

CITY OF BRIGHTON  
CITY COUNCIL MEETING  
CITY HALL  
January 17, 2013

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](#) and closed session of [January 3, 2013](#)
6. Mayor's Reading of Citizen Inquiries received since the last City Council Meeting
7. Call to the Public

**Consent Agenda**

8. Consider approval of a [Class C and SDM liquor license transfer from Bama Bar, Inc. at the Stout Pub located at 125 E. Grand River Avenue to DSAD Pub, Inc. to also be used at the Stout Pub located at 125 E. Grand River Avenue.](#)
9. Consider approval of the City Clerk's recommendation for [opting in to the Brighton Area School District and Livingston Educational Service Agency \(LESA\) Intermediate School District Election Coordination Committee Initial Reports to the State of Michigan](#)
10. Consider approval of recommended reappointments to the Arts & Culture Advisory Commission

**Policy Development & Customer Communications' action item**

11. Consider review and possible action on a staff-proposed [Quota Liquor License policy resolution to establish suggested criteria for possible future City Council Quota Liquor License approval actions](#)
12. Consider review and possible action on proposals submitted with applications for the new Class C Quota Liquor License

**Other Business**

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

**MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON**  
**HELD ON JANUARY 3, 2013 AT THE BRIGHTON CITY HALL**  
**200 N. 1ST STREET, BRIGHTON, MICHIGAN**

**BLUE SKY SESSION**

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

**REGULAR SESSION**

Mayor Muzzin called the regular meeting to order at 7:30 p.m. Following the Pledge of Allegiance, the roll was called, there being present were Mayor Muzzin, Mayor Pro-Tem Cooper, Councilmembers Bandkau, Schillinger, Pipoly, Roblee and Bohn. Also in attendance were Attorney Brad Maynes, Staff members Dana Foster, Matt Schindewolf, Kelly Hanna, Amy Cyphert, Matt Modrack, Laurie French, Colleen Barton, Diana Lowe and Tom Wightman and an audience of 4. Press and Media included Nicole Krawcke from the Patch and Tom Tolen from WHMI.

**AGENDA APPROVAL**

It was moved by Councilmember Bandkau, seconded by Cooper to approve the agenda as amended. Add item #14a, Pending Litigation Closed Session. Delete item #10, Operational Activity Reporting. Motion passed 7-0.

**MINUTES APPROVAL**

It was moved by Councilmember Roblee, seconded by Cooper to approve the Regular Meeting minutes of December 20, 2012 as presented. Motion passed 7-0.

**CITIZEN INQUIRIES**

None.

**CALL TO THE PUBLIC**

Mayor Muzzin opened the Call to the Public at 7:34 p.m. Hearing no comment, the Call to the Public was closed.

**CONSENT AGENDA**

It was moved by Councilmember Pipoly, seconded by Bandkau to approve the Consent Agenda as presented. Motion passed 7-0.

The following items were approved:

1. A declaration document regarding the Northridge Ponds development.

2. Approved a request from the Brighton Area School District for city collection of operating taxes for non-principal residences on the City's Summer 2013 property tax bills.

### **QUOTA LIQUOR LICENSE POLICY RESOLUTION**

City Manager, Dana Foster briefed the Council on the Quota Liquor License policy Resolution. He stated that the available Quota Liquor License has been advertised in the Livingston County Press & Argus twice. He recommended approving a policy Resolution prior to acting on any proposals.

It was moved by Councilmember Schillinger, seconded by Bandkau to have the City Attorney review the proposed Quota Liquor License policy resolution to establish criteria for possible future City Council Quota Liquor License approval actions and report back to City Council. Motion passed 7-0.

### **CITY CUSTOMER INFORMATION**

City Manager, Dana Foster stated that Kansas State will be playing in the Fiesta Bowl this evening.

Councilmember Bandkau encouraged citizens to donate to the Veteran's Memorial project.

Councilmember Roblee wished everyone a Happy New Year.

Councilmember Pipoly sent condolences to the Daniel Schmidt family, long time City resident, business owner and Planning Commission Member.

Mayor Muzzin stated he was thankful for Daniel Schmidt's service to the City.

