

CITY OF BRIGHTON  
CITY COUNCIL MEETING AGENDA  
CITY HALL  
February 18, 2016

Regular Blue Sky: 7:00 PM Review of Agenda Items for this evening's meeting

**REGULAR SESSION - 7:30 PM**

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consider approval of the Agenda
5. Approval of [minutes: Regular meeting](#) and Closed Session of [February 4, 2016](#)
6. Call to the Public

**Consent Agenda Items**

7. Consider appointment of Council liaison to Zoning Board of Appeals
8. Consider appointment of Council liaison to Brighton Veterans Memorial committee
9. Consider Principal Shopping District (PSD) reappointments
10. Consider [civic event application from the Walk To End Alzheimer's](#)

**Action Agenda Items**

11. Conduct annual [public hearing to receive inputs regarding the City Cemeteries rules and operations](#), and provide any related direction to City staff following the conduct of the public hearing
12. Consider approval of alternative funding for Brighton Interior Drive improvements
13. Discussion regarding [shared use of Community Center](#)

**Other Business**

14. Information for City Customers
15. Receive updates from Council Member Liaisons to other Boards and Commissions
16. Call to the Public
17. Adjournment

**MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON**  
**HELD ON JANUARY 21, 2016 AT THE BRIGHTON CITY HALL**  
**200 N. 1ST STREET, BRIGHTON, MICHIGAN**

**BLUE SKY SESSION**

The Council conducted a Blue Sky Session at 7:00 p.m. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Tobbe, Bohn, Willis and Gardner. The Council reviewed the agenda items.

**REGULAR SESSION**

Mayor Muzzin called the regular meeting to order at 7:30 p.m. Following the Pledge of Allegiance, the roll was called. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Tobbe, Willis and Gardner. Also in attendance were Attorneys Paul Burns, Special Legal Counsel Dennis Gabrian and Staff members Tom Wightman, Diana Lowe, Dave Blackmar, Tim Krugh, Matt Modrack, Michelle Miller, Kelly Hanna and an audience of 13. Press and media included Tom Tolen from WHMI and Noe Hernandez of the Press & Argus.

**AGENDA APPROVAL**

It was moved by Councilmember Willis seconded by Gardner to approve the agenda as amended. Add item #8a, Reappointments to the Arts & Culture Commission and item #12a, Closed Session. Move to Consent from Action Agenda item #12, Cable TV Advisory. Motion passed 6-0.

**MINUTE APPROVAL**

It was moved by Mayor Pro-Tem Pipoly, seconded by Willis to approve the Regular Meeting minutes of January 21, 2016 as presented. Motion passed 6-0.

It was moved by Councilmember Tobbe, seconded by Pipoly to approve the Closed Session Meeting minutes of January 21, 2016 as presented. Motion passed 6-0.

**CALL TO THE PUBLIC**

Mayor Muzzin opened the Call to the Public at 7:31 p.m. Hearing no comment, the Call to the Public was closed.

**CONSENT AGENDA**

It was moved by Councilmember Tobbe, seconded by Pipoly to approve the Consent Agenda as presented. A roll call vote was taken. Yes: Gardner, Willis, Pipoly, Muzzin, Bohn, Tobbe. No: none. Motion passed 6-0. The following items were approved:

1. Approved the Quarterly Investment Report.
2. Reappointed Michelle Petrak and Lisa Farquhar to the Election Commission and Kris Tobbe and MJ Takagi to the Brighton Arts & Culture Commission.

### **CITY COUNCIL VACANCY INTERVIEWS**

Mayor Muzzin drew the applicant's names from a cup to determine the order of the interviews for the City Council vacancy.

Renee Pettengill introduced herself to Council. She discussed her work and volunteerism in the community.

The Council interviewed Renee Pettengill.

Bill Bryan introduced himself to Council. He discussed his previous work experience

The Council interviewed Bill Bryan.

Susan Walters-Steinacker introduced herself to Council. She discussed her history with the community and her availability to serve on Council.

The Council interviewed Susan Walters-Steinacker.

Jon Emaus introduced himself to Council. He discussed his commitment to the community and the reasons he likes to live in the City of Brighton.

The Council interviewed Jon Emaus.

It was moved by Councilmember Tobbe, seconded by Willis to nominate Renee Pettengill to fill the City Council vacancy. Motion passed 6-0.

City Clerk, Diana Lowe administered the Oath of Office to Renee Pettengill.

Councilmember Pettengill took a seat at the dais.

### **CAPITAL IMPROVEMENT PROGRAM**

Finance Director, Kelly Hanna presented the proposed 6-year Capital Improvement Program. She highlighted the CIP approval process, Revenue Sources, Expenditures, Year One Projects, Street Improvements, Curb and Gutter and Sidewalk Gaps.

