

CITY OF BRIGHTON
CITY COUNCIL MEETING
CITY HALL
November 6, 2014

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

REGULAR SESSION - 7:30 P.M.

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consider approval of the Agenda
5. Approval of [minutes: Regular Meeting of October 16, 2014](#)
6. Call to the Public

Consent Agenda

7. Consider approval of staff's [Quarterly Investment Report](#)
8. Consider approval of a proclamation for Pancreatic Cancer Awareness Month
9. Consider conditional [site plan approval for a Greater Brighton Area Chamber of Commerce accessory building](#)
10. Consider approval of a [request from the Brighton Area Schools for the City to collect the School District's Operating Property Taxes \(non-principal residence\) on the City's Summer 2015 Property Tax Bills](#)

Policy Development & Customer Communications' action item

11. Conduct a public hearing for and then consider approval of a [temporary land use permit application for Christmas Tree Sales](#)
12. Receive presentation from the Livingston County Economic Development Council (EDC) Board of Directors Chairperson and consider related request for a renewed three-year commitment from the City of Brighton to be a participating local government unit in the related EDC Contract with SPARK for EDC economic development staff services
13. Receive updated 6-year Financial Forecast report and presentation from the Finance Director and City Manager
14. Consider direction to the City Manager to contact State Legislators regarding recent power outages in the city

Other Business

15. Information for City Customers
 - a. Report from the City Manager on responses to Citizens Inquiries to City Council received since the last Council Meeting
 - b. Progress updates from the City Manager on City Council-adopted goals
16. Receive updates from Council Member Liaisons to other Boards and Commissions
17. Call to the Public
18. Adjournment

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON OCTOBER 16, 2014 AT THE BRIGHTON CITY HALL
200 N. 1ST STREET, BRIGHTON, MICHIGAN

BLUE SKY SESSION

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

REGULAR SESSION

Mayor Muzzin called the regular meeting to order at 7:31 p.m. Following the Pledge of Allegiance, the roll was called. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Willis, Bandkau, Tobbe and Bohn. Also in attendance was Attorney Paul Burns, Staff members Dana Foster, Jennifer Burke, Patty Thomas, Amy Cyphert, Kelly HannaTom Wightman and an audience of 6. Press and Media included Tom Tolen from WHMI.

It was moved by Councilmember Bandkau, seconded by Willis to excuse Councilmember Cooper from the evening's meeting. Motion passed 6-0-1.

AGENDA APPROVAL

It was moved by Councilmember Bohn, seconded by Willis to approve the agenda as amended. Delete item #14, EDC Presentation, add item #9a, Outdoor/Sidewalk Operation for Lu & Carl's. Move item #15 Goal Setting Retreat to Consent agenda. Motion passed 6-0-1.

MINUTE APPROVAL

It was moved by Councilmember Bohn, seconded by Pipoly to approve the Regular Meeting minutes of October 2, 2014 with the following change: page 2, paragraph 8 should include Principal Shopping District. Motion passed 6-0-1, Mayor Muzzin abstained.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:35 p.m.

Nancy Durance, 4616 Springhill Drive, stated there has been good progress on the Springhill site and included pictures of what has not been progressing.

Hearing no comment, Mayor Muzzin closed the Call to the Public at 7:39 p.m.

City Attorney, Paul Burns gave an update as to what the City's Engineers have been doing onsite. The issues raised tonight will be forward to Gary Markstrom, City Engineer.

CONSENT AGENDA

It was moved by Councilmember Tobbe, seconded by Bandkau to approve the Consent Agenda as amended. Motion passed 6-0-1. The following items were approved:

1. Reappointed Russ Gottschalk to the Zoning Board of Appeals.
2. Approved Resolution 14-18, Lu & Carl's Liquor License transfer.
3. Approved Resolution 14-19, Lu & Carl's Outdoor Patio Liquor License.
4. Approved Resolution 14-20, To place lien against properties for unpaid code enforcement related maintenance.
5. Established 6:00 p.m. to 8:00 p.m. for Trick of Treating hours on October 31, 2014.
6. Reviewed the Goal Setting Retreat agenda for November 8 and 9, 2014.

CONDITIONAL REZONING ORDINANCE FOR 8589 W. GRAND RIVER

Tom Dumond, Boss Engineering gave an overview of the conditional rezoning.

Mayor Muzzin opened the Public Hearing for the conditional rezoning Ordinance for 8589 W. Grand River from OS (Office Service) to C2 (General Commercial) at 7:48 p.m. Hearing no comment, the Public Hearing was closed.

It was moved by Councilmember Tobbe, seconded by Pipoly to approve Second Reading of an Ordinance to conditionally rezone 8589 W. Grand River from OS (Office Service) to C2 (General Commercial). A roll call vote was taken. Yes: Willis, Bohn, Pipoly, Muzzin, Bandkau, Tobbe. No: none. Absent: Cooper. Motion passed 6-0-1.

ANNUAL EXTERNAL AUDIT REPORT

Finance Director, Kelly Hanna introduced Les Pulver and Tim St. Andrew from Plante Moran. She stated the City has received the 27th consecutive clean audit and received five excellence awards from the Government Finance Officer's Association.

Les Pulver, Plante Moran gave a brief overview of the City's financial report.

Tim St. Andrew, Plante Moran gave a presentation on the audit and described the Comprehensive Annual Financial Report.

Council thanked the auditors for their work.

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CITY CUSTOMER INFORMATION

City Manager, Dana Foster briefed City Council on Retreat stating he is not producing reports on retreat agenda items prior to retreat and information will be placed on overhead as visual aids. He discussed Citizen Inquiries regarding feedback from Fairway Trails, which will be added on to the pavement maintenance contract and temporary discharge of water from the retention pond on W. Grand River.

Mayor Muzzin gave a Brighton Area Fire Authority update stating there will be an open house on Sunday.

Councilmember Bandkau thanked for cards for her husband's surgery.

Councilmember Bohn received a phone call regarding unauthorized use at SELCRA Skate Park. He asked about the DTE Status. He stated that he and Councilmember Pipoly will sit on subcommittee for the City Manager's contract. He referenced the latest MML Survey Data.

Councilmember Tobbe gave an Arts and Culture Commission update.

Mayor Pro-Tem Pipoly discussed the PSD Christmas Lighting Contract.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 8:46 p.m. Hearing no comment, the Call to the Public was closed.

ADJOURNMENT

It was moved by Mayor Pro-Tem Pipoly, seconded by Willis to adjourn the meeting at 8:47 p.m. Motion passed 6-0-1.

Jennifer Burke, Deputy City Clerk

Jim Muzzin, Mayor

MEMORANDUM

To: Dana Foster, City Manager

From: Kelly Hanna, Finance Director



Date: October 28, 2014

Subject: The City's Quarterly Investment Report as of September 30, 2014

Attached you will find the City's Quarterly Investment Report as of September 30, 2014.

In comparison to the quarter ended June 30, 2014, the City's total investment/bank balance has increased by \$4,042,208 or 109% to \$7,737,783, which is generally indicative of the fact that the majority of the City's tax revenue levied is collected in the first quarter of the fiscal year, while expenditures are relatively more constant throughout the year. In comparison to the same quarter a year ago, i.e., the quarter ended September 30, 2013, the City's total investment/bank balance has decreased by \$309,920 or 4%. This is reflective of the increased use of fund balance and working capital to fund expenditures/expenses.