### **CALL TO THE PUBLIC**

Mayor Muzzin gave a Call to the Public at 8:19 p.m. Hearing none, the Call to the Public was closed.

### **PENDING LITIGATION CLOSED SESSION**

It was moved by Mayor Pro-Tem Cooper, seconded by Pipoly to go into Closed Session to discuss Michigan Tax Tribunal Pending Litigation. A roll call vote was taken. Yes: Schillinger, Bohn, Cooper, Muzzin, Bandkau, Roblee, Pipoly. No: none. Motion passed 7-0.

The Council convened into Closed Session at 8:20 p.m.

The Council reconvened the Regular Session at 8:43 p.m.

### **CLOSED SESSION ACTION**

It was moved by Councilmember Roblee, seconded by Bohn to authorize the settlement of the Michigan Tax Tribunal case as directed by City Attorney. Motion passed 7-0.

City Council  
January 3, 2013  
Page 3

**ADJOURNMENT**

It was moved by Mayor Pro-Tem Cooper, seconded by Bohn to adjourn the meeting at 8:44 p.m. Motion passed 7-0.

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Diana Lowe, City Clerk

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Jim Muzzin, Mayor

**POLICY REPORT NO. BPD 13-01  
REQUEST FOR TRANSFER OF LIQUOR LICENSE  
125 E. GRAND RIVER AVENUE, BRIGHTON  
JANUARY 17, 2013**

Prepared by:

Thomas Wightman  
Chief of Police

Reviewed by:

Dana W. Foster  
City Manager

**ISSUE:**

DSAD Pub, Inc. is requesting transfer of the Class C and SDM liquor licenses held by Bama Bar, Inc. at 125 E. Grand River Ave. (Stout Pub).

**BACKGROUND:**

DSAD Pub, Inc. is entirely owned by David C. Norman of Dearborn, Michigan. Mr. Norman is currently the General Manager of Stout and Lu & Carlo's restaurants. He will be purchasing the business and the liquor license from Bama Bar, Inc.

Mr. Norman has been involved with restaurant and liquor sales management since 2002. He has never received a liquor violation and a criminal record check reveals no criminal arrests or convictions of any type.

**BUDGET IMPACT:**

None.

**COUNCIL ACTION:**

Although the Michigan Liquor Control Commission no longer requires a local resolution prior to their approval of a license transfer, Brighton city ordinance requires City Council approval of any person or business selling liquor within the City.

Therefore a suggested resolution would be that City Council approves the request by DSAD Pub, Inc. owned by David C. Norman to sell alcohol at 125 E. Grand River Avenue in accordance with the City of Brighton code of ordinances 6-31 through 6-41.

**STAFF RECOMMENDATION:**

The Police Department recommends approval of the request.

**POLICY REPORT  
ELECTION CONSOLIDATION  
JANUARY 17, 2013**

**PREPARED BY:            REVIEW**

**ED BY:**

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**Diana Lowe        Dana**  
**City Clerk        City**

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**Foster**  
**Manager**

**ISSUE:**

To authorize the City Clerk to “opt in” to the following two documents.

- Brighton Area Schools School District Election Coordinating Committee Initial Report
- Livingston Educational Service Agency (LESA) Intermediate School District Election Coordination Committee Initial Report

These documents require approval from the governing body every four years.

**STAFF RECOMMENDATION:**

Recommend continued approval.

**BACKGROUND:**

As a result of the Consolidated Elections legislation, a nine-bill package signed into law in 2004 and effective in January of 2005, the City of Brighton has had a significant role in running the school elections with the Livingston County Clerk’s Office.

The Clerk, for Livingston County, serves as the School District Election Coordinator for Brighton Area School District. While the local Clerks assume the duties of:

- Issuing absent voter ballots and acceptance of returned ballots.
- Appoint Election Inspectors for the City.
- Handle voting equipment programming and testing.
- Proof the ballot.
- Determine ballot quantity; authorize the printing and order of election supplies.
- Insure Inspectors are training through the Livingston County Clerk’s office.
- Print the Qualified Voter file precinct lists.
- Set up the precincts.
- Handle Election Day issues and troubleshooting.
- Store voted ballots after the election.
- Update voter history in the Qualified Voter file.