It was moved by Councilmember Willis, seconded by Pipoly to accept the 6-Year Capital Improvement Program.

### **UPDATED DDA PRIORITIES**

DDA/Community Development Director, Matt Modrack gave a presentation regarding the updated Downtown Development Authority priorities. He highlighted the DDA TIFA Capture by the DDA District, List of Projects and priority, Parking Platform, Millpond Masterplan Plan Phase 1B Main Street Area; Band Shell & Amphitheater, Millpond Master Plan Phase 2, Challis Road Gateway, Parking Lot Improvements, Pedestrian Walkways and Crossings, Residential Streetscapes and Holiday Decorations.

**ATTORNEY/CLIENT PRIVILEGE WRITTEN COMMUNICATION CLOSED SESSION**

It was moved by Mayor Pro-Tem Pipoly, seconded by Tobbe to go into Closed Session to receive Attorney/Client Privilege Written Communication. A roll call vote was taken. Yes: Gardner, Willis, Pipoly, Muzzin, Bohn, Tobbe. No: none.

The Council convened into Closed Session at 9:41p.m.

The Council reconvened the Regular Session at 10:17 p.m.

**CITY MANAGER CONTRACT**

There was Council discussion regarding car allowance, mileage reimbursement, graduated severance, six-month performance review, term of contract and the elimination of a six-month salary increase.

It was moved by Mayor Muzzin, seconded by Pipoly to accept all of Nate Geinzer's contract changes with the exception of no term, deletion of the six month performance evaluation, a salary of \$91,125, car allowance of \$200 per month and a severance package that stays at six months.

After discussion Mayor Muzzin withdrew his motion.

It was moved by Mayor Pro-Tem Pipoly, seconded by Willis to accept all of Nate Geinzer's contract changes with the exception of no term, deletion of the six month performance evaluation, a salary of \$91,125, car allowance of \$200 per month, a severance package that stays at six months and to authorize the Mayor and City Clerk to sign the contract. A roll call vote was taken. Yes: Gardner, Willis, Pipoly, Muzzin, Bohn, Tobbe, Pettengill. No: none. Motion passed 7-0.

**CITY CUSTOMER INFORMATION**

Department of Public Works Director, Dave Blackmar stated pothole repairs are being made on City streets.

Mayor Pro-Tem Pipoly gave a Principal Shopping District update.

Councilmember Bohn gave a Planning Commission update and discussed a couple of emails he received.

Councilmember Gardner gave a SELCRA update.

Mayor Muzzin gave a Brighton Area Fire Authority update.

**CALL TO THE PUBLIC**

Mayor Muzzin gave a Call to the Public at 10:46 p.m. Hearing no comment the Call to the Public was closed.

City Council  
January 21, 2016  
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**ADJOURNMENT**

It was moved by Councilmember Tobbe, seconded by Willis to adjourn the meeting at 10:47 p.m. Motion passed 7-0.

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Diana Lowe, City Clerk

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James Muzzin, Mayor

**POLICY REPORT**  
**DEPARTMENT OF PUBLIC WORKS**  
**Civic Event Application Approval Walk to End Alzheimer's**

**Prepared by:**

**Reviewed by:**

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**Patty Thomas**  
**Asst. DPW Director**

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**Thomas Wightman**  
**Acting City Manager**

**ISSUE:** To approve the Walk to End Alzheimer's Civic Event Application to be held on Saturday, October 1, 2016

**STAFF RECOMMENDATION:** The City of Brighton Civic Event Staff Committee recommends approval of this Civic Event conditioned upon advising / approval from Brighton Area Schools and Genoa Township that part of the event will take place on their property.

**BACKGROUND:** The City of Brighton Civic Event Staff Review Committee met with four members of the Alzheimer's Association to discuss their requested increased needs and scope of the event from previous years. Typically, the Walk to End Alzheimer's was held at the gazebo and the walk would begin and end there, with the walk route along Main Street, to N. First, to N. Second Street, to Cross, to Grand River, and then along the Tridge. They are proposing to close Main Street from Grand River to Hyne Street to allow more room for registration, sponsor booths, kids' event, etc. They are also changing the route to Main Street, to S. Seventh, through the high school property, and then back along Brighton Road / Main Street.

The event would typically attract approximately 600 people; however, they anticipate the number of participants to increase to 1,000. As the event date nears, the applicant will provide all of the necessary volunteer contact information. There will be no vendors; however there will be sponsor displays at the event.

**BUDGET IMPACT:** Support staff necessary for these events will be determined based on past history, nature of the event, and specific requests of event sponsors on an as-needed basis.

