

AGENDA
CITY COUNCIL REGULAR BUSINESS MEETING
CITY OF BRIGHTON
APRIL 21, 2016 - 7:30 P.M.
CITY HALL COUNCIL CHAMBERS
200 NORTH FIRST STREET
BRIGHTON, MICHIGAN
TELEPHONE: 810-227-1911 WEBSITE: www.brightoncity.org

Business Meeting - 7:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Consider Approval of the Agenda

Consent Agenda Items

5. Approval of Minutes: [Regular Meeting of April 7, 2016](#)
6. Approval of Minutes: [Council Retreat Minutes of April 9, 2016](#)
7. Approval of Minutes: [Council Budget Work Session of April 12, 2016](#)
8. Approval of Minutes: [Council Budget Work Session of April 13, 2016](#)
9. [Resolution Replacing Blue Sky with Study Sessions to Begin at 6:30 PM for Regular City Council Meetings](#)
10. Consider Setting and Noticing Charter-Required Public Hearing Date of May 5, 2016 Regarding City Council's Proposed Fiscal Year 16-17 City Budget

Correspondence

11. Receive Brighton Area Historical Society Update
12. Call to the Public
13. Information for City Customers
14. Receive Updates from Council Member Liaisons to other Boards and Commissions

Old Business

15. Closed Session to Receive a Written Attorney-Client Privileged Communication Pursuant to MCL 15.268(h)
16. Consideration of Northridge Woods Amended Site Plan

New Business

17. [Consider Authorizing the City Manager to Issue a Purchase Order to Clearzoning in an Amount Not to Exceed \\$49,950](#)

Other Business

18. Call to the Public
19. Adjournment

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON APRIL 7, 2016 AT THE BRIGHTON CITY HALL
200 N. 1ST STREET, BRIGHTON, MICHIGAN

BLUE SKY SESSION

The Council conducted an Early Blue Sky Session at 6:30 p.m. to discuss the University of Michigan Health System Project. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Tobbe, Bohn, Pettengill and Gardner. The Council reviewed the University of Michigan Health System Project and 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, Pettengill and Gardner. Also in attendance were Attorney Paul Burns and Brad Maynes, Fire Chief Mike O'Brian, Livingston County Road Commission Managing Director Michael Craine, Planner Kathleen Klien-Hudson, Engineer Gary Markstrom and Staff members Nate Geinzer, Tom Wightman, Diana Lowe, Pam Stewart, Dave Blackmar, Gretchen Gomolka, Tim Krugh and Matt Modrack and an audience of 6. Press and media included Noe Hernandez from the Press & Argus and Tom Tolen from WHMI.

AGENDA APPROVAL

It was moved by Councilmember Tobbe, seconded by Gardner to approve the agenda as amended. Add item 12a, Councilmember Resignation. Motion passed 6-0.

MINUTE APPROVAL

It was moved by mayor Pro-Tem Pipoly, seconded by Tobbe to approve the Regular Meeting minutes of March 17, 2016 as presented. Motion passed 6-0.

It was moved by Councilmember Gardner, seconded by Pettengill to approve the Closed Session minutes of March 17, 2016 as presented. Motion passed 6-0.

UNIVERSITY OF MICHIGAN PROCLAMATION

Mayor Muzzin read and presented a University of Michigan Health System Proclamation to Tony Denton.

Mr. Denton thanked the Council.

BRIGHTON AREA FIRE AUTHORITY ANNUAL REPORT

Brighton Area Fire Authority Chief, Michael O'Brian thanked City Clerk, Diana Lowe for her service to the Authority and gave the 2015 Annual Brighton Area Fire Authority report.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:59 p.m. The following comments were heard:

Tom Larock, 1057 Steph Lane, expressed his concerns regarding the need to trim the street trees in his neighborhood.

Joyce Powers, 985 Hickory Drive, stated in 2017 will be the City of Brighton's sesquicentennial year (1867-2017) and suggested there be a celebration.

Hearing no further comment, the Call to the Public was closed at 8:11 p.m.

CONSENT AGENDA

It was moved by Mayor Pro-Tem Pipoly, seconded by Tobbe to approve the consent agenda as presented. Motion passed 6-0 vote. The following items were approved:

1. Approved the 2016 Civic Event applications and schedule.
2. Reappointed Kate Lawrence to the Officer's Compensation Commission.

NORTHRIDGE WOODS AMENDED SITE PLAN

City Engineer, Gary Markstrom gave a brief history of the Northridge Woods amended Site Plan. He discussed the stability of the slopes, flooding, geotechnical Engineer report and standards and revegetation of the slope.

