

CITY OF BRIGHTON
CITY COUNCIL MEETING
CITY HALL
April 17, 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. Presentation from the Veterans Memorial Improvement Volunteer Committee to the City
6. Brighton Police Officer of the Year Award recognition and presentation from Chief Wightman
7. Approval of [minutes: Regular Meeting of April 3, 2014](#)
8. Call to the Public

Consent Agenda

9. Consider approval of a [civic event application for the Brighton Community Reunion event](#) as recommended by the Staff Civic Events Review Committee
10. Consider approval of the Mayor's recommended reappointment to the PSD Board

Policy Development & Customer Communications' action item

11. Conduct [public hearing on the Proposed City of Brighton Fiscal Year 14-15 Budget](#). No action to be taken following the public hearing. The City Council's adoption of the Fiscal Year 14-15 Budget will be a scheduled agenda item for the May 1, 2014 City Council Meeting.

Other Business

12. 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
13. Receive updates from Council Member Liaisons to other Boards and Commissions
14. Call to the Public
15. Conduct a closed session as recommended by the City Attorney regarding a site plan compliance/enforcement subject
16. Adjournment

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON APRIL 3, 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, Cooper and Willis. The Council reviewed the agenda items.

REGULAR SESSION

Mayor Muzzin called the regular meeting to order at 7:32 p.m. Following the Pledge of Allegiance, the roll was called. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Willis, Cooper and Bohn. Also in attendance were Attorney Paul Burns, Staff members Dana Foster, Patty Thomas, Laurie French, Matt Modrack, Kelly Hanna, Tim Krugh, Dave Blackmar, Amy Cyphert, Diana Lowe, Tom Wightman and an audience of 15. Press and Media included Jim Totten from Press & Argus and Tom Tolen from WHMI.

It was moved by Councilmember Cooper, seconded by Pipoly to excuse Councilmember Bandkau and Tobbe from the evening's meeting. Motion passed 5-0-2.

AGENDA APPROVAL

It was moved by Mayor Pro-Tem Pipoly seconded by Willis to approve the agenda as amended. Delete item #16, Closed Session. Motion passed 5-0-2.

MINUTE APPROVAL

It was moved by Councilmember Cooper, seconded by Bohn to approve the Regular Meeting minutes of March, 20, 2014 as presented. Motion passed 5-0-2.

It was moved by Councilmember Cooper, seconded by Pipoly to approve the Closed Session minutes of March, 20, 2014 as presented. Motion passed 5-0-2.

It was moved by Councilmember Cooper, seconded by Willis to approve the Budget Worksession minutes of March, 25, 26 and 27, 2014 as presented. Motion passed 5-0-2.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:36 p.m. The following comments were heard:

Rick Starnes, 421 & 423 W. Main Street expressed his opposition to extending the life of the Principal Shopping District.

Mike Musket, 315 North Street, Masonic Building also expressed his opposition to extending the life of the Principal Shopping District or any new taxes.

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John Enos, State Bank at 134 N. 1st Street, supports extending the life of the Principal Shopping District.

Kate Lawrence, property owner on Grand River, opposes the Special Assessment District for the Principal Shopping District.

Kristy Koryzno, White Dress, supports the Special Assessment District for the Principal Shopping District.

Mark Binkley, business owner on Main Street, supports the Principal Shopping District.

Thadeous McGaffey, 323 W. Main Street supports the Principal Shopping District.

Lisa Nelson, 431 W. Main, supports the Principal Shopping District.

Hearing no further comment, Mayor Muzzin closed the Call to the Public at 7:50 p.m.

CONSENT AGENDA

It was moved by Councilmember Cooper, seconded by Pipoly to approve the Consent Agenda as presented. Motion passed 5-0-2.

The following items were approved:

1. Approved the Civic Event applications for the 2014 Civic Event Season.
2. Approved first reading of the proposed amendments to Chapter 98, Article I. In General, Section 98-3. Definitions and Chapter 98, Article XIII. C2 Districts, Section 98-357. Use Regulations and set a public hearing date for May 1, 2014.
3. Approved a request from the Livingston Educational Service Agency to Collect all of their Operating Property Taxes on the City's Summer 2014 Tax Bills.

PRINCIPAL SHOPPING DISTRICT SPECIAL ASSESSMENT DISTRICT

City Manager, Dana Foster discussed the time line in which the Public Hearing and Second Hearing for the Principal Shopping District Special Assessment District must occur, stating the tentative necessity could occur tonight and defer the Hearing until May 1st.

