that we are in a line item budget and this was approved by the Finance Committee on August 25, 2015 to move to City Council.

Mrs. Burke-Miller stated that we have a immediate need to pay an invoice for the Patriot Race to get a permit through the Health Department.

D. AUDIENCE PARTICIPATION

None

E. COUNCIL ACTION

1. Budget Amendment 24-27 To Approve and Authorize the following Budget Amendments: Increase 2072-0000-973.2005 Police/Fire Sculpture Fund Patriot Day Hero Expense by $20,000 Decrease 2072-0000-818.0000 Police/Fire Contractual Service by $20,000 Increase 2072-0000-690.2005 Police/Fire Patriot Day Hero Race Proceeds by $20,000 Decrease 2072-0000-671.0000 Police/ Fire Sculpture Fund Donations by $20,000

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Martinbianco, O'Keefe, Ellenburg, Smith
ABSENT:	Haskins
EXCUSED:	Heffner, Hatfield

Meeting was adjourned at 2:17 PM.