Councilmember Bohn discussed failure of the slope, flooding on the site and engineering standards. He suggested a retaining wall on the site.

Steve Davis stated he has been a builder in Brighton for 40 years. He discussed the slopes in Northridge Woods and gave a Powerpoint presentation illustrating improvements on the site.

City Engineer, Gary Markstrom explained Engineering Standards.

Councilmember Bohn discussed a failed retaining wall in the development.

It was moved by Mayor Pro-Tem Pipoly, seconded by Tobbe to table the Northridge Woods amended site plan pending Written Attorney/Client Privilege communication from the City Attorney. Motion passed 6-0.

COUNCILMEMBER RESIGNATION

It was moved by Councilmember Bohn, seconded by Pipoly to accept Shanda Willis' resignation from City Council. Motion passed 6-0.

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It was moved Mayor Pro-Tem Pipoly, seconded by Gardner to post the City Council vacancy, with a submittal deadline of April 29, 2016 and to conduct interviews at the May 19, 2016 City Council meeting. Motion passed 6-0.

2016/17 BUDGET TRANSMITTAL

City Manager, Nate Geinzer presented the 2016/17 Recommended Budget. From a Powerpoint presentation, he highlighted: Taking advantage of new opportunities, Dealing with budget impacts, Taxable value, Dealing with uncontrollable or unforeseen budget impacts, Year-end projections, Homestead Property, Revenue and expense trend line, Budgeted General Fund Revenue, Revenue trend, Expenditures, Six-Year Financial Forecast, Utilities fund expenditures, DDA Fund, Thinking different about Capital, Projects and Capital, Roads, Other Investments, Staffing model, Long term budget considerations, Capital improvement projects, Debt, Pension and OPEB.

Finance Director, Gretchen Gomolka highlighted Utility rate increases.

CITY CUSTOMER INFORMATION

Police Chief, Tom Wightman gave a report on skimming at gas stations. He discussed the panhandlers in town, stating nothing can be done unless they are interfering with traffic. He suggested to stop giving them funds.

Utilities Director, Tim Krugh gave a utility repair update.

Manager Geinzer stated we received site plans for 5 Guys Burger and Chipotle.

Mayor Pro-Tem Pipoly gave a PSD update.

Councilmember Tobbe gave a Zing Train training update.

Councilmember Pettengill gave an Imagination Station Volunteer update.

Mayor Muzzin stated the Council Retreat is this Saturday at 8:00 a.m. He discussed Steven McNally's observations of a previous City Council meeting.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 9:52 p.m. Hearing no comment, the Call to the Public was closed.

ADJOURNMENT

It was moved by Councilmember Tobbe, seconded by Gardner to adjourn the meeting at 9:52 p.m. Motion passed 6-0.

Diana Lowe, City Clerk

James Muzzin, Mayor

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON APRIL 9, 2016 AT THE BRIGHTON COMMUNITY CENTER
555 BRIGHTON STREET, BRIGHTON, MICHIGAN

Mayor Muzzin called the Special Meeting to order at 8:00 a.m. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Gardner, Pettengill and Tobbe. Also present were City Attorneys Paul Burns and Brad Maynes, Staff members Nate Geinzer, Jennifer Burke and Diana Lowe and an audience of 1.

Council Discussion

City Manager, Nate Geinzer discussed the agenda topics for the City Council Retreat.

Call to the Public

Mayor Muzzin gave a Call to the Public at 8:22 a.m. The following comments were heard:

Joyce Powers suggested it may be time for a new plan for the City of Brighton and extending the walkway around the Millpond.

Hearing no further comment, the Call to the Public was closed at 8:30 a.m.

Council Discussion

There was discussion regarding Local policy, City Manager rolls, Communication and the Weekly memo.

City Manager, Nate Geinzer suggested changing the City Council agenda structure with a study session at 6:30 p.m. Council discussed public comment practices.

Break

It was moved by Mayor Pro-Tem Pipoly, seconded by Gardner to take a break at 10:00 a.m.

The Council reconvened the meeting at 10:10 a.m.

Moment of Silence

Mayor Muzzin requested a moment of silence for the passing of Matt Schindewolf.

Discussion

There was Council discussion regarding improving the City budget document, Council meeting DVD archives, improving use of the cable channel, Effectively Communicating with citizens, Arcadia and other road projects, Infrastructure requirements and Policy direction.

Break

It was moved by Councilmember Gardner, seconded by Pettengill to adjourn for lunch at 11:54 a.m.

It was moved by Mayor Pro-Tem Pipoly, seconded by Bohn to reconvene the Retreat at 12:30 p.m.