Mark Binkley, Chairperson of the PSD, thanked the Council for placing the Principal Shopping District extension and Special Assessment District on the evening's agenda. He expressed his support for the PSD.

Community Development, DDA Director, Matt Modrack stated he has assembled letters of support for the PSD from property owners, including Mark Krueger, Corrigan Oil, BGR Offices LLC, Brewery Becker, Main Street Cheese Market, Pamela McConeghy, Don Siegel, Claudia Roblee, Michael Muller, George & Melanie Moses,

Cheryl Mayday, Dave Eichen and Nick Palizzi and a letter of opposition from Jeff Wink. He pointed out an article from SEMCOG stating that the PSD helped the City of Brighton from dropping Taxable Value from 2009-2012.

Community Development, Planning & Zoning Deputy Director, Laurie French gave a history of the PSD, the prior Assessment Map, Proposed PSD Assessment Map, PSD Historical Revenue & Expenses, Marketing Expenses by Event for FY 12-13, Marketing Expenses FY 12-13, Logo and Website updates, Accomplishments, Advertising, Over 40 New Businesses Opened or expanded since PSD inception and What the PSD continuation allows.

Community Development, DDA Director, Matt Modrack stated that the new Mt. Brighton owners choose the Brighton site because of the strength of the City of Brighton downtown. He discussed the PSD SWOT analysis.

Councilmember Willis, Councilmember Liaison to the PSD, stated that they have done their due diligence and would like the extension of the PSD approved.

Mayor Pro-Tem Pipoly stated the businesses on Grand River are not part of downtown, so what occurs downtown is no direct benefit to them, does not agree with Zone B being a part of the PSD and the only way he could support the request is if Zone B be taken out and cut the rate in half for Zone A so that the annual PSD budget will be about \$40,000.

Councilmember Bohn stated the General Fund is paying for part of the PSD through Laurie French and Matt Modrack's salary and the PSD should be self-funded.

Councilmember Cooper expressed his concerns regarding consistent communication, yearly assessments and the Chamber of Commerce should be doing the job of the PSD.

Mayor Muzzin stated we are coming out of a depression, now we are putting an additional tax on businesses, this is the wrong time for this rate and he will support a lower rate. He also stated he received letters of support for the PSD Special Assessment District from Jim Barnas, Matthew W. Michaels, and Kevin Montagano and a letter opposing from Edward Boutrous, Cross Grand Plaza.

It was moved by Councilmember Cooper, seconded by Willis to approve Resolution 14-05, PSD Special Assessment District to approve the necessity of the project, to schedule the first public hearing on the project for May 1, 2014, and to direct the issuance of a statutory notice to be published not less than 10 days prior to the date of the first public hearing and mailed by first class mail to all property owners within the proposed district. A roll call vote was taken. Yes: Willis, Bohn, Cooper. No: Muzzin, Pipoly. Motion passed 3-2-2.

PRINCIPAL SHOPPING DISTRICT LIFE EXTENSION

It was moved by Councilmember Cooper, seconded by Bohn to approve Resolution 14-06, to extend the Principal Shopping District in accordance with MCL 125.981, et seq., for a five-year term commencing November 19, 2015 and expiring November 18, 2020. A roll call vote was taken. Yes: Willis, Bohn, Pipoly, Muzzin, Cooper. No: none. Motion passed 5-0-2.

PROPOSED FISCAL YEAR 14-15 CITY BUDGET

The following motions were made for the staff to publish a notice for the annual public hearing on the City Council's proposed City Budget for Fiscal Year 14-15:

It was moved by Mayor Pro-Tem Pipoly, seconded by Cooper to approve the Refuse User Fee increase to \$14.48 per month - \$26,542 FY 14/15. Motion passed 5-0-2.

It was moved by Councilmember Cooper, seconded by Willis to approve the Pavement Marking - \$20,000 FY 14/15. Motion passed 5-0-2.

It was moved by Councilmember Cooper, seconded by Bohn to approve Committed Fund Balance Transfer equal to 14-15 Debt roll off - \$40,338 FY 14/15. Motion passed 5-0-2.

It was moved by Councilmember Pipoly, seconded by Willis to approve LED Traffic Signal Lights - \$11,210 FY 14/15. Motion passed 5-0-2.

