CITY OF BURTON

BURTON CITY COUNCIL MEETING

SEPTEMBER 1, 2020

AGENDA

Council Chambers	Clean up old minutes	12:00 AM

4303 S. CENTER ROAD
BURTON, MI 48519

I. CALL TO ORDER

II. CLEAN UP OLD MINUTES

1. City Council - Clean up old minutes - Jan 27, 2017 12:00 AM
2. Finance Committee - Regular Meeting - Feb 15, 2017 3:00 PM
3. Parks & Recreation Commission - Regular Meeting - Apr 12, 2017 5:30 AM
4. Parks & Recreation Commission - Regular Meeting - May 10, 2017 5:30 PM
5. Budget Meeting - Budget Workshop - Jun 15, 2017 6:30 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. City Council - Workshop - Nov 19, 2018 5:30 PM
15. Parks & Recreation Commission - Regular Meeting - Nov 14, 2018 5:30 PM
16. City Council - Special Meeting - Feb 7, 2019 6:00 PM
17. Legislative Committee - Regular Meeting - Feb 11, 2019 6:00 PM
18. Legislative Committee - Regular Meeting - Mar 4, 2019 12:00 AM
19. Veterans Honor Run Committee - Regular - Aug 27, 2019 5:00 PM

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	Excused	
Duane Haskins	Councilman	Excused	
Steven Heffner	President	Excused	
Steven Hatfield	Councilman	Excused	
Chirstina Conley	Councilwoman	Excused	
Dennis O'Keefe	Councilman	Excused	
Vaughn Smith	Councilman	Excused	

II. MINUTES APPROVAL

RESULT:	**ADOPTED [UNANIMOUS]**
EXCUSED:	Martinbianco, Haskins, Heffner, Hatfield, Conley, O'Keefe, Smith

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

27. Downtown Development Authority - Regular Meeting - May 18, 2015 8:45 AM
28. Memorial Day 5K Run & Walk Committee - Regular - May 21, 2015 6:00 PM
29. Legislative Committee - Regular Meeting - Jun 13, 2016 5:00 PM
30. Veterans Honor Run Committee - Regular - Jun 17, 2015 5:30 PM
31. Election Commission - Regular - Jun 22, 2016 3:00 PM
32. Downtown Development Authority - Special Meeting - Jun 3, 2015 8:45 AM
33. Construction Board of Appeals - Regular Meeting - Jun 9, 2016 2:00 PM
34. Public Access Committee - Special - Aug 15, 2016 6:15 PM
35. Legislative Committee - Regular Meeting - Aug 17, 2015 5:30 PM
36. Planning Commission - Special Meeting - Aug 23, 2016 5:00 PM
37. Finance Committee - Regular Meeting - Aug 30, 2016 3:00 PM
38. City Council - Public Hearing - Sep 21, 2015 6:30 PM
39. Veterans Honor Run Committee - Regular - Sep 30, 2015 5:30 PM
40. Veterans Honor Run Committee - Regular - Sep 16, 2015 6:00 PM
41. City Council - Special Meeting - Sep 3, 2015 2:00 PM

Meeting was adjourned at .

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.

Minutes Acceptance: Minutes of Feb 15, 2017 3:00 PM (Clean up old Minutes)

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

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

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

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

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 (Clean up old Minutes)

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 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

BURTON
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.

Minutes Acceptance: Minutes of Oct 11, 2017 5:30 PM (Clean up old Minutes)

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

ame	Title	Status	A ved
ianco	Councilman	Late	5:40 PM
ns	Chairman	Present	
efe	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

Minutes Acceptance: Minutes of Nov 9, 2017 5:30 PM (Clean up old Minutes) 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

me	Title	Status		ive
nco	Councilman	Present		
s	Vice President	Present		
e	Councilman	Present		
r	President	Present		
	Councilman	Present		
	Councilman	Present		
ey	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

- 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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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 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

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

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.

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.

<u>§ 51.067</u> 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."

<u>§ 51.085</u> 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.

<u>§ 51.115</u> 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.

<u>§ 51.118</u> 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.

<u>§ 51.119</u> HYDRANT RENTAL.

Ms. Coogan stated this will need to be taken back to the administration for discussion.

<u>§ 51.120</u> 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..."

§ 51.145 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.