**RELATIONSHIP TO 2014/2015 GOALS:** Continued allowance of various Civic Events under managed conditions to promote the Downtown City of Brighton area.

**COUNCIL ACTION:** Approval of the Walk to End Alzheimer's Civic Event Application to be held on Saturday, October 1, 2016.

**ATTACHMENTS:** Civic Event Application.



**Civic Event Application**  
**City of Brighton**  
 200 N. 1<sup>st</sup> Street  
 Brighton, Michigan 48116  
 (810) 227-1911

<b>OFFICE USE ONLY</b>
Date Received
By

**\*\* APPLICATIONS MUST BE FILLED OUT COMPLETELY BEFORE THEY WILL BE CONSIDERED FOR REVIEW \*\***

12.17.15      Alzheimer's Association      Jennifer Howard  
 Application Date      Name of Organization      Name of Applicant

564 S Main St      Ann Arbor      Mi      48104  
 Street Address      City      State      Zip

517 861-1541      734-369-2716  
 Cell Phone      Home Phone      Work Phone      Fax  
 (Maggie Gibbons)

m.gibbons@alz.org  
 Email Address

Walk to End Alzheimers  
 Event Title

Mill pond + Downtown Brighton  
 Event Location

**EVENT DAYS / TIMES** (Please stipulate the following information for each date of event)

DATE	Day of Week	Beginning Time	Ending Time	Rain Date (if applicable)
<u>9.10.16/9.11</u>	<u>Saturday/Sunday</u>	<u>8am</u>	<u>3pm</u>	
<u>9.17.16/9.18</u>	<u>Saturday/Sunday</u>	<u>8am</u>	<u>3pm</u>	
<u>9.24.16/9.25</u>	<u>Saturday/Sunday</u>	<u>8am</u>	<u>3pm</u>	
<u>10.1.16/10.2.16</u>	<u>Saturday/Sunday</u>	<u>8am</u>	<u>3pm</u>	

*any of the following*  
Ideal Timeline  
 Walk registration 10am  
 opening ceremony 11:15  
 Walk 11:30-12:45  
 closing ceremony 1pm.

\* Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the teardown of all materials with their on-site vendors, sponsors, etc. is complete by the teardown time given above.

→ These times are negotiable, we would like to work with the city to make this event as convenient for the city and are open to alternative times and dates, Saturday or Sunday, morning or afternoon.

Normal Event Schedule (e.g., third weekend in July): 2nd or third Sunday in September  
or  
Next year's specific date(s): \_\_\_\_\_

PROCEEDS OF THIS EVENT WILL BE USED FOR:

Education programs and care + support to families  
in Livingston County and the Michigan Great Lakes  
Alzheimer's Association.

IF THE PROPOSED CIVIC EVENT IS A PARADE OR RUN/WALK EVENT, PLEASE LIST THE POINT OF ORIGIN, PATH, TERMINATION POINT, NUMBER OF ENTRIES AND TRAFFIC CONTROL PLAN AS NECESSARY. (Use attached map to clarify the route)

Negotiable: Prefer to stage opening ceremony on Main  
in front of Millpond with tents + DJ and then walk one  
of attached route. Alternative, a parking lot by courthouse.

IF THE PROPOSED CIVIC EVENT IS A RUN/WALK EVENT, WILL YOU BE PROVIDING VOLUNTEERS AT ALL ROAD CROSSINGS?  YES  NO

WILL THESE VOLUNTEERS BE WEARING SHIRTS IDENTIFYING THEM AS VOLUNTEERS AS WELL AS REFLECTIVE SAFETY VESTS?  YES  NO

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE? YES  NO

IF YES, WHAT KIND AND HOW MUCH?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU PLAN ON UTILIZING VENDORS AND/OR EXHIBITORS FOR SALES OF ANY KIND? YES  NO

IF YES, COMPLETELY FILL OUT THE ATTACHED VENDOR CONTACT INFORMATION SHEET(S).

WHAT IS THE FEE CHARGED FOR EACH VENDOR? \_\_\_\_\_

IF SO, WHAT LOCATION IS PLANNED? \_\_\_\_\_

WHAT IS YOUR PLAN FOR TRANSPORTATION FROM THE PARKING AREA TO THE EVENT LOCATION?

Most participants will park in city lots and walk

SIGNAGE REQUESTED (Detail sign locations on the attached map and provide sign renderings)

Number of Signs TBD. also requesting Banner above  
Types of Signs yard signs mainst orat Millpond for  
Locations of Signs along route 2 weeks prior to event.  
Date Signs Posted day of event  
Date Signs Removed day of event.