- Do any and all such things in the conduct of the school election as required by law.

**BUDGET IMPACT:**

School districts and intermediate school districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the district. If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdictions involved, the school district or intermediate school district is responsible for any *added costs* attributable to the conduct of the district's regular or special election.

The Brighton Area School District changed their regular election dates from May to November. Since the City of Brighton conducts an annual November Election, there should only be minimal, if any, costs to the Brighton School District for the regular elections.

**COUNCIL ACTION:**

To authorize the City Clerk to "opt in" to the following two documents:

- Brighton Area Schools School District Election Coordinating Committee Initial Report
- Livingston Educational Service Agency (LESA) Intermediate School District Election Coordination Committee Initial Report

And to forward same documents to the Livingston County Clerk's office along with the draft minutes of January 17, 2013 City Council meeting.

LIVINGSTON EDUCATIONAL SERVICE AGENCY  
INTERMEDIATE SCHOOL DISTRICT (LESA)  
ELECTION COORDINATING COMMITTEE MEETING REPORT  
THURSDAY, JANUARY 17, 2013, 10:30 A.M.  
CONFERENCE ROOM 1  
LIVINGSTON COUNTY ADMINISTRATION BUILDING

CALL TO ORDER

Election Coordinator for the Livingston Educational Service Agency (LESA)  
Intermediate School District:

Livingston County Clerk Margaret M. Dunleavy

ROLL CALL – INTRODUCTIONS  
POSTING OF MEETING IN COMPLIANCE WITH OPEN MEETINGS ACT

List of jurisdictions that wholly or partially fall within  
Livingston Intermediate School District (LESA):

Brighton Charter Township  
Cohoctah Township  
Conway Township  
Deerfield Township  
Genoa Charter Township  
Green Oak Charter Township  
Hamburg Township  
Handy Township  
Hartland Township  
Howell Township  
Iosco Township  
Marion Township  
Oceola Township  
Putnam Township  
Tyrone Township  
Unadilla Township  
Brighton City  
Howell City  
Locke Township, Ingham County  
White Oak Township, Ingham County  
Antrim Township, Shiawassee County  
Dexter Township, Washtenaw County  
Webster Township, Washtenaw County

**PURPOSE OF MEETING**

Statutory requirement to conduct January meeting:

- . Election Coordinating Committee must meet **2013** to review the Report the Committee filed with the Secretary of State on February 5, 2009.

- . **B J 1, 2013, MCL 1 .305 2**

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- . **A MCL 1 . 2 N**

- . **A , E C C : 1)**  
notify the Secretary of State in writing that previous Report is  
2) Secretary of State  
- alterations.

**GENERAL INFORMATION**

Handouts:

- . **S D M .**

- . **V R C M P .**

**ORGANIZATION OF SCHOOL DISTRICT SPECIAL ELECTION  
RELATED DUTIES**

Duties a city or township clerk has a right to assume  
at local clerk's option:

- a. The law provides that the clerk of any city or township that falls within the Intermediate School District can opt to conduct the School District's special elections in his or her city or township.
- b. A clerk making this choice must perform all of the duties associated with the conduct of the Intermediate School District's special elections in his or her city or township.

- c. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for        years.

Duties the county clerk can direct city and township clerks to perform at county clerk's discretion:

- a. Distribute, receive and process absent voter ballot applications for the Intermediate School District's special elections; provide voting equipment for the conduct of the School District's special elections; provide the list of election inspectors for that city or township; and notify the School District's electors of precinct and polling place location changes.

<p>LIST OF ELECTION RELATED DUTIES AND RESPONSIBILITIES PERFORMED TO ADMINISTER INTERMEDIATE SCHOOL DISTRICT'S SPECIAL ELECTIONS</p>
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The following are the election related duties and responsibilities performed at the county level:

- a. Receive special election resolutions and ballot proposal language adopted by the Intermediate School District's Board.
- b. Create special election    QVF.
- c. Arrange for programming/coding of optical scan and ballot marking device equipment.
- d. Assist township/city clerks in determining ballot quantities; proof ballots with assistance of township/city clerks; and order printing of ballots.
- e. Order precinct supply kits.
- f. Publish notice for close of registration and notice of election.
- g. Conduct precinct inspector trainings upon request of township/city clerks.
- h. File and preserve Canvassers' certification of election.
- i. Schedule any special election called.
- j. Prepare reimbursement request to Intermediate School District.