In comparison to the quarter ended June 30, 2014, the City's average rate of return on investments increased from 0.28% to 0.52%. The increase is reflective of additional CD holdings and an increase in fund's held in the Flagstar accounts. The City continues to earn more than the benchmark 3-month Treasury Bill Rate and Fed Funds Rate.

Since June 30, 2014, the City's investment in FDIC insured CD's increased by \$1,367,701. The City's deposits/investments with Flagstar Bank totaled approximately \$2,804,866 or approximately 36% of the City's overall portfolio.

Attached you will find a quarterly investment report prepared by the City Treasurer, per the Adopted Investment Policy (also attached). We continue to work within the primary objectives of the City's Investment Policy, which, in priority order, are; safety, liquidity and return on investment.

Let me know if you have any questions.

MEMO

To: City Council
From: Fern Jackson, Treasurer 
Subject: Quarterly Investment Report
Date: October 15, 2014

The City of Brighton currently has 12 certificates of deposits with various Michigan banks with a 12-month maturity or less. There were 11 certificates of deposit purchased this quarter. We will continue to review keeping our funds liquid vs. the lower rate of return from pooled money market accounts.

The interest rates of these outstanding certificates range from .35% to a maximum of .85% and will vary in amounts from \$150,000 to \$251,755. Laddering the investments out provides an on-going steady interest income, which is additional revenue to the City budget. This also protects the interest revenue from market declines in the money market accounts. The general fund currently holds 8 CD's in the amount of \$2,001,755 which is from the tax revenue received from the tax bills due August 15 of each year. The Utilities fund currently holds 3 CD's in the amount of \$450,994. The Utilities Reserve fund holds 1 CD in the amount of \$250,000.00.

Our current financial institutions, which we hold money market accounts with, are providing .25% to .85% interest rates on 61.1% of our total investments. These funds are completely liquid in nature and are available to use on demand. Certificates of Deposit require a penalty in interest; normally one month is forfeited, if they are needed prior to their maturity. Municipalities are allowed to only use Michigan banks for investment purposes.

The 248,000 jobs added to the nation's payrolls for September beat economists' expectations and came on top of job gains in July and August that were revised upward by 69,000. At 5.9 percent, the unemployment rate is better now than it has been since 2008.

The actual percentage of working-age people with jobs — 59 percent — has not changed for four months; this is a reflection of just how many people have stopped looking for work. The number of people who reported having jobs in the household survey was up by just 16,000 and the labor force contracted by 64,000. Job growth over the past quarter has still averaged 207,000, which is an increase from earlier in the year when the frigid weather weighed on hiring.

It is anticipated that on Wednesday October 15, 2014, the Federal Reserve will add \$15 billion to its bond holdings and then it will end the program of Quantitative Easing. This will bring the portfolio to a \$4.2 trillion in treasuries and mortgage-backed securities. Prior to the 2008 crisis, the portfolio was at less than \$1 trillion.

This will allow the Federal Reserve to concentrate on its main focus of short term interest rates as their central policy tool, being rates have been fixed at near zero since December 2008. It is expected rates will increase in June or July of 2015 based on many economists outlook instead of the third quarter of 2015 as previously predicted.

The housing construction growth is expected to slow to 2.7% in 2014 after jumping to nearly 12% last year. This is well below the 9% and 3.8% gains forecast in March and June, respectively. This is due in part for the inability of potential homebuyers to qualify for mortgage loans as the primary factor. The average hourly earnings of \$24.53 have gone up only 2% over last year. The housing growth is expected to rebound to 9.2% in 2015 according to the National Association for Business Economics.

CITY OF BRIGHTON
 QUARTERLY INVESTMENT REPORT
 AS OF SEPT 30, 2014*

<u>Investment Account</u>	<u>Account Balance</u>	<u>Maturity Date</u>	<u>Current % Interest Rate</u>	<u>Average R.O.R.</u>
Flagstar A/P checking	137,629.60	Immediate	0.35%	0.01%
Flagstar Payroll checking	167,445.68	Immediate	0.35%	0.01%
Flagstar Refundable Deposit	100,029.22	Immediate	0.45%	0.01%
Flagstar Combined Savings	2,389,500.41	Immediate	0.55%	0.17%
Flagstar Flexible Spending	<u>10,261.32</u>	Immediate	0.35%	0.00%
Total Flagstar Bank	2,804,866.23			
Talmer West- Juvenile	931.21	Immediate	0.00%	0.00%
Talmer West - Tax account	<u>184.18</u>	Immediate	0.07%	0.00%
Total Talmer West Bank	1,115.39			
First National Bank-tax account	<u>130,921.30</u>	Immediate	0.15%	0.00%
Total 1st Natl Bank	130,921.30			
Level One-Money Market	611,683.89	Immediate	0.25%	0.02%
Level One-U/B checking	<u>1,851.42</u>	Immediate	0.00%	0.00%
Total Level One	613,535.31			
LOTUS BANK	<u>203,385.85</u>	Immediate	0.40%	0.01%
Total Lotus Bank	203,385.85			
FIRST NATIONAL BANK OF AMERICA	<u>229,533.13</u>	Immediate	0.50%	0.01%
Total First National Bank of America	229,533.13			
BANK OF BIRMINGHAM	<u>200,690.14</u>	Immediate	0.30%	0.01%
Total Bank of Birmingham	200,690.14			
HUNTINGTON NATIONAL BANK	<u>351,732.05</u>	Immediate	0.30%	0.01%
Total Huntington National Bank	351,732.05			
JP Morgan Chase & Co. - A/P	<u>-758.44</u>		0.00%	0.00%
Total Chase Bank	-758.44			
CHIEF FINANCIAL CREDIT UNION-money market	500,013.70	Immediate	0.85%	0.05%
CD-CHIEF FINANCIAL CREDIT UNION	<u>250,000.00</u>	8/27/2015	0.85%	0.03%
Total Chief Financial Credit Union	750,013.70			
CD-THE STATE BANK	251,754.60	9/11/2015	0.75%	0.02%
CD-THE PRIVATEBANK	150,993.95	12/29/2014	0.66%	0.01%
CD-TALMER BANK	250,000.00	2/4/2015	0.35%	0.01%
CD-ANN ARBOR STATE BANK	250,000.00	3/4/2015	0.80%	0.03%
CD-THE PRIVATEBANK	150,000.00	3/18/2015	0.46%	0.01%
CD-TALMER BANK	250,000.00	4/1/2015	0.40%	0.01%
CD-MERCANTILE BANK	250,000.00	5/13/2015	0.50%	0.02%
CD-MERCANTILE BANK	150,000.00	5/27/2015	0.50%	0.01%
CD-MERCANTILE BANK	250,000.00	6/10/2015	0.50%	0.02%
CD-THE PRIVATEBANK	250,000.00	7/30/2015	0.61%	0.02%
CD-HURON VALLEY BANK	<u>250,000.00</u>	8/15/2015	0.70%	0.02%
Total Certificate of Deposits	2,452,748.55			
TOTAL	<u>7,737,783.21</u>		<u>11.95%</u>	<u>0.5220%</u>
Avg. three Month Treasury Bill Rate				0.0897%
Average three Month Fed Funds Rate				0.0264%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				0.43%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				0.50%

* From the website below

<http://bonds.yahoo.com/>

** From the website below

<http://app.ny.frb.org/markets/omo/dmm/fedfundsdata.cfm>

M:Fem/Mydocs/misc/Council qtrly report 3-31-13.xls

*Amounts match the bank statement balance and there may be reconciling items between the General Ledger and the bank.