PLEASE ATTACH LIST OF EQUIPMENT; STAGE, TENTS, VEHICLES, ETC., THAT YOU PROPOSE TO USE IN THE EVENT OR BRING ONTO CITY PROPERTY, STREETS OR PARK AREAS - (ALL SUBJECT TO APPROVAL). -

**STREET CLOSURE**

ARE YOU REQUESTING A STREET CLOSURE FOR YOUR EVENT?  YES  NO  
If yes, detail the street(s) you would like closed, and the location of the closure(s) on the attached map.

**ALCOHOL**

DO YOU WANT TO SELL AND/OR SERVE ALCOHOL? YES  NO

IF YES, PLEASE SEE THE ATTACHED SHEET TITLED "ALCOHOL" AND FILL IN THE QUESTIONS COMPLETELY AND IN DETAIL.

**SECURITY**

If the event requires the overnight setup or storage of goods, equipment, etc. security is the responsibility of the event applicant.

IF YOUR EVENT REQUIRES OVERNIGHT SECURITY, PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR SECURITY PLAN:

We will have a security guard during registration.

**Owner(s) Affidavit\***

I, Jennifer Howard, have authorized Margaret Gibbons as My  
(company or organization owner) (Civic Event Applicant)

Representative for the purpose of obtaining a Civic Event permit(s) from the City of Brighton Public

Services Department for my organization located at 564 South Main, Ste 000, Ann Arbor, MI 48104  
(company or organization address)

Jennifer Howard  
Owners Signature

12-17-15  
Date

# VOLUNTEER CONTACT INFORMATION

Name	Address	Phone #	Emergency Contact Name	Emergency Contact Phone #
Jennifer Abner				
Lauren Kovach				
Pat Kovach				
Mark Howell				
Kelwyn Williams				

Walk to End Alzheimer's Registration and Opening Ceremony Requests:

Preferred Option: Close Main between Southwest and Hyne for 6 hours- Example: Setup stage setup registration(8-9:30am), Registration- 9:30-10:45 am opening ceremony 1045- 11am Walk 11-1230 and closing Ceremony 12:45- Stage Teardown 1-2pm.

Would be open to staging in the parking lot behind Beverly Raes/Courthouse, after the Farmers Market or on a Sunday Morning. We need a space large enough to fit all 600-800 participants at once, as well as activities and entertainment.

Preferred route 1 is using the streets for participants to walk, similar to homecoming parade, closing route streets only for the walk portion, keeping the registration and ceremony space to the closed portion of main between Southwest and Hyne.

Home - Walk Central | 304 Inbox (39) - mgibbons@a... | Editing Brighton Route 4 | mgibbons@alzo...

www.mapmyfitness.com/routes/edit/963645117/

OpenStreet | USA | **SAVE ROUTE** | CANCEL

Distance: **2.43 MI**

Map labels include: Brighton Rd, Don Leith Dr, Michigan St, W Main St, Brighton High School, South Ore Creek, Brighton Lake Rd, E Grand River Ave, and various residential streets.

Map data ©2016 Google | Terms of Use | Report a map error

Elevation

Support

8:25 AM 2/11/2016

# **FAIRVIEW, BRIGHTON HILLS AND OLD VILLAGE CEMETERY** **RULES AND REGULATIONS**

## **Statement of Policy**

1. The Rules and Regulations for Fairview, Brighton Hills and Old Village Cemetery are reviewed and approved by the City of Brighton City Council, to serve as governance for the operations and maintenance functions of the City of Brighton owned Cemeteries.
2. These Rules and Regulations have been developed in order to maintain the city owned cemeteries in a condition wherein individual solace and memory may be sought, and the memorial intent of those whom care for those interred can be accommodated to a greatest degree possible without unduly disturbing the peaceful and reverent intent of the City of Brighton Cemeteries.
3. Per the direction of the City of Brighton City Council, these rules and regulations are deemed necessary for the upkeep of the city cemeteries, and are administered on a daily basis by the City's Cemetery Sexton, under the general supervision and direction of the City of Brighton Department of Public Services Director.
4. Cemetery patrons whom may have questions or concerns regarding the administration of these rules and regulations as promulgated can contact the City of Brighton Cemetery Sexton at 810-225-8001, or the Department of Public Services Director at 810-225-8001.

## **A. Decoration of Lots**

Section 1 – Definition – Lot decorations shall be deemed to include all structures, ornaments, planting, or other embellishments, with the exception of monuments and markers or mausoleums which are placed on cemetery lots with the intention of improving their appearance. Because certain types of individual lot decorations are not in harmony with the development of the cemetery as a whole or because they may intensify maintenance problems, the City enforces certain rules regarding the decoration of cemetery lots.