It was moved by Councilmember Bohn, seconded by Muzzin to remove Flint Road Sidewalk Gap - \$15,000 from the FY 14/15 City Budget. Motion passed 5-0-2.

It was moved by Councilmember Bohn, seconded by Pipoly to remove Person Lift - \$45,000 from the FY 14/15 City Budget. Motion passed 5-0-2.

It was moved by Councilmember Bohn, seconded by Muzzin to remove Snow Plowing Equipment Replacement - \$125,000 from the FY 14/15 City Budget. Motion failed 2-3-2, with Councilmembers Cooper, Pipoly and Willis voting "no".

CITY CUSTOMER INFORMATION

Finance Director, Kelly Hanna stated the City Assessor will start inspecting properties and will contact the property owner before doing their work. This information will be on the City's website under News and Notices.

Department of Public Works Director, Dave Blackmar stated the Street Division has used about 40 tons of cold patch material on potholes and an additional 20 tons will be ordered. He will be meeting with a contractor to go through town to assess damage on the roads from this past winter.

Councilmember Bohn acknowledged an email from a resident regarding an overhaul of the City's Charter suggesting that we have a full time Mayor elected by the residents, as well as the City Manager.

Mayor Muzzin stated when someone runs for an elected Office; they do not have to be qualified for the position. He also stated he received a resignation from Cheryl Mayday from the PSD Board and please forward letter of interest for filling this vacancy to his attention.

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CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 10:17 p.m. Hearing no comment, the Call to the Public was closed.

ADJOURNMENT

It was moved by Councilmember Cooper, seconded by Bohn to adjourn the meeting at 10:17 p.m. Motion passed 5-0-2.

Diana Lowe, City Clerk

Jim Muzzin, Mayor

**POLICY REPORT DPW
DEPARTMENT OF PUBLIC WORKS**

Prepared by:

Reviewed by:

**Dave Blackmar
DPW Director**

**Dana W. Foster
City Manager**

ISSUE: To consider the Civic Event Application for the Brighton Community Reunion submitted by The Brighton Community Reunion.

STAFF RECOMMENDATION: To approve the Civic Event Application for the Brighton Community Reunion.

BACKGROUND:

The Staff Civic Events Review Committee met with the applicant to discuss the details of the proposed event.

This is the first year for this event. The applicant will be holding a weekend community event in Brighton. There are three parts of the event that will be held in the City of Brighton. These three activities are the only ones that the Staff Civic Events Review Committee is recommending approval as part of this policy report. All other aspects of the weekend event are subject to approval by the appropriate jurisdictions where they will be held.

- Friday night – There will be a party on West Street hosted by Downtown Main Martini Bar. It will occur from 6 pm to 1 am, Saturday morning. West Street will be closed from Main Street to the entrance of the North Street Parking lot.
- Saturday morning – There will be a 5K run that will begin at the high school. Runners will travel on Washington Street, South Fourth, cross Main Street, North Street, to State Street, North Seventh, and then onto Brighton Road into Genoa Township.
- Sunday afternoon – There will be a community picnic in the municipal parking lot from 12 noon to 4 pm. There will be food, music, kids’ activities, and non-profit booths.

An additional pre-event meeting will be held with the applicant closer to the event date to discuss the final details of the event.

BUDGET IMPACT: No additional police staffing will be required. On-duty personnel will assist with the start of the 5K run; other aspects of event will be monitored by regular patrol staffing.

There will be minimal staffing by DPW personnel at this event pursuant to the Collective Bargaining Unit Agreement between the City of Brighton and the Teamsters Union.

RELATIONSHIP TO 2012/13 GOALS: Continued allowance of various Civic Events under controlled conditions to promote the Downtown City of Brighton area.

COUNCIL ACTION: Approval of the Civic Event Application for the Brighton Community Reunion as recommended by the Staff Civic Events Review Committee.

POLICY REPORT - FINANCE

Conduct a Public Hearing on the Proposed FY 2014-15 City Budget

April 17, 2014

Prepared by:

Reviewed by:

Kelly Hanna, Finance Director

Dana Foster, City Manager

ISSUE:

The City Council must conduct a public hearing prior to the adoption of the City's FY 2014-15 Budget.

STAFF RECOMMENDATION:

To formally conduct the public hearing on the City's proposed FY 2014-15 Budget, to receive input from the public prior to the adoption of the Budget.