**CITY OF BRIGHTON
INVESTMENT POLICY
Adopted 10/6/11**

It is the policy of the City of Brighton to invest its public funds in a manner that will provide the highest investment return within the guidelines of maximum security and optimal liquidity while conforming to all State of Michigan statutes governing the investment of public funds.

Scope:

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include the:

- * General Fund
- * Special Revenue Funds
- * Debt Service Funds
- * Capital Project Funds
- * Enterprise Funds
- * Trust & Agency Funds
- * Component Units
- * Any New Fund or Component Unit Created by the City Council, Unless Specifically Exempted

Prudence:

Investments shall be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the City Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The City Treasurer acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's risk or market price changes.

Objective:

The primary objectives, in priority order, of the City's investment activities shall be:

1. **Safety/Diversification** - Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity** - The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

3. Return on Investment - The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority:

The City Treasurer's authority to manage the City's investment program is derived from the City Charter and Ordinances. The City Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, depository agreements and banking service contracts. Such procedures shall include explicit delegation of investment implementation responsibility to the City's designated employees and financial institutions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all investment transactions undertaken and shall establish a system of controls to regulate the activities of the authorized financial institutions to ensure that they are in compliance with this policy.

Ethics and Conflicts of Interest:

All City and financial institution employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. City employees involved in the investment process shall disclose to the City Manager any material financial interests in any financial institution that conducts business with the City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. City employees involved in the investment process shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

Authorized Financial Institutions:

The City Treasurer will maintain a list of financial institutions authorized to provide investment services. No City deposit shall be made except in a qualified financial institution as established by State of Michigan law. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the City Treasurer with audited financial statements and certification of having read the City's investment policy and depository contracts. The Treasurer for all current financial institutions used by the City will conduct a quarterly review of the FDIC Insurance Certification and Financial Report 10. A current audited financial statement is required to be on file for each financial institution in which the City invests.

No City investment should be made in financial institutions with a Bauer Rating of less than 3 stars unless the investment has been backed with collateral to 102% or the Investment is 100% FDIC Insured.

Authorized & Suitable Investments:

Pursuant to the authority granted to the City of Brighton by Act 20 of the Public Acts of 1943 as amended by Act 217 of Public Acts of 1982 and Act 196 of Public Acts of 1997, and the standards established by the City Treasurer, the City approves the following investment instruments for use:

- a. U.S. Treasury securities;
- b. Bonds or other direct short-term obligations of U.S. government agencies and instrumentalities for which principal and interest payments are guaranteed by the U.S. government and are approved for investment purposes by the City Treasurer;
- c. Certificates of deposits at commercial banks, savings and loan associations and credit unions which are members of Federal Insurance programs;
- d. A-1/P-1, A-2/P-2 rated commercial paper secured by an irrevocable line of credit or collateralized by government securities;
- e. Banker's acceptances issued by the ten largest domestic banks, provided the City Treasurer approves collateral;
- f. Repurchase agreements collateralized by U.S. Treasury securities (market to market), with a Master Repurchase Agreement signed with the financial institution;
- g. Money market funds whose portfolios consist of government securities which are legal for direct investment by local units of government in the State of Michigan, with any investments in mutual funds limited to securities whose intention is to maintain a net asset value of \$1 per share;
- h. Government short-term investment trust funds, i.e., investment pool fund (as established by Act 367 of 1982).
- i. Certificate of Deposit Account Registry Service (CDARS)

Maturity:

Surplus monies of the City on deposit with financial institutions, as determined by the City, shall be invested by financial institutions with maturities scheduled to coincide with projected cash flow needs, taking into consideration large routine expenditures (payroll, accounts payable, bond payments) and sizable blocks of anticipated revenue (property taxes, state shared revenue).

Diversification by Institution

Holdings at any given financial institution shall not exceed one percent of the institution's net equity capital.

Safekeeping and Custody:

To protect against potential fraud and embezzlement, all security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. A third party custodian designated by the City Treasurer and evidenced by safekeeping receipts will hold

securities. For purposes of this policy, third party shall be defined as a separate financial institution or a separate and distinct division or department of the same financial institution whose function is safekeeping and/or trust activities.

Internal Control:

The City Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

Performance Standards:

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs. The basis to be used by the City Treasurer to determine whether market yields are being achieved shall be the three month U.S. Treasury Bill and the average Federal Funds rate. The City Treasurer is charged with the responsibility of including a market report on investment activity and returns in the City's Comprehensive Annual Financial Report.

Savings Clause:

In the event any state or federal legislation or regulation should further restrict instruments or institutions authorized by this policy, such restrictions shall be deemed to be immediately incorporated in this policy. If new legislation or regulation should liberalize the permitted instruments or institutions, such changes shall be available and included in this policy only after written notification to the City Council.

Reporting:

The Treasurer shall provide the City Council quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the current economic conditions, possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the quarterly report should include the following:

1. A listing of individual securities held at the end of the reporting period by authorized investment category.
2. Average life and final maturity of all investments listed.
3. Coupon, discount or earnings rate.
4. Average Treasury Bill Rate and Average Federal Funds Rate
5. Average rate of return on total city portfolio at report date.

Investment Policy Adoption:

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed on an annual basis and any modifications made thereto must be approved by the City Council.

Acknowledgment/Agreement:

I have read and fully understand Act 20 PA 1943, as amended, and the Invest Policy of the City of Brighton. Any investment advice or recommendation given by _____, representing _____, to the City of Brighton shall comply with the requirements of Act 20 PA 1943, as amended, and the Investment Policy of the City of Brighton. Any existing investment not conforming to the statute or the policy will be disclosed promptly.

By:

Title:

Date:

GLOSSARY

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BAUER FINANCIAL RATING: An independent bank rating institution, which analyzes the performance of U.S. banks and credit unions since 1983.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SERVICE (CDARS) – An investment similar to a certificate of deposit (CD), however, with CDARS, the municipality would sign one agreement with a participating financial institution, earn one interest rate per maturity, and receive on regular statement. All deposits, even greater than \$250,000, is FDIC insured.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official audited annual financial report. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., Savings & Loan's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. The Federal Reserve through open-market operations currently pegs this rate.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, Like GNMA (Government National Mortgage Association) was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on rotating bases. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D. C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. The Federal Housing Administration (FHA), Veterans Administration (VA) or Farmers Home Administration (FMHA) mortgages back Ginnie Mae securities. The term “pass-throughs” is often used to describe Ginnie Maes.

IMMEDIATE FUNDS: Liquid Funds available during the timeframe in which fund balance or working capital is needed to pay demands or claims before the major or significant revenue sources will be received for each respective Fund, as determined by management.

LIQUID FUNDS – Funds that can be converted to cash within 30 days.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party’s rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the Federal Open Market Committee in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use Repurchase Agreements, it is lending money that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

SURPLUS FUNDS: Liquid or Non-Liquid Funds not immediately needed to pay demands against vendors and other claimants as determined by management.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread along members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

A RESOLUTION ADOPTING AN UPDATED INVESTMENT POLICY FOR THE CITY OF BRIGHTON

WHEREAS, prudent financial management would be well served by the updating of the City's 2002 investment policy by the City Council; and

WHEREAS, the Finance Director has proposed to the City Council an updated policy statement governing the investment of City funds; and

WHEREAS, the Brighton City Council finds the proposed policy changes to be an accurate portrayal of the City Council's objectives and standards as they relate to the City's investments.