Section 2 – **Decoration of Lots in Upright Marker Sections.** The following rules shall be observed with regard to the decoration of cemetery lots in the upright marker sections of the cemeteries:

- (a) Fencing of any kind, steps, structures of wood or equally perishable material are prohibited. Concrete or brick coping, edging, and curbs will be allowed provided they do not exceed the width of the stone or marker and extend no more than two (2) feet out from the front of the stone or marker. Such area may be used for decoration of the gravesites with landscape materials and/or plantings contained within such boundaries. If such decoration becomes unsightly by reason of neglect or age, they will be removed without prior notice by the Cemetery Sexton for Fairview and Brighton Hills Cemetery. No flowers, plantings or other decorations shall be allowed outside of the boundaries as described above without the express written permission of the Cemetery Sexton. (See attached permission form).
- (b) No elevated mounds shall be built over graves and no lot shall be filled above the grade established by the City.

- (c) Receptacles for cut flowers will be permitted if installed flush with the surface of the lawn. The use of glass jars or bottles as receptacles for cut flowers is strictly prohibited. Artificial flowers made from silk or similar materials will be permitted only as long as properly maintained and confined to receptacles intended for cut flowers. Such flowers shall be removed without prior notice by the Cemetery Sexton for Fairview and Brighton Hills Cemetery when they become unsightly by reason of neglect or age.
- (d) **Winter Decorations may be maintained on graves until April 1<sup>st</sup>. If such decorations are not removed by April 1<sup>st</sup>, they shall be considered abandoned and will be disposed of by the City Cemetery Sexton after review and approval by the City of Brighton's Department of Public Services Director.**
- (e) **Urns shall be permitted only if properly installed and maintained next to a given headstone, (not to be placed in front or in back of subject headstone). Any urns not in use by June 15<sup>th</sup> shall be turned over at the gravesite and left for recovery and proper planting and maintenance. Any urns not recovered and planted/maintained throughout the remainder of the calendar year wherein it was turned over, shall be removed from the gravesite and disposed of the following year on June 15<sup>th</sup>.**
- (f) Arches for hanging baskets or eternal lights are allowed provided:
- The arch is of an approved make acceptable to the Cemetery Sexton;
- The only items acceptable for suspension from the arch are eternal lighting fixtures or hanging baskets for plantings. If such decoration becomes unsightly by reason of neglect or age, they will be removed without prior notice by the Cemetery Sexton for Fairview and Brighton Hills Cemetery. The Cemetery Sexton shall remove items other than these specified without prior notice;
- Urns shall not be suspended from the arch;
- The arch shall be installed by the headstone in such manner as approved by the Cemetery Sexton and so as to not interfere with normal maintenance of the lot;
- Non-approved arches or non-approved decorations suspended from the arches shall be removed at the Cemetery Sexton's discretion without prior notice.
- (g) Toys, stuffed or otherwise manufactured or sculptured animals, statues or statuettes, personal items and/or other unsightly objects that interfere with the maintenance of the lot, as per the discretion of the Cemetery Sexton, will not be permitted as grave decorations except as permitted above in subset (a), and shall be removed without prior notice by the Cemetery Sexton for Fairview and Brighton Hills Cemetery.
- (h) Plantings shall be permitted only under supervision of the Cemetery Sexton, and after receiving written permission therefore, plantings placed on a lot without a permit will be removed without notice.
- (i) The planting of hedges is strictly prohibited. Existing hedges will be removed whenever they become unsightly or encroach upon an adjoining lot or path.

- (j) The Cemetery Sexton and or cemetery maintenance personnel will remove all flower, trees, and shrubs, which have become unsightly or dangerous.
- (k) **Memorial Flag holders intended to honor service to the citizens of the United States of America shall be permitted to be sited at a gravesite, at either end of a headstone, or placed within the decorative border as described in subset (a) above. Such flag holders may commemorate service in the military, military organizations, and service to the public at large, (Police Officers, Firefighters, etc.) Such flags will be allowed to remain at a gravesite throughout the year, and shall be required to be maintained in good condition by any given organization or person that shall such place a flag in a given holder.**

**Flag Holders for decorative flags shall be allowed to remain in place at either end of a headstone or within the decorative border throughout the year with or without a flag in place.**

- (l) No deciduous tree or conifer shall be removed or pruned except under the direction and with the consent of the Cemetery Sexton.
- (m) Benches of granite material shall be allowed to be donated to Fairview and Brighton Hills Cemetery for placement by the Cemetery Sexton in areas, which will provide for silent reverie and reflection. Such benches shall be near uniform in appearance and inscriptions shall have the prior approval of the Cemetery Sexton for Fairview and Brighton Hills Cemetery. No form or type of advertising shall be allowed. Benches provided by the City of Brighton for such silent reverie and reflection shall be regulated in like manner.