The following are the election related duties and responsibilities performed at the local level:

- a. Conduct Intermediate School District's special elections using municipal precincts.
- b. Provide voting equipment for School District's special elections.
- c. Arrange for public accuracy testing of optical scan and preliminary accuracy testing of ballot marking device equipment. Publish notice for optical scan public accuracy testing.
- d. Order election supplies (AV outgoing and incoming envelopes and marking devices, etc.)
- e. Handle distribution, receipt and processing of AV ballot applications based upon past practice **E L .**
- f. Handle issuance of AV ballots and return of AV ballots.
- g. Appoint precinct inspectors through local election commission.
- h. Consolidate municipal precincts whenever possible through the adoption of a resolution by the local election commission based upon polling place location, size of the combined precincts (cannot exceed 5,000 voters), complexity of the ballot, and anticipated turnout for the election.
- i. Determine ballot quantities with assistance of School Election Coordinator and assist School Election Coordinator in proofing ballots.
- j. May conduct precinct inspector training for that city/township if that city/township's population is at least 10,000 residents.
- k. Print QVF precinct poll lists or utilize Electronic Poll Book.
- l. Handle setup of polling places on Election Day.
- m. Handle Election Day issues and "troubleshooting" for that city/township.
- n. Do any and all such things in the conduct of the Intermediate School District's special election as required by law.

- o. Deliver unofficial election results to County Clerk's Office for Canvassers' certification of election.
- p. Store voted ballots after election.
- q. Update voter history QVF.
- r. Prepare reimbursement request to Intermediate School District.

**DECISIONS WHICH MUST BE REVIEWED AT JANUARY SCHOOL DISTRICT  
ELECTION COORDINATING COMMITTEE MEETING**

Is there any city or township clerk who wishes to "opt in"  
and conduct the Intermediate School District's special elections  
in his or her city or township?

- a. The clerk of any city or township that falls within the Intermediate School District can opt to conduct the School District's special elections in his or her city or township. Before entering into such an agreement, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for \_\_\_\_\_ years.

Who will handle the election duties for those portions of the Intermediate School District in which a city or township clerk does not choose to "opt in" to conduct the Intermediate School District's special elections?

The following duties will be conducted by the Livingston County Clerk on behalf of those city or township clerks who do not choose to "opt in" to conduct the Intermediate School District's special elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk):

- a. Conduct city or township's special elections using municipal precincts.
- b. Arrange for public accuracy testing of optical scan equipment and preliminary accuracy testing of ballot marking device equipment, and publish notice for optical scan public accuracy testing.
- c. Print QVF precinct poll lists                    **E            P   B   .**
- d. Handle setup of polling places on Election Day.
- e. Deliver election results to County Clerk's Office for Canvassers' certification of election.
- f. Store voted ballots after election.

- g. Update voter history QVF.
- h. Prepare reimbursement request to school district.

SPECIAL STAND-ALONE ELECTIONS
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Who will handle the election duties for those portions of the Intermediate School District in which a special stand-alone election is held for the Intermediate School District?