NOW, THEREFORE, BE IT RESOLVED by the Brighton City Council as follows:

- 1. The attached policy statement entitled "Investment Policy" is hereby adopted.
- 2. Management is hereby directed to implement said policy.

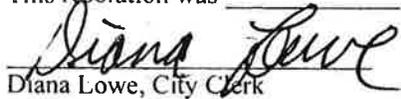
AYES: Schillinger, Cooper, Bohn, Bandkau, Muzzin, Roblee, Pipoly

NAYS: none

ABSTAIN: none

ABSENT: none

This resolution was approved this 6th day of October, 2011.


Diana Lowe, City Clerk

I, Diana Lowe, City Clerk, for the City of Brighton for hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council at the Regular Meeting held on October 6, 2011.

Diana Lowe, City Clerk

POLICY REPORT: CONSIDER APPROVAL OF A CONDITIONAL SITE PLAN FOR THE CHAMBER OF COMMERCE ACCESSORY BUILDING #14-007

November 6, 2014

Prepared by:

Reviewed by:

Amy Cyphert
Planning & Zoning Director

Dana Foster
City Manager

ISSUE:

To consider granting conditional site plan approval for an accessory building for the Chamber of Commerce at 218 E. Grand River as recommended by the Planning Commission.

STAFF RECOMMENDATION:

The DBD zoning ordinance requires City Council review and approval of vinyl siding. City Council will need to make the final approval for the use of vinyl on the accessory building.

BACKGROUND:

At its meeting of October 20, 2014, the Planning Commission reviewed and discussed a site plan for an accessory building to be located behind the existing Chamber of Commerce located at 218 E. Grand River. The applicant is proposing to construct a 240 square foot accessory building. The proposed building materials for the exterior of the building include: vinyl siding and two doors and windows.

The Planning Commission recommended site plan approval with the following conditions:

1. That any damages done to the existing driveway and parking lot be repaired.
2. That additional building and fire code review will occur during the building permit review.
3. That City Council approves the use of vinyl siding.

For a more detailed review of the site plans, please refer to the attached Planning Report.

BUDGET IMPACT: N/A

RELATIONSHIP TO 2013/2014 GOALS: N/A

COUNCIL ACTION:

Motion by _____ to recommend conditional site plan approval for the Chamber of Commerce Accessory Building #14-007 as depicted on plans prepared by Lindhout Associates, job no. #0044, sheets 01, 02, 03 last dated 9-19-14 subject to the following:

1. That any damages done to the existing driveway and parking lot be repaired.
2. That additional building and fire code review will occur during the building permit review.
3. That the approval includes the use of vinyl siding.

supported by _____.

Attachments:

1. Planning Commission Report
2. DRAFT PC Meeting Minutes
3. Site Plan

**CITY OF BRIGHTON
PLANNING COMMISSION
PLANNING REPORT**

TO: Planning Commission Members

FROM: Amy Cyphert, Planning & Zoning Director

DATE: October 20, 2014

RE: Chamber of Commerce Accessory Building – 218 E. Grand River #14-007

Background

In 2011, the Chamber of Commerce purchased and moved into the building at 218 E. Grand River from their former location on Hyne Street. The Hyne Street location had a detached accessory structure on the site.

The property owner is proposing a 240 square foot, one-story, accessory building on the existing Chamber of Commerce site. The accessory building would provide additional storage. The proposed building materials include vinyl siding, pre-hung doors and shingles.

Parking & Drive Requirements

The accessory building is proposed to be placed within 3 existing parking spaces to the rear of the building. The site plan also includes the addition of 4 new parking spaces abutting an existing concrete parking lot island.

Utilities

Tetra Tech has reviewed the site plan. The building will not be connected to sewer or water. Tetra Tech had no requested revisions or objections to the plans.

Fire Department

The Brighton Area Fire Authority reviewed the site plan and had no fire code issues.

STAFF RECOMMENDATION

The DBD zoning ordinance article does not provide regulations for accessory structures. However, the use of vinyl siding requires City Council review and approval. The garage conforms to the requirements of Section 98-49 and Section 98-36 of the zoning ordinance that provide requirements for accessory structures.

Since the site plan complies with the pertinent City ordinances, it is recommended that the site plan be approved, subject to the conditions below.

COMMISSION ACTION

Consider granting site plan approval for the project with the following motion:

Motion by _____ to recommend conditional site plan for the Chamber of Commerce Accessory Building #14-007 as depicted on plans prepared by Lindhout Associates, job no. #0044, sheets 01, 02, 03 last dated 9-19-14 subject to the following:

1. That any damages done to the existing driveway and parking lot be repaired.
2. That additional building and fire code review will occur during the building permit review.
3. That City Council approves the use of vinyl siding.

supported by _____.

Attachments:

1. Site Plan

amendment meet the intent of both lots. Ms. Cyphert, in response to a question about safety in the CSX West lot, advised that the CSX will require a fence if the property is to be used for parking, even for the grass area.

Staff was directed to take the comments from tonight's meeting back to the City attorney and do one more draft to be reviewed at the November Planning Commission meeting.

New Business

6. Site Plan – Chamber of Commerce Accessory Building #14-007

Ms. Cyphert briefly reviewed the background of this request. This is before Planning Commission tonight for approval before going to Council because vinyl siding is not allowed in the DBD (Downtown Business District) without City Council approval and the Chamber is located within the DBD.

There was a concern raised about using vinyl siding on an accessory building behind what is a very historic building. Mr. Modrack responded as Chairperson of the Chamber Board that his preference would be to use hardy plank siding which is more durable but also more costly than vinyl siding. He said it looks like wood and doesn't sag like vinyl siding has a tendency to do. In response to a question about whether the shed would be visible from downtown, Mr. Modrack stated that there is quite a bit of vegetation in front of the shed and it is set back on a curved portion of the property. The location of the shed was dictated by the location of overhead electrical lines. Mr. Petrak noted that he would prefer horizontal versus vertical siding and noted that there is high quality vinyl siding available. Mr. Modrack stated they are still working on getting the budget together for this project and won't be building it until probably April 2015.

Motion by Mr. Petrak, supported by Mr. Smith, to recommend conditional site plan approval for the Chamber of Commerce Accessory Building #14-007 as depicted on plans prepared by Lindhout Associates, job no. #0044, sheets 01, 02, 03 last dated 9-19-14 subject to the following:

1. That any damages done to the existing driveway and parking lot be repaired.
2. That additional building and fire code review will occur during the building permit review.
3. That City Council approves the use of vinyl siding if requested.

Ms. Gardner asked if there would be any changes to the existing fencing behind the Chamber building as a result of the addition of the accessory building and Mr. Modrack responded that there would not be any changes.

The motion carried 8-1.