BACKGROUND:

Based on the requirements of Chapter 8, Section 3 of the City Charter, the attached public notice of the said public hearing has been published in the Livingston County Press & Argus issues of April 11 and April 13, 2014. The notice reflects the City Manager's amended proposed FY 2014-15 Budget per City Council's adopted motion on April 3, 2014:

General Fund

1. Remove the Refuse Millage
2. Increase the Refuse User Fee to \$14.48 per month
3. Reduce the Traffic Signal Usage cost by \$3,500 for anticipation of all Traffic Signals being replaced with LED Lights
4. Increase the appropriation to the Major Street Fund for Pavement Marking and LED Traffic Signal Lights, offset by the elimination of the Flint Road Sidewalk \$16,210
5. Reduce appropriation to the Capital Improvement Fund for the Person Lift, \$45,000
6. Contribute \$40,338 to Committed Fund Balance

Major Street Fund

1. Increase for Pavement Marking, \$20,000
2. Increase for LED Traffic Signal Lights, \$11,210
3. Eliminate Flint Road Sidewalk Gap, \$15,000

Capital Improvement Fund

1. Eliminate Person Lift, \$45,000

RELATIONSHIP TO GOALS:

The budget document funds, through appropriations, the goals of the City.

BUDGET IMPACT:

The City Council shall consider the public's input when finalizing the FY 2014-15 Budget.

ACTION/MOTION:

Hold the public hearing on the City Council Proposed FY 2014-15 Budget.

CITY OF BRIGHTON
 NOTICE OF PUBLIC HEARING
 ON PROPOSED FY 2014-15
 CITY BUDGET

The City of Brighton will hold a public hearing at 7:30 p.m. on Thursday, April 17, 2014 in the City Council Chambers, 200 North First Street, Brighton, for the purpose of receiving written and oral comment concerning the City of Brighton's proposed budget for fiscal year 2014-15 which is summarized below.

All interested citizens are encouraged to attend and/or submit comments.

SUMMARY OF PROPOSED 2014-15 BUDGET CITY OF BRIGHTON

<u>Source:</u>	<u>Revenue</u>
Property Taxes, Penalties, Interest & Fees	\$ 6,559,284
Licenses & Permits	326,857
Federal Grants	7,000
State Grants	16,000
State Shared Revenue	1,081,001
Local Unit Contribution	89,000
Service Charges	3,979,431
Fines & Forfeits	113,900
Investment Earnings	27,020
Rents & Royalties	71,950
Other Revenue	258,817
Other Financing Sources	2,460,969
Net Use of Fund Balance and Working Capital	270,714
Less: Appropriations Between Funds	(1,779,590)
TOTAL REVENUE	<u>\$ 13,482,353</u>

<u>Fund:</u>	<u>Expenditures</u>
General	\$ 7,780,212
Streets (including capital improvements)	990,786
PSD	35,000
Arts/Cultural Commission	2,965
Imagination Station Maintenance	11,000
Forfeiture Funds	24,170
Street Debt	661,519
Capital Improvements (including debt)	451,942
Law Enforcement/Public Safety	144,940
Building Authority (including debt)	130,683
Downtown Development Authority (including debt)	781,160
Local Development Finance Authority (including debt)	75,405
Utilities (including capital and debt less depreciation)	4,172,161
Less: Appropriations Between Funds	(1,779,590)
TOTAL EXPENDITURES	<u>\$ 13,482,353</u>

An increase in the residential refuse collection user fee and the utility user fees to be charged to support the proposed budget will be a subject of this hearing.

A copy of the proposed budget is available for public inspection from 8:00 a.m. to 5:00 p.m., Monday - Friday, at 200 North First Street, Brighton in the office of the City Clerk. Specific questions on the budget should be addressed to the City Manager or Finance Director.

Diana Lowe
City Clerk
City of Brighton

To obtain this notice in alternative formats contact David Blackmar, ADA Coordinator at 810-225-8001.