Discussion

There was discussion regarding downtown wildlife waste, Designated feeding area, Waterfowl control, Pet waste, Downtown Wifi, Downtown bathrooms, Medical marijuana, Budget worksession, Brighton's 150 year anniversary and Parking enforcement.

Adjourn

It was moved by Councilmember Tobbe seconded by Bohn to adjourn the meeting at 2:40 p.m. Motion passed 6-0.

Diana Lowe, City Clerk

**MINUTES OF THE BUDGET WORKSESSION OF THE
CITY COUNCIL, HELD ON APRIL 12, 2016 AT THE
BRIGHTON CITY HALL, 200 N. 1ST STREET, BRIGHTON, MICHIGAN.**

ROLL CALL

Mayor Muzzin called the Budget Worksession to order at 6:30 p.m. The roll was called, being present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Pettengill, Tobbe and Gardner. Also in attendance were Attorneys Paul Burns and Staff members: Nate Geinzer, Jennifer Burke, Pam Stewart, Gretchen Gomolka, Tim Krugh, Dave Blackmar, Matt Modrack, and Chief Wightman and an audience of one.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public a 6:30 p.m. Hearing none, the Call to the Public was closed.

DISCUSSION

City Manager, Nate Geinzer, highlighted sections of the FY 16-17 Proposed Budget including the OPEB, pension, funding outstanding roads projects, maintenance, and unfunded liabilities.

Police Chief, Tom Wightman, discussed increased expenses, two retirements, recruitments, increase in Call for Service, increase of parking tickets, arrest vs use of force, canine use for tracking and drugs, Capital usage: body armor, average 2 vehicles a year, potential new downtown camera.

Finance Director, Gretchen Gomolka, discussed the issues with staffing, potentially spreading AP duties and not backfilling position, separating Building Clerk and Tax Clerk positions .

City Manager, Nate Geinzer discussed combining Administration/ Human Resources/ Clerk's Department and the addition of Communication Coordinator position and a shared full time assistant, succession planning

Human Resources, Jennifer Burke, discussed increasing the amount of assistance in the department, the use of ADP, ACA reporting.

Acting City Clerk, Pamela Stewart, discussed the increased cost of staffing, the increase in budget for the elections, and increasing of temporary staffing until the full-time assistant position is filled.

Economic and Community Development Director, Matt Modrack, discussed massive changes in the department, DDA funds for streets, parking, lot repairs, administrative, and police to transfer to the General Fund reimbursement and the road projects of Grand River and Challis, where the Mill Pond Project fits in, the U of M Project, Brighton Interior Drive Project, Planning Commission commitment to update Sign Ordinances, maintenance on Walnut, revenue capture of the DDA.

City Council Budget Worksession

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City Manager, Nate Geinzer, discussed Planning function working well with Livingston County no current need to replace the Planner, Code Enforcement Officer's potential role, developing a plan for sidewalks and tree maintenance.

City Manager, Nate Geinzer, discussed combining some of the functions of the departments to save funds, combined largest budgets, 2.5 percent increase in utilities rate, potential increase in employees in the next fiscal year, Debt Service of Wastewater potential roll off in five years.

DPW Director, Dave Blackmar, discussed reallocating to make funds work, projects: Liberty Street, sidewalk work, seal coating of roads, DTE LED street lights, right-of-way tree service, street lining

Utilities Director, Tim Krugh, discussed similar numbers to previous years, Asset Management Condition Assessment: manholes, Waste Waterplant, finance of software water module, hydrant painting, water tower inspections. Capital Improvement: Pine Creek storage unit, truck replacement for Wastewater, step-down transformer/generator, centrifuge replacement, sewer lining, built 4 wells and 3 high service pumps.

City Manager, Nate Geinzer, discussed the City Council budget remains the same.

City Attorney, Paul Burns, 100 Tax Tribunal cases in the last 3 years, taxable value stabilizing, no pending District cases, no major litigation currently, deals with the prosecutions for Zoning issues and the Police, other future issues Arcadia, bonding, Challis

City Manager, Nate Geinzer, asked for direction for tomorrow's meeting. Suggestions included potential revenues for future projects.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 9:02 p.m. Hearing none, the Call to the Public was closed.

ADJOURNMENT

Councilmember Tobbe moved to adjourn the meeting and Councilmember Pettengill seconded. The meeting was adjourned at 9:03 p.m.