- a. Provided the Intermediate School District notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Intermediate School District electors within Locke Township, Ingham County, will vote at the Conway Township Hall, Precinct #1 polling place location; the Intermediate School District electors within White Oak Township, Ingham County, will vote at the Iosco Township Hall, Precinct #1 polling place location; the Intermediate School District electors within Antrim Township, Shiawassee County, will vote at the Conway Township Hall, Precinct #1 polling place location; the Intermediate School District electors within Dexter Township, Washtenaw County, will vote at the Putnam Township, Precinct #4 Pinckney Elementary School polling place location; and the Intermediate School District electors within Webster Township, Washtenaw County, will vote at the Hamburg Township Hall , Precinct #4 polling place location.
- b. Provided the Intermediate School District notifies the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election, the Locke, White Oak, Antrim, Dexter, and Webster Township Clerks will do the following:
  - 1) send notices to those registered voters affected by the polling place location changes within 60 days prior to the special stand-alone election; 2) distribute absent voter ballot applications based upon past practice **E L** ;
  - 3) forward all completed, returned absent voter ballot applications to the respective Township Clerks (Conway, Iosco, Hamburg, and Putnam) upon verification of voters' signatures with master cards;
  - 4) forward QVF precinct poll lists to the respective Township Clerks (Conway, Iosco, Putnam, and Hamburg) prior to the Intermediate School District's special stand-alone election; 5) copy master cards, or provide personnel to verify master card information on Election Day while the polls are open, or provide some other acceptable (cost-effective) means to verify the voters' signatures and eligibility- the method used to be determined by the local clerk of record and the other local clerk conducting the election; 6) update their voter

history the QVF following the Intermediate School District's special stand-alone election; and 7) prepare their reimbursement requests to the Intermediate School District.

**ALTERATIONS MADE IN PREVIOUS REPORT: DETAIL REQUIRED**

P 2: S J : A  
 P P A P .  
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 P 2-3: D .  
 P 3: T : A P .  
 P P : A  
 P -5: T . : A P  
 P 5: I I S D  
 P 5- : A P .  
 P I S D I S  
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 P -7: I S D -  
 P I S D A  
 P P .  
 P : L P , F S : A .

**ADDENDUM**

Dexter and Webster Townships, Washtenaw County, have agreed to “opt in” to conduct an election for their registered voters within the LESA Intermediate School District if the special election date coincides with another election already being held in their respective townships on that date; otherwise, Hamburg Township has agreed to “fold in” Webster Township’s Pinckney School District voters into Precinct #4, located at the Hamburg Township Hall, and Putnam Township has agreed to “fold in” Dexter Township’s Pinckney School District voters into Precinct #4, located at the Pinckney Elementary School.

LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)  
INTERMEDIATE SCHOOL DISTRICT  
ELECTION COORDINATING COMMITTEE

Member Roster

Election Coordinator: Livingston County Clerk Margaret M. Dunleavy

Member Municipalities:

Jurisdiction	Contact Person
Livingston Educational Service Agency (LESA)	Asst. Superintendent of Finance & Administrative Services R. Michael Hubert
Brighton Charter Township	Clerk Ann M. Bollin
Cohoctah Township	Clerk Brenda L. Meek
Conway Township	Clerk Cindy Dickerson
Deerfield Township	Clerk Alfred Mattioli
Genoa Charter Township	Clerk Paulette A. Skolarus
Green Oak Charter Township	Clerk Michael H. Sedlak
Hamburg Township	Clerk James A. Neilson
Handy Township	Clerk Laura A. Eisele
Hartland Township	Clerk Larry J. Hopkins
Howell Township	Deputy Clerk Debra J. Johnson
Iosco Township	Clerk Daniel A. Delmerico
Marion Township	Clerk Tammy L. Beal
Oceola Township	Clerk Kathleen E. McLean
Putnam Township	Clerk Sally D. Guyon
Tyrone Township	Clerk Keith L. Kremer
Unadilla Township	Clerk Linda J. Topping
Brighton City	Clerk Diana Lowe
Howell City	Clerk Jane L. Cartwright
Locke Township	Clerk Dorothy G. Hart* (Opted Out)
White Oak Township	Clerk Leela A. Vernon* (Opted Out)
Antrim Township	Clerk Susan McGahey* (Opted Out)
Dexter Township	Clerk Harley Rider
Webster Township	Clerk Mary Heller

This amended Report is binding on the undersigned municipalities until January 31, **2017**, or until such time as an amended Report is filed with the State of Michigan, Department of State, Bureau of Elections. The undersigned municipalities listed on Pages 9 and 10 have executed this Report by and through their respective duly authorized representatives as indicated:

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Margaret M. Dunleavy  
Livingston County Clerk  
Election Coordinator

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R. Michael Hubert, CPA  
Asst. Superintendent, Finance &  
Administrative Services  
Livingston Educational Service  
Agency (LESA)