Section 3 – **Decoration of Lots in Flush Marker Section.** The following rules shall be observed with regard to the decoration of lots in the flush marker sections of the cemeteries.

- (a) No planting shall be made by anyone other than the cemetery employees on flush marker sections. Such planting as may be installed by cemetery employees will be limited to areas set aside for that purpose.
- (b) Cut flowers will be permitted provided they are placed in approved receptacles, installed flush with the lawn surface.
- (c) Potted plants will be permitted to remain on lots from May 29<sup>th</sup> until June 15<sup>th</sup>. If left after this date, they will be removed without notice.
- (d) No other lot decoration of any description will be permitted on lots in flush marker sections, save for shepherds hooks approved by the Cemetery Sexton or provided for in Section 2(k) above.

**B. Location of Markers on a Lot.** Markers shall be placed at the head of grave as platted. In the upright marker sections, only flush markers will be allowed at graves located on lots in other than a platted grave space. No marker shall be placed nearer than 4 inches to a lot line. No more than one marker shall be placed at any one grave. No marker shall embrace two or more graves except on a

two or three grave lot where a double or three-grave marker is permitted. No marker shall be set unless it is first approved by the City Clerk.

- C. **Inscriptions on all Markers** at the same end of a lot shall read from the same direction. Flush markers with raised letters shall be protected with a raised panel one-inch in width.
- D. **Monument and Marker Foundation.** All monuments and markers shall be on a foundation of a depth and size and of a material deemed adequate by the City Clerk. All foundations shall be installed by cemetery personnel. Single lot largest marker size is 36”x 18”; double lot largest marker size is 72” x 18”.
- E. **Installation of Monuments and Markers.** Those persons engaged in placing monuments and markers shall provide planking adequate to protect turf shall remove materials and equipment immediately upon completion of work. The site shall be left in a clean, orderly condition. Markers and monuments will not be permitted to be delivered to lots until a proper order for a foundation installation has been placed with the City Clerk.
- F. **Monuments and Markers for Cremains.** Grave markers in the cremains section of the cemetery shall be limited to flush markers only. Largest foundation marker 8” x 16”.
- G. **Mausoleums.**
  - (a) **Approval of Plans and Location.** Before work on any private mausoleum is begun, the location and complete plans and specifications shall be approved by the City Clerk. Mausoleums may be constructed on suitable sites in any section of a municipal cemetery except those sections designated as flush marker and single grave sections.
  - (b) **Endowment.** Before construction of a mausoleum, a sum of money equal to not less than 15 percent of the estimated cost of such a mausoleum shall be deposited with the City. Income from investments of this sum shall be used for perpetual maintenance of the mausoleum.
  - (c) **General Requirements.** Interments in crypts shall be made in hermetically sealed caskets. Duplicate keys for mausoleums shall be left in the care of the City Clerk.
- H. Children’s section (babyland): Largest foundation size 10” x 20” – upright markers are allowed
- I. Fairview Cemetery, Section 11 (annex): Flush Markers only 24” x 12”
- J. **Cemetery Buyback.** As according to Resolution #96-23, Cemetery Buyback Price Policy (Attachment 7) the City shall buy back the cemetery grave or \$175.00 per grave. If the grave was purchased within the last 90 days this is considered saleable for 75% of the fee paid whether it was the resident or non-resident price paid.
- K. **Hold Policy.** Lots may be held for 90 days. One lot must be purchased within the 90 days period to continue the Hold Policy.

**Revised and adopted April 15, 2010**

**SPECIAL CEMETERY PLANTING PERMIT**

I, \_\_\_\_\_, Cemetery Sexton for the City of Brighton, do hereby grant permission for a special planting to \_\_\_\_\_ address: \_\_\_\_\_, phone number: \_\_\_\_\_, in the \_\_\_\_\_ Cemetery, Section, \_\_\_\_\_, Lot \_\_\_\_\_, Grave(s) \_\_\_\_\_.

Type of plants/trees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sexton Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: Plantings shall be permitted only under supervision of the Sexton of cemeteries, and after receiving written permission therefore, plantings placed on a lot without a permit will be removed without notice.

Plantings shall be maintained in good condition or shall be subject to removal at the discretion of the Sexton without prior notice.

CITY OF BRIGHTON  
NOTICE OF PUBLIC HEARING  
FEBRUARY 18, 2016

PLEASE TAKE NOTICE, that the Brighton City Council will hold a Public Hearing on Thursday, February 18, 2016 at 7:30 p.m. at the Brighton City Council Chambers, 200 North First Street, Brighton, Michigan for the purpose of soliciting public input and suggestions regarding the City of Brighton owned Fairview, Brighton Hills, Brighton Hills Veteran's Only and Old Village Cemeteries. All interested parties are encouraged to attend.