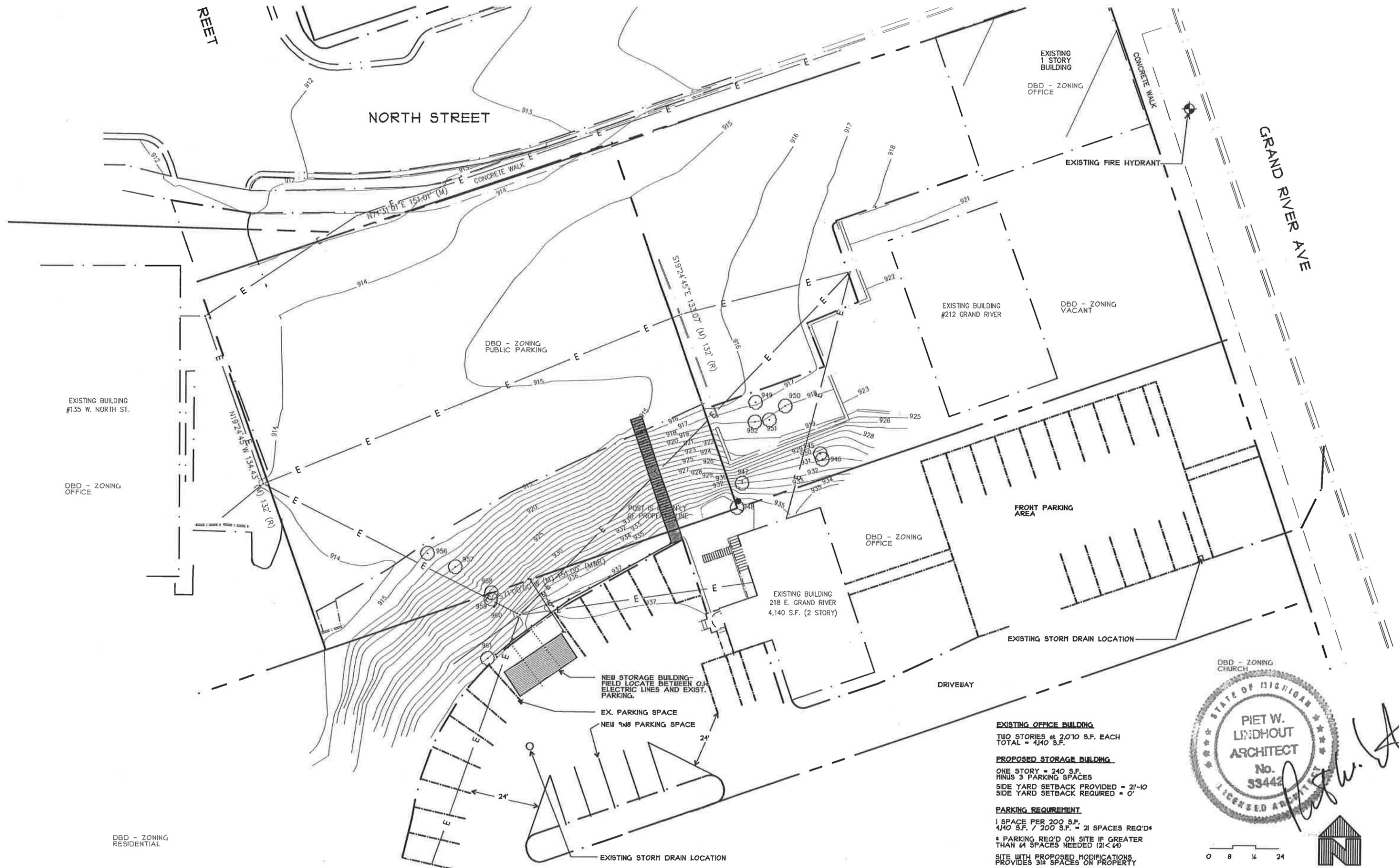
Other Business

7. Staff Updates – Ms. Cyphert advised that we received the draft Green Oak Township Master Plan for review, and a summary prepared by our intern, Adam Kokenakes, was included in the packet. Ms. Cyphert was directed to send Green Oak Township a letter thanking them for the opportunity to comment on their Master Plan. Ms. Cyphert also noted that she received a letter from Hartland that they intend to amend their Master Plan.

Ms. Cyphert stated there will be a meeting on November 17. Mr. Smith and Mr. Petrak advised they will be absent for the November meeting.

8. Commissioner Concerns - None

9. Call to the Public - The call to the public was made at 8:09 p.m. Bob Pettengill, who recently purchased the house at 608 W. Main Street, advised that he had used the City's Master Plan before he made the decision to purchase the house. He and his wife will be converting the house back to single family residential with the assistance of local designer Tom Coates. He also quoted specific sections of



EXISTING OFFICE BUILDING
TWO STORIES at 2,070 S.F. EACH
TOTAL = 4,140 S.F.

PROPOSED STORAGE BUILDING
ONE STORY = 240 S.F.
MINUS 3 PARKING SPACES
SIDE YARD SETBACK PROVIDED = 2'-10"
SIDE YARD SETBACK REQUIRED = 0'

PARKING REQUIREMENT
1 SPACE PER 200 S.F.
4,140 S.F. / 200 S.F. = 21 SPACES REQ'D*
* PARKING REQ'D ON SITE IF GREATER THAN 4 SPACES NEEDED (21 < 4)
SITE WITH PROPOSED MODIFICATIONS PROVIDES 3 1/2 SPACES ON PROPERTY

STATE OF MICHIGAN
PIET W. LINDHOUT
ARCHITECT
No. 33442
LICENSED ARCHITECT

0 8 1/4 24

N

PARTIAL SITE PLAN - BRIGHTON CHAMBER

0044

Lindhout Associates architects aia pc
10465 eblaton drive, brighton, MI 48116-9510
www.lindhout.com (810)227-5668 fax (810)227-5855

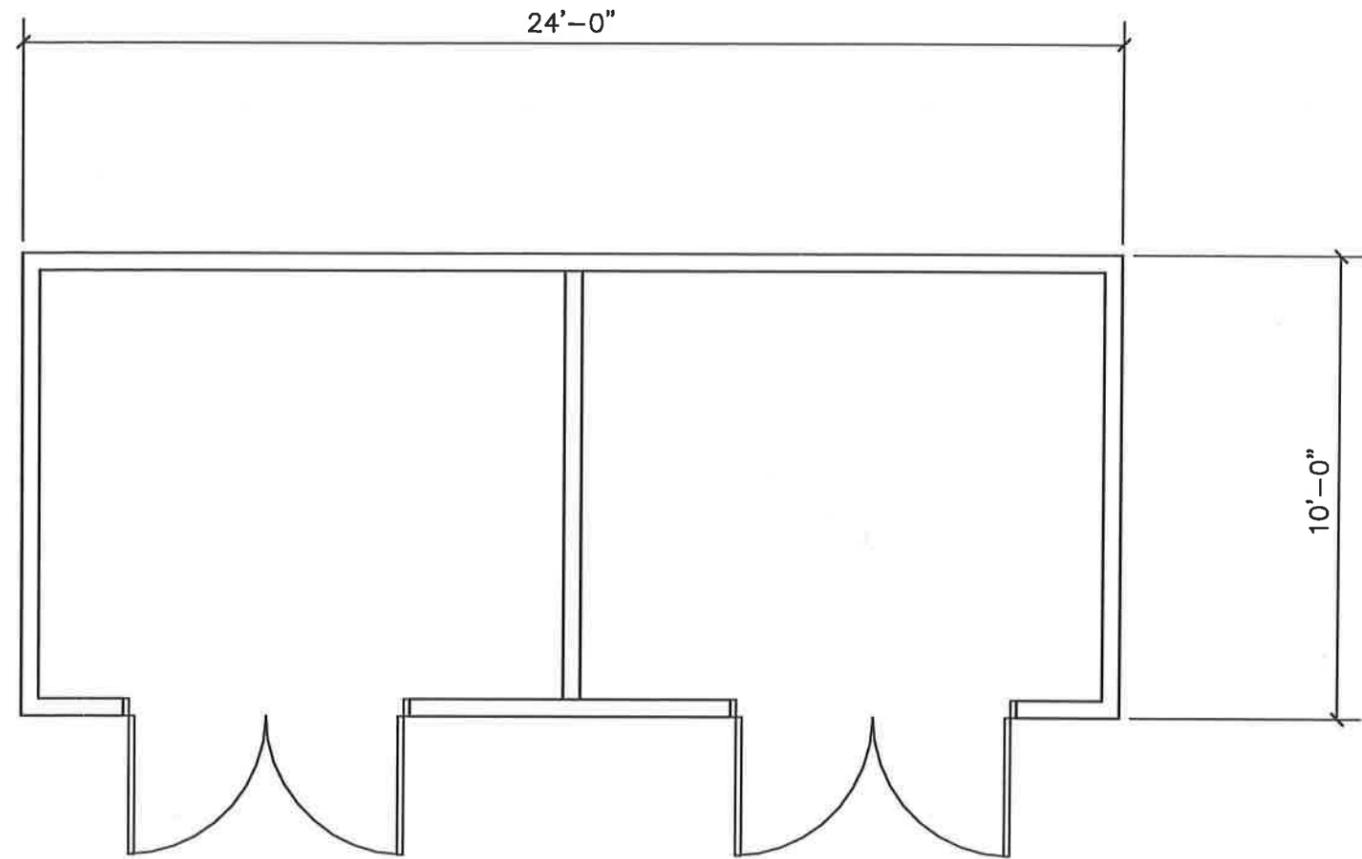
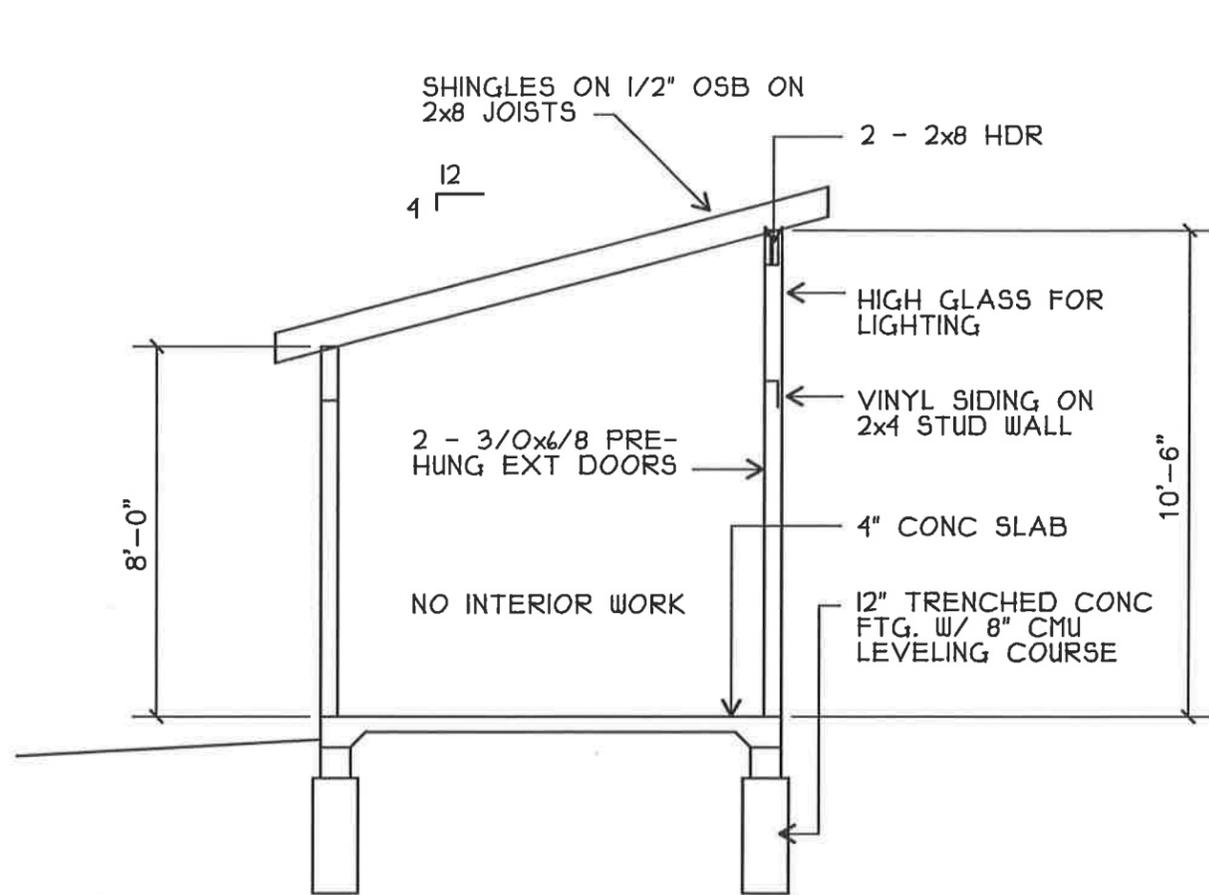
GREATER BRIGHTON CHAMBER OF COMMERCE
218 E. GRAND RIVER AVE.
BRIGHTON, MI 48116 location

CHAMBER REVIEW
C.O.B. CHANGES ISSUED TO

01-11-14
07-13-14
DATE

dr' PUL
app'd

01
SHEET



1/4" = 1'-0"

PLAN & SECTION - BRIGHTON CHAMBER

8400



Lindhout Associates architects aia pc

10465 citation drive, brighton, MI 48116-9510
 www.lindhout.com (810)227-5668 fax: (810)227-5855

CHAMBER REVIEW
 issued for

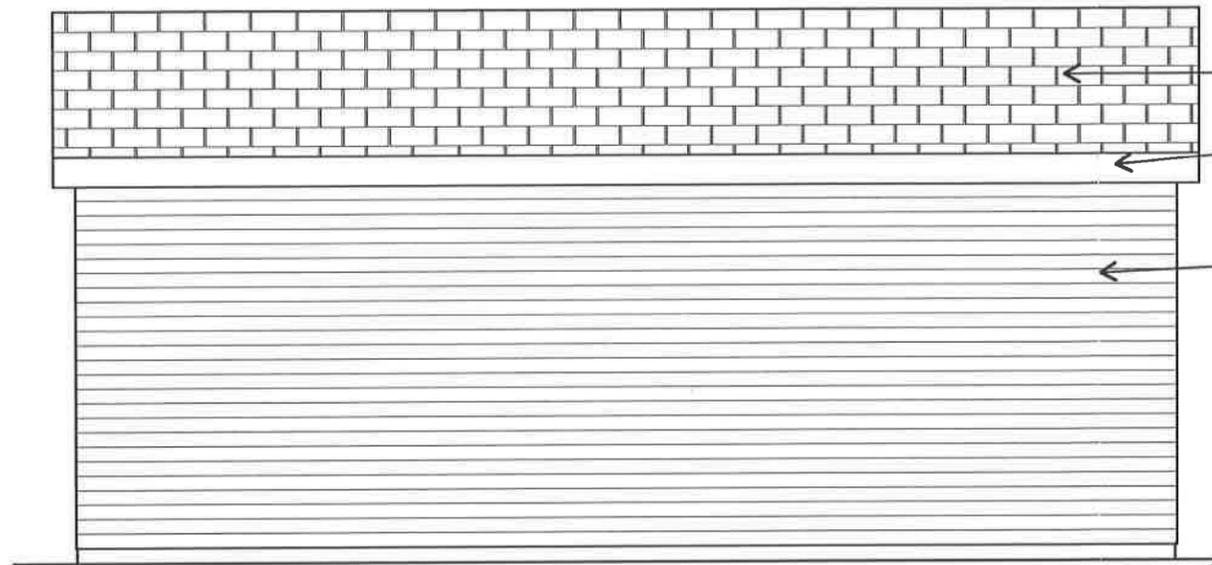
09-17-14
 date

dr: PWL

app'd:

02
 SHEET





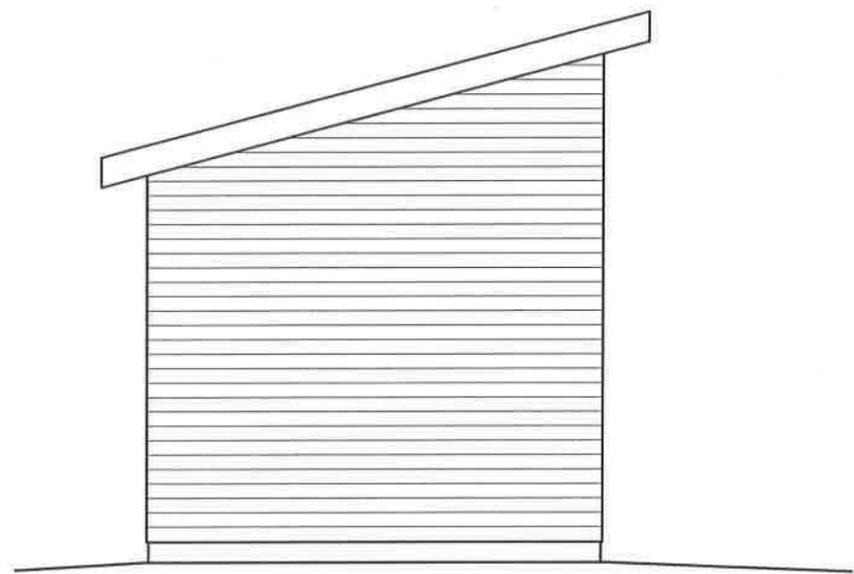
BACK ELEVATION

TYPICAL MATERIALS

- COMP. SHINGLES
- PRE-FIN. METAL CLADDING IVER WOOD' FRAMING
- VINYL SIDING
- SINGLE PANE GLASS IN CLAD WOOD FRAMING
- PRE-HUNG H.M. DOORS IN WOOD FRAME
- EX GRADE



FRONT ELEVATION



SIDE ELEVATIONS

1/4" = 1'-0"

STORAGE BLDG. ELEVATIONS BRIGHTON CHAMBER 8400



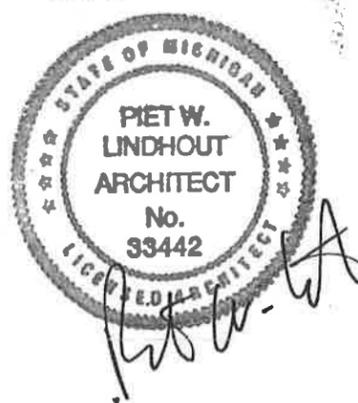
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 www.lindhout.com (810)227-5668 fax: (810)227-5855

CHAMBER REVIEW
 issued for

09-17-14
 date

dr: PWL
 app'd:

03
 SHEET



FINANCE POLICY REPORT

Consider a Request from the Brighton Area Schools to Collect their Operating Property Taxes (non-principal residence) on the City's Summer 2015 Tax Bills

November 6, 2014

Prepared by:

Reviewed by:

Kelly Hanna
Finance Director

Dana William Foster
City Manager

ISSUE:

Consider a Request from the Brighton Area Schools to collect their operating property taxes on the City's Summer 2015 Tax Bills.

STAFF RECOMMENDATION:

It is staff's recommendation to approve the attached request from the Brighton Area Schools (BAS) to collect their (non-principal residence) operating property taxes on the City's Summer 2015 Tax Bills, per the terms and conditions of the attached contractual agreement between the City and Schools.

BACKGROUND:

State law allows for the City to charge a fee for the collection of school taxes in the summer to recoup the treasury and assessing costs associated with providing this service. It has been determined and agreed to that \$3.00 per parcel is an acceptable fee for this service

BUDGET IMPACT:

Of the approximate 4,000 taxable parcels, there are approximately 1,348 non-principal residence parcels (real & personal) in the City, which at \$3.00 per parcel will generate \$4,044 of revenue for the City's General Fund in FY 2015-16, which will be reflected in the proposed FY 2015-16.

RELATIONSHIP TO GOALS:

Related to the City's Previous Goal of Responding to Formal Service Requests through Regional Cooperation.

ACTION/MOTION:

Motion to approve the attached Agreement for Collection of Summer School Property Taxes.



October, 28, 2014

Treasurer
City of Brighton
200 N. First Street
Brighton, MI 48116

Dear Treasurer:

Enclosed is the agreement for collection of summer school property taxes of the Board of Education of Brighton Area Schools, Livingston County, Michigan, whereby the Board, pursuant to statute, has determined to impose a summer property tax levy in 2015 of all annual school district operating property taxes.

The Board of Education requests that the City to collect the district's summer school operating property taxes. The district is willing to enter into the same collection expense agreement for 2014, please sign and return the enclosed copy. If the City will not agree to collect the district's summer tax levy, please notify the Board of Education so other arrangements may be made as the district may agree to have the levy collected by the County Treasurer or collect the taxes itself.

Sincerely,

Maria A. Gisting, PhD, CPA
Assistant Superintendent of Finance

Enclosures

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this _____ by and between Brighton Area Schools, with offices located at 125 S. Church St., Brighton, MI 48116 (hereinafter "School District") and _____ with offices located at _____ (hereinafter "City"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the City of a Summer levy of School District property taxes for the year 2015.

The parties agree as follows:

1. The City agrees to collect 100% of the total school non-homestead operating property taxes as certified by the School District for levy on July 1, 2015 on property located within the City. Interest earned on said taxes will be retained by the City.
2. The School District agrees to pay the City costs of assessment and collection as follows:

\$ 3.00 per parcel

It is understood that the tax rate as spread by the City would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

3. No later than May 31, 2015 the School District shall certify to the City Supervisor the school millage to be levied on property for summer collection in 2015.
4. The City Treasurer shall account for and deliver summer school tax collections as follows:
 - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month via electronic transfer (wire transfer, ACH, etc.)

SCHOOL DISTRICT

Signature authorized by Board
of Education Resolution of
_____, 2014

President

Secretary

CITY

Signature authorized by Board
of Trustees Resolution of
_____, 2014

Supervisor

Treasurer

Brighton Area Schools (the "District")

A regular meeting of the board of education (the "Board") of the District was held in the BECC Building 125 S. Church Brighton 48116, in the District, on the 27 day of October, 2014, at 7 o'clock in the pm.

The meeting was called to order by Nick Fiani, President.

Present: Members 6

Absent: Members 1 Vicau

The following preamble and resolution were offered by Member Trombky and supported by Member Minert:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect _____¹ of annual school property taxes, including debt service, upon property located within the school district and continuing from year to year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2015 its previously adopted ongoing resolution imposing a summer tax levy of _____¹ of annual school property taxes, including debt service, upon property located within the District and continuing from year to year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2015 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2015.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of _____

¹ Insert "50%" or "100%", as applicable.



this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.

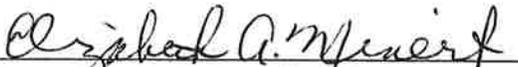
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

6 1 - Absent, Vicau

Nays: Members

Motion declared adopted. yes


Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of (Legal Name of School District/Intermediate School District) hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a meeting held on October 27, 2014, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).


Secretary, Board of Education

**POLICY REPORT
TEMPORARY LAND USE
NOVEMBER 6, 2014**

PREPARED BY:

REVIEWED BY:

**Diana Lowe
City Clerk**

**Dana Foster
City Manager**

ISSUE:

To conduct a public hearing and consider approval of a Temporary Land Use Permit for St. Patrick Catholic Church for Christmas Tree Sales at 711 Rickett Road.

STAFF RECOMMENDATION:

Recommend approval based on conditions set forth in the motion below.

BACKGROUND:

St. Patrick Church applied for a Temporary Land Use Permit for the period of time from November 28, 2014 through December 13, 2014, weekends only. They have included a sketch of the layout and proposed use including table and tree locations.

All neighboring property owners were notified within 300 feet of the proposed site. The application has been given favorable recommendation by the City's Police Chief, Building Official, Director of Public Services, Planning and Zoning Director and Brighton Area Fire Chief.

BUDGET IMPACT:

None.

COUNCIL ACTION:

Consider conducting the Public Hearing and if no objections, accept the Staff recommendation to approve the application from St. Patrick Church dated October 15, 2014 and attached plans for a Temporary Land Use Permit for Christmas tree sales from November 28, 2014 through December 13, 2014.

Routed 10.15.14

TEMPORARY LAND USE APPLICATION

Applicant: Saint Patrick Church Date: 10/15/14
(Only the Property Owner shall serve as the Applicant)

Driver's License Number: Church (Authorization Letter attached)

Address: 711 Rickett Road, Brighton

Phone Number: (810) 229-9863

Person(s) Conducting Sale: Saint Patrick School Pads Club - David Koster

Driver's License Number: K236 135 261 067

Address: ~~711 Rickett Road~~ 7326 Forest Way, Brighton 48116

Phone Number: 312 286 8274

Location of Temporary Land Use: 711 Rickett Road

Closest Street Intersection: Rickett and Grand River

Items to be Sold: Christmas trees

(Appliances, Furniture, Artwork, Crafts, Clothing, and other similar products are NOT ALLOWED per City Ordinance)

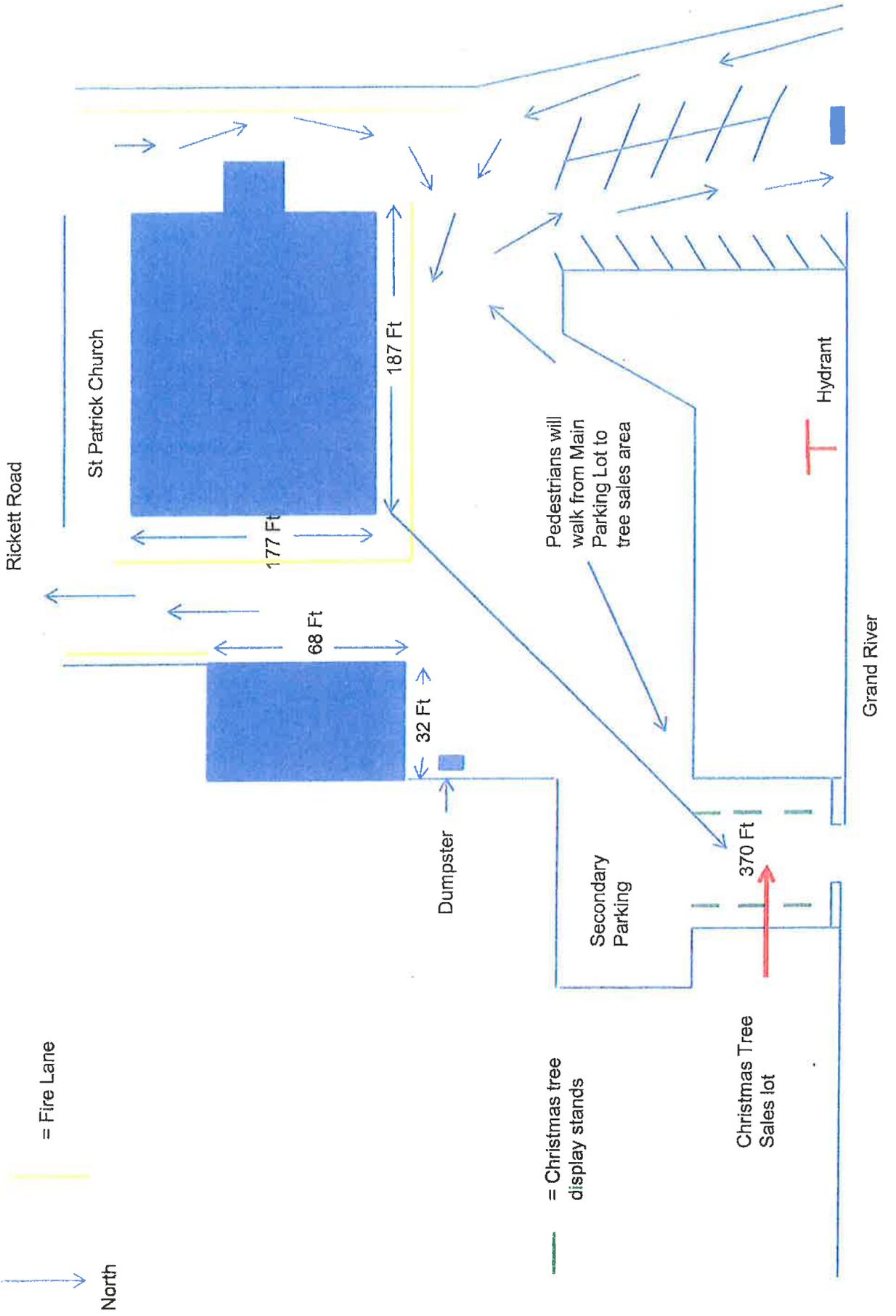
Requested Dates of Sale: 11/28-11/30, 12/4-12/6, 12/11-12/13
(Christmas Trees maximum 30 days)
(Produce and Firewood Maximum 90 days)

List and Temporary Facilities to be Erected or Located upon the Property, i.e. tents, tables, stands, displays:

Christmas tree stands, folding tables

List the materials to be utilized in the construction of any temporary facilities:

Lumber, tables



St Patrick's Church Dads Club Christmas Tree Sale site plan