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Ann M. Bollin  
Brighton Charter Township Clerk

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Brenda L. Meek  
Cohoctah Township Clerk

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Cindy Dickerson  
Conway Township Clerk

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Alfred Mattioli  
Deerfield Township Clerk

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Paulette A. Skolarus  
Genoa Charter Township Clerk

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Michael H. Sedlak  
Green Oak Charter Township Clerk

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James A. Neilson  
Hamburg Township Clerk

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Laura A. Eisele  
Handy Township Clerk

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Larry J. Hopkins  
Hartland Township Clerk

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Debra J. Johnson  
Howell Township Clerk

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Daniel A. Delmerico  
Iosco Township Clerk

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Tammy L. Beal  
Marion Township Clerk

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Kathleen E. McLean  
Oceola Township Clerk

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Sally D. Guyon  
Putnam Township Clerk

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Keith L. Kremer  
Tyrone Township Clerk

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Linda J. Topping  
Unadilla Township Clerk

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Diana Lowe  
Brighton City Clerk

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Jane L. Cartwright  
Howell City Clerk

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Dorothy G. Hart  
Locke Township Clerk  
Ingham County

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Leela A. Vernon  
White Oak Township Clerk  
Ingham County

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Susan McGahey  
Antrim Township Clerk  
Shiawassee County

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Harley Rider  
Dexter Township Clerk  
Washtenaw County

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Mary Heller  
Webster Township Clerk  
Washtenaw County

BRIGHTON AREA SCHOOL DISTRICT  
ELECTION COORDINATING COMMITTEE MEETING REPORT  
THURSDAY, JANUARY 17, 2013, 10:30 A.M.  
CONFERENCE ROOM 1  
LIVINGSTON COUNTY ADMINISTRATION BUILDING

CALL TO ORDER

Election Coordinator for the Brighton Area School District:

Livingston County Clerk Margaret M. Dunleavy

ROLL CALL – INTRODUCTIONS  
POSTING OF MEETING IN COMPLIANCE WITH OPEN MEETINGS ACT

List of jurisdictions that wholly or partially fall within  
Brighton Area School District:

Brighton Charter Township  
Genoa Charter Township  
Green Oak Charter Township  
Hamburg Township  
Brighton City

PURPOSE OF MEETING

Statutory requirement to conduct January meeting:

. Election Coordinating Committee must meet **2013** to  
review the amended Report the Committee filed with the Secretary  
of State on February 5, 2009.

. **B J 1, 2013, MCL 1 .305 2**

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. A MCL 1 . 2  
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. A , E C C : 1)  
notify the Secretary of State in writing that previous Report is not  
being altered or 2) Secretary of State -  
alterations.

**GENERAL INFORMATION**

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. V R C M P .

**ORGANIZATION OF SCHOOL DISTRICT ELECTION RELATED DUTIES**

Duties a city or township clerk has a right to assume  
at local clerk's option:

- a. The law provides that the clerk of any city or township that falls in the school district can opt to conduct the school district's elections in his or her city or township.
- b. A clerk making this choice must perform all of the duties associated with the conduct of the school district's elections in his or her city or township.
- c. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for years.

Duties the county clerk can direct city and township clerks to perform  
at county clerk's discretion:

- a. Distribute, receive and process absent voter ballot applications for the school district's elections; provide voting equipment for the conduct of the school district's elections; provide the list of election inspectors for that city or township; and notify the school district's electors of precinct and polling place location changes.

LIST OF ELECTION RELATED DUTIES AND RESPONSIBILITIES  
PERFORMED TO ADMINISTER THE SCHOOL DISTRICT'S ELECTIONS

The following are the election related duties and responsibilities  
performed at the county level:

- a. Receive special election resolutions and ballot proposal language adopted by the school district's board.
- b. Create special election QVF.
- c. Arrange for programming/coding of optical scan and ballot marking device equipment.
- d. Assist township/city clerks in determining ballot quantities; proof ballots with assistance of township/city clerks; and order printing of ballots.
- e. Order precinct supply kits.
- f. Publish notice for close of registration and notice of election.
- g. Conduct precinct inspector trainings upon request of township/city clerks.
- h. File and preserve Canvassers' certification of election.
- i. Schedule any special election called.
- j. Prepare reimbursement request to school district.