DIANA LOWE  
CITY CLERK

**CITY OF BRIGHTON**  
PROCEEDINGS OF THE COMMON COUNCIL

City Council  
June 17, 2010  
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The following items were approved:

1. Approved the appointments of Melanie Easler, Norma Clausnitzer, Susan Walters-Steinacker, Nick Palizzi, Bill Bryan, Matt Smith, Kate Lawrence, Steve March, Rod Jones, Rick Fons, Bill McIntyre, Pat Rahilly and John or Barb Brower to the Citizens' CIP Funding Advisory Task Force.
2. Approved the 2010 per diems as recommended by the Officer's Compensation Commission.
3. Received a Report on the Results of the Capital Improvement Bond Sale for the financing of the Third Street Pump Station Project
4. Approved Resolution 10-17, to Adopt the FY '10-11 Fee Schedule.
5. Approved a joint operating agreement proposal from SELCRA and the Brighton Rotary club for Community Center management and operations.
6. Approved the new and replacement sculptures and stipend amounts not to exceed \$2,750 for the 2010 Call to Artists-Brighton Biennial Sculpture Exhibit located throughout Brighton.
7. Approved the 2010 Summerfest Event, contingent upon final approval of the beer/alcohol area on the corner of Main and West Street and the ending time for live music to be approved by the Civic Event Committee.
8. Directed City staff and City Attorney to secure an Installment Finance Agreement as outlined in the Miller-Canfield memorandum of June 1, 2010 for 675 W. Grand River.

It was moved by Councilmember Cooper, seconded by Schillinger to approve the Action Agenda as amended. Move from Action Agenda to Consent Agenda item #18, Action on DDA property acquisition. Move to Action Agenda from Consent Agenda item #9, Street maintenance projects and item #12, FY 09-10 Budget Amendment. Motion passed 7-0.

**FY 09-10 BUDGET AMENDMENT**

Finance Director, Dave Gajda briefed the Council on the Fiscal Year 09-10 Budget Amendment projection stating we are trending in a positive direction.

It was moved by Muzzin, seconded by Cooper to approve Resolution 10-16, Amend the FY '09-10 City Budget. A roll call vote was taken. Yes: Schillinger, Cooper, Bohn, Bandkau, Muzzin, Roblee, Pipoly. No: none. Motion passed 7-0.



## Brighton Community Center

*PROPOSAL*

June 15, 2010

**SELCRA**  
Creating Community through People, Parks & Programs!

## New Programs

- Cooking Classes
- Baby Yoga
- Exercise Class
- Art Shows
- Family Game Night
- Teen Nights
- Spelling Bee

## Rentals

- Birthday parties
- Wedding shower
- Baby showers
- Meeting space



**SELCRA**  
 Creating Community through People, Parks & Programs!

The South Eastern Livingston County Recreation Authority (SELCRA) is proposing to manage the scheduling of the Brighton Community Center (BCC) for the City of Brighton and the community. SELCRA will provide community stewardship and promote fiscal responsibility through additional programming and rentals of the BCC.

## Our Mission

To keep the community center open and available to city residents and other community groups wishing to use the space at a rate that will offset some of the management, supervisory, utility and cleaning fees for the City of Brighton.

## Scope and Benefits

The Brighton Community Center building is located within the city limits of Brighton and serves the community as a meeting space. SELCRA will...

- Provide scheduling for all meetings, rentals, and programs including the Boy Scouts and Rotary.
- Provide community stewardship by offering new programs and public usage as a place of community pride.
- Promote fiscal responsibility by relieving the City of staff hours and providing additional revenue sources.

SELCRA operates venues and programs within the Brighton area with a professional program management team. SELCRA's front desk is staffed Monday – Friday 8:30am – 5pm and will be available to the community for the rental of the BCC during those hours of operation.

Utilizing SELCRA as the management team Brighton Community Center will benefit the community by:

- Having greater exposure to potential renters through SELCRA marketing processes.
- Being managed by a professional staff as front-line customer service representatives.
- Creating opportunities for additional rental space and programs.
- Servicing registrants with the convenience of credit card processing.
- Providing an additional revenue stream to offset cost.

## Responsibilities

**SELCRA** will be responsible for providing management to include but not limited to:

- All scheduling of the building including the City of Brighton, Boy Scouts, Brighton Rotary Club (Rotary), rentals, and programming.
- Opening and closing the facility for rentals and programs scheduled by SELCRA excluding the City, Boy Scouts and Rotary.
- Cleaning of the facility as necessary.
- Daily acceptance of payments for rentals and programs.

When scheduling the facility, SELCRA will provide the City of Brighton, Rotary and Boy Scouts with scheduled activity space before any outside party.