BA 04/11/14, 04/13/14

CITY OF BRIGHTON
GENERAL FUND SUMMARY

City Council's Proposed Budget

SIX YEAR FINANCIAL FORECAST (as of April 17, 2014)

	12-13 Year End <u>Actual</u>	13-14 Adopted <u>Budget</u>	13-14 Year End <u>Projection</u>	14-15 Proposed <u>Budget</u>	15-16 <u>Forecast</u>	16-17 <u>Forecast</u>	17-18 <u>Forecast</u>	18-19 <u>Forecast</u>	19-20 <u>Forecast</u>
Revenue	7,977,921	7,500,835	7,524,271	7,626,141	7,791,607	7,839,188	7,989,848	8,141,071	8,296,497
Less: Expenditures	7,970,489	7,719,964	7,780,211	7,575,917	7,625,221	7,855,088	8,093,117	8,274,581	
Funds Available	6,472	195,354	(195,694)	(154,070)	215,691	213,967	134,760	47,954	21,915
Less: Committed Fund Balance & Nonspendable*	65,724	-	-	40,338					
Funds Available after Committed Fund Balance	(59,252)	195,354	(195,694)	(194,408)	215,691	213,967	134,760	47,954	21,915
Add: Beginning Unreserved Fund Balance	11,548,219	1,488,963	1,293,270	1,098,861	1,314,552	1,528,519	1,663,279	1,711,232	
Ending Unreserved Fund Balance	1,488,963	1,624,593	1,293,270	1,098,861	1,314,552	1,528,519	1,663,279	1,711,232	1,733,148
Minimum Target Unreserved Fund Balance (15%):	988,652	988,564	965,951	984,290	1,008,348	1,035,786	1,065,968	1,097,606	
Unreserved Fund Balance Over/(Under)									
Minimum Target Fund Balance	508,306	700,651	304,706	132,911	330,262	520,170	627,493	645,264	635,541
Fund Balance as a % of Operating Expend.	23%	26%	20%	17%	20%	23%	24%	24%	24%
Unfunded CIP Projects				3,215,114	2,653,361	762,380	1,385,694	1,167,694	125,000

**CITY OF BRIGHTON, MICHIGAN
MAJOR STREET FUND**

<u>ACCOUNTS</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>PROPOSED</u>
	<u>12-13</u>	<u>YEAR-END</u>	<u>BUDGET</u>
		<u>13-14</u>	<u>14-15</u>
REVENUES:			
Licenses & Permits	26,045	26,282	26,727
Federal Grants	-	-	-
State Grants	-	-	-
State Shared Revenue	333,162	335,475	338,290
Fines & Forfeits	-	-	-
Investment Earnings	577	300	300
Other Revenue	101,675	86,816	77,341
Other Financing Sources	<u>2,825,574</u>	<u>255,194</u>	<u>317,888</u>
TOTAL REVENUES	3,287,033	704,067	760,546
EXPENDITURES:			
General Administration	18,915	8,200	8,390
Engineering Services	-	-	-
Street Construction	9,275	71,640	26,210
Routine Maintenance	149,894	107,047	200,159
Trust Fund Maintenance	4,649	3,786	-
Traffic Services	49,390	50,947	45,457
Winter Maintenance	123,763	145,978	128,478
Stormwater	27,710	21,263	18,700
Transfers-Out Other Funds	<u>2,954,967</u>	<u>366,118</u>	<u>365,865</u>
TOTAL EXPENDITURES	3,338,562	774,980	793,260
FUND BALANCE-BEGIN.	276,926	225,397	154,484
FUND BALANCE-ENDING	225,397	154,484	121,770
Reserved for future SAD Paymen	163,775	142,371	121,770
Unreserved Fund Balance	61,622	12,113	0

**CITY OF BRIGHTON, MICHIGAN
CAPITAL IMPROVEMENT FUND**

<u>ACCOUNTS</u>	PROJECTED PROPOSED		
	ACTUAL 12-13	YEAR-END 13-14	BUDGET 14-15
REVENUES:			
Licenses & Permits	1,500	1,500	1,500
State Grants	-	14,846	-
Investment Earnings	9	-	-
Rents & Royalties	-	-	-
Other Revenue	4,500	77,815	-
Other Financing Sources	2,447,775	296,351	450,442
TOTAL REVENUES	2,453,784	390,512	451,942
EXPENDITURES:			
Capital Projects	77,302	84,995	224,500
Transfers Out	-	61,000	-
Debt Service	2,385,306	244,520	227,442
TOTAL EXPENDITURES	2,462,608	390,515	451,942
FUND BALANCE-BEGIN.	8,827	3	(0)
FUND BALANCE-ENDING	3	(0)	(0)