The following are the election related duties and responsibilities  
performed at the local level:

- a. Conduct school district's special elections using municipal precincts.
- b. Provide voting equipment for school district's elections.
- c. Arrange for public accuracy testing of optical scan and preliminary accuracy testing of ballot marking device equipment. Publish notice for optical scan public accuracy testing.
- d. Order election supplies (AV outgoing and incoming envelopes and marking devices, etc.)

- e. Handle distribution, receipt and processing of AV ballot applications based upon past practice **E L .**
- f. Handle issuance of AV ballots and return of AV ballots.
- g. Appoint precinct inspectors through local election commission.
- h. Consolidate municipal precincts whenever possible through the adoption of a resolution by the local election commission based upon polling place location, size of the combined precincts (cannot exceed 5,000 voters), complexity of the ballot, and anticipated turnout for the election.
- i. Determine ballot quantities with assistance of School Election Coordinator and assist School Election Coordinator in proofing ballots.
- j. May conduct precinct inspector training for that city/township if that city/township's population is at least 10,000 residents.
- k. Print QVF precinct poll lists or utilize Electronic Poll Book.
- l. Handle setup of polling places on Election Day.
- m. Handle Election Day issues and "troubleshooting" for that city/township.
- n. Do any and all such things in the conduct of the school election as required by law.
- o. Deliver unofficial election results to County Clerk's Office for Canvassers' certification of election.
- p. Store voted ballots after election.
- q. Update voter history QVF.
- r. Prepare reimbursement request to school district.

**DECISIONS WHICH MUST BE REVIEWED AT JANUARY SCHOOL DISTRICT  
ELECTION COORDINATING COMMITTEE MEETING**

Is there any city or township clerk who wishes to "opt in"  
and conduct the school district's elections in his or her city or township?

- a. In an instance where a local school district falls in more than a single city or township, the clerk of any city or township that falls in the district can opt to conduct the school district's elections in his or her city or township. Before entering into such an agreement, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for years.

Who will handle the election duties for those portions of the school district in which a city or township clerk does not choose to "opt in" to conduct the school district's elections?

The following duties will be conducted by the Livingston County Clerk on behalf of those city or township clerks who do not choose to "opt in" to conduct the school district's elections (unless delegated to a city or township clerk under an agreement reached with that city or township clerk):

- a. Conduct township or city's special elections.
- b. Arrange for public accuracy testing of optical scan equipment and preliminary accuracy testing of ballot marking device equipment, and publish notice for optical scan public accuracy testing.
- c. Print QVF precinct poll lists **E P B .**
- d. Handle setup of polling places on Election Day.
- e. Deliver election results to County Clerk's Office for Canvassers' certification of election.
- f. Store voted ballots after election.
- g. Update voter history QVF.
- h. Prepare reimbursement request to school district.

<b>SPECIAL STAND-ALONE ELECTIONS</b>
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What if a special stand-alone election is held for the  
Brighton Area School District?

The school district will notify the Livingston County Clerk's Office at least 90 days prior to the special stand-alone election.

ALTERATIONS MADE IN PREVIOUS REPORT: DETAIL REQUIRED
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P 1-2: S J : A  
P P A P .  
P 2: H : D P A P  
R P .  
P 2: D : A P , , .  
P 3: T : D P , ,  
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BRIGHTON AREA SCHOOLS  
ELECTION COORDINATING COMMITTEE  
Member Roster

Election Coordinator: Livingston County Clerk Margaret M. Dunleavy  
Member Municipalities:

Jurisdiction	Contact Person
Brighton Area Schools	Board of Education Secretary
Brighton Charter Township	Clerk Ann M. Bollin
Genoa Charter Township	Clerk Paulette A. Skolarus
Green Oak Charter Township	Clerk Michael H. Sedlak
Hamburg Township	Clerk James A. Neilson
Brighton City	Clerk Diana Lowe