SELCRA will not utilize any equipment inside the facility owned by the City of Brighton, Rotary or the Boy Scouts for rental or program purposes without prior consent. Rental of the equipment for functions will be agreed upon by SELCRA and the Rotary.

**City of Brighton, Boy Scouts and Rotary** will be responsible for:

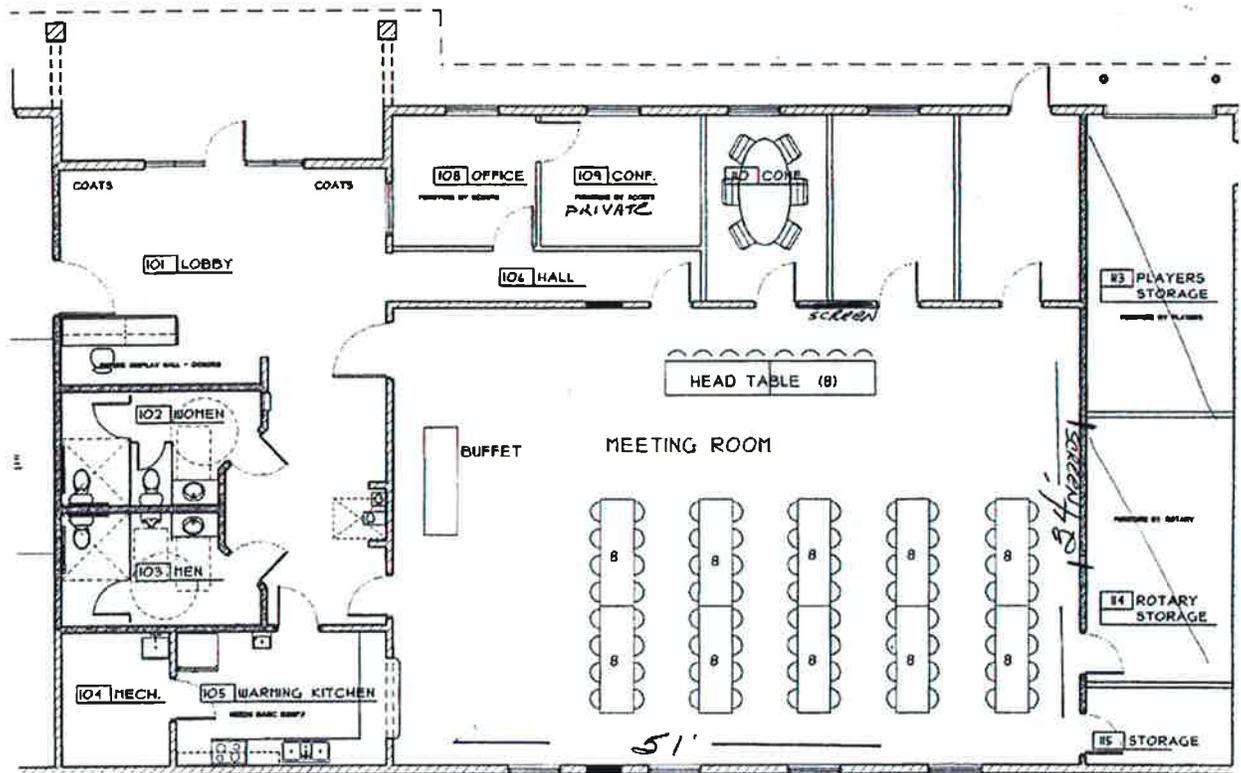
- Providing SELCRA with activity schedules on:
  - November 1<sup>st</sup> for January through April dates.
  - March 1<sup>st</sup> for May through August dates.
  - July 1<sup>st</sup> for September through December dates.
- Opening and closing the facility for City, Rotary and Boy Scout functions.
- Storage of personal items and equipment.

## Proposed Rental Fees and Program Financials

### **Rentals**

- Security and Key Deposit: \$100.
- \$180 – 4 hours or less for main room per rental.
  - (\$20 per hr + \$25 per hr cleaning-staff-utilities).
- **Any profit after expenses will be split 50/50 with the City of Brighton.**

The South Eastern Livingston County Recreation Authority is proposing to manage the scheduling of the Brighton Community Center for the City of Brighton and the community. By managing the facility, SELCRA will assist the City of Brighton by keeping the BCC available to its residents, organizations and achieve its mission of "Creating Community through People, Parks and Programs."



CAPACITY - 96 W/O HEAD TABLE  
80 SEATED PLUS 8 AT HEAD TABLE  
CAPACITY CAN BE INCREASED TO 144 WHEN ADDITIONAL  
TABLES AND CHAIRS ARE PROVIDED BY OTHERS