Pamela Stewart, Acting City Clerk

Jim Muzzin, Mayor

**MINUTES OF THE BUDGET WORKSESSION OF THE
CITY COUNCIL, HELD ON APRIL 13, 2016 AT THE
BRIGHTON CITY HALL, 200 N. 1ST STREET, BRIGHTON, MICHIGAN.**

ROLL CALL

Mayor Muzzin called the Budget Worksession to order at 6:30 p.m. The roll was called, there being present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Pettengill and Tobbe. Also in attendance were Attorneys Paul Burns and Staff members: Nate Geinzer, Jennifer Burke, Gretchen Gomolka, Tim Krugh, Dave Blackmar and Matt Modrack.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public a 6:31 p.m. Hearing none, the Call to the Public was closed.

DISCUSSION

City Manager, Nate Geinzer, highlighted sections of the FY 16-17 Proposed Budget including the OPEB and legacy costs, CIP and unfunded priorities.

Tim Krugh, Utilities Director discussed staffing levels in the water & sewer divisions and the possibility of backfilling a position.

Gretchen Gomolka, Finance Director discussed the possibility of an increase in water and sewer/utility billing fees so that another utility position could be backfilled.

Councilmember Gardner arrived at 7:55 p.m.

There was Council discussion regarding Debt Service coming off the roll, DDA, PSD and budget hearing which is scheduled for May 5, 2016.

Manager Geinzer recommended that Council and Staff continue the discussions at the next City Council meeting.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 8:35 p.m. Hearing none, the Call to the Public was closed.

ADJOURNMENT

Motion by Councilmember Tobbe seconded by Pettengill to adjourn the meeting at 8:36 p.m.

Jennifer Burke, Deputy City Clerk

Jim Muzzin, Mayor

RESOLUTION
OF THE
CITY OF BRIGHTON

WHEREAS: The Brighton City Council has previously set scheduled its regular meetings for the first and third Thursday of each month, with a Blue Sky Session at 7:00 p.m. and a Regular Session at 7:30 p.m.;

WHEREAS: The Brighton City Council wishes to change the schedule of the regular meetings to conduct Study Sessions at 6:30 p.m. in lieu of the Blue Sky Session, prior to the Regular Session of City Council meetings;

WHEREAS: Study Session agendas will be posted at City Hall and on the City's website at: brightoncity.org;

NOW, THEREFORE: The City of Brighton RESOLVES that regular meetings of the Brighton City Council will be held on the first and third Thursday of each month, with a Study Session at 6:30 p.m. and a Regular Session at 7:30 p.m., being the following dates for the remainder of 2016:

May 05 & 19	September 01 & 15
June 02 & 16	October 06 & 20
July 07 & 21	November 03 & 17
August 04 & 18	December 01 & 15

Ayes:

Nays:

Abstain:

Absent:

This resolution was adopted on this 21st day of April, 2016.

Pamela Stewart, Acting City Clerk

I, Pamela Stewart, Acting City Clerk for the City of Brighton, do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular City Council meeting held on April 21, 2016.

Pamela Stewart, Acting City Clerk



CITY OF BRIGHTON
REPORT FROM THE CITY MANAGER TO CITY COUNCIL
APRIL 21, 2016

SUBJECT: CONSIDER AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO CLEARZONING FOR THE UPDATE OF THE CITY'S ZONING ORDINANCE, IN THE AMOUNT OF \$49,950.

ADMINISTRATIVE SUMMARY

- The City of Brighton Zoning Code has not been comprehensively addressed since 1981. With a new Master Plan adopted in 2012, numerous changes in state/federal law, court decisions, and the code's 35 year age, a Request For Proposal (RFP) for Planning Services was issued in July 2015.
- Five firms responded.
- Due to the extended time lapse resulting from staff departures, each responding firm was given a chance to update their proposals and pricing as needed.
- A committee including the Mayor, a member of the Planning Commission, Zoning Board, DDA, and staff including the Economic and Community Development Director and City Manager, interviewed the three most qualified, cost effective, and responsive firms (noted with *).
- Following interviews, Clearzoning was the unanimous recommendation. This recommendation was based in part on their:
 - Responsiveness to the RFP.
 - Level of expertise and unique qualifications.
 - Level of familiarity with changes in laws/court decisions impacting planning/zoning and best practices.
 - User friendly final product.
 - Level of effort compared to cost (Clearzoning had the most staff/community "touches" per dollar).

Carlisle Wortman*	Clearzoning*	LSL Planning	McKenna*	Rowe
\$39,070	\$49,950	\$59,932	\$39,750	\$21,902

RECOMMENDATION

It is recommended that City Council authorize the City Manager to issue a purchase order to Clearzoning in an amount not to exceed \$49,950.

Prepared and

Approved by: Nate Geinzer, City Manager