This Report is binding on the undersigned municipalities until January 31, **2017**, or until such time as an amended Report is filed with the State of Michigan, Department of State, Bureau of Elections. The undersigned municipalities listed on Pages 6 and 7 have executed this Report by and through their respective duly authorized representatives as indicated:

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Margaret M. Dunleavy  
Livingston County Clerk  
Election Coordinator

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Secretary, Board of Education  
Brighton Area Schools

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Ann M. Bollin  
Brighton Charter Township Clerk

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Paulette A. Skolarus  
Genoa Charter Township Clerk

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Michael H. Sedlak  
Green Oak Charter Township Clerk

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James A. Neilson  
Hamburg Township Clerk

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Diana Lowe  
Brighton City Clerk

## **Proposed POLICY RESOLUTION**

**Purpose: To establish a set of possible decision-making criteria for City Council action on Class C Quota Liquor License applications or proposals.**

**Whereas**, the State of Michigan has notified the City of Brighton that an additional Class C Quota License is available to be used in the City's jurisdiction subject to City Council and Michigan Liquor Control Commission (MLCC) actions, and,

**Whereas**, the MLCC has also advised the City of Brighton that the City Council has the discretion to decide what potential Class C Quota License applicant to recommend to the MLCC for final license issuance approval, and,

**Whereas**, the Brighton City Council has previously adopted a policy resolution in 2008 to guide City Council decision-making for the issuance of Redevelopment Liquor Licenses, and,

**Whereas**, the Brighton City Council has followed a policy direction since 2008 to promote and facilitate the prudent issuance and use of liquor licenses for economic development and redevelopment purposes and therefore recognizes the future economic development value of a new Class C Quota Liquor License,

**Now Therefore, Be It Resolved by the City Council of the City of Brighton to establish the following Class C Quota Liquor License review and decision-making criteria to use for making decisions on possible Class C Quota Liquor License application approval recommendations to submit to the MLCC:**

- 1.** That the present and future City Councils should support a Class C Quota Liquor License application approval recommendation to the MLCC for an application that demonstrates how the Class C Quota Liquor License will facilitate a new proposed economic development or redevelopment and the creation of new jobs in the city, **or** how a Class C Quota Liquor License will facilitate the creation of new jobs at an existing business in the city.
- 2.** For Class C Quota Liquor License applications stating the intent for the requested license to facilitate a new proposed economic development or redevelopment, the minimum preferred capital investment for the new development or redevelopment by the applicant will be \$1.5 million in addition to the creation of new jobs in the city.
- 3.** For Class C Quota Liquor License applications stating the intent for the requested license to facilitate the creation of new jobs at an existing business in the city, the preferred minimum past capital investment during the past five years by the applicant will be \$75,000 in addition to also creating new jobs at said business in the city during the past five years.

4. All Class C Quota Liquor License applications must demonstrate that the primary business where the Class C Quota Liquor License is to be used if approved will not be the sale of alcoholic liquor.

5. All Class C Quota Liquor License applications must demonstrate that the establishment or facility where the Class C Quota Liquor License is to be used if approved will not allow or permit gambling on the premises.

6. All Class C Quota Liquor License applicants and businesses represented by said applicants will have no more than three total MLCC regulatory violations and no MLCC regulatory violations within the last five years.

7. All Class C Quota Liquor License applicants must pass the City of Brighton Police Department's background investigation as required by City of Brighton ordinances.

8. All Class C Quota Liquor License applications must also demonstrate compliance with the following criteria based on the Brighton City Council-adopted Redevelopment Liquor License Resolution of 2008:

- The request is a use permitted by right in the business zoning district, the C-1 zoning district (Zoning Ordinance Section 98-317), the C-2 zoning district (Zoning Ordinance Section 98-357), the OR zoning district, and approved PUDs (Planned Unit Developments).
- The request is supported by the Master Plan, DDA Development Plan, Downtown Blueprint, PSD Tactical Marketing Plan, or other applicable development guides.
- The applicant does not have any current or outstanding code violations.
- The applicant does not have any outstanding City taxes or other City fees

The above resolution was proposed by Council Member \_\_\_\_\_ and supported by Council Member \_\_\_\_\_

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

Certification:

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Diana Lowe, City